



Breaking Glass / Legitimate Relationships

USER GUIDE



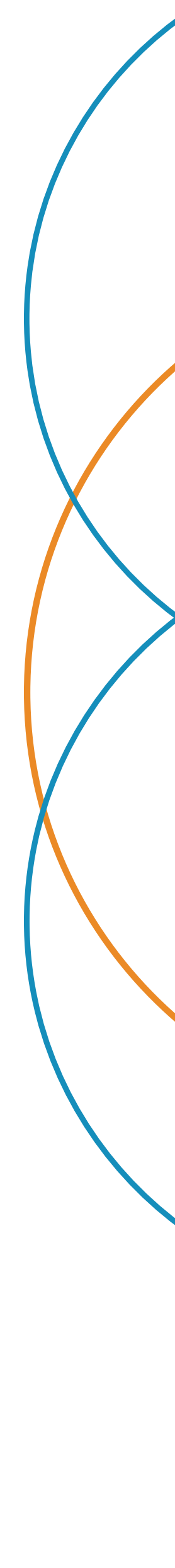
#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES



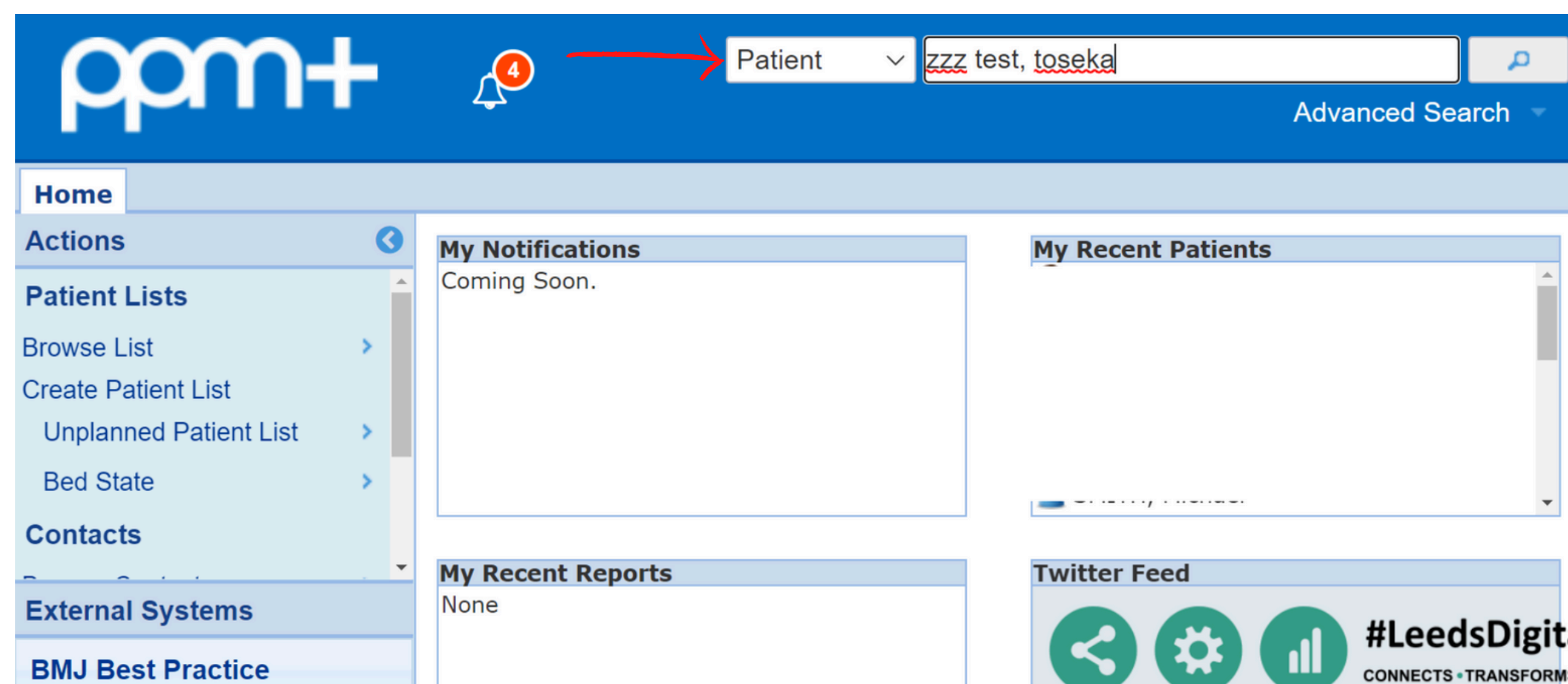
