



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Add button on PPM+

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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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 Add information to a Patient Record, use the Add button in the single patient view.

The screenshot shows the 'Single Patient View' interface. On the left is a sidebar with various navigation options. The main area is divided into three sections: 'Summary', 'Patient Clinical Alerts', and 'Patient history'. The 'Summary' section contains a list of events for the year 2020. The 'Patient Clinical Alerts' section displays a table of alerts. The 'Add' button is located in the top right corner of the 'Summary' section, highlighted with a red box and an arrow pointing to it.

Date	Name	Description
High Priority Alerts		
29-Jan-2020	DNACPR	A ReSPECT plan in place. Please ensure DNACPR status is updated.
13-May-2019	Oxygen Alert	Potential severe hypoxia.
17-Jan-2019	Corporate Risk Management	Corporate Risk Management.
28-Jun-2017	Oxygen Alert	Potential severe hypoxia.
Clinical Alerts		
11-Nov-2019	Active Clinical Trial	SOMAScan Di...
24-Jan-2013	Active Clinical Trial	Testis cancer f...

- 2** From the Add button you can add a Clinical Document, Clinical Note, an Attachment, Dictation (Epro) and manage contact list.

The screenshot shows the 'Single Patient View' interface with the 'Add' button dropdown menu open. The menu options are: Clinical Document, Clinical Note, Attachment, Dictation (EPRO), and Manage Custom List. The 'Add' button is highlighted with a red box.

Date	Name
High Priority Alerts	
13-May-2019	Oxygen Alert
17-Jan-2019	Corporate Risk Ma
28-Jun-2017	Oxygen Alert
Clinical Alerts	
11-Nov-2019	Active Clinical Trial
24-Jan-2013	Active Clinical Trial
Administrative Alerts	
11-Apr-2017	Data Quality

For further information please contact:

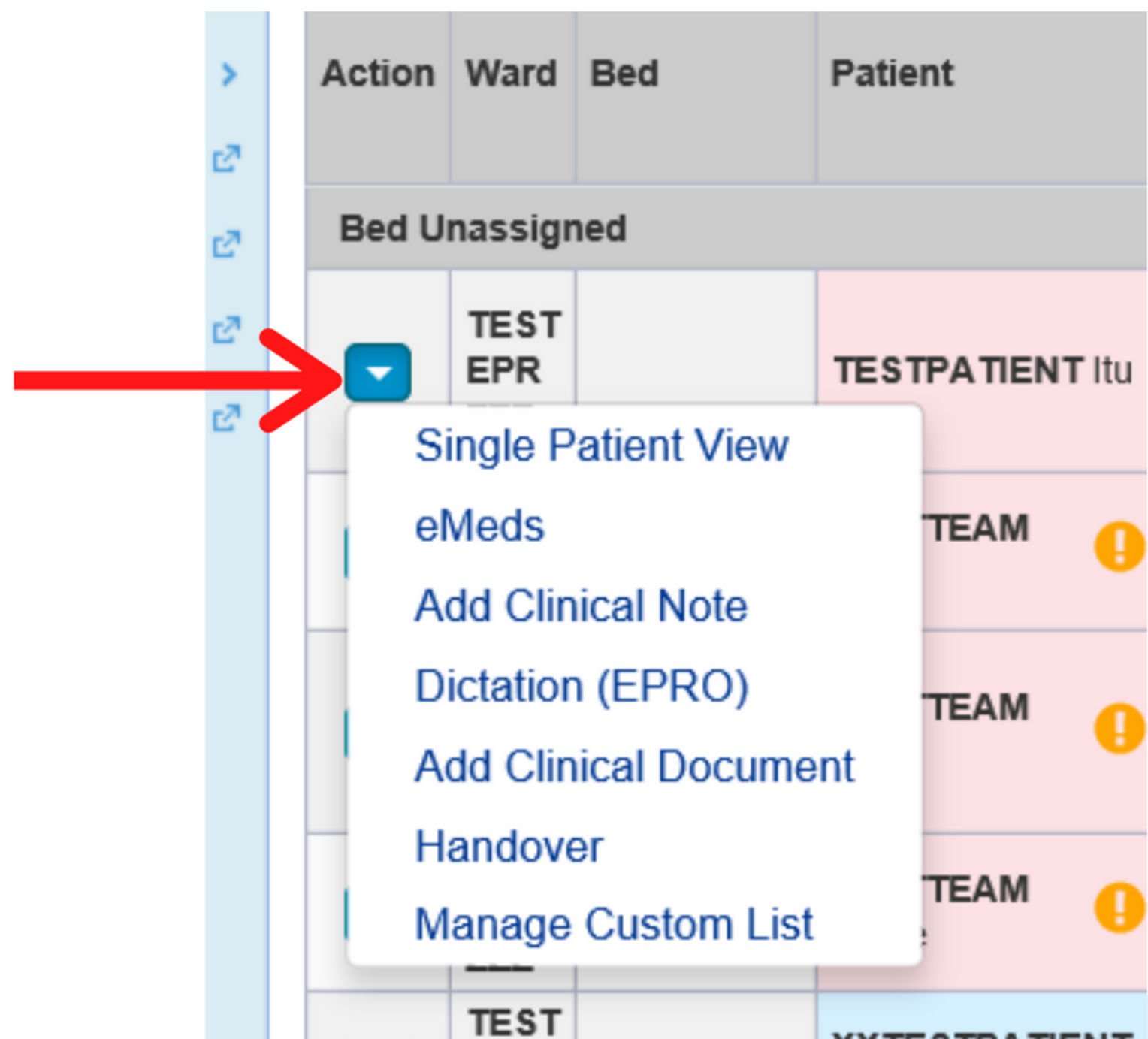
leedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599

Quick Link to the Add Button Functions

1

Once on your ward view, click on the blue square next to the patient you wish to view or document about. This will open a drop down menu.



