



Home Page

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES



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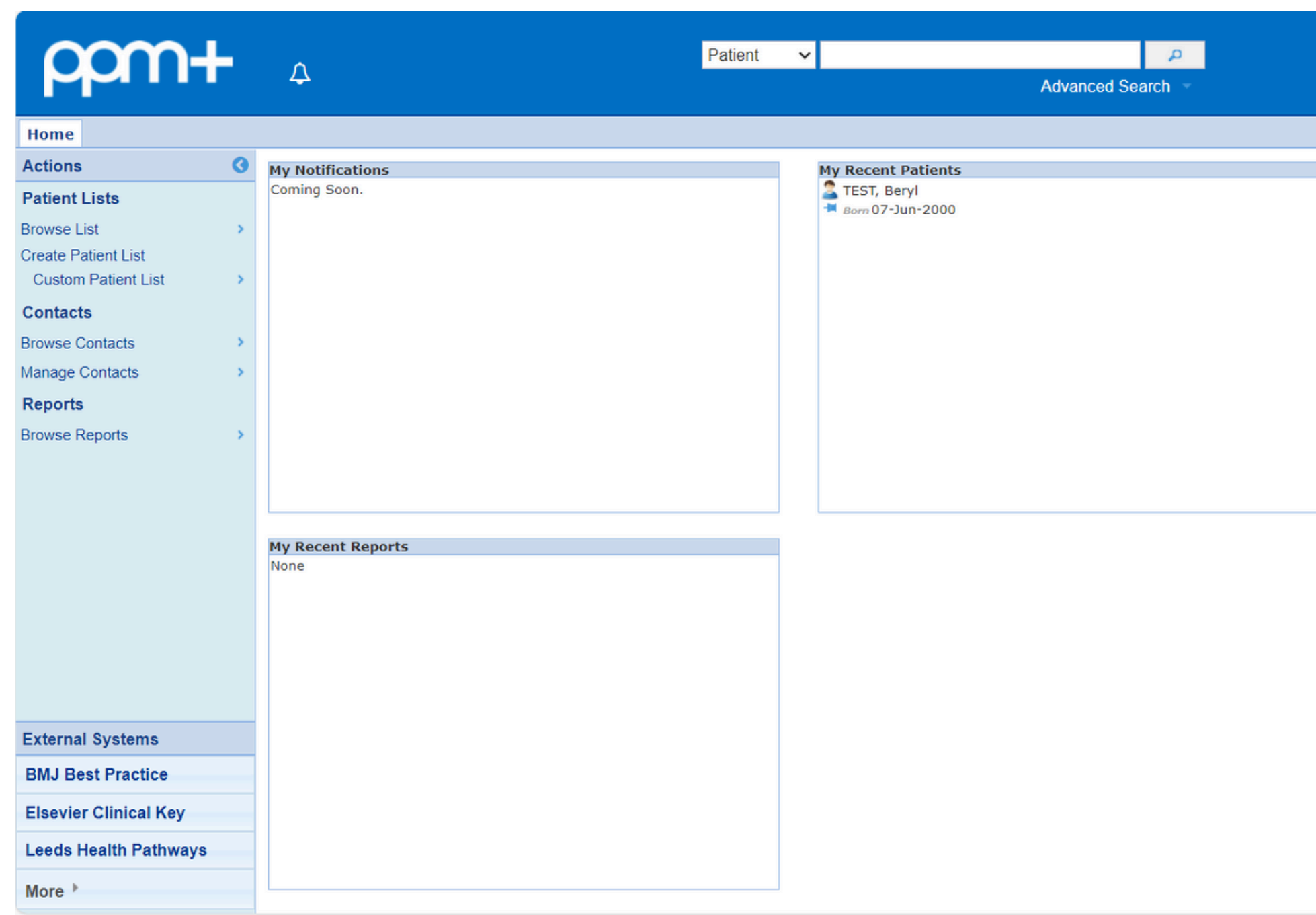
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Actions

