ppm+

Adding a Clinical Document

USER GUIDE

Adding a Clinical Document from your desktop PC or Laptop

1 From your Ward View/MPV click the blue arrow and select **Add Clinical Document**

2 You can also add a Clinical Document from the Single Patient View Click on **Add** and then select **Clinical Document**

3

You can then search for the Clinical Document in the **Filter** field or by scrolling through.
You can select the **Star** to favourite a form.
Any document you save as a draft, can be found in the **In Progress** section.
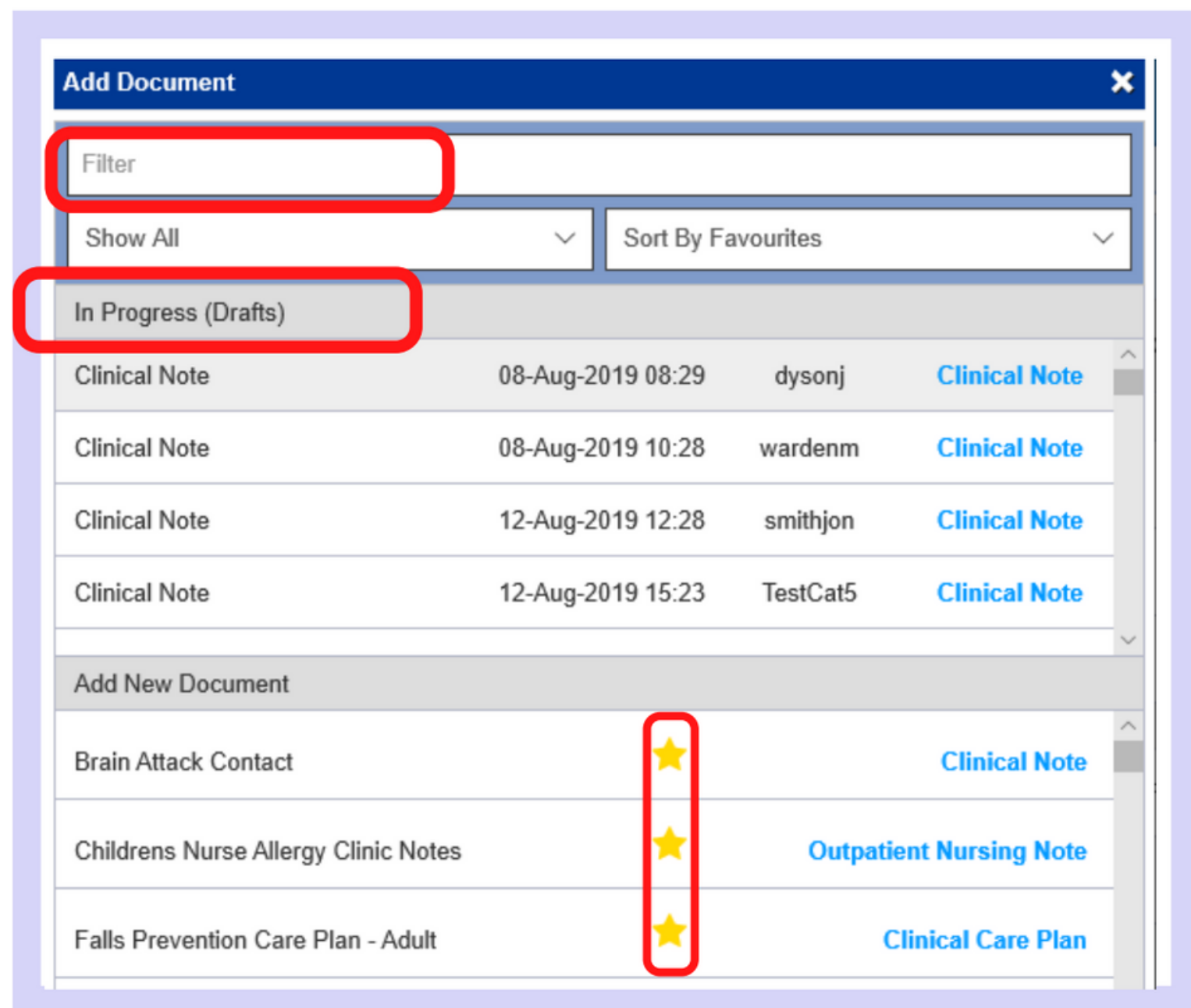
Adding a Clinical Document from PPM+ Mobile App

1 From your patient's dashboard select **eForms**

2

The **Search eForms** field allows you to search for a specific eForm.

