

ppm+

Breaking Glass / Legitimate Relationships

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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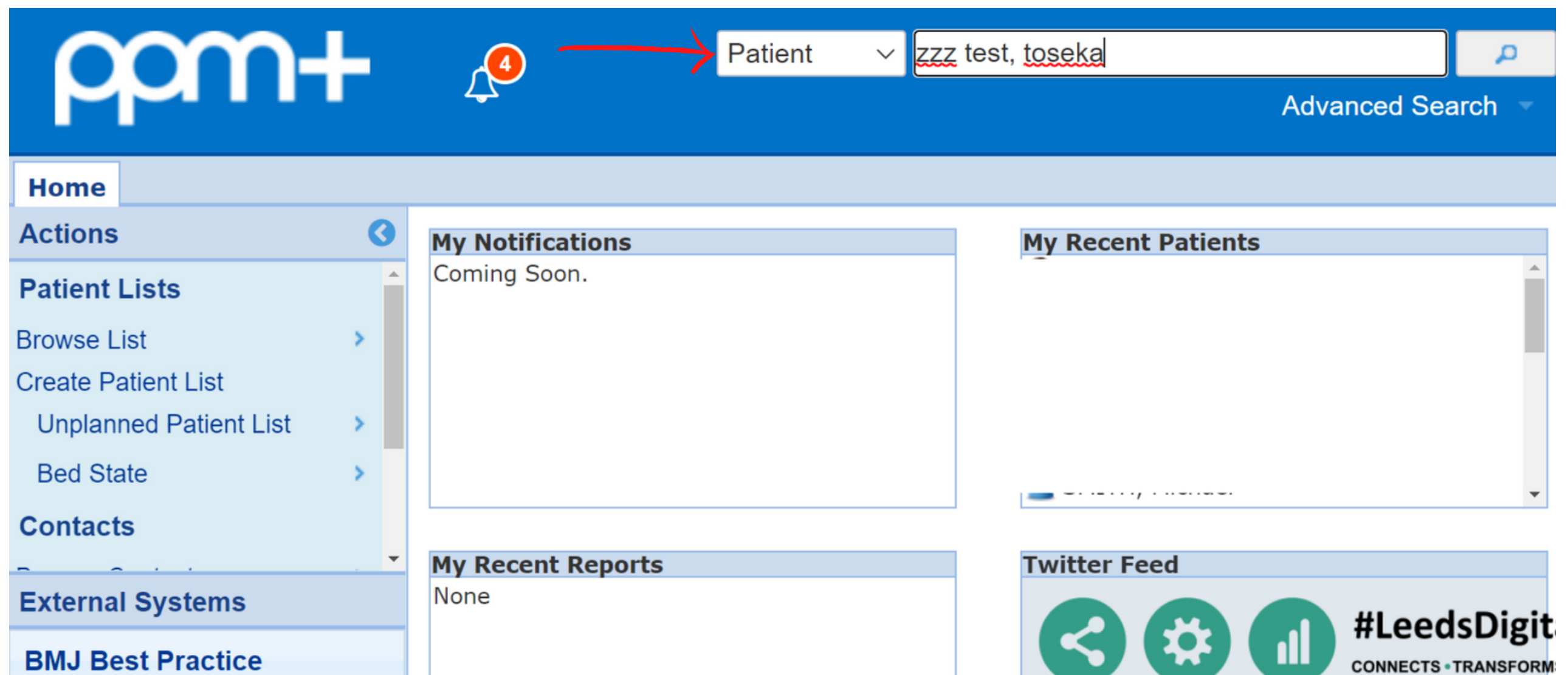
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For further information please contact:

