Mid Yorkshire Teaching
NHS Trust

Breaking Glass / Legitimate Relationships

USER GUIDE

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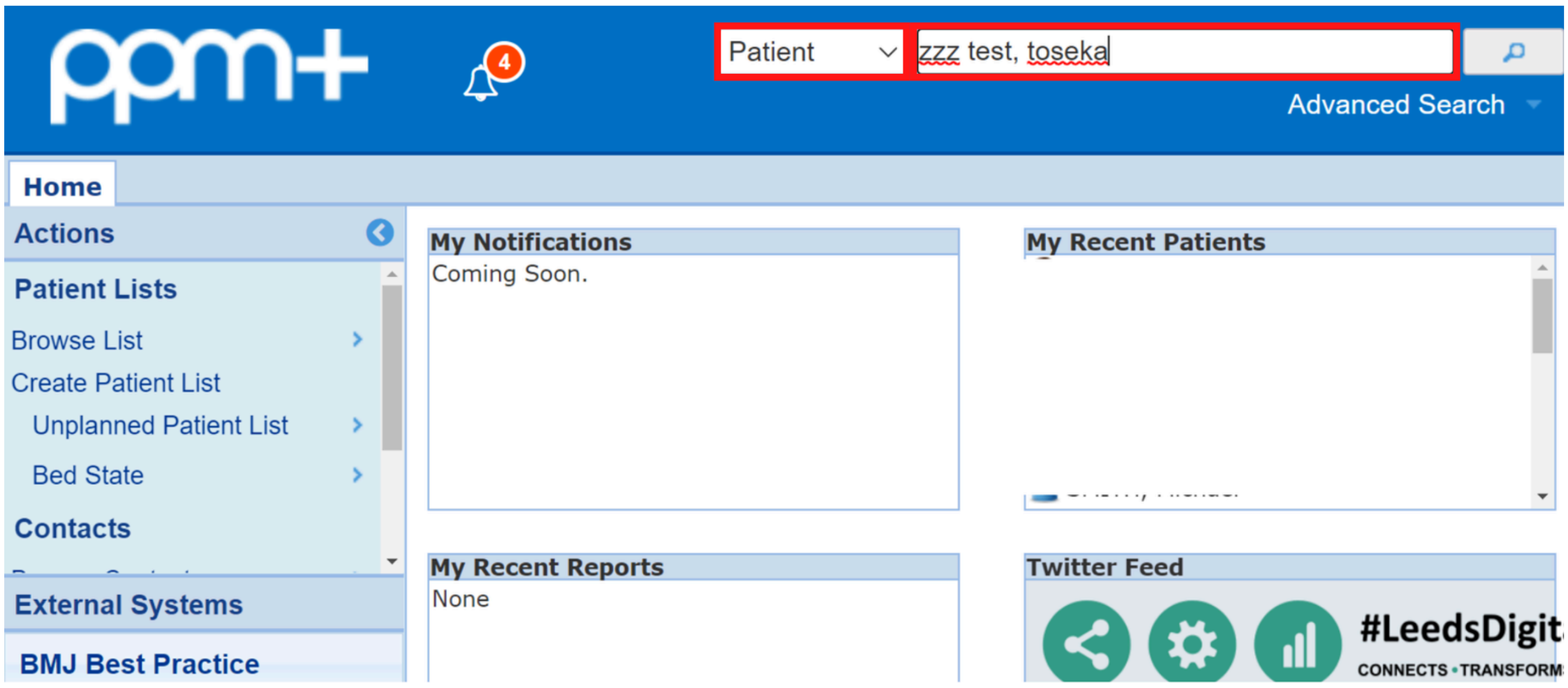
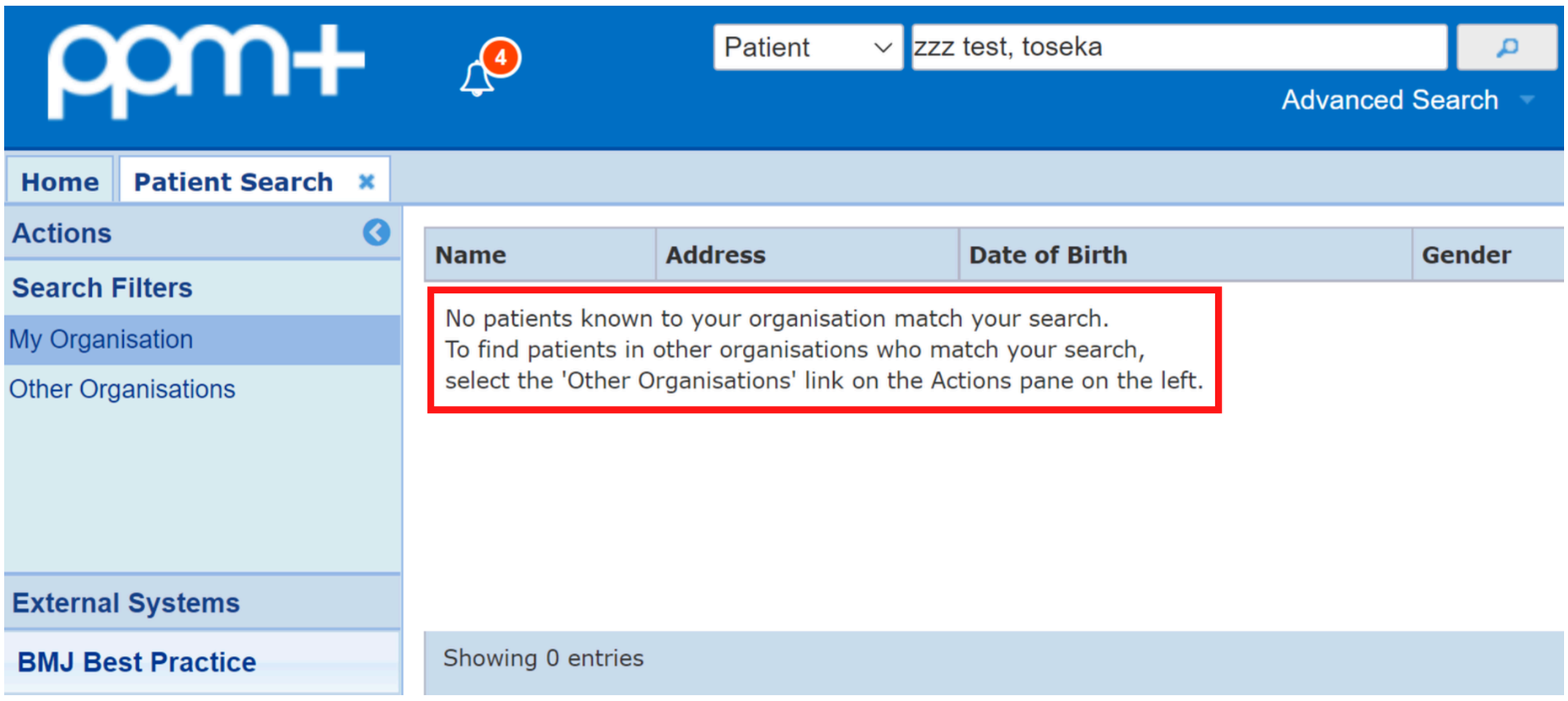
Searching for a patient

