



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Adding a Clinical Document

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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**

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ

Action	Ward	Bed	Patient	Age	Time Since Arrival	Tasks	S
Bed Unassigned							
	TEST EPR ZZZ		EDITESTPATIENT Three	18y	47d 20h 51m	2 (2 overdue)	?
	TEST EPR		TESTPATIENT Itu	65y	18d 21h 28m	3 (3 overdue)	?
			TTEAM Three	5y	118d 17h 52m (WA)	5 (5 overdue)	?
			TTEAM Seven	78y	46d 23h 29m	5 (5 overdue)	?

- Single Patient View
- eMeds
- Add Clinical Note
- Dictation (EPRO)
- Add Clinical Document**
- Handover
- Manage Custom List
- Transfer

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

Filter Events... Show Booked and Delivered

Summary

2020

Date	Event	Patient
04-Aug-2020	Ward Stay	TEST EPR Z
03-Aug-2020	Ward Stay	TEST EPR Z
03-Aug-2020	Ward Stay	TEST EPR Z
29-Jul-2020	AHP Asses	AHP Consult

Add

- Clinical Document**
- Clinical Note
- Attachment
- Dictation (EPRO)
- Manage Custom List

Patient Clin

Date

Clinical Alerts

07-Aug-2019

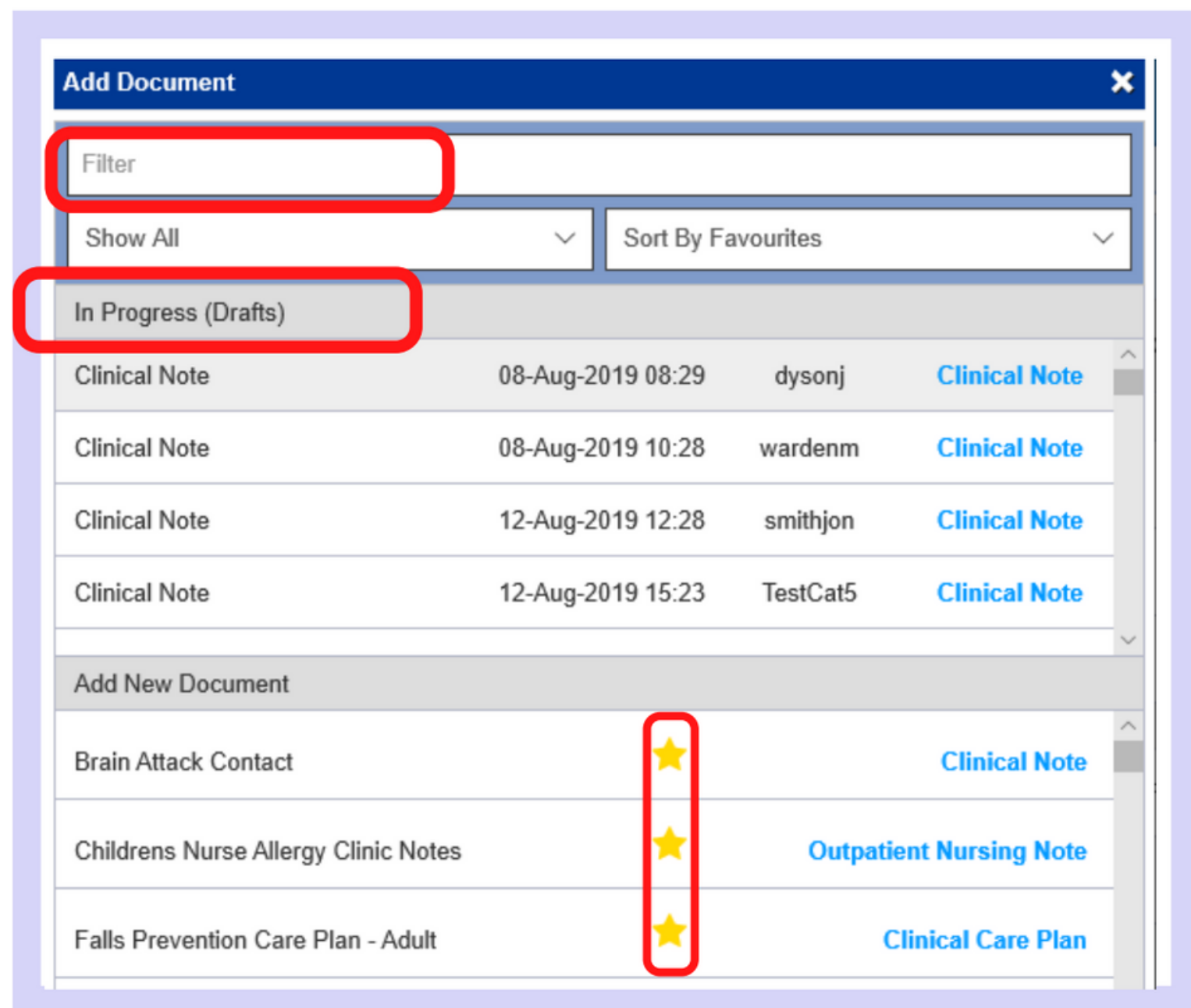
Patient his

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

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**



For further information please contact:

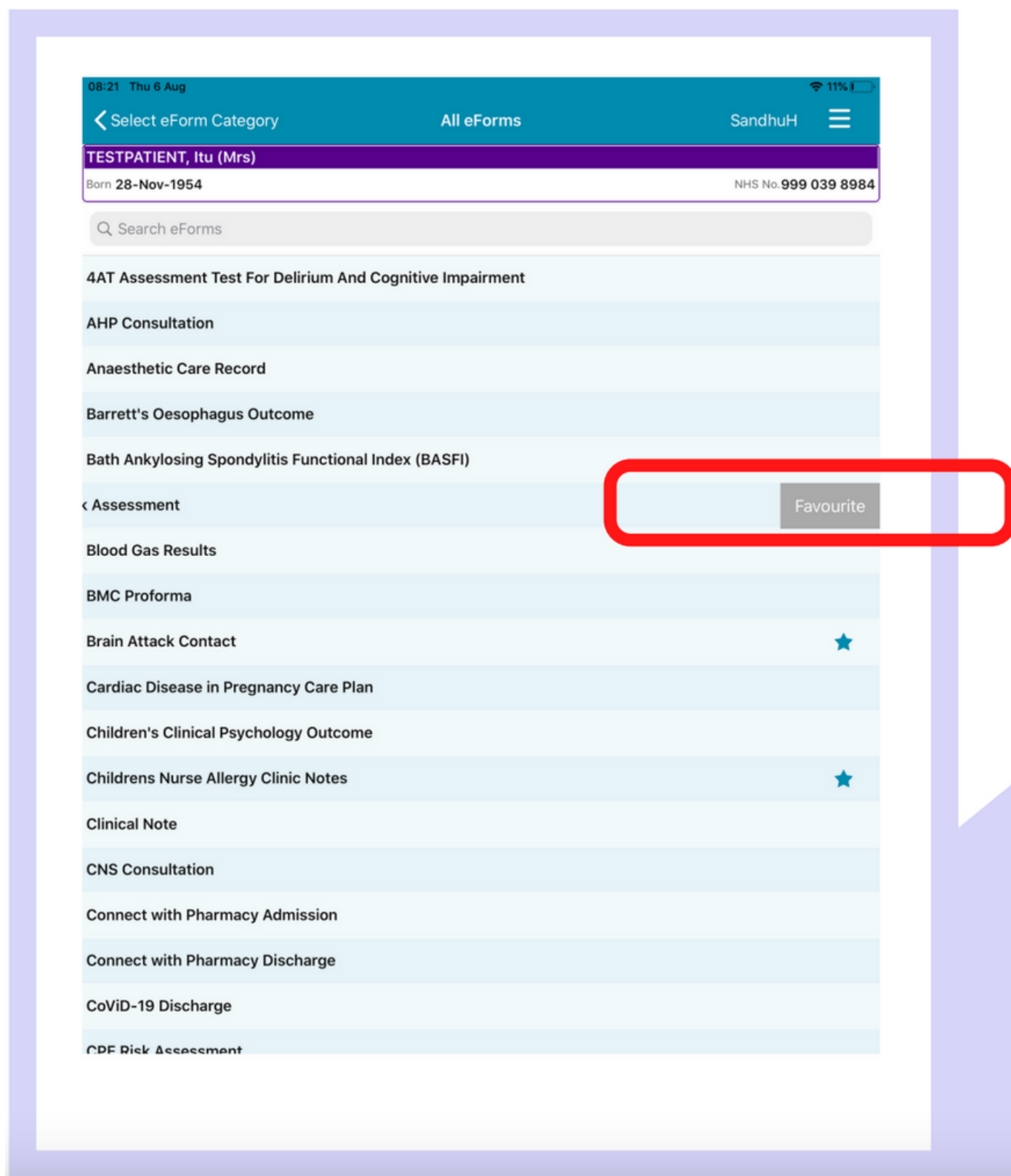
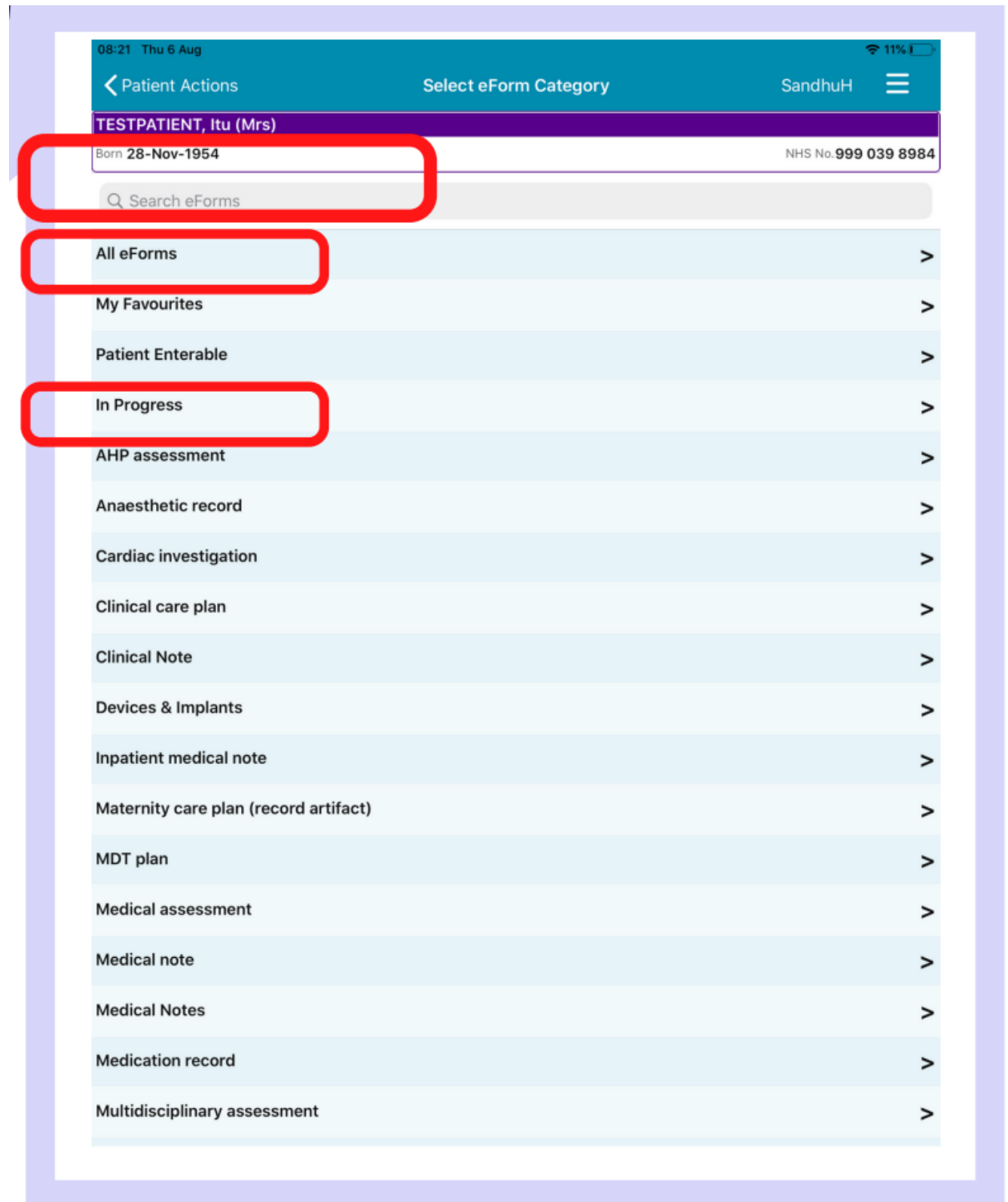
✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

2

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

All eForms will allow you to scroll through all eForms.

In 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.



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<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