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

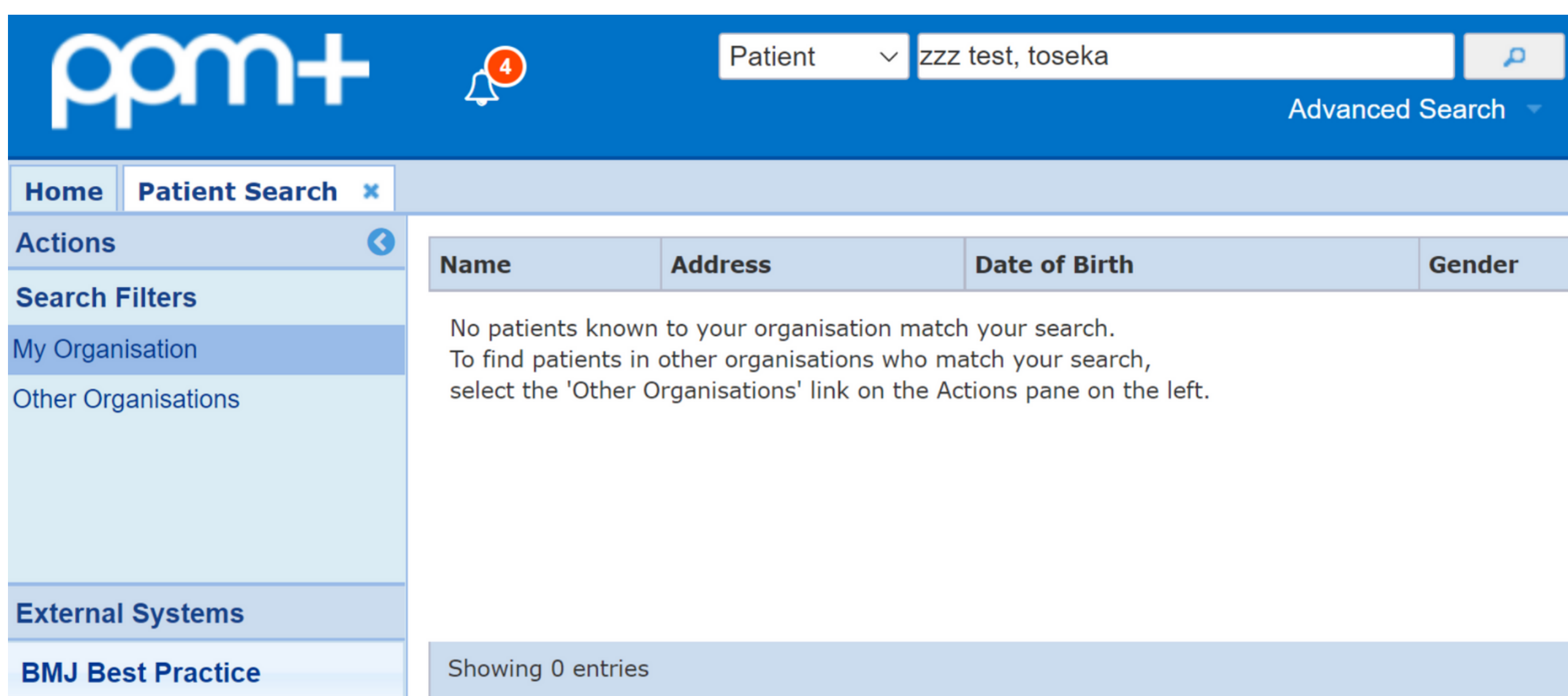
Navigating Single Patient View to the Add Button

- 1 To search for your patient via the PPM+ homepage, select **'Patient'** in the drop down list. Search using the patient's name or NHS number.



The screenshot shows the PPM+ homepage. At the top, there is a blue header with the PPM+ logo on the left, a notification bell icon with a red '4' in the center, and a search bar on the right. The search bar has a dropdown menu set to 'Patient' and contains the text 'zzz test, toseka'. A red arrow points from the notification bell to the search bar. Below the header, there is a navigation menu on the left with options like 'Home', 'Actions', 'Patient Lists', 'Contacts', 'External Systems', and 'BMJ Best Practice'. The main content area is divided into several sections: 'My Notifications' (Coming Soon), 'My Recent Patients' (empty), 'My Recent Reports' (None), and a 'Twitter Feed' with icons for sharing, settings, and a bar chart, along with the hashtag #LeedsDigit and the text 'CONNECTS • TRANSFORM'.