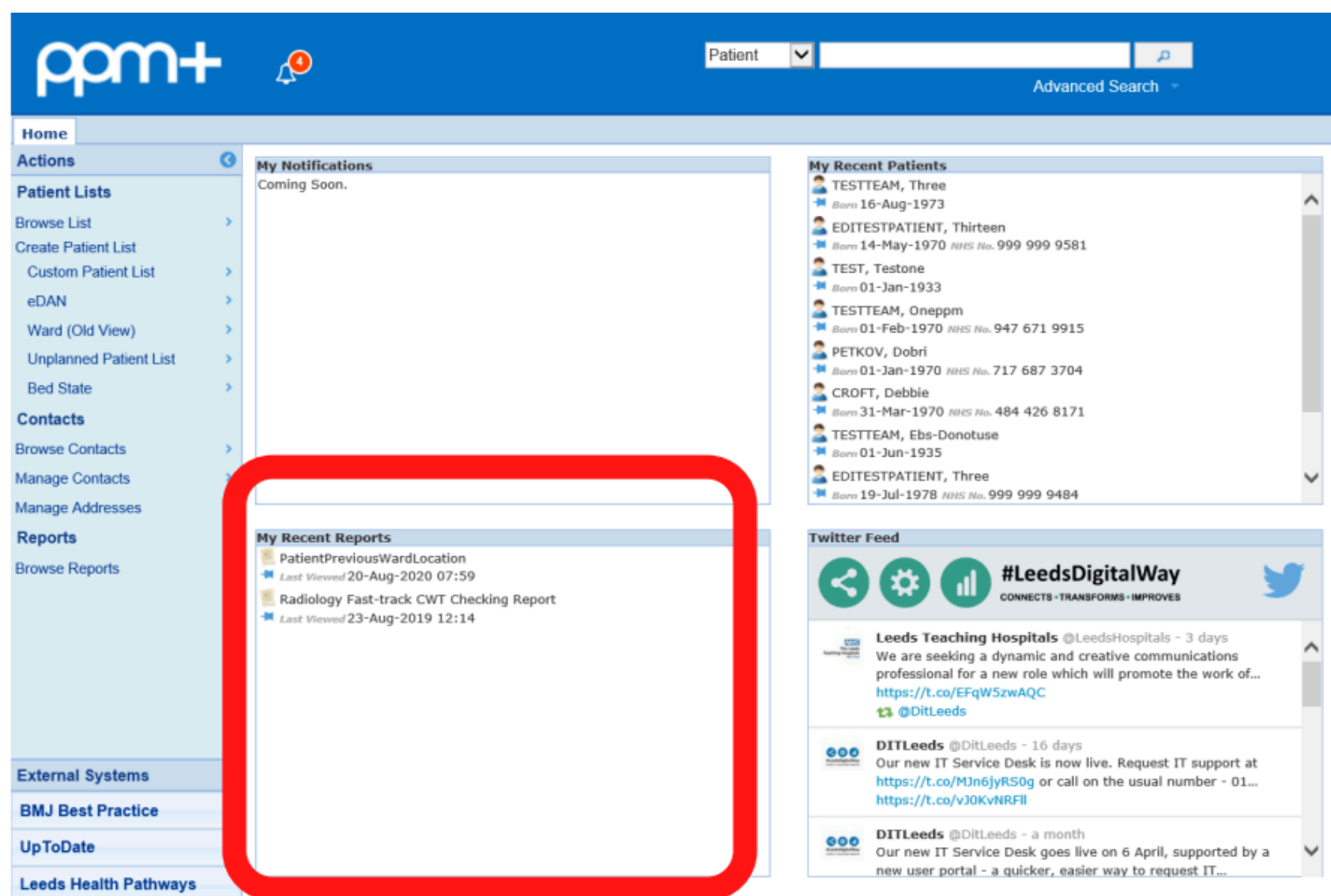


The actions list allows you to do the following:

- **Browse list** - allows you to access any lists you have access to or have created such as custom patient lists, referrals lists and more.
- **Custom patient list** - enables you to create your own custom patient list. **(Write access users only).**
- **Browse Contacts** - search for a colleague to discover details about their contact details or memberships.