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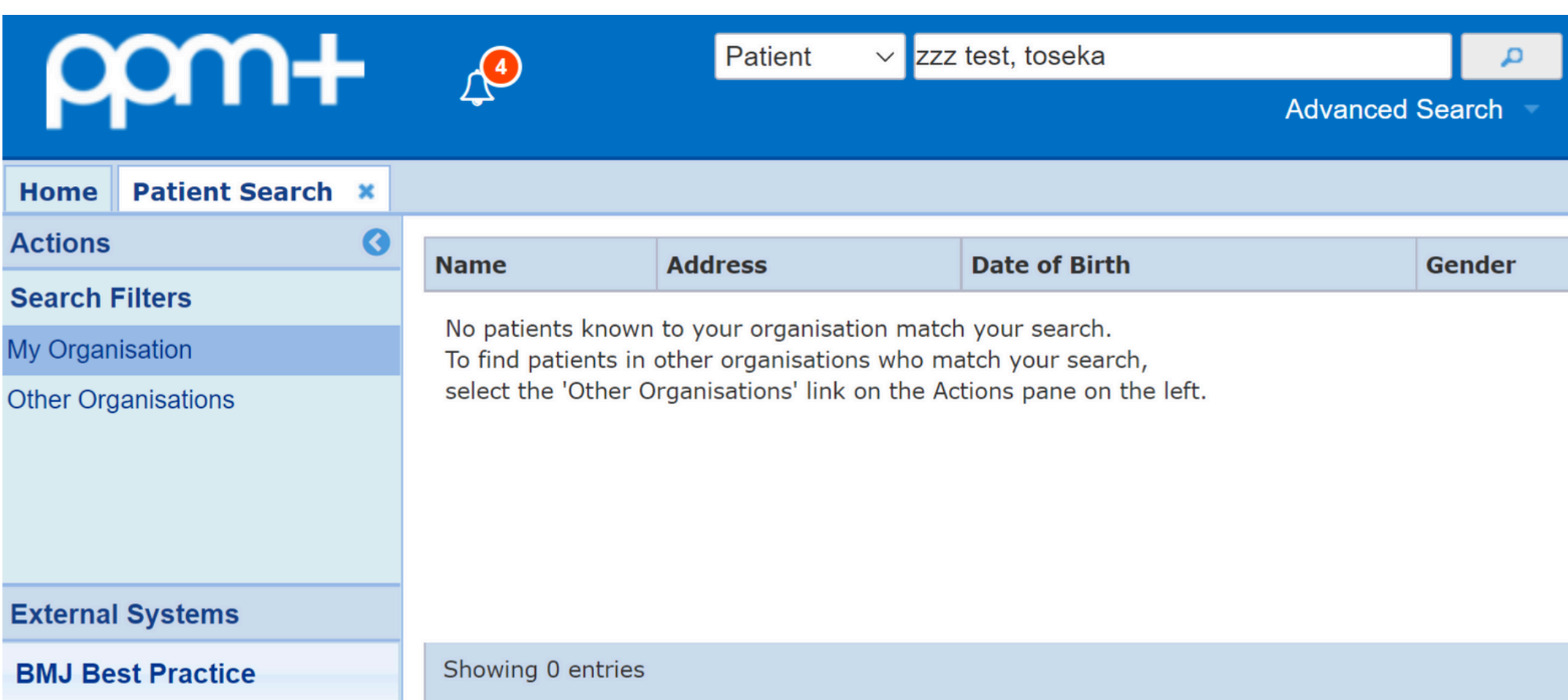


Navigating Single Patient View to the Add Button

- 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.