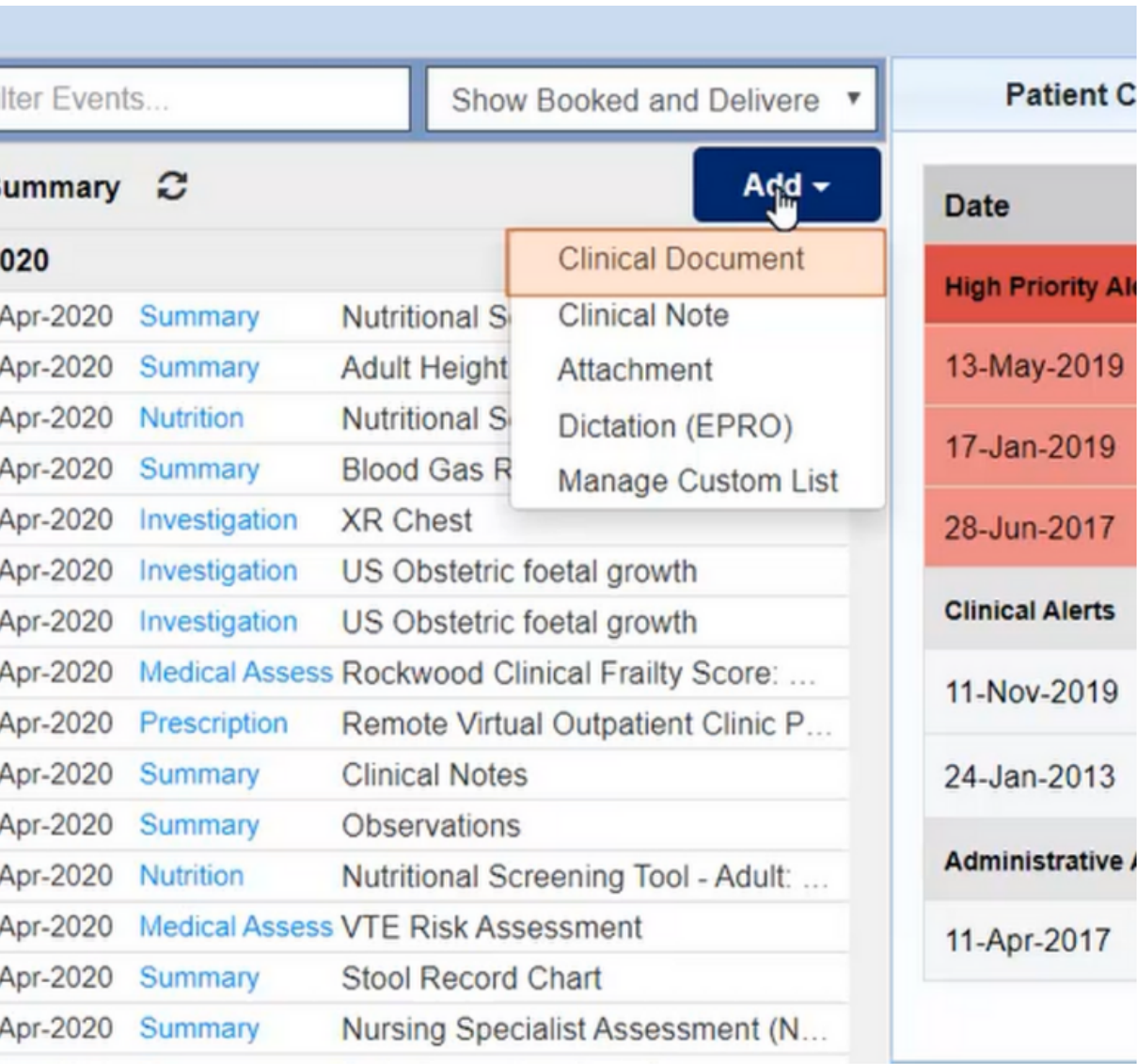
2

From there you can select Single Patient View, eMeds, Add Clinical Note, Dictation (EPro) Add Clinical Document, Handover and Manage Custom List for that patient.

For further information please contact:

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

Clinical Document

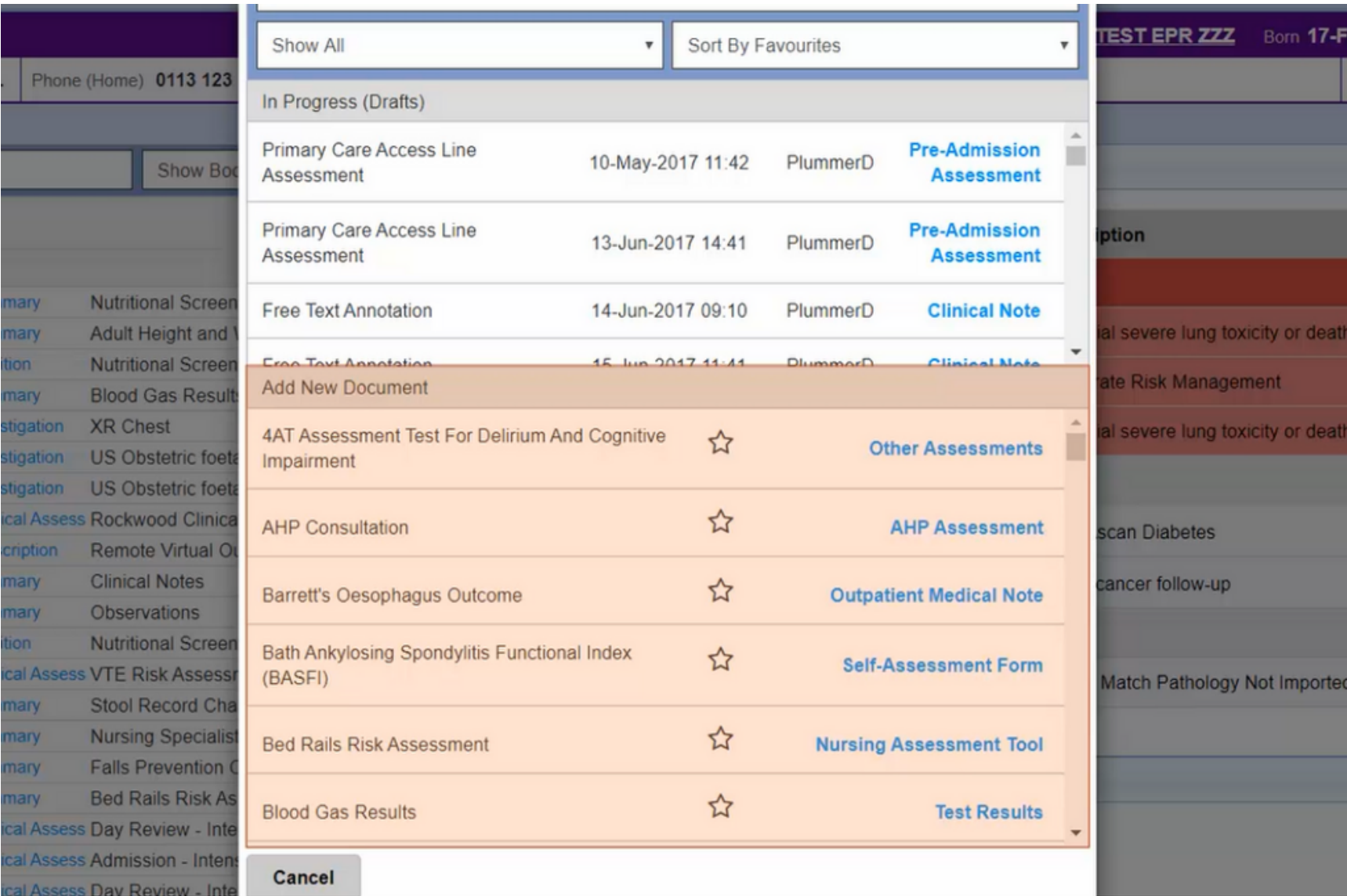


1

Select Clinical Document from the **Add button**.

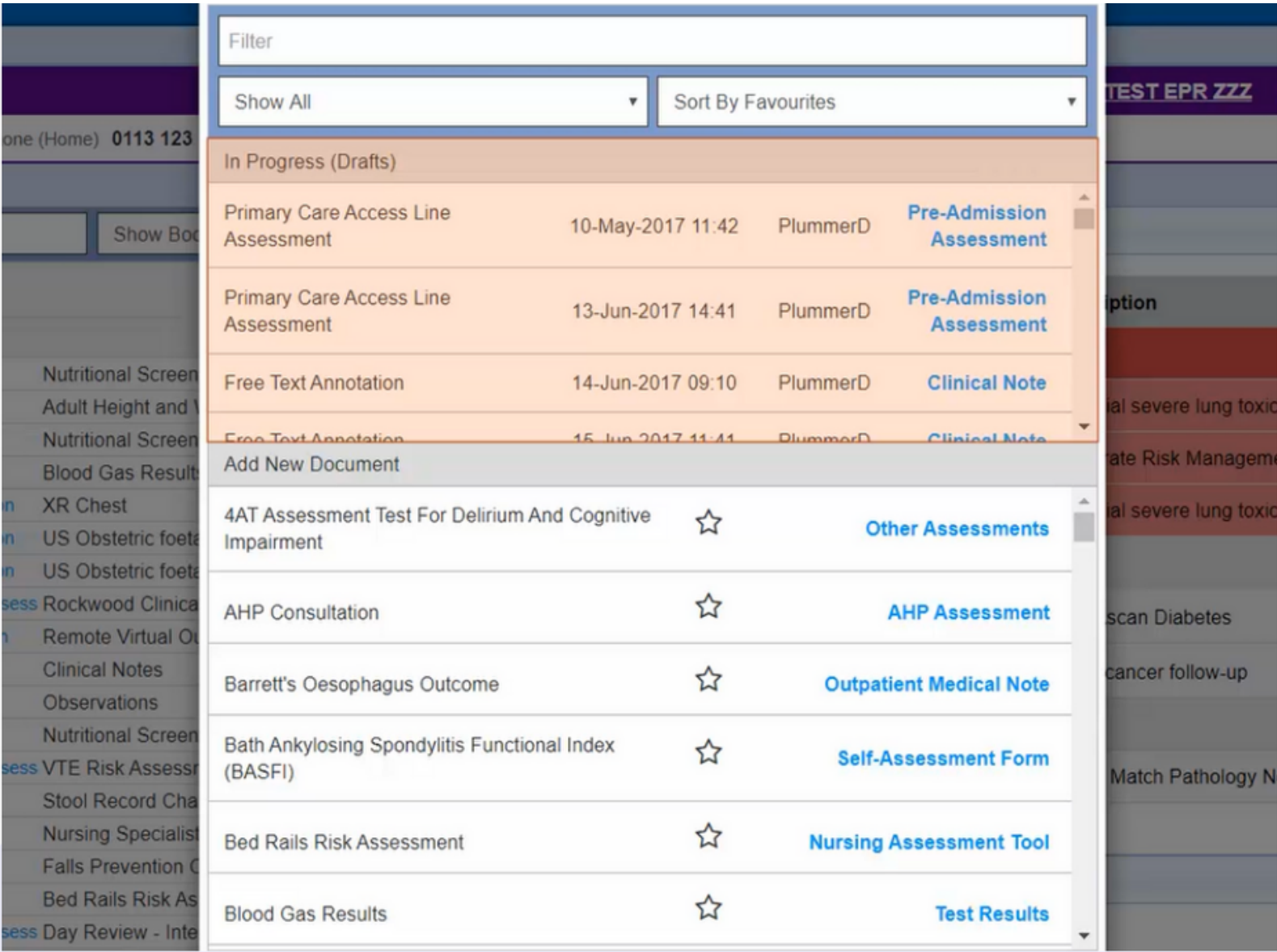
2

The **Add New Document** section displays all your available clinical documents.