- 2 If the patient is not known to your organisation, the message below will appear.



The screenshot shows the PPM+ Patient Search results page. The header is the same as in the previous screenshot. The search bar now shows 'Patient' in the dropdown and 'zzz test, toseka' in the input field. Below the header, there is a navigation menu on the left with options like 'Home', 'Patient Search', 'Actions', 'Search Filters', 'My Organisation', 'Other Organisations', 'External Systems', and 'BMJ Best Practice'. The main content area is a table with columns for 'Name', 'Address', 'Date of Birth', and 'Gender'. The table is empty, and a message is displayed: 'No patients known to your organisation match your search. To find patients in other organisations who match your search, select the 'Other Organisations' link on the Actions pane on the left.' At the bottom of the table, it says 'Showing 0 entries'.

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1

To locate the patient's record from a different organisation (i.e Other Trusts, Hospices, etc.) select '**Other Organisations**' in the Actions column down the left-hand side.

ppm+ Patient Search

Search Filters

My Organisation

Other Organisations

External Systems

BMJ Best Practice

Name	Address	Date
ZZZ TEST, Toseka (Lady)	Buckingham Palace, London, SW1A...	01-Jan-1989

Showing 1 to 1 of 1 entries

2

A list of patients will then appear matching the name searched. The patient's address, date of birth, gender and NHS number will also appear to help confirm the correct patient if more than one record appears.

Name	Address	Date of Birth	Gender	NHS Number
ZZZ TEST, Toseka (Lady)	Buckingham Palace, London, SW1A...	01-Jan-1989	Female	

For further information please contact:

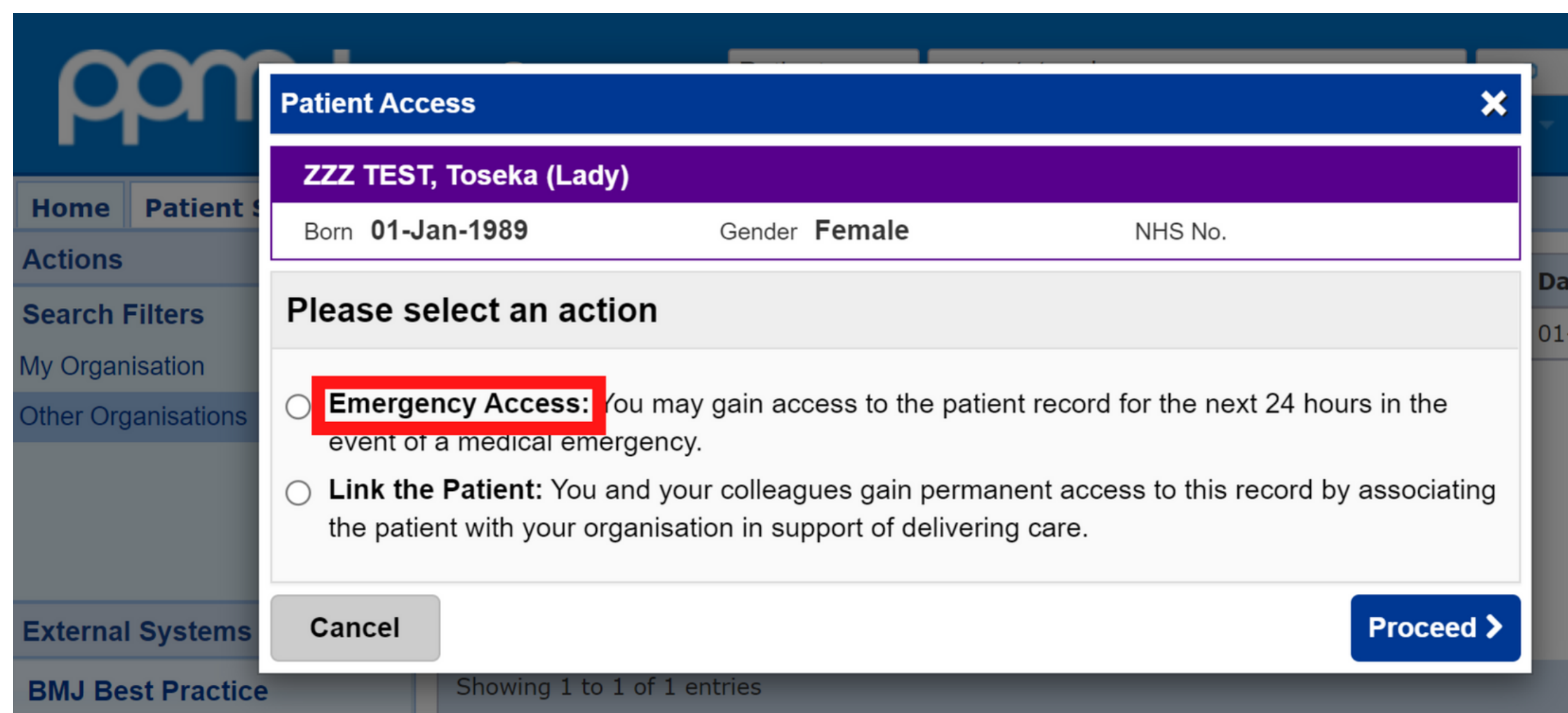
✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