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

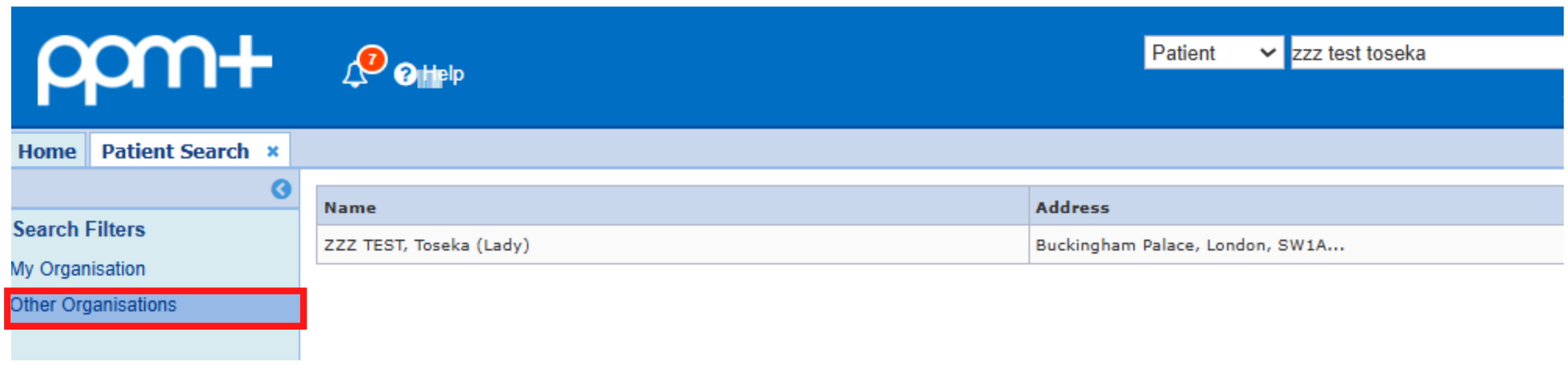


2 If the patient is not known to your organisation, the message below will appear.



Locating patients from external organisations

1 To locate the patient's record from an other organisation (i.e other Trusts, Hospices, etc.) select **'Other Organisations'** in the **Search Filters** column down the left-hand side.