3

Your draft documents will appear at the top in the **In Progress (Drafts)** section



For further information please contact:

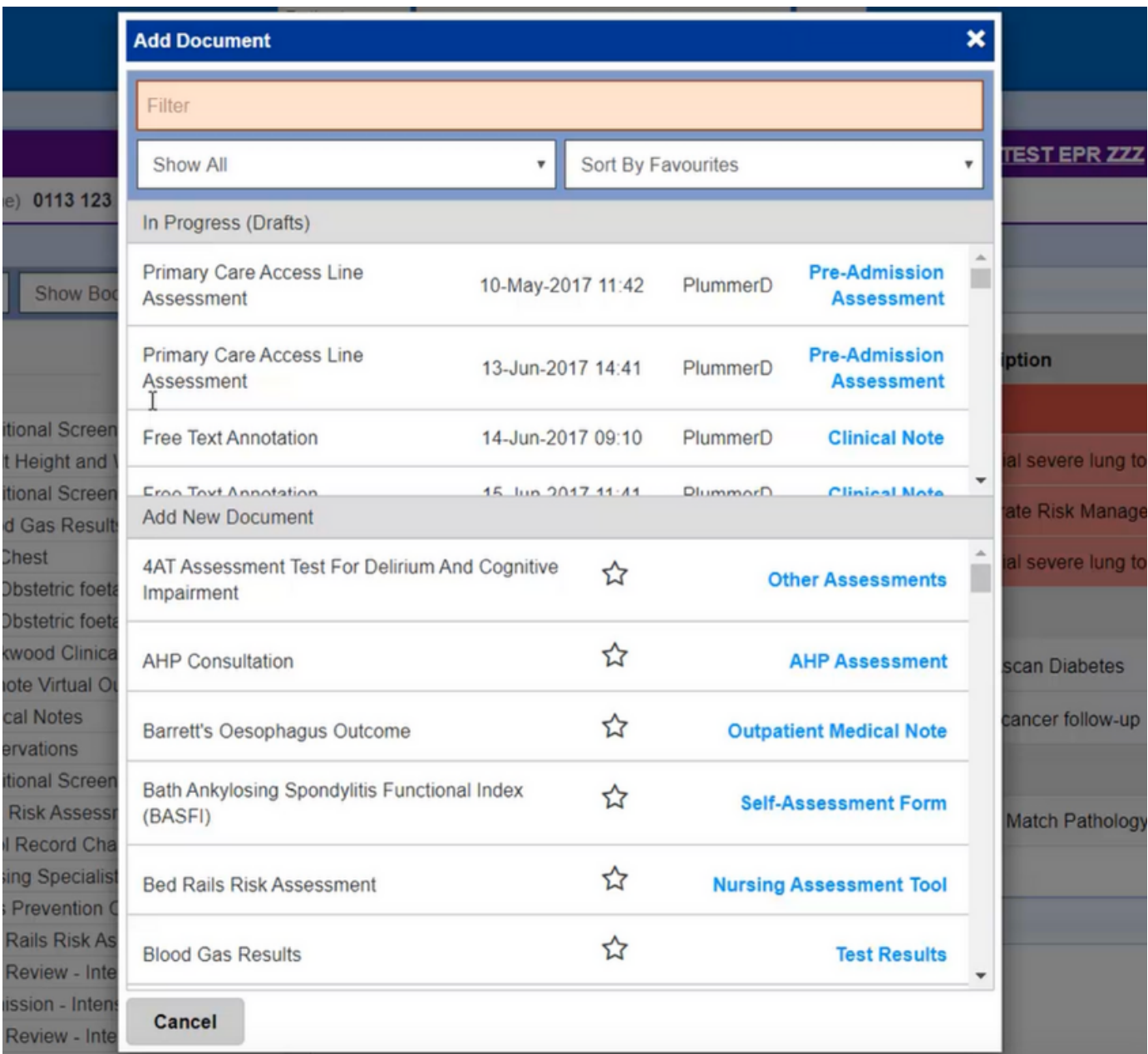
✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