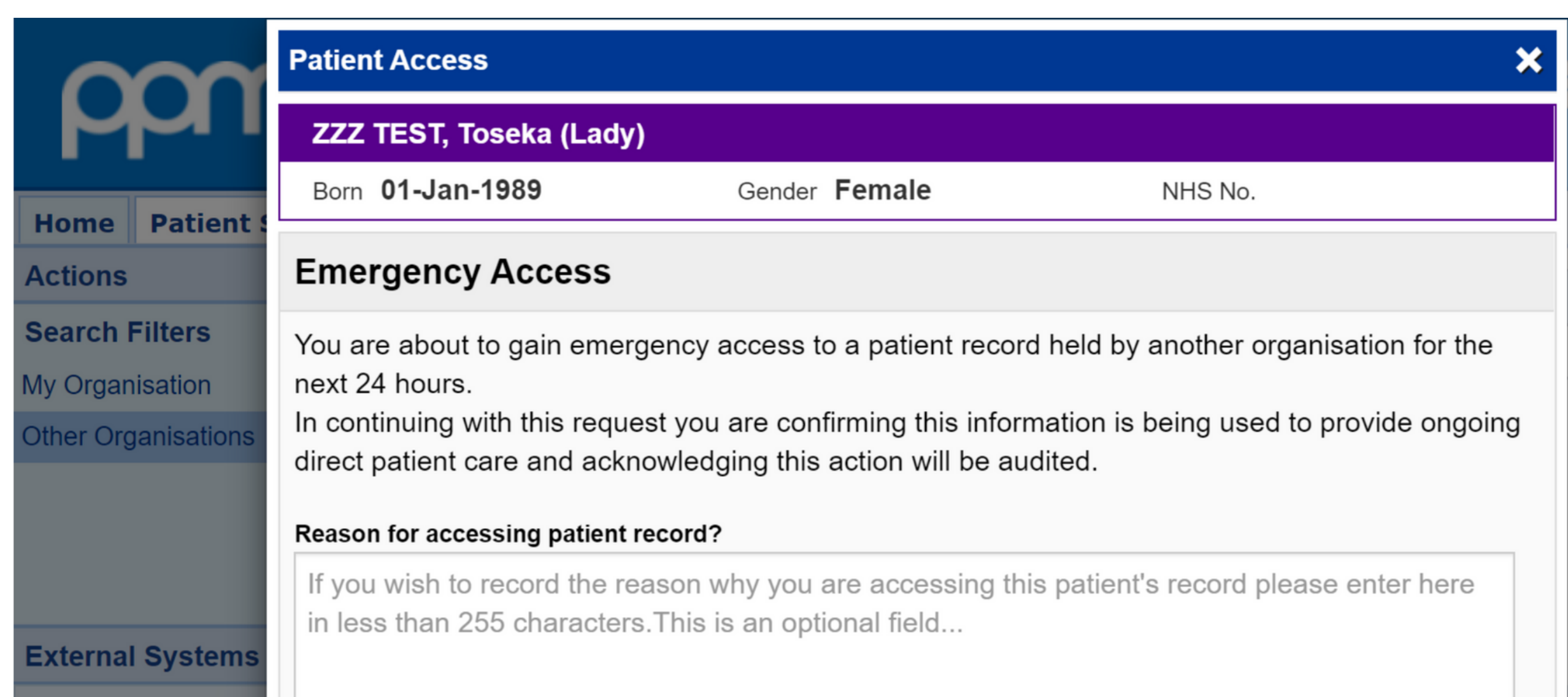
Emergency Access

24 hour access

Once you have selected your patient, two options will appear - Emergency Access and Link The Patient.



Emergency Access is only available to staff with RBAC 5 or above (i.e Registered Nurse, Consultant) and provides you with read-only access to the record for 24 hours. You will be required to enter your reasoning for audit purposes.