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



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+

4

Patient

zzz test, toseka

Advanced Search

Home

Patient Search

Actions

Search Filters

My Organisation

Other Organisations

External Systems

BMJ Best Practice

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

Showing 1 to 1 of 1 entries

2

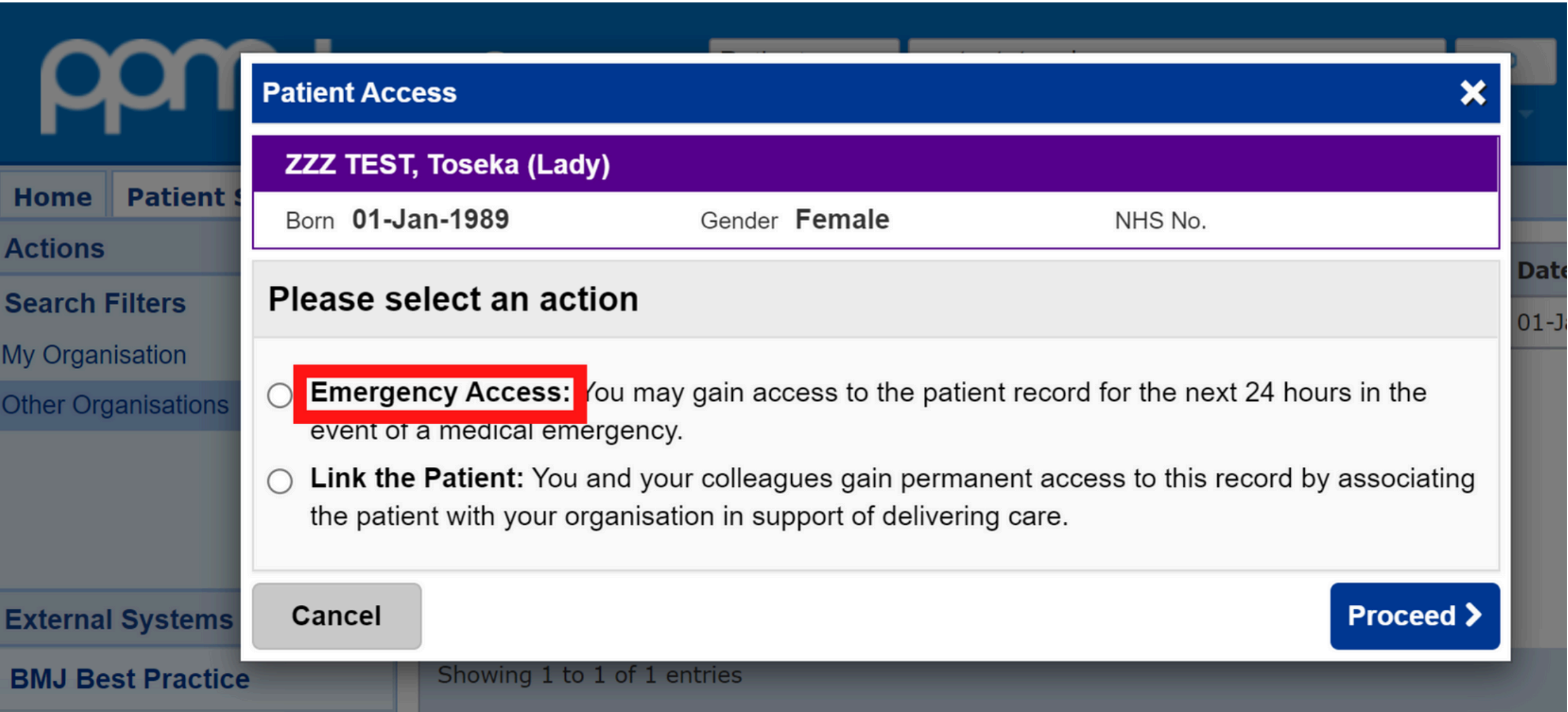
A list of patients will then appear matching the name searched. The patient's address, date of birth, gender and NHS number will also appear to help confirm the correct patient if more than one record appears.

