ppm+

Paediatric Pre-assessment Nurse Screening Questionnaire eForm

USER GUIDE

Contents

How to add the Paediatric Pre-assessment Nurse Screening Questionnaire eForm

1 The **eForm** is called **Paediatric Pre-assessment Nursing Screening Questionnaire**. To find out how to add an eForm/Clinical Document via the **Desktop version of PPM+**, please follow the Clinical Document guide by **Clicking Here.**

2 You can also complete the eForm via the **PPM+ Mobile app**. To find out how to add an eForm/Clinical Document via the PPM+ Mobile app, please follow the PPM+ Mobile guide by **Clicking Here**.

Completing the Paediatric Pre-assessment Nurse Screening Questionnaire eForm

1 Upon opening the **eForm**, there will be different sections, to be completed once the form is completed select submit.
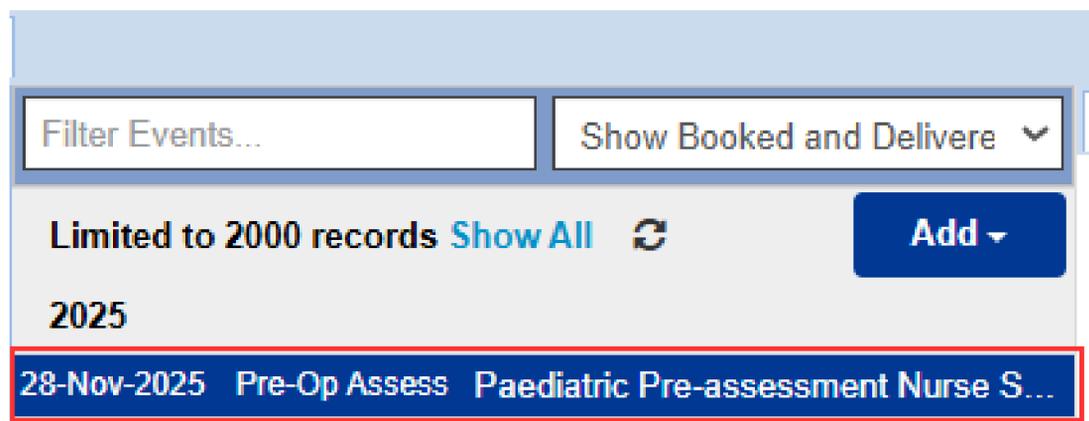
How to View and Withdraw a completed Paediatric Pre-assessment Nurse Screening Questionnaire eForm in PPM+
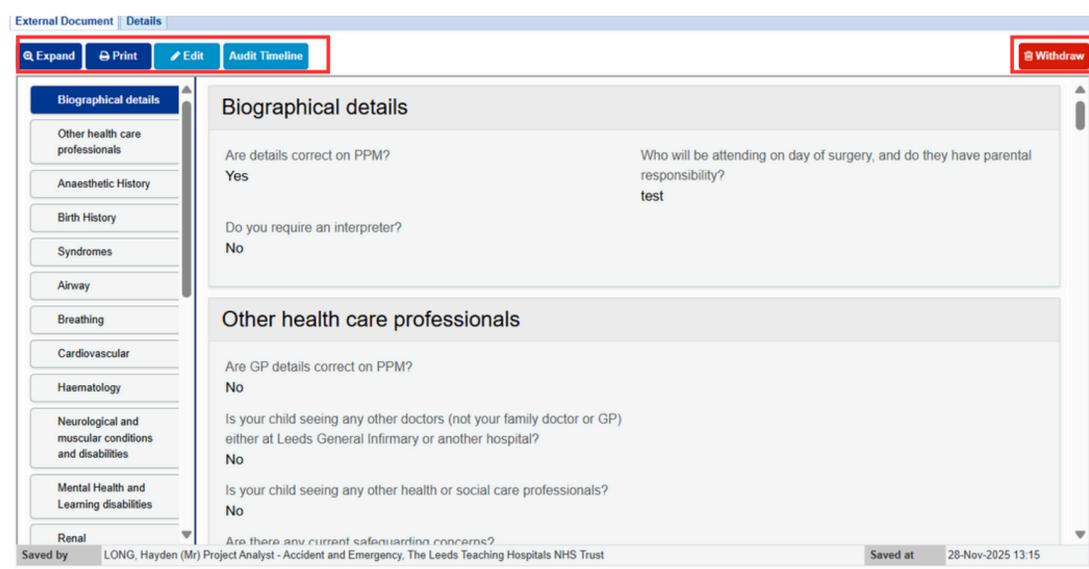
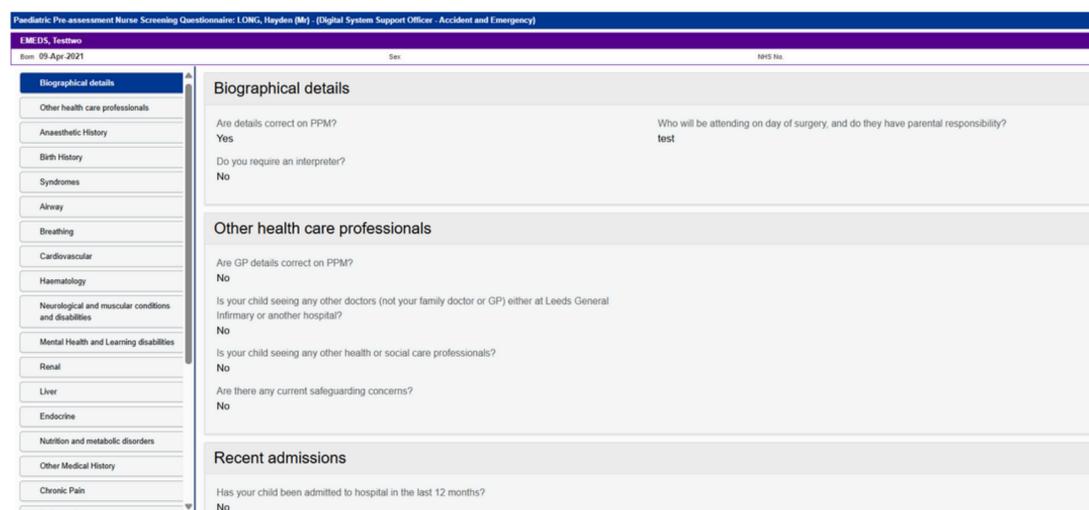**1** Once submitted, the **eForm** can be located on the patient's **Single Patient View.**

2 From here, it is possible to **Edit** and **Withdraw** the **eForm** as well as view the **Audit Timeline, Print** and **Expand** the view of the eForm.

3 Selecting **Expand** will provide a full view of the submitted **eForm** rather than a compact view

4 **Edit** will allow the user to Edit the **eForm** and **Select Submit** once the changes have been made.

5 **Print** will allow the user to print the **eForm** as a document version**.**

6 The **Audit Timeline** allows the user to view who has created and edited the eForm as well as when.

7 If an eForm has been completed incorrectly. for example if it has been added to the record of the wrong patient, the option to **Withdraw** allows the user to **Withdraw** the eForm from the patient's record.

Useful Contacts

Implementation Team

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.

🌐 https://lth-dwp.onbmc.com

🌐 **PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/**