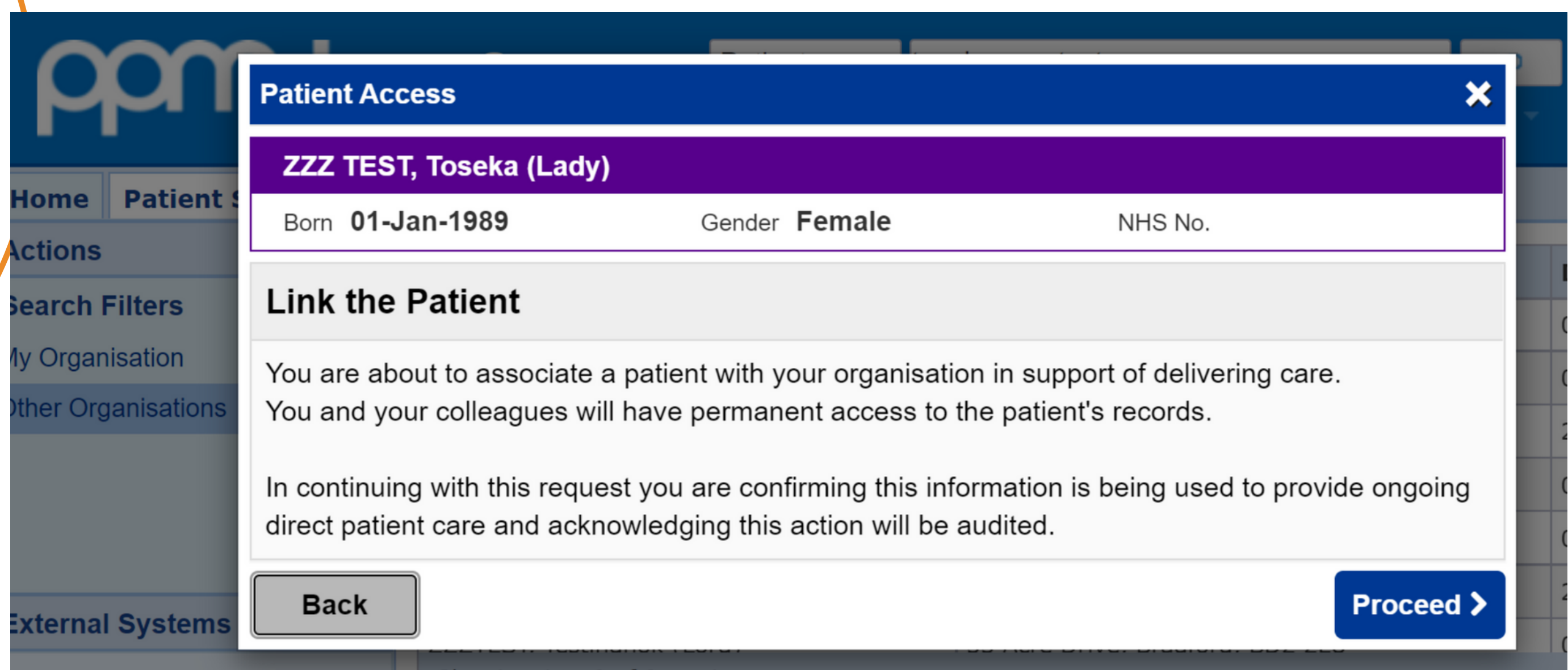
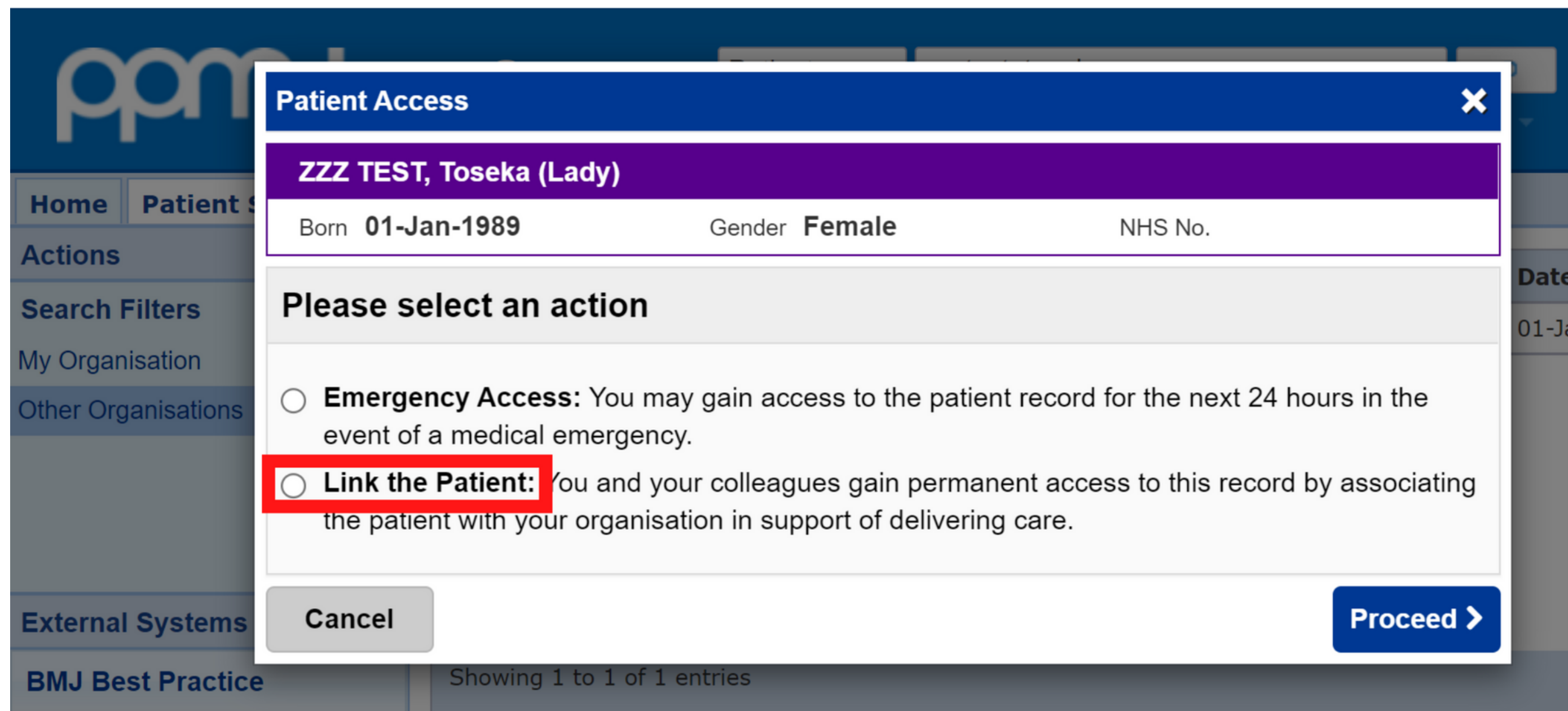
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Link the Patient

Permanent access

Link The Patient allows you to permanently associate the patient with the Trust. All Trust staff will then have their usual access to this record for direct patient care.