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

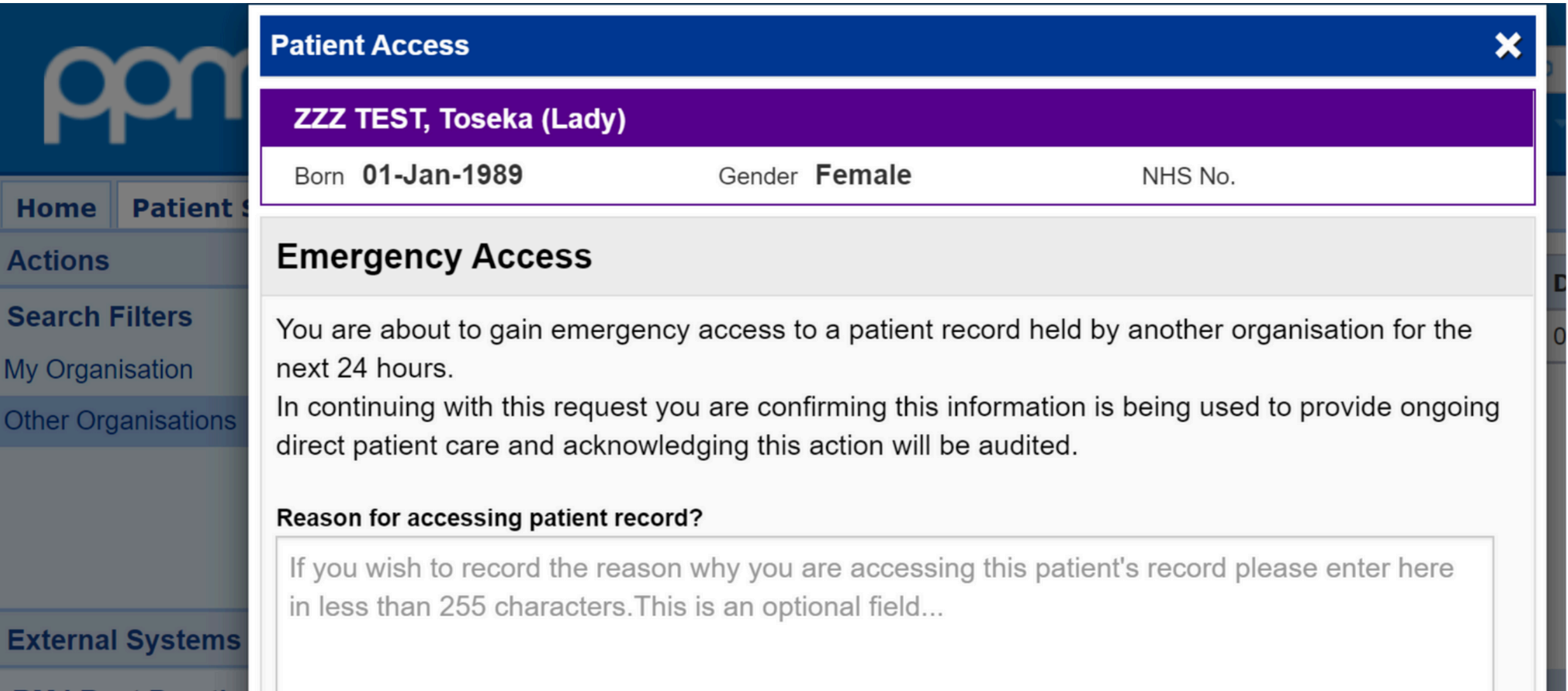
Emergency Access

24 hour access

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



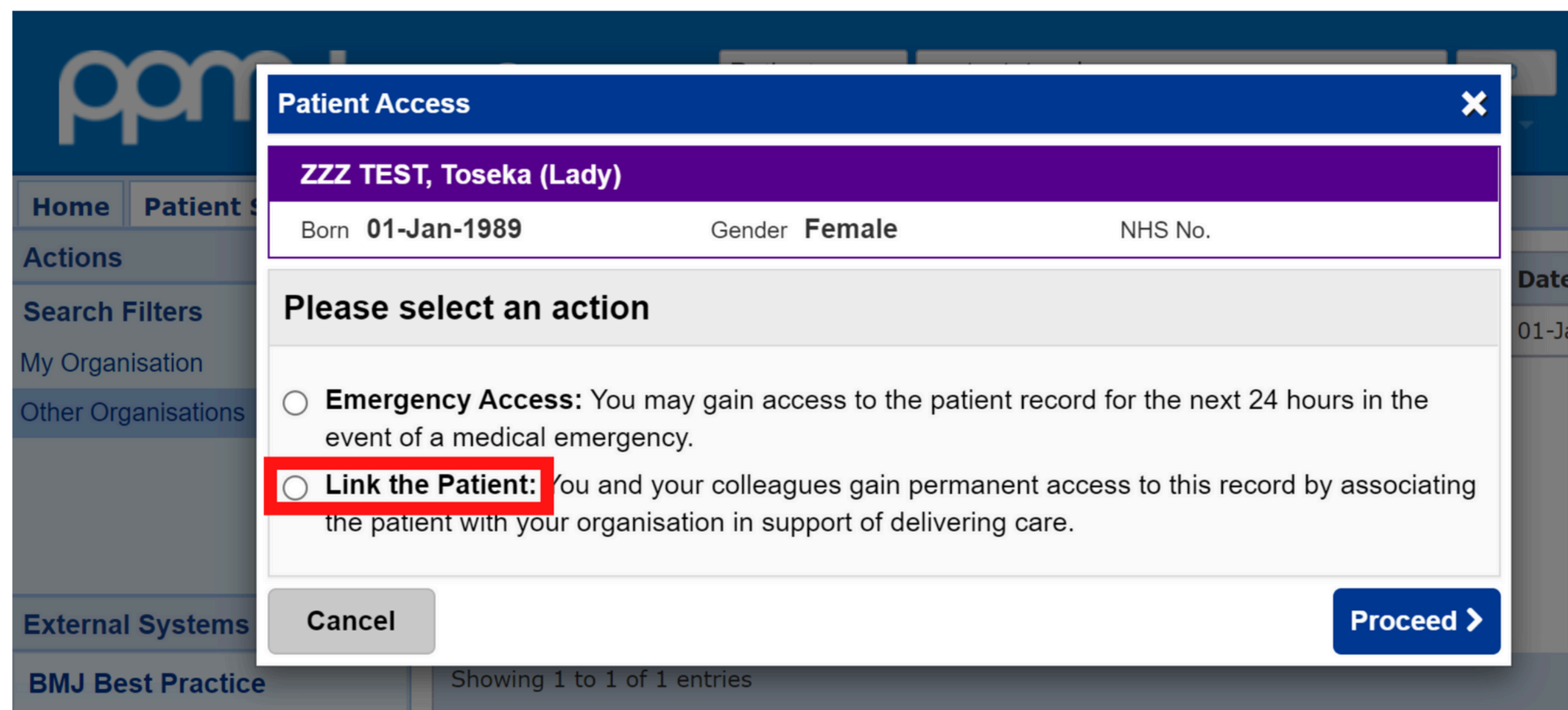
Emergency Access is only available to staff with RBAC 5 or above (i.e Registered Nurse, Consultant) and provides you with read-only access to the record for 24 hours. You will be required to enter your reasoning for audit purposes.



Link the Patient

Permanent access

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



The screenshot shows a web application interface with a sidebar on the left containing links like 'Home', 'Patient', 'Actions', 'Search Filters', 'My Organisation', 'Other Organisations', 'External Systems', and 'BMJ Best Practice'. The main content area displays a 'Patient Access' dialog box for a patient named 'ZZZ TEST, Toseka (Lady)'. The patient's details include 'Born 01-Jan-1989', 'Gender Female', and 'NHS No.'. The dialog box has a title bar with a close button. Below the patient details, it says 'Please select an action'. There are two radio button options: 'Emergency Access' and 'Link the Patient'. The 'Link the Patient' option is selected and highlighted with a red rectangle. At the bottom of the dialog box, there are 'Cancel' and 'Proceed >' buttons.