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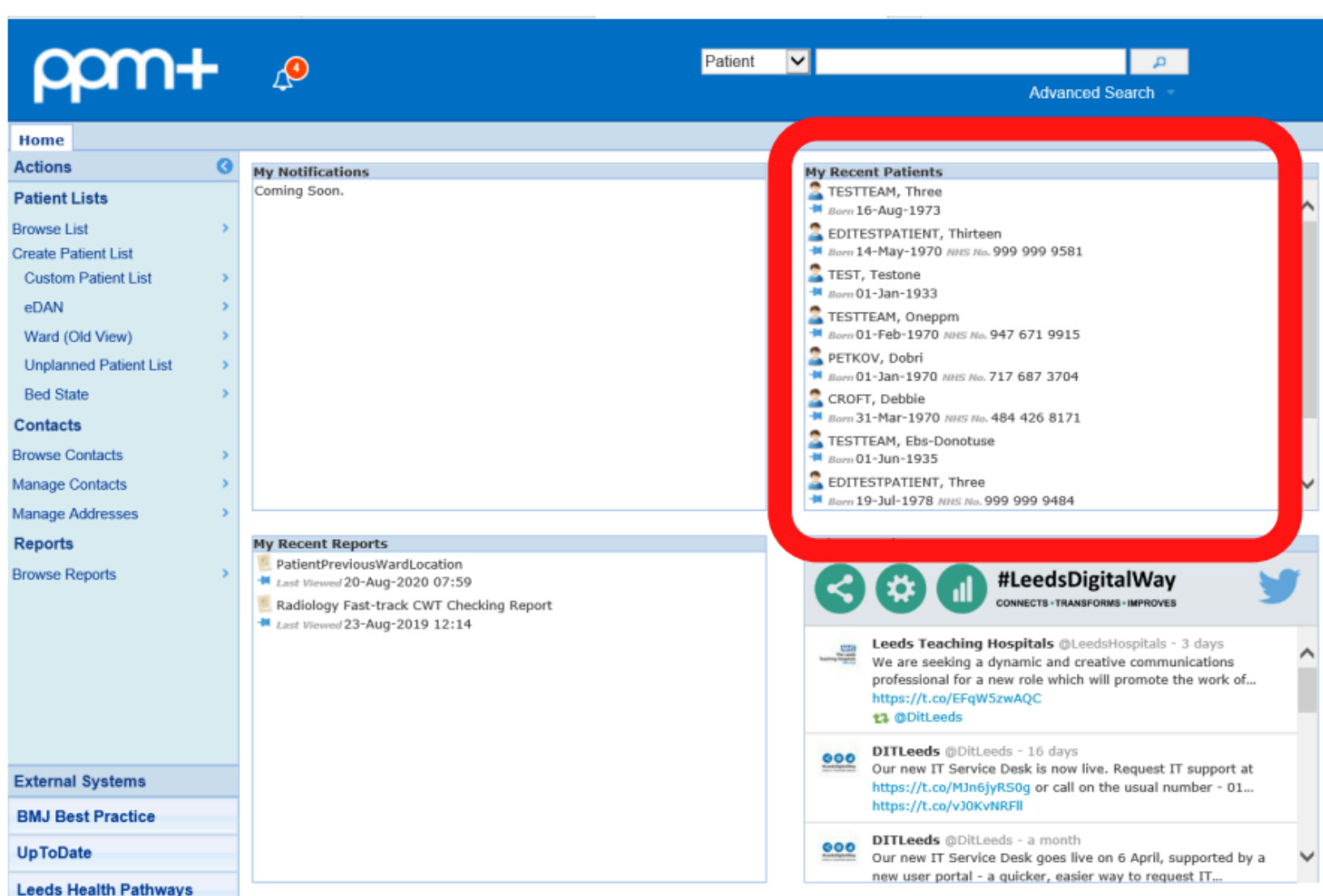
My Recent Reports



My Recent Reports can be used to quickly accessed any reports you have previously opened. You can also use the pin, to pin any recent reports you have accessed.

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My Recent Patients



My Recent Patients allows you to quickly access any patients record who's single patient view you have recently opened. By clicking on the blue pin, you can pin any list to this column, for quick and easy access.