For further information please contact:

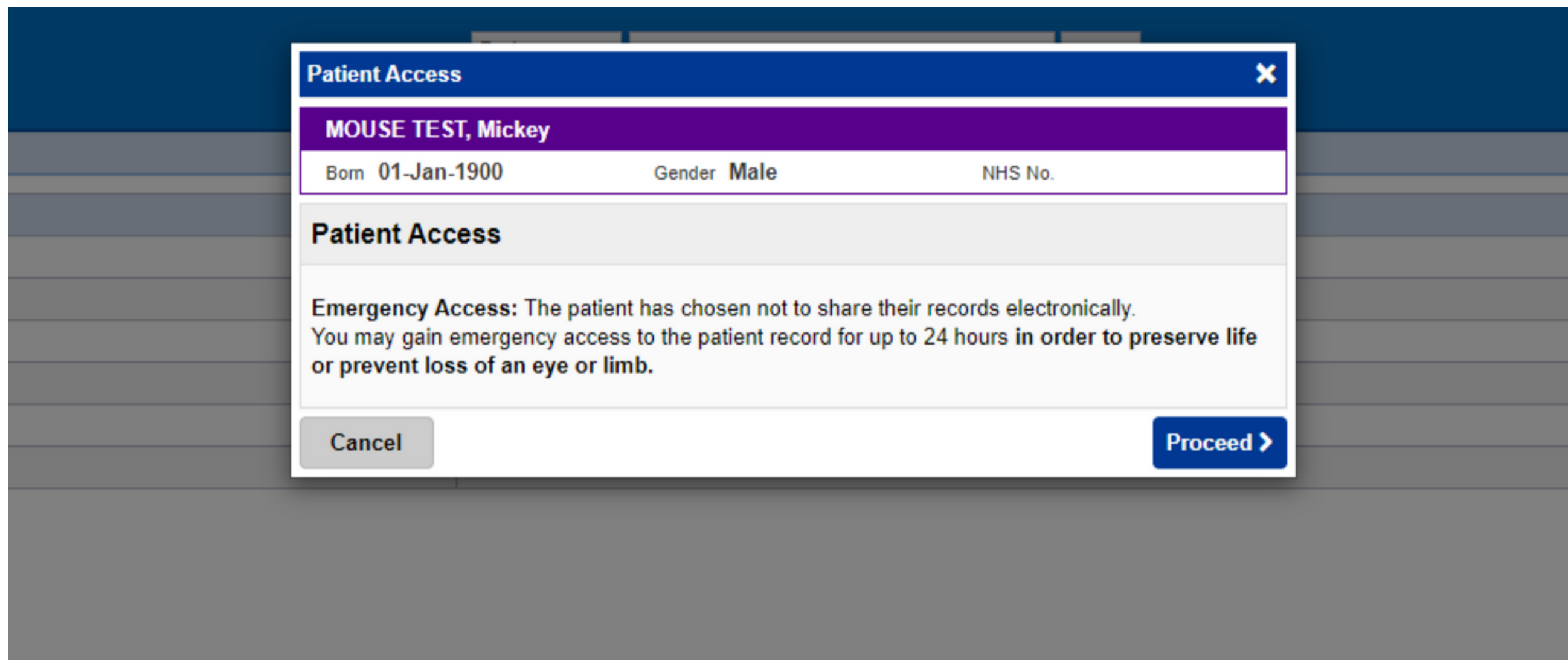
✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