Patient Access [X]

ZZZ TEST, Toseka (Lady)

Born **01-Jan-1989** Gender **Female** NHS No.

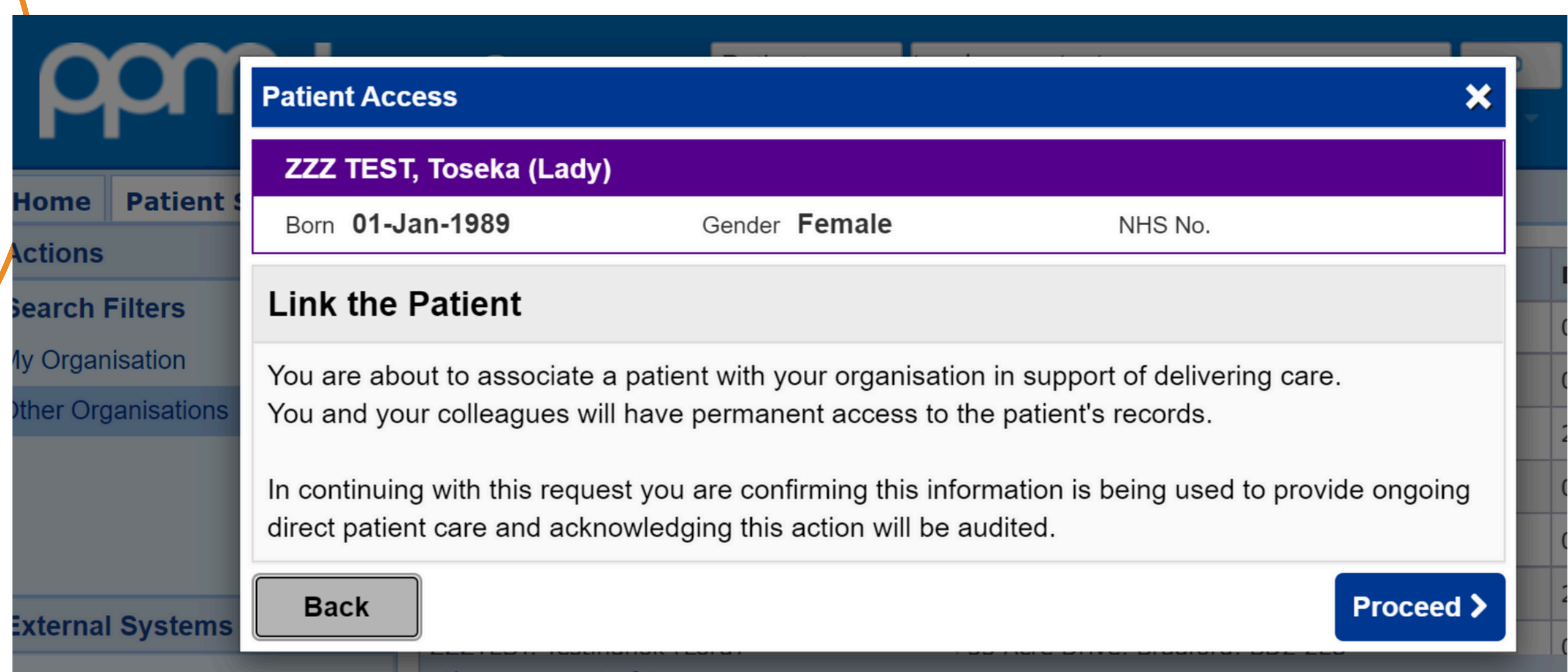
Please select an action

☐ **Emergency Access:** You may gain access to the patient record for the next 24 hours in the event of a medical emergency.

☒ **Link the Patient:** You and your colleagues gain permanent access to this record by associating the patient with your organisation in support of delivering care.

Cancel **Proceed >**

Showing 1 to 1 of 1 entries



The screenshot shows the same web application interface as the previous one, but the 'Patient Access' dialog box is now at the 'Link the Patient' confirmation screen. The patient details remain the same. The dialog box title is 'Patient Access' with a close button. Below the patient details, it says 'Link the Patient'. The text explains that the user is about to associate the patient with their organisation for permanent access. It also states that this action will be audited. At the bottom, there are 'Back' and 'Proceed >' buttons.