Clinical Document

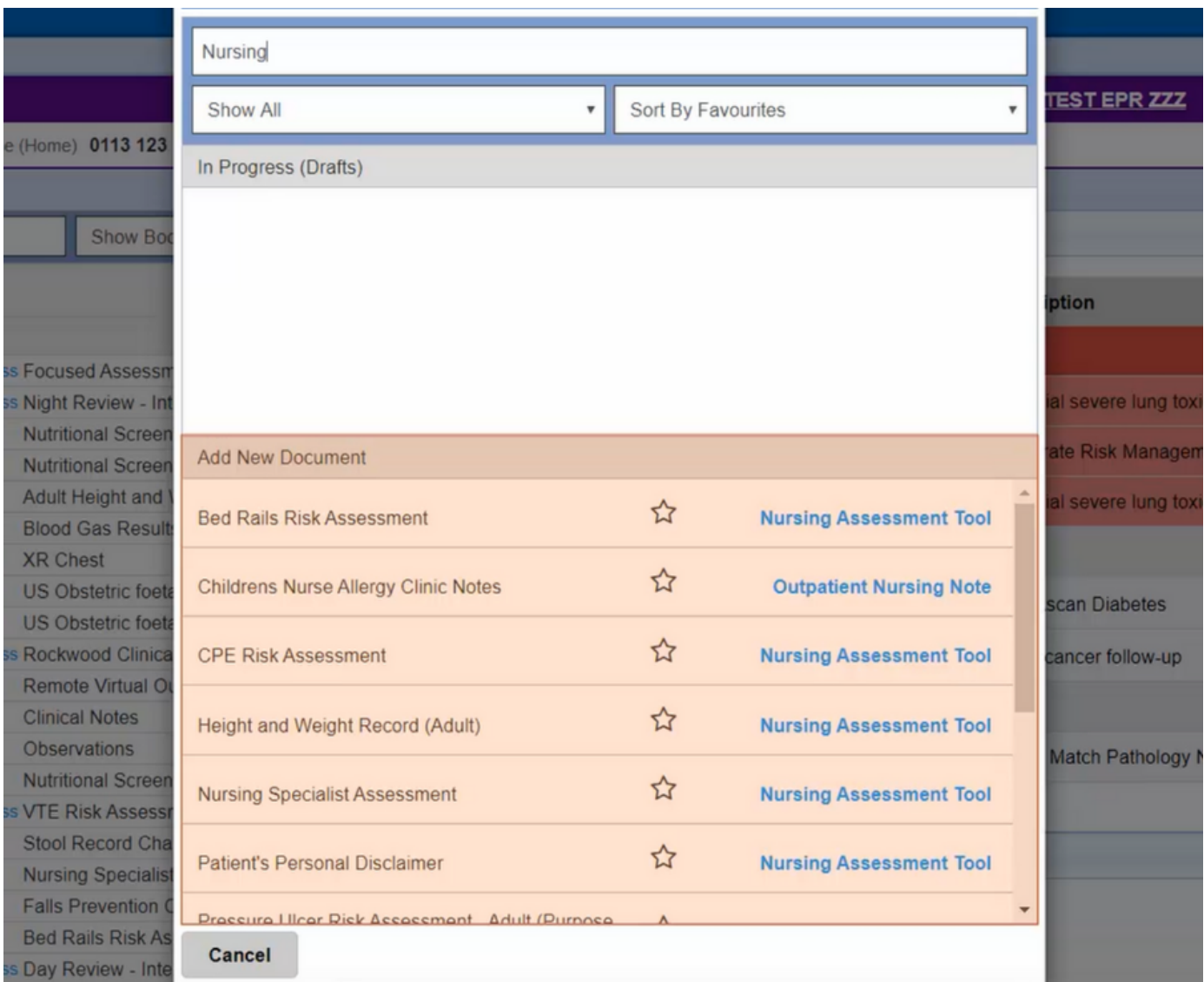
1

Search for a **Clinical Document** using the filter at the top.