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My Recent Lists



My Recent Lists allows you quick access to any ward views or custom patient lists you have recently opened. **(Write access users only).**

Ward views/Custom patient lists can also be pinned, by selecting the blue pin.

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Widget

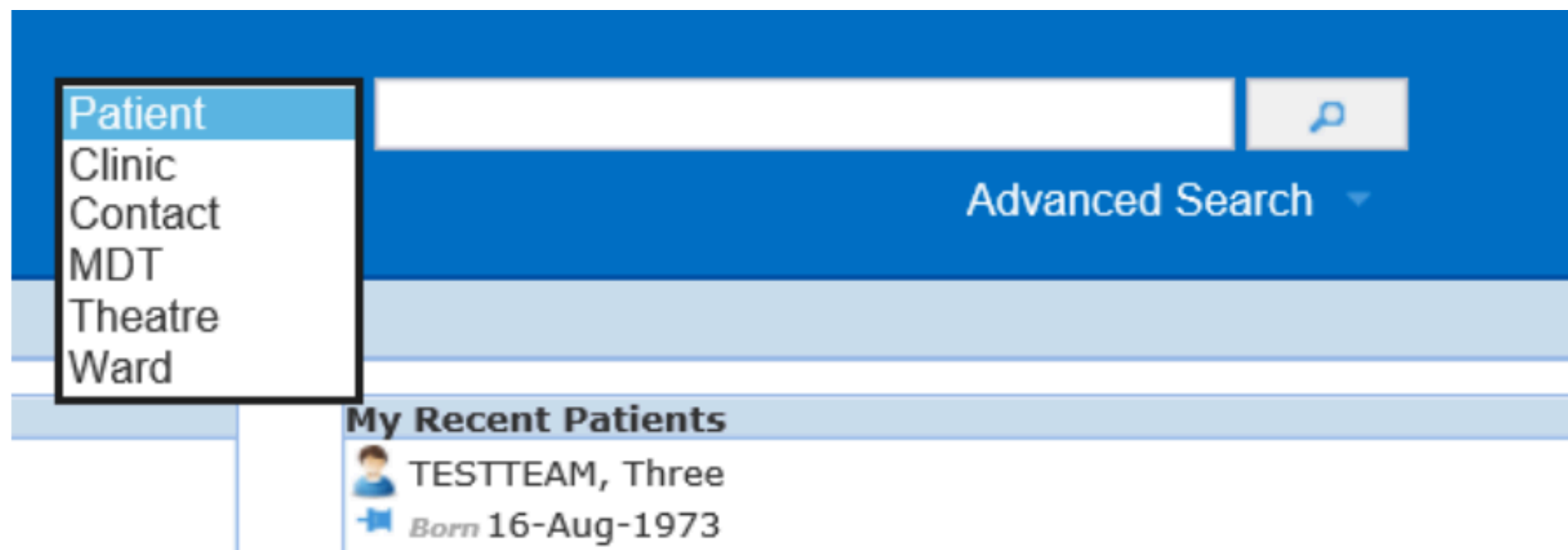


A dynamic image of new PPM+ functionality including clickable links to access further information/guides/e-learning.

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Search Tool



You can use the search function to search for the following:

- **Patients** - search by name or NHS/PAS number to view the patients Single Patient View.
- **Clinics** - search for a clinic to see what time and days they are running as well as where they are located.
- **Contacts** - search by your colleagues name, to view contact details/memberships .
- **MDT** - this allows you to search for MDT's and see information such as which day they meet, the time and the location. You can select the team to find out more information about their patients.
- **Theatres** - displays a list of all the theatres in the trust.
- **Wards** - search for the ward to open up their ward view .