All eForms will allow you to scroll through all eForms.

I**n Progress** is where you can find any form you have saved as a draft
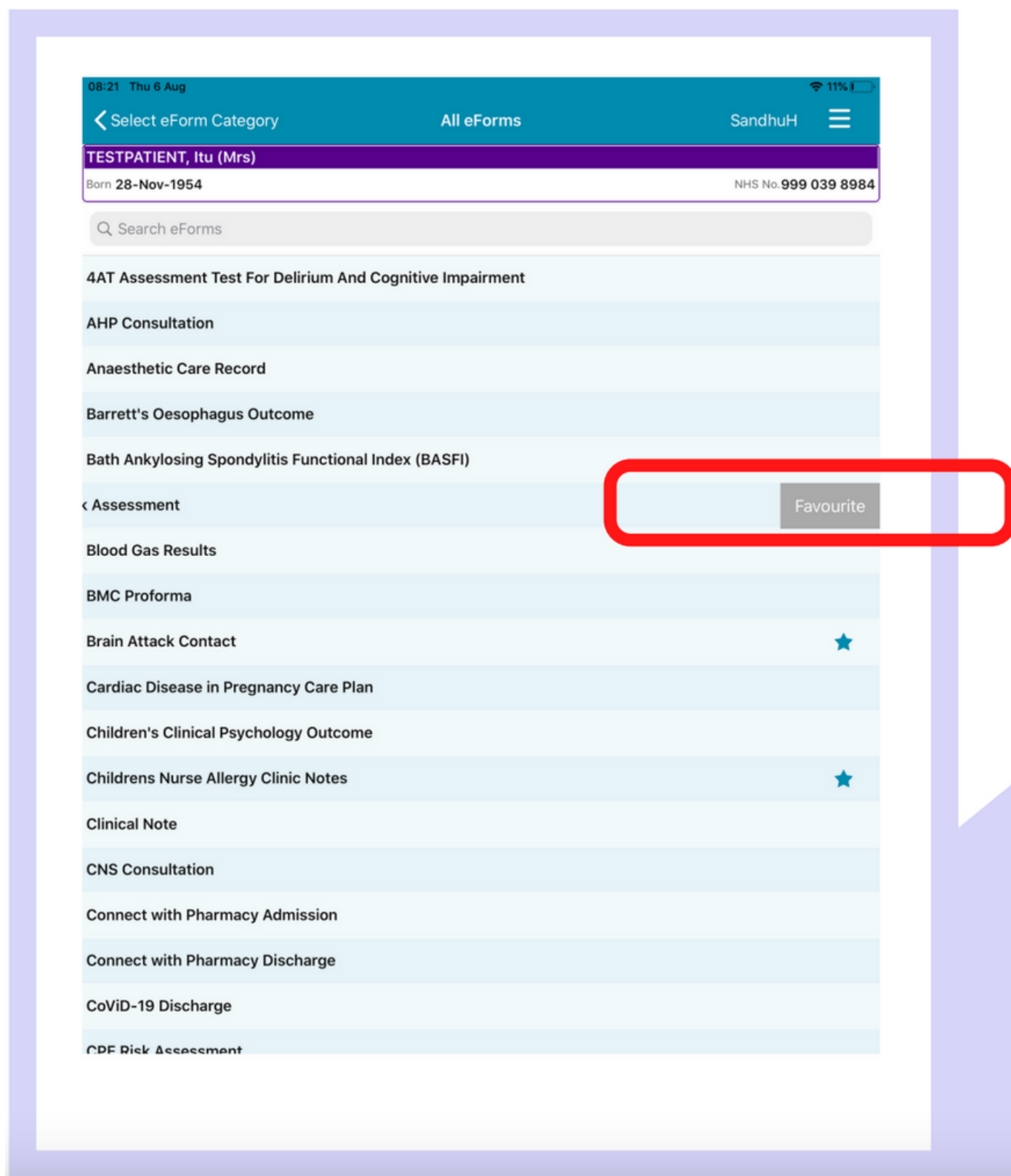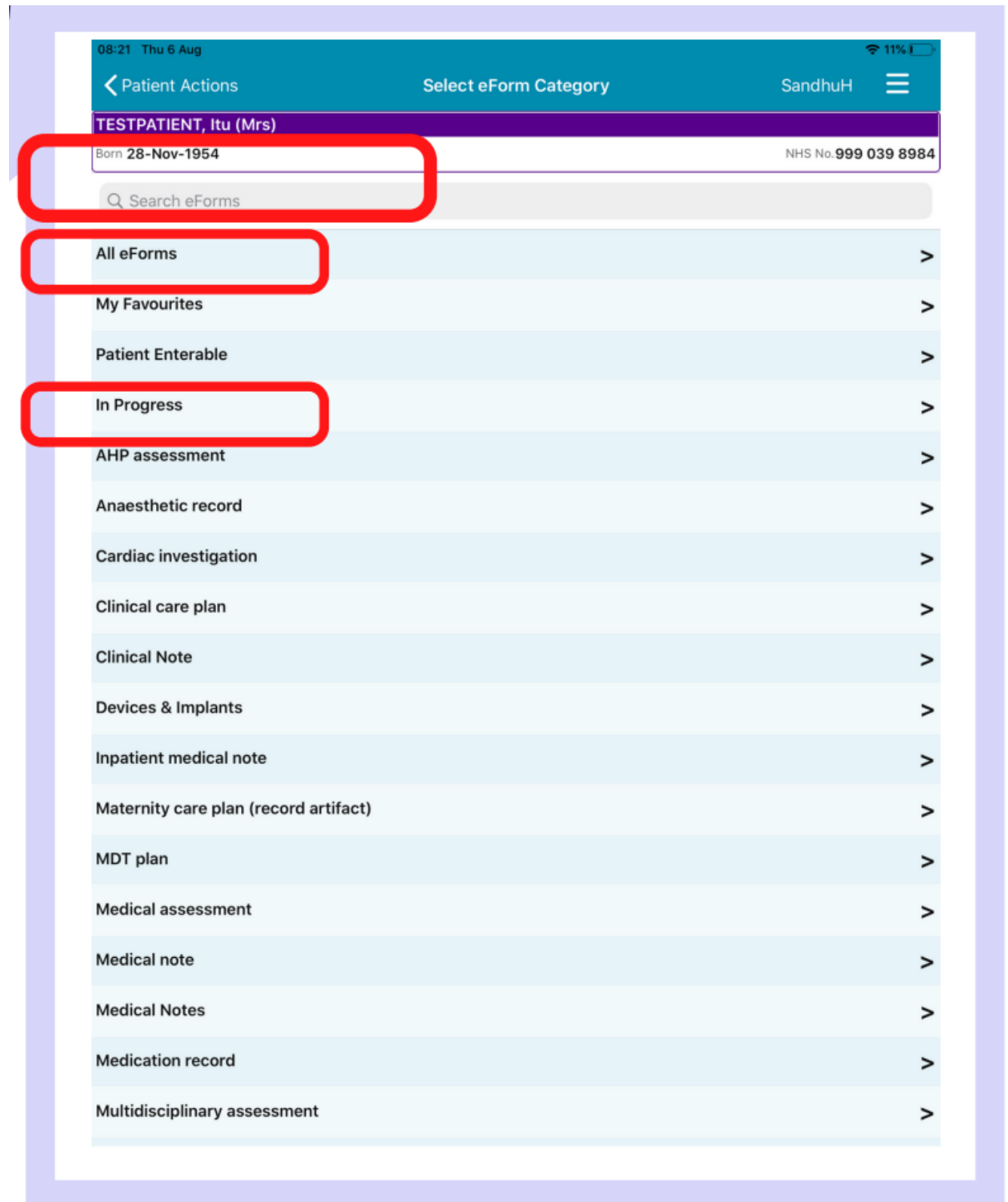
3

If you swipe left on a eForm, you will be given the option to select the eForm as a **favorite**

For further information please contact:
✉ leedsth-tr.ImplementationTeam@nhs.net or 📞 0113 206 0599

Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

📞 Ext: 60599

✉️ leedsth-tr.ImplementationTeam@nhs.net

Informatics Service Desk

Please contact the **Informatics Service Desk** to:
- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

📞 x26655

🌐 https://lth-dwp.onbmc.com

If you would like to make a **Request For Work to PPM+**, **Click Here** to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at **ITTraining.LTHT@nhs.net** if you require **further training on PPM+** or any other Clinical System.

🌐 **PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/**

For further information please contact:
✉️ **leedsth-tr.ImplementationTeam@nhs.net or** 📞 **0113 206 0599**