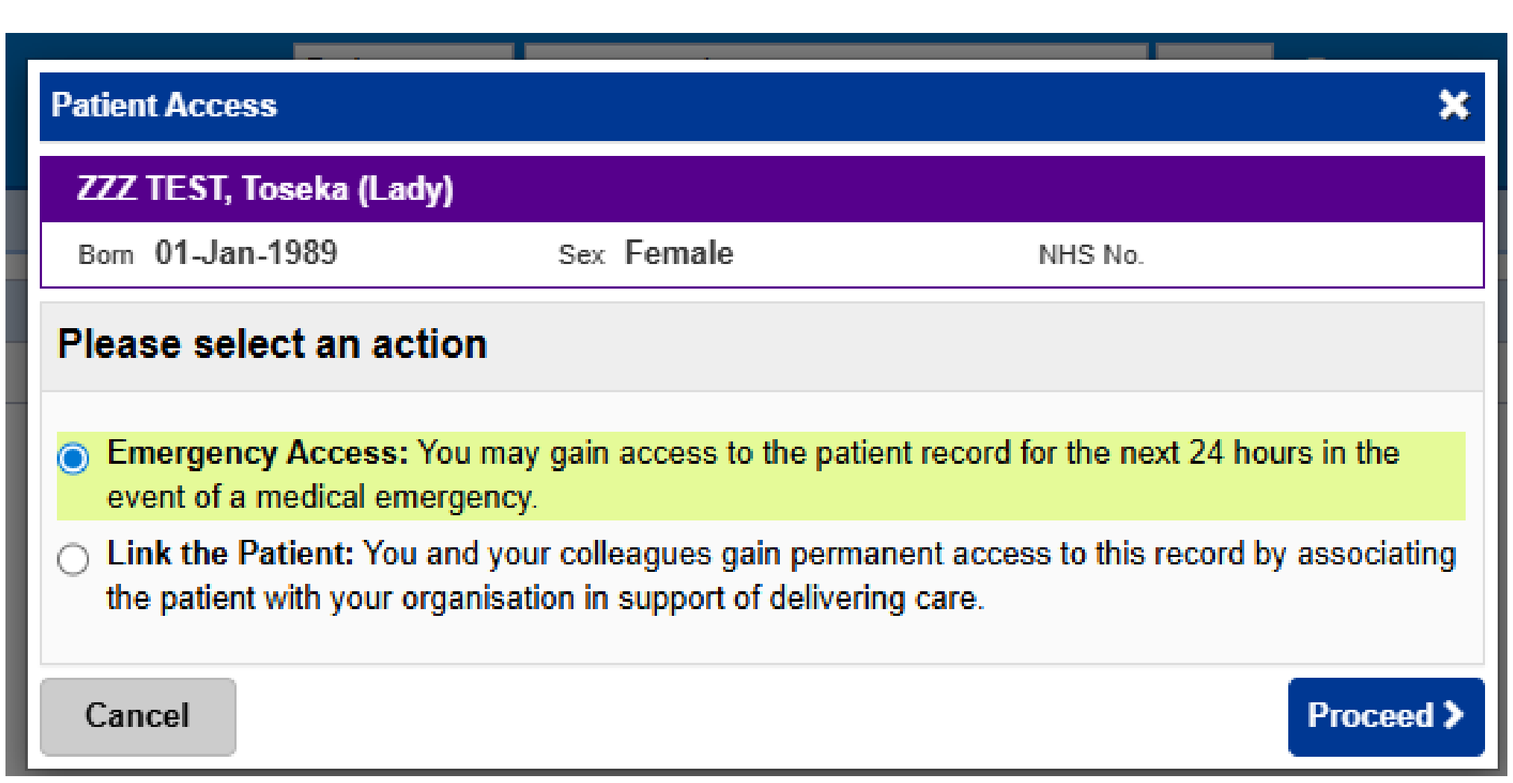


2 A list of patients will then appear matching the name searched. The patient's **Name, Address, Date of Birth, Gender** and **NHS number** will also appear to help confirm which is