Patient Access [X]

ZZZ TEST, Toseka (Lady)

Born **01-Jan-1989** Gender **Female** NHS No.

Link the Patient

You are about to associate a patient with your organisation in support of delivering care. You and your colleagues will have permanent access to the patient's records.

In continuing with this request you are confirming this information is being used to provide ongoing direct patient care and acknowledging this action will be audited.

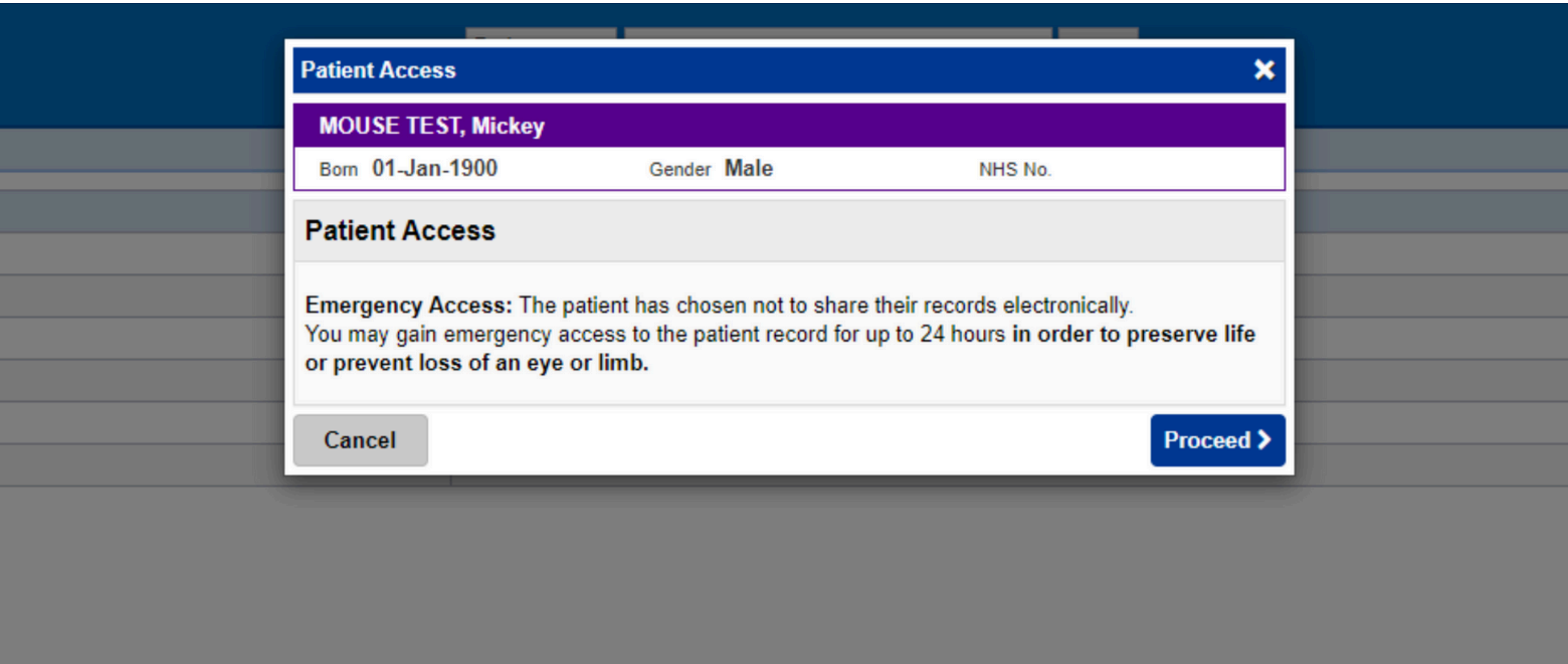
Back **Proceed >**

Showing 1 to 1 of 1 entries

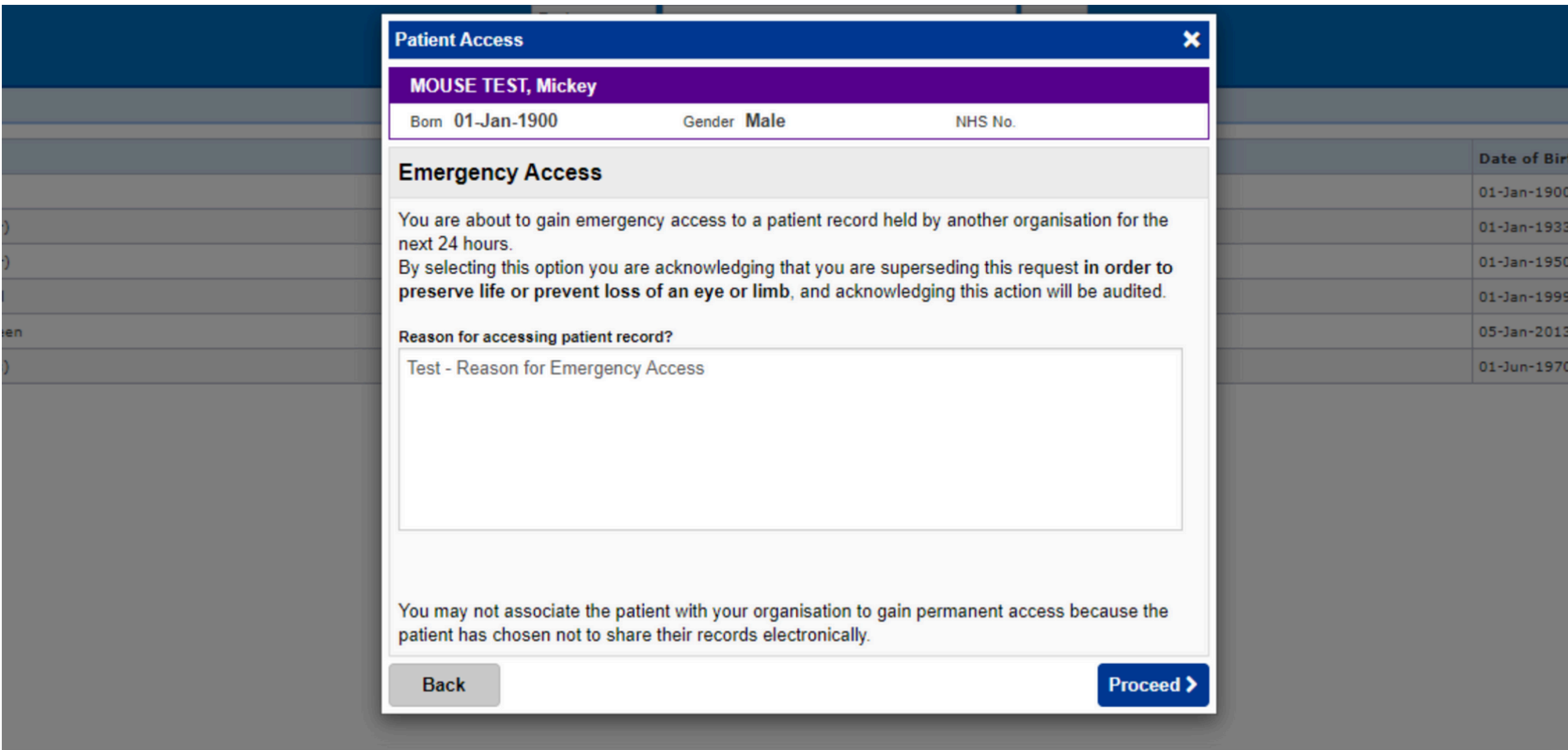
Locked Patient

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.



Useful contacts

Informatics Service Desk

If you are having problems with logging in or using PPM+, please contact the Informatics Service Desk for your organisation in the first instance.

If still experiencing issues please contact the LTHT Informatics Service Desk on informaticsservicedesk.lth@nhs.net or 0113 3926655.

For further information and helpful guides on using PPM+ please see the link to our PPM+ Help Site:



PPM+ Help Site: <https://www.ppmsupport.leedsth.nhs.uk/>