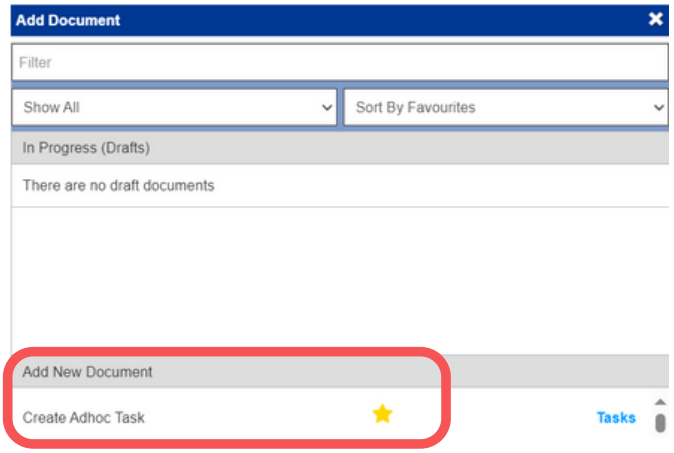
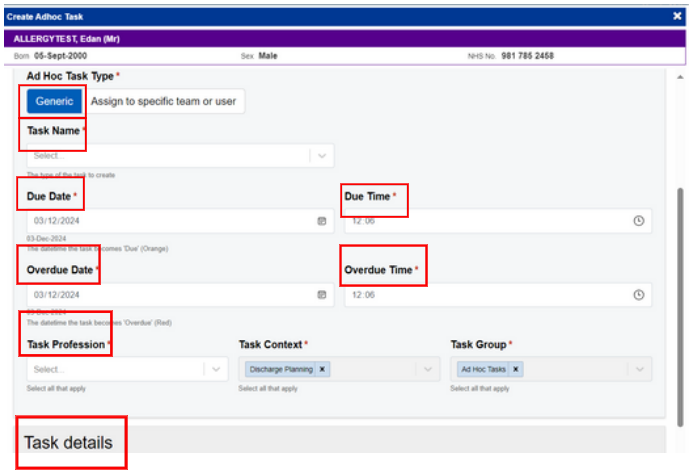
Adhoc Tasks Creation is now available in ppm+

The Leeds Teaching Hospitals NHS Trust

You can now create Adhoc Tasks for patients by adding **Create Adhoc Task** Document from the **Add Clinical Document** option in **Single Patient View**. You can also **Star** the document for easier access.

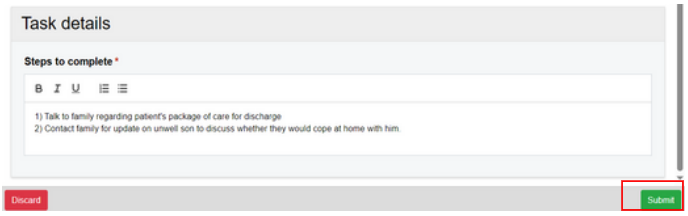




You will need to complete the following parts of the eForm: **Adhoc Task Type, Task name, Due date and time, Overdue Date and Time along with Task profession and Task details**. The **Task Context and Task Group** will be prepopulated if the Adhoc task type is **Generic.**

Please Note: Assigning to Specific Teams or Users is still in the Pilot phase. It is Highly Recommended to select Generic for the creation of a Adhoc Task.

You will then need to click on **Submit** to save the task for the given Patient.



Click here to view the **User Guide** or visit the **PPM+ Help Site** and look for this page in the **A-Z** to view the **User Guide**.

For further information please contact:
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