the **correct patient** if more than one record appears.

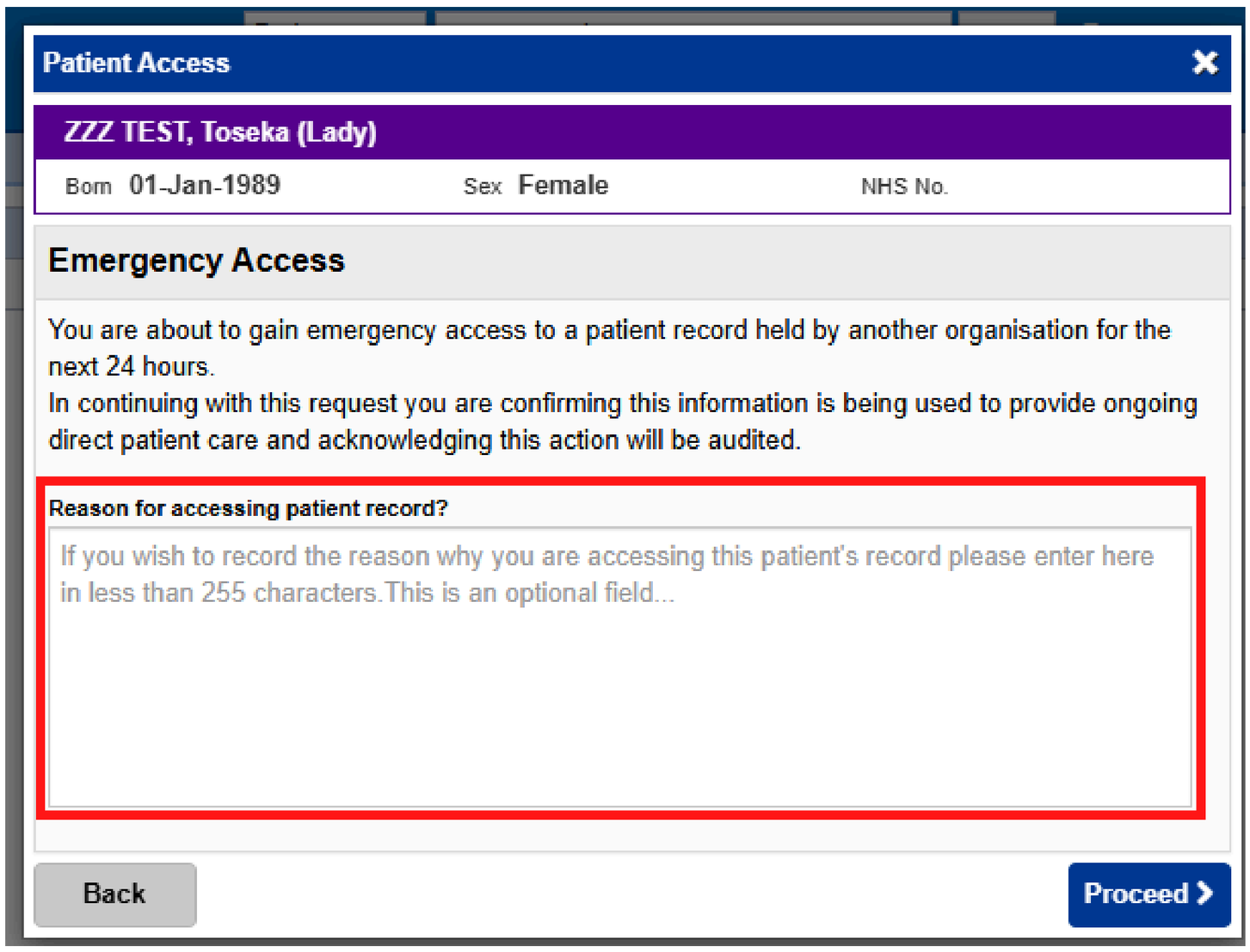
Name	Address	Date of Birth	Gender	NHS Number
ZZZ TEST, Toseka (Lady)	Buckingham Palace, London, SW1A...	01-Jan-1989	Female	