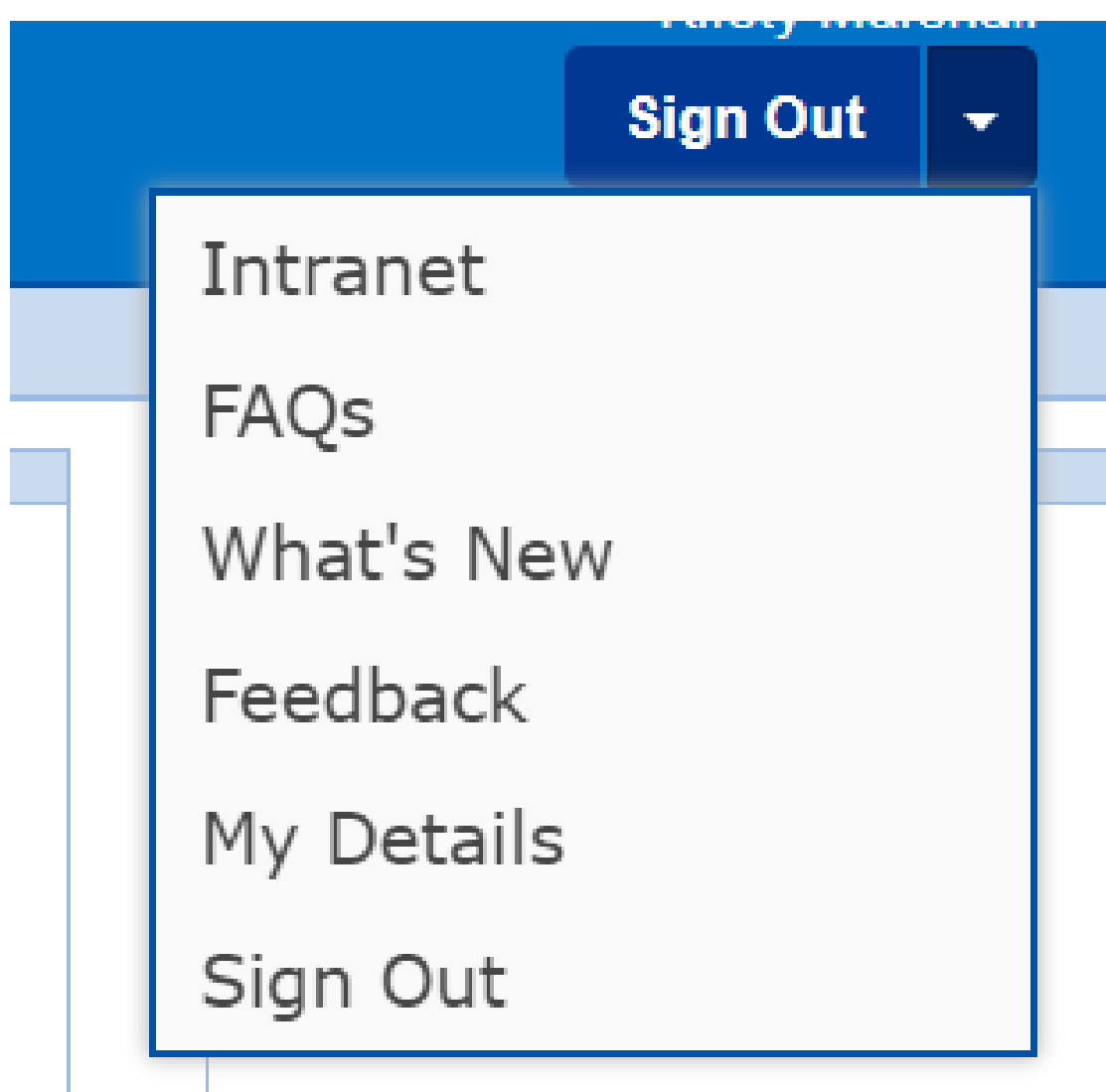
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Advanced Search Tool

The **advanced search** is particularly useful when searching for a patient. It allows you to include the patients postcode/date of birth in the search.

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Options Menu



The **Options Menu** allows you to do the following:

- **Intranet** - opens up the trust intranet page. (LTHT staff only).
- **FAQs** - a list of the most frequently asked questions regarding PPM+.
- **What's New** - A page including a description and links to any guides/e-learning regarding new functionality in PPM+.
- **Feedback** - where to go if you need help using PPM+ or EHR improvement suggestions.
- **My Details** - allows you to edit your own contact details.

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/>