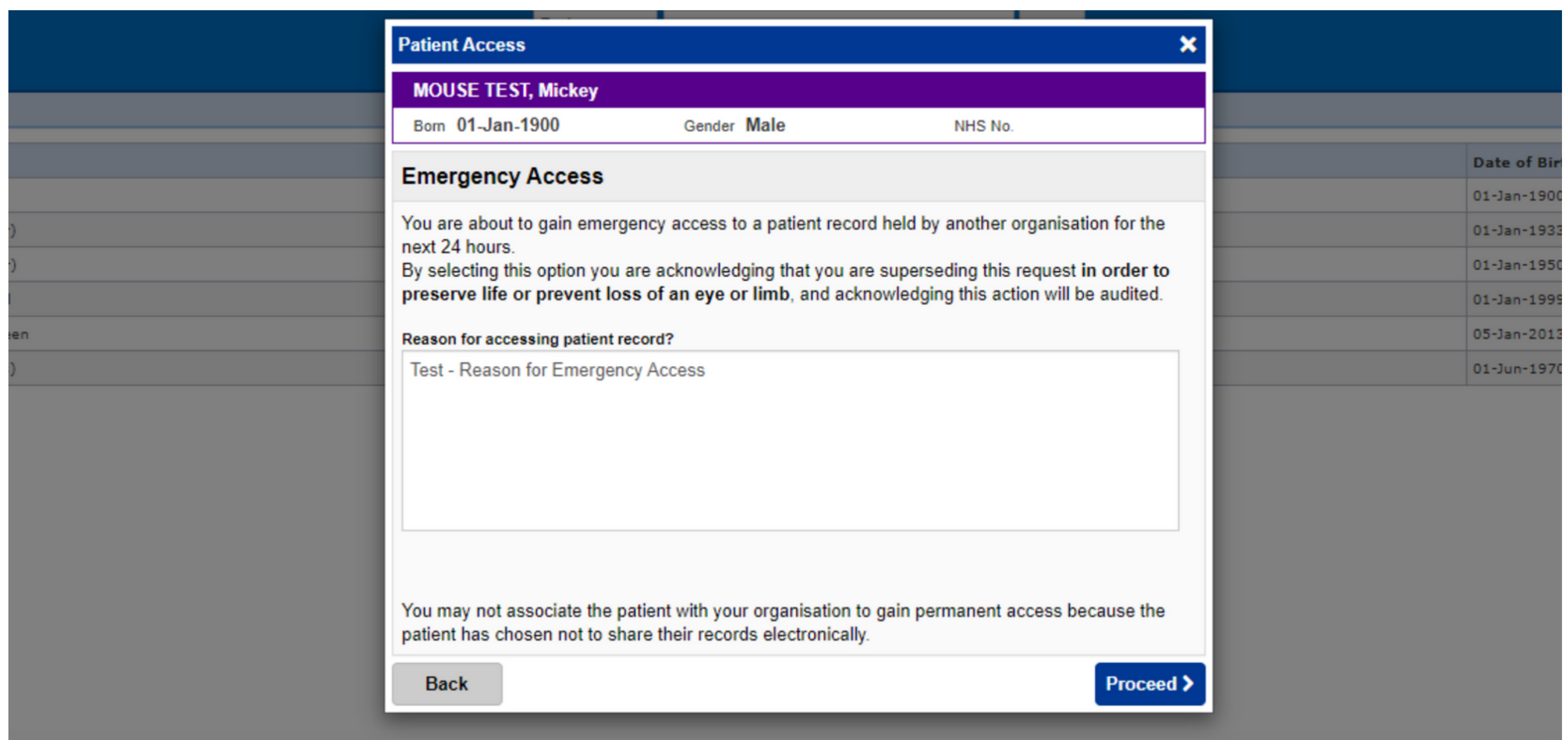
Locked Patient

Opt out

When selecting a patient you may be presented with the message below. This indicates that the patient has opted out of sharing their record. Therefore only Emergency Access is an available option, valid only when preserving life or limb.



You will be required to enter your reasoning for audit purposes.



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



leadsth-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.leadsth.nhs.uk/>

For further information please contact:



leadsth-tr.ImplementationTeam@nhs.net or



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