



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Clinical Alerts

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

User Access and Responsibilities

Before adding or managing a Clinical Alert, please ensure the following:

- 1** You have the appropriate permissions within **PPM+** to add and manage Clinical Alerts. If you do not have access, please raise a **Service Desk** ticket
- 2** You **only** add and manage Clinical Alerts that are within the scope of your role and Clinical practice
- 3** You have **read and understand** this guidance **in full** before using the Clinical Alert function

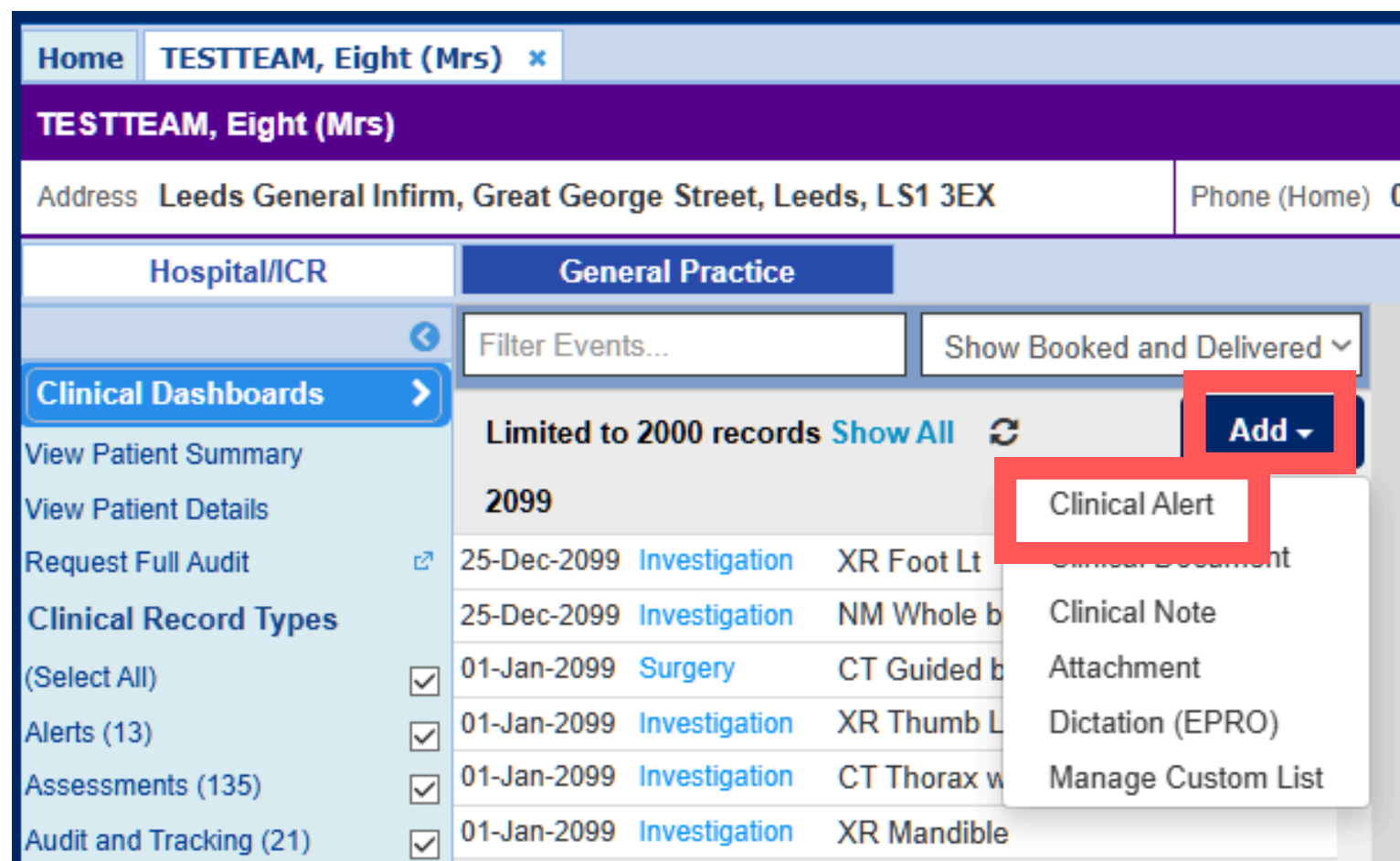
For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