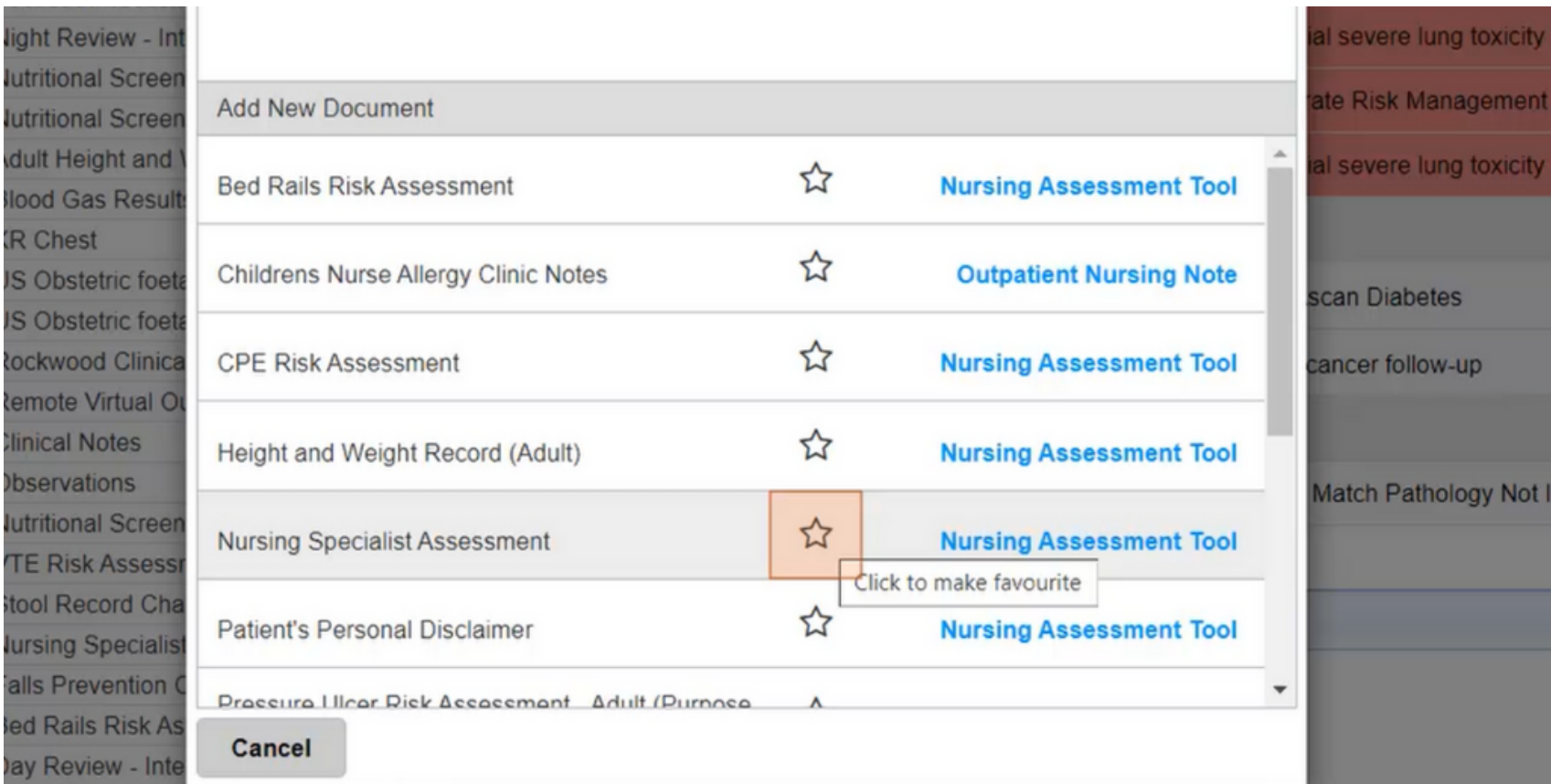
2

The search results will be displayed at the bottom.



3

You can favourite documents by selecting the star icon on your frequently used documents.

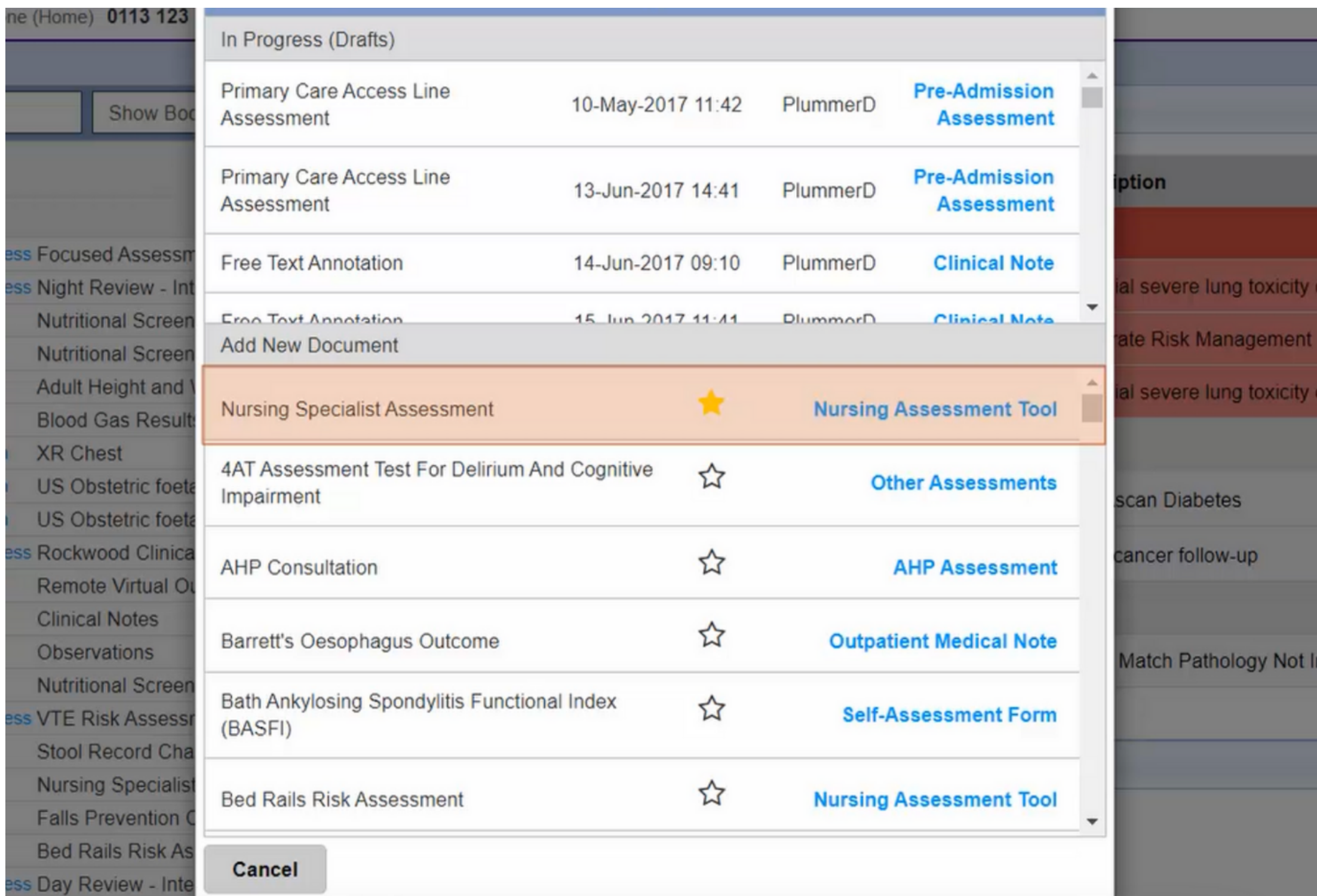


For further information please contact:

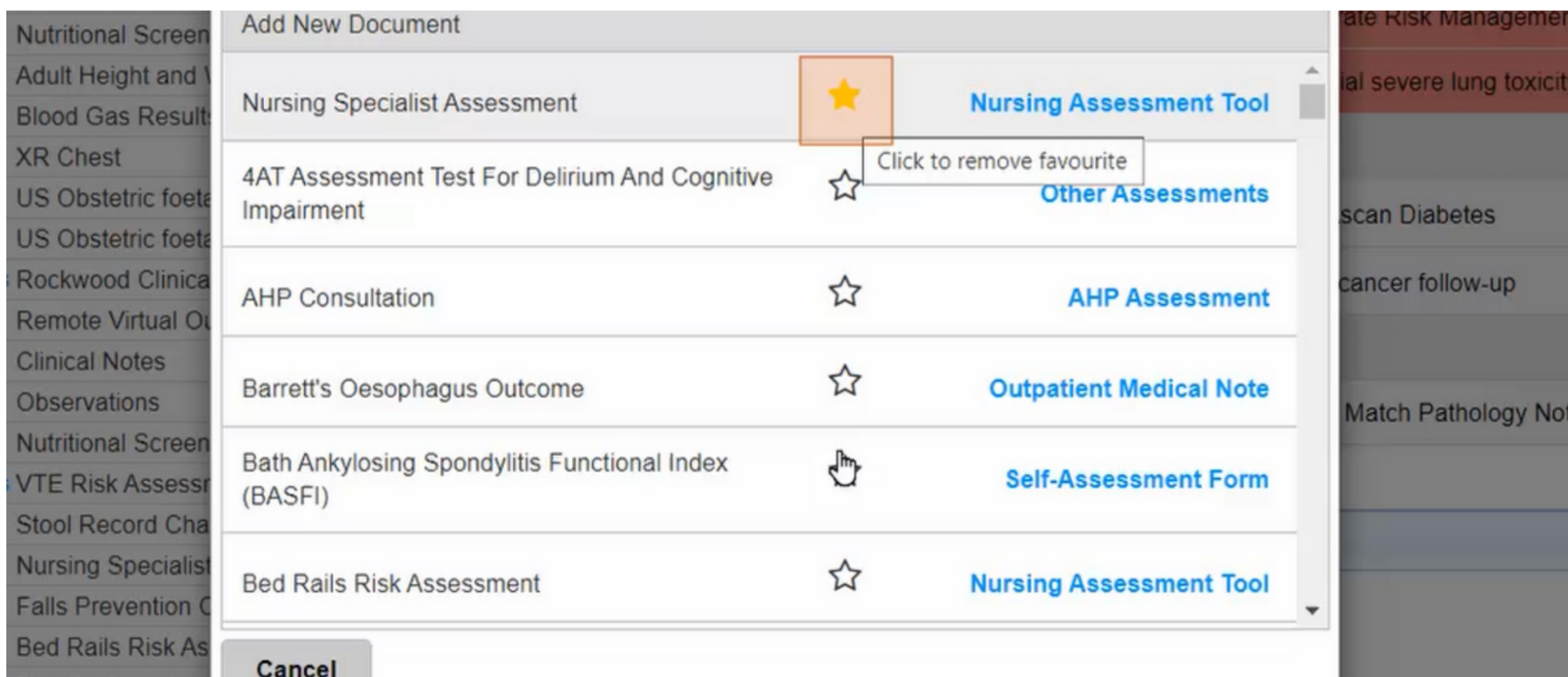
✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

Clinical document

- 4
- Then when you next add a Clinical Document, your favourites will be displayed at the top.



- 5
- You can remove documents from your favourites by selecting the star icon again.