Emergency Access for 24 hours

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

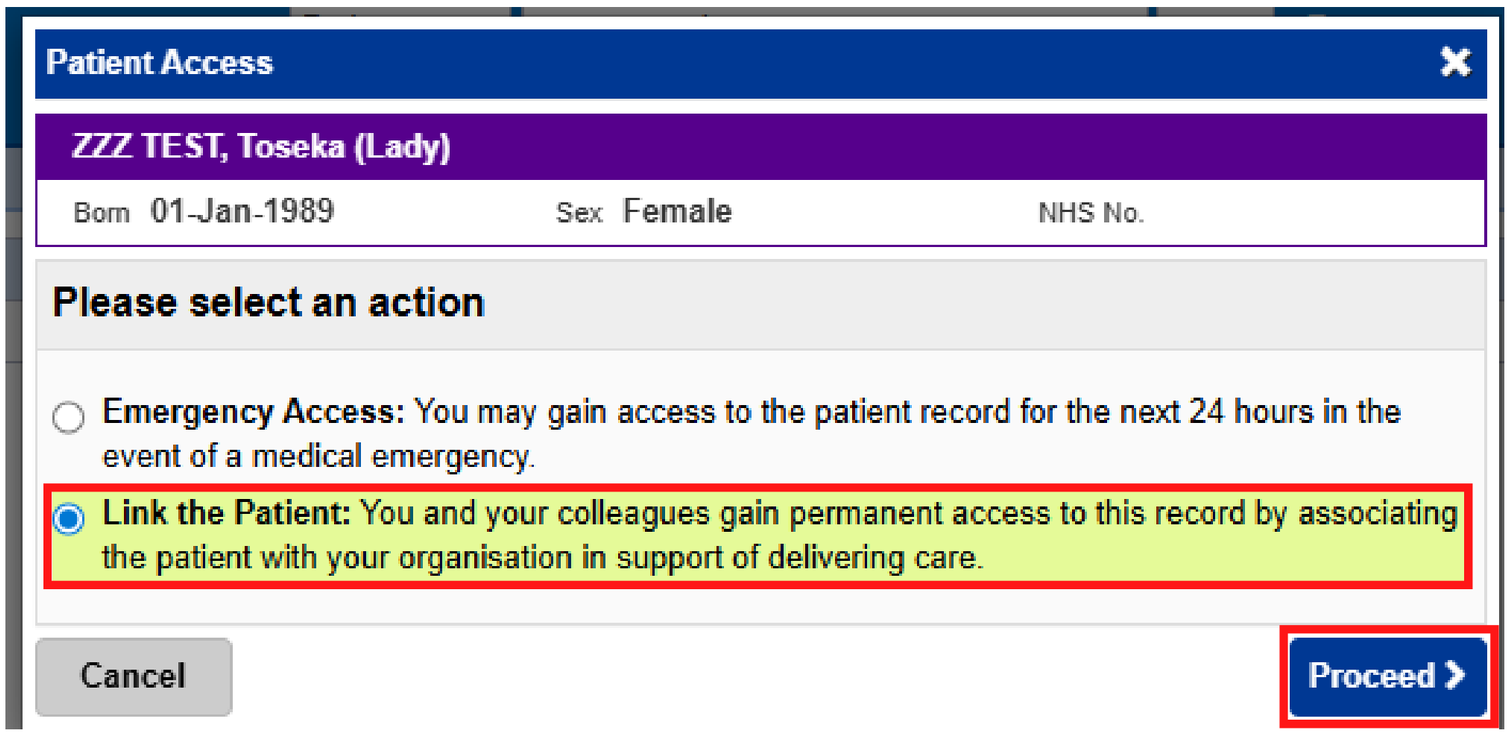


2 **Emergency Access is only available** to staff with **RBAC 5 or above (i.e Registered Nurse, Consultant)** and provides you with **read-only access to the record for 24 hours.