How to add a Clinical Alert

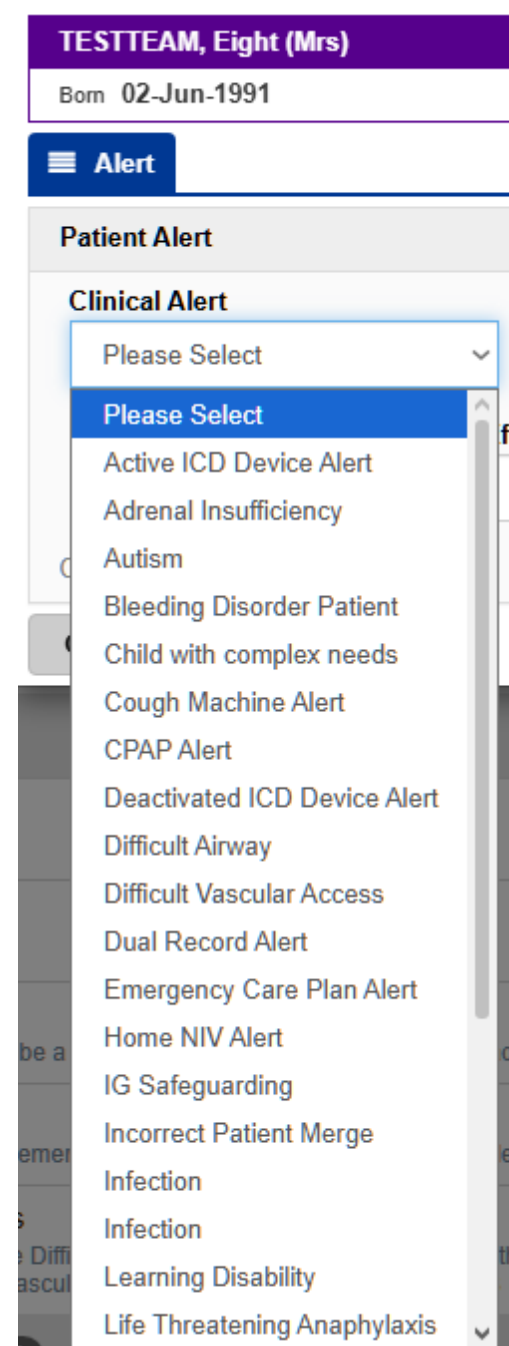
1

To add a Clinical Alert, first navigate to the relevant patient's record. Select **Add** and then **Clinical Alert** from the dropdown menu



2

Select the appropriate **Clinical Alert** from the dropdown list



3

Enter the **Effective From** date

The screenshot shows the 'Effective From' and 'Effective To' date fields. The 'Effective From' field is filled with '10-Jun-2026'.

*Optional - Enter an **Effective To** date*

- *If added, the alert will automatically end at **midnight** on that date*

4

Click **Save** to apply the alert to the patient record

For further information please contact:

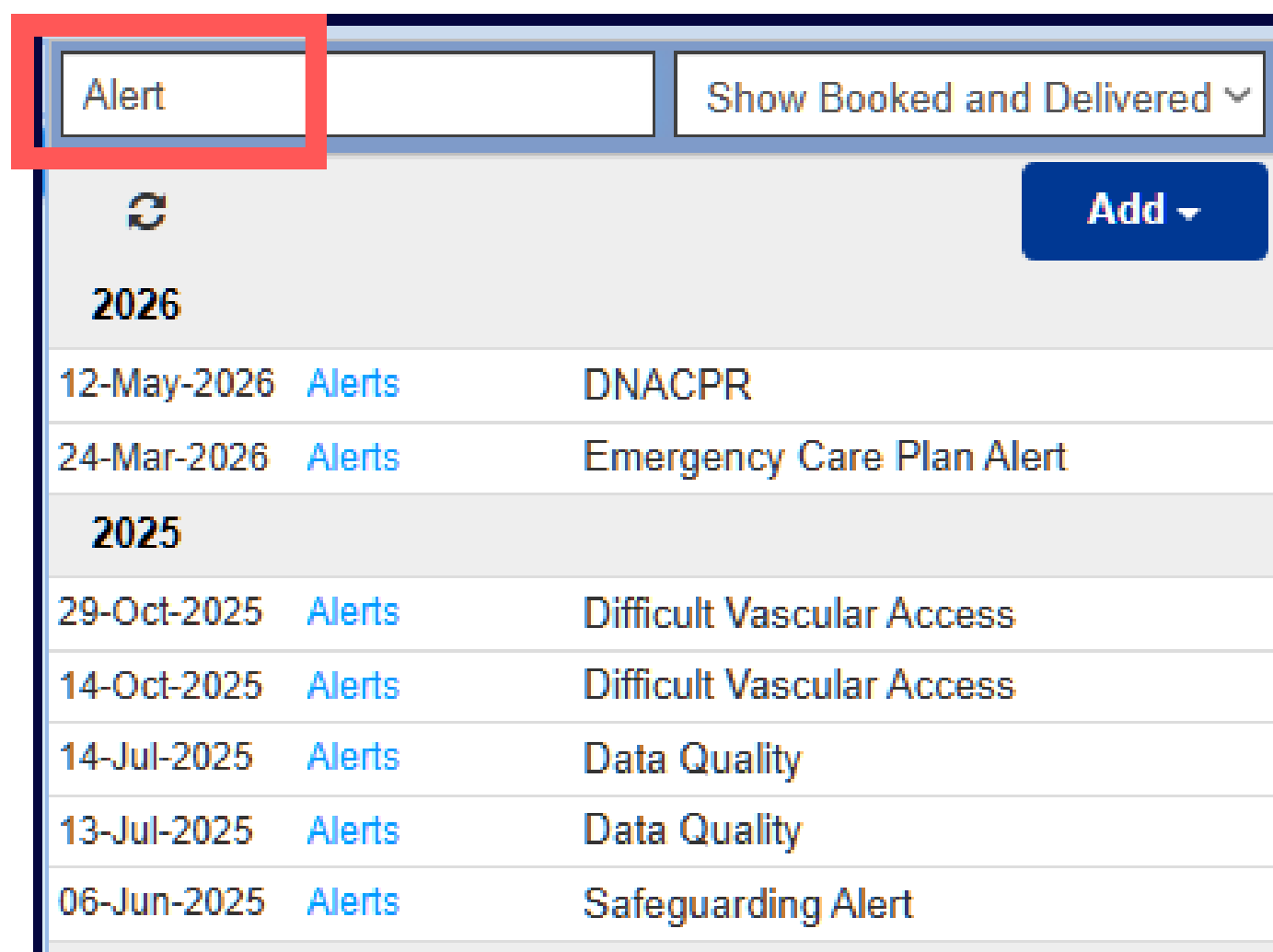
✉ leedsth-tr.ImplementationTeam@nhs.net

How to End Date/Rescind a Clinical Alert

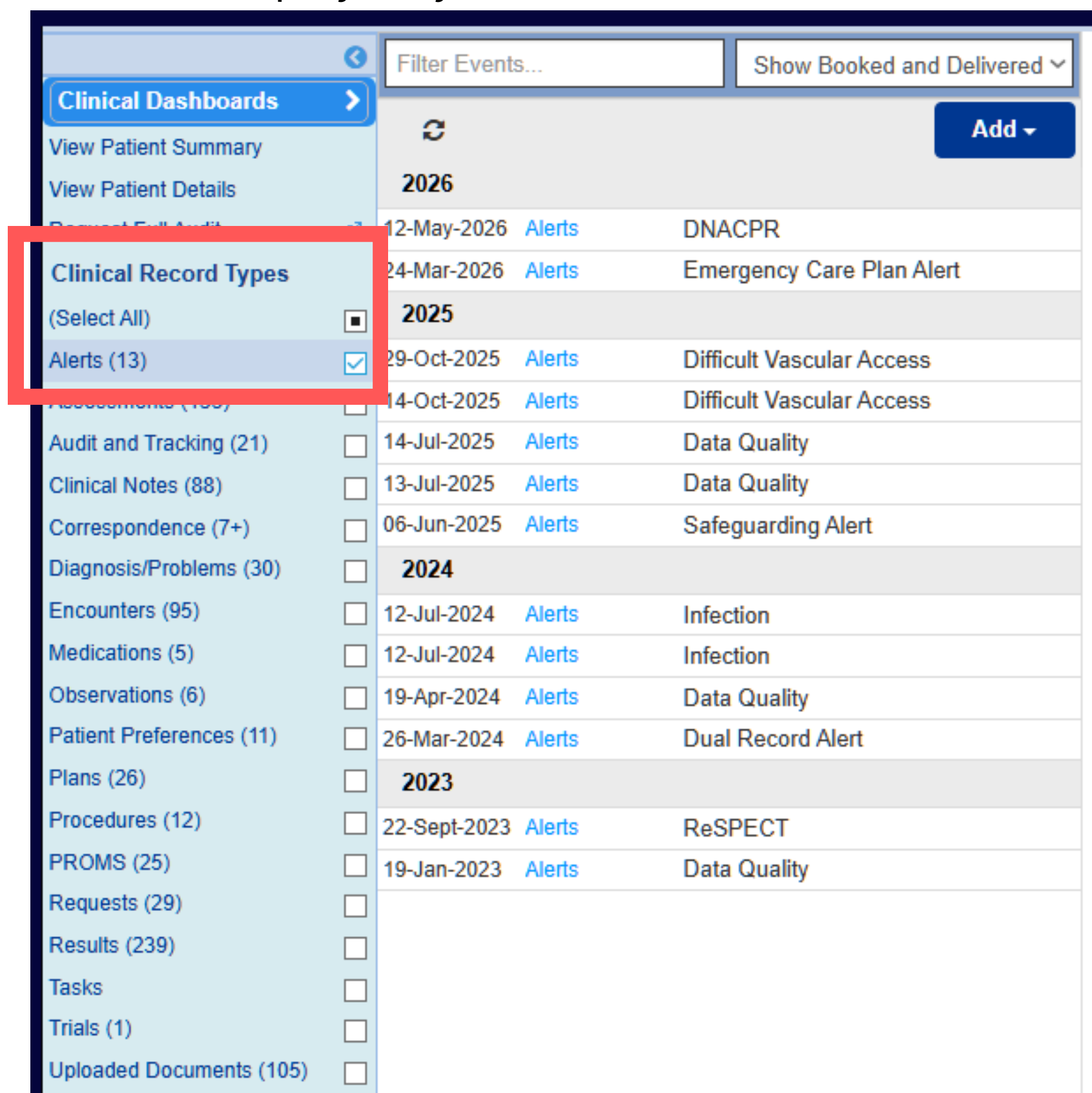
An Alert should be End Dated when it is no longer clinically relevant, the associated condition or risk has resolved, or when it was assigned with a predefined end date