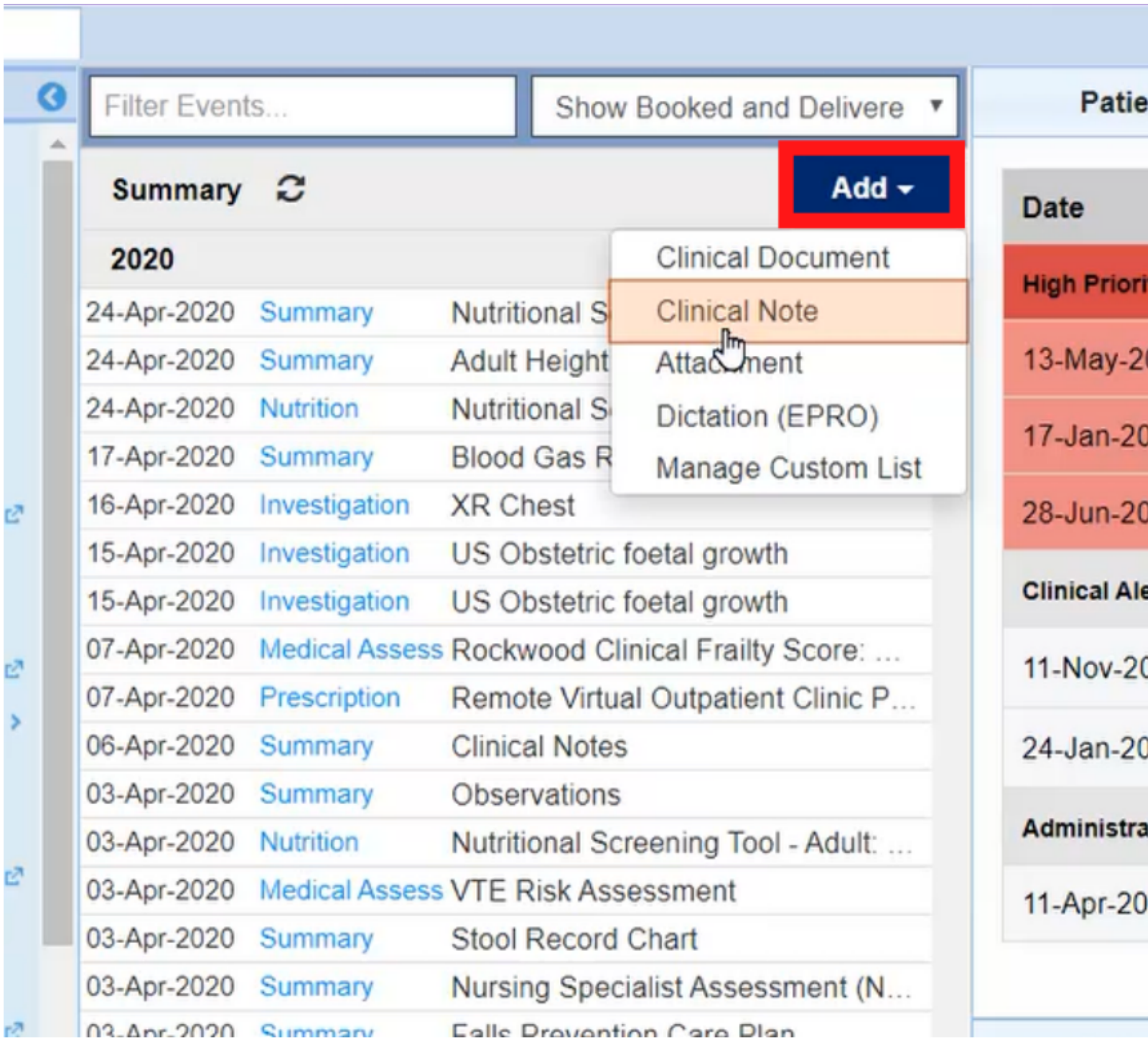


For further information please contact:

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

Clinical Note

To add a Clinical Note to a Patient Record, select **Add button** then **Clinical Note**.



For further information about Clinical Note, go to the PPM+ help site or [Click Here](#).

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

Attachment

You can add an attachment of an image, Word Document or PDF to the Patient Record via the **Add button**.

Leeds General Infirm, Great George ...

Phone (Home) 0113 123 4569

GP MADDY, Paul James (Dr)

Hospital/ICR

ns

Patient Details

Audit Log

al Record Types

TEAM, Four (Mr)

(9)

es

ds Allergies

/Tracking (2)

al Documents (531+)

ation (EPRO)

DIP Scanned Notes

nters/Events (629)

ations

ds Prescription Chart

ivations (10)

s (1)

Request

atient Referrals

ms/Issues/Diagnoses

Filter Events...

Show Booked and Delivere

Summary

2020

12-May-2020 Medical Assess Day Review

09-May-2020 Summary Clinical Note

05-May-2020 Patient Prefe... ReSPECT: F

05-May-2020 Medical Assess VTE Risk As

04-May-2020 Summary Nursing Specialist Assessment (N...

04-May-2020 Medical Assess Focused Assessment Record (Co...

04-May-2020 Medical Assess Night Review - Intensive Care Me...

30-Apr-2020 Alerts ReSPECT

24-Apr-2020 Summary Nutritional Screening Tool - Adult

24-Apr-2020 Summary Adult Height and Weight

24-Apr-2020 Nutrition Nutritional Screening Tool - Adult: ...

17-Apr-2020 Summary Blood Gas Results

16-Apr-2020 Investigation XR Chest

15-Apr-2020 Investigation US Obstetric foetal growth

15-Apr-2020 Investigation US Obstetric foetal growth

07-Apr-2020 Medical Assess Rockwood Clinical Frailty Score: ...

07-Apr-2020 Prescription Remote Virtual Outpatient Clinic P...

03-Apr-2020 Summary Observations

03-Apr-2020 Nutrition Nutritional Screening Tool - Adult: ...

Add

Clinical Document

Clinical Note

Attachment

Dictation (EPRO)

Manage Custom List

Patient Clinical Alerts

Date	Name
High Priority Alerts	
13-May-2019	Oxygen Alert
17-Jan-2019	Corporate Risk Management
28-Jun-2017	Oxygen Alert
Clinical Alerts	
11-Nov-2019	Active Clinical Tr
24-Jan-2013	Active Clinical Tr
30-Apr-2020	ReSPECT
Administrative Alerts	
11-Apr-	

For further information about attachments, go to the PPM+ help site or **Click Here**.

Dictation (Epro) and Custom Lists

You can access the Digital Dictation system (Epro) and manage your custom lists via the **Add Button**.

EAM, Four (Mr)

Leeds General Infirm, Great George ...

Phone (Home)

GP

Hospital/ICR

Filter Events...

Show Booked and Delivere

Patient Clinica

Summary

2020

12-May-2020 Medical Assess Day Review

12-May-2020 File Link My Attachme

09-May-2020 Summary Clinical Note

05-May-2020 Patient Prefe... ReSPECT: F

05-May-2020 Medical Assess VTE Risk Assessment

04-May-2020 Summary Nursing Specialist Assessment (N...

04-May-2020 Medical Assess Focused Assessment Record (Co...

04-May-2020 Medical Assess Night Review - Intensive Care Me...

30-Apr-2020 Alerts ReSPECT

24-Apr-2020 Summary Nutritional Screening Tool - Adult

24-Apr-2020 Summary Adult Height and Weight

24-Apr-2020 Nutrition Nutritional Screening Tool - Adult: ...

17-Apr-2020 Summary Blood Gas Results

16-Apr-2020 Investigation XR Chest

15-Apr-2020 Investigation US Obstetric fetal growth

Add

Clinical Document

Clinical Note

Attachment

Dictation (EPRO)

Manage Custom List

Date

Name

High Priority Alerts

13-May-2019 Ox

17-Jan-2019 Co

28-Jun-2017 Ox

Clinical Alerts

11-Nov-2019 Ac

24-Jan-2013 Ac

For further information about Custom Lists, go to the PPM+ help site or **Click Here**.

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