** You will be required to enter your reason for accessing the patient's record.

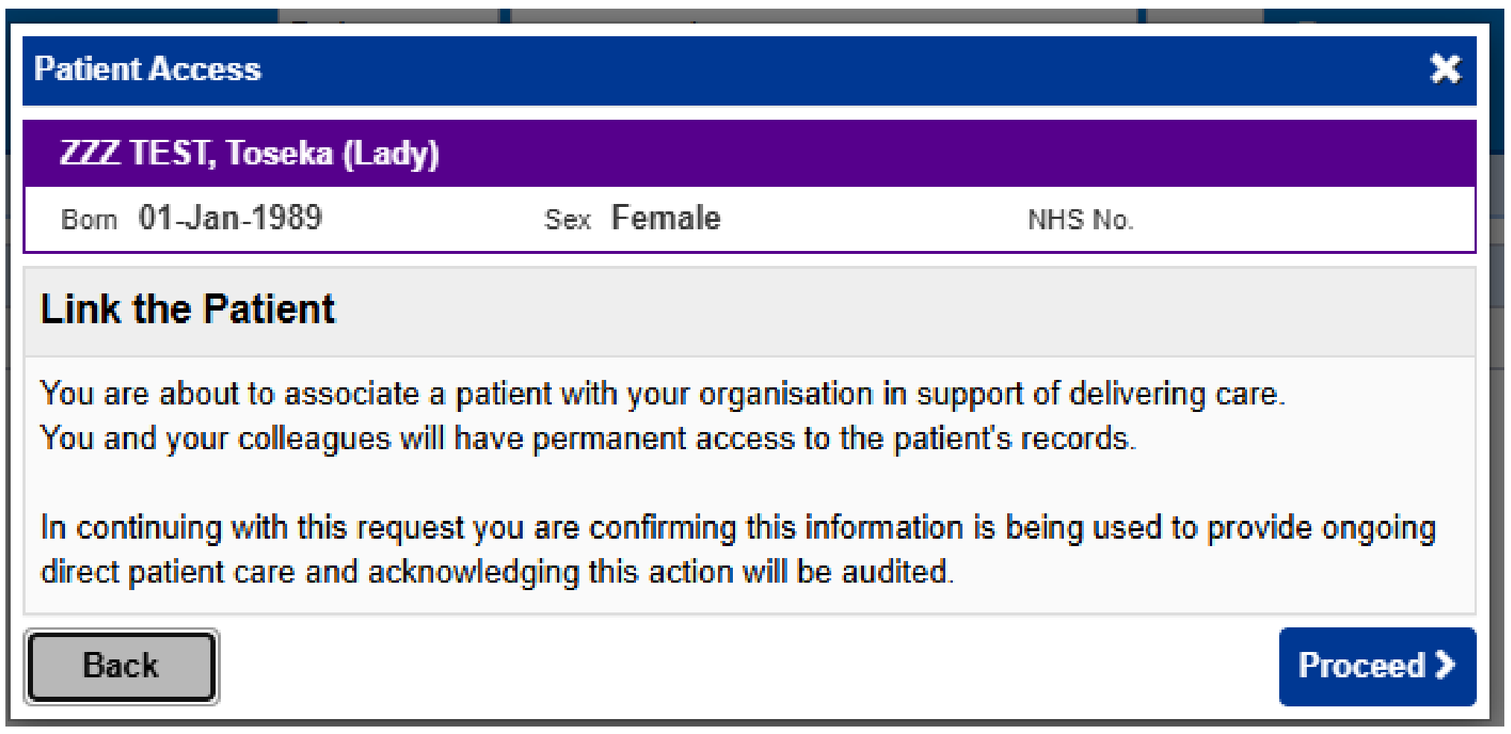


Linking the patient for permanent access

1 To link a patient permanently and associate the patient record to your Trust, click on **Link The Patient** and then click on **Proceed.**