1. Locate the alert within the patient's record. Clinical Alerts can be located in one of two ways:

1. Enter **Alert** in the **Filter Events** search box to display all Clinical Alerts



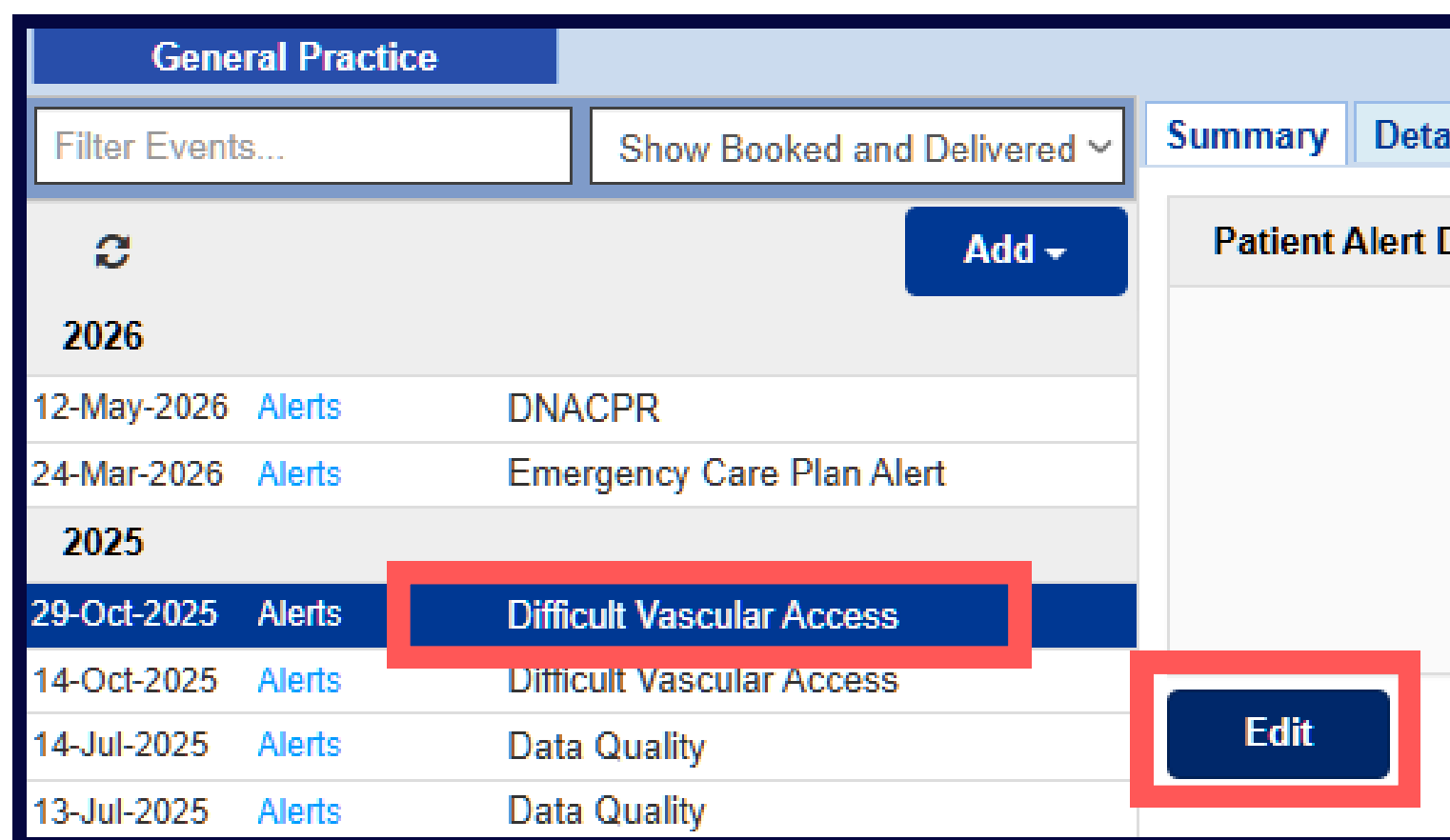
2. Deselect all pre-applied **Clinical Record Type** filters, then select the **Alerts** filter to display only Clinical Alerts



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- 2** Select the Alert that you wish to **End Date/Rescind** and then click **Edit**



- 3** Enter an **Effective To** date

The screenshot shows two input fields for dates. The first field is labeled 'Effective From' and contains the date '29-Oct-2025'. The second field is labeled 'Effective To' and contains the date '10-Jun-2026'. Both fields are highlighted with a red box.

Effective From	Effective To
29-Oct-2025	10-Jun-2026

Entering **today's date** will remove the alert at **midnight**

- 4** Click **Save** to apply the end date to the Clinical Alert

For further information please contact:

✉ leadsth-tr.ImplementationTeam@nhs.net

Useful contacts

Please contact the **Implementation Team** for Digital Support & Training on PPM+ functionalities.

 leedsth-tr.ImplementationTeam@nhs.net

IT Service Desk

Please contact the **IT 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.

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 <https://lth-dwp.onbmc.com>

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