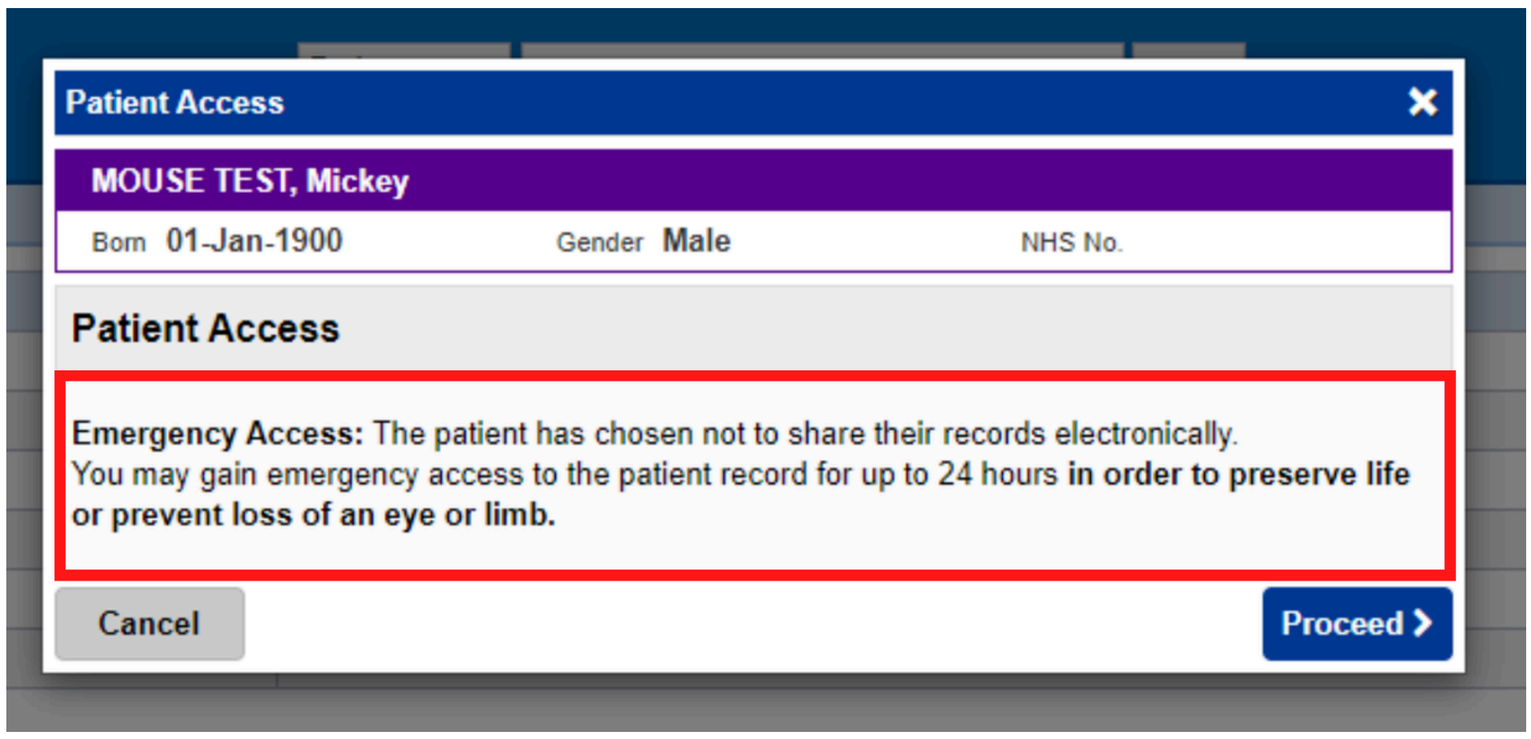
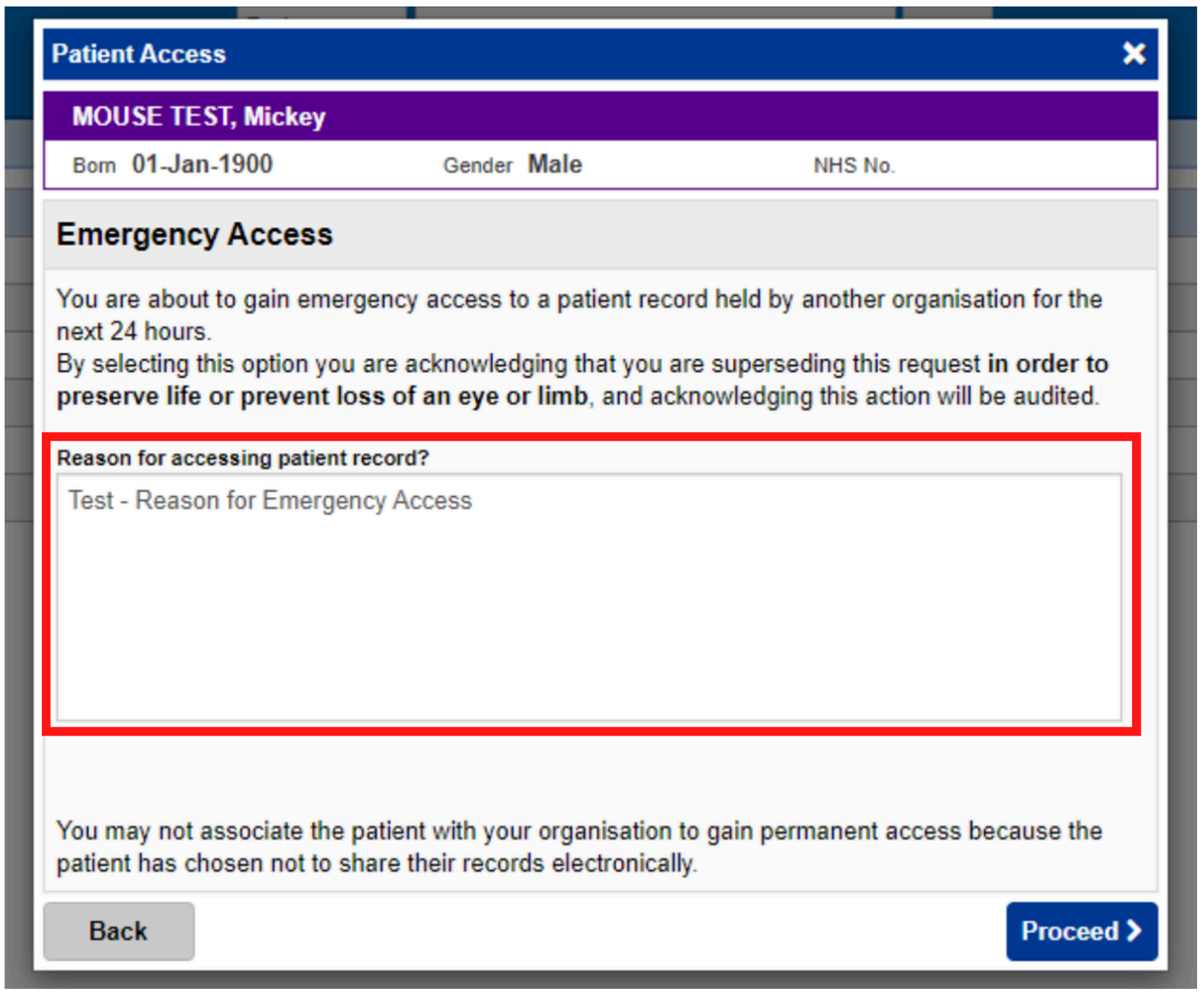


2 All Trust staff will then have access to this patient record for direct patient care purposes.



Locked Patients

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



2. You will be required to enter your **Reasoning for audit purposes.**