



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# Procedure Note

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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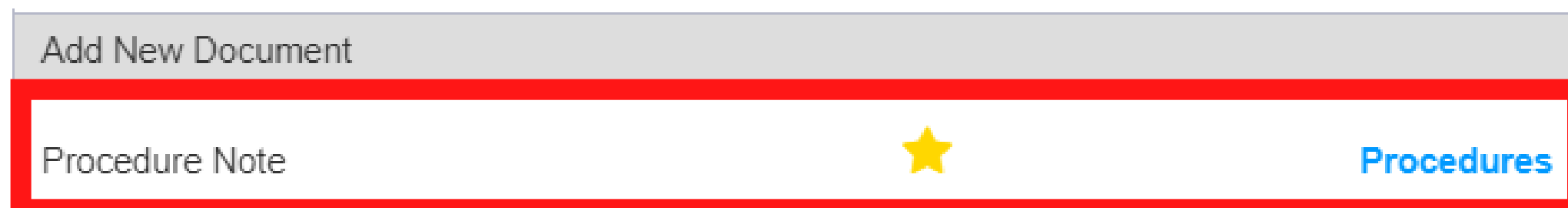
For further information please contact:

 [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net) or

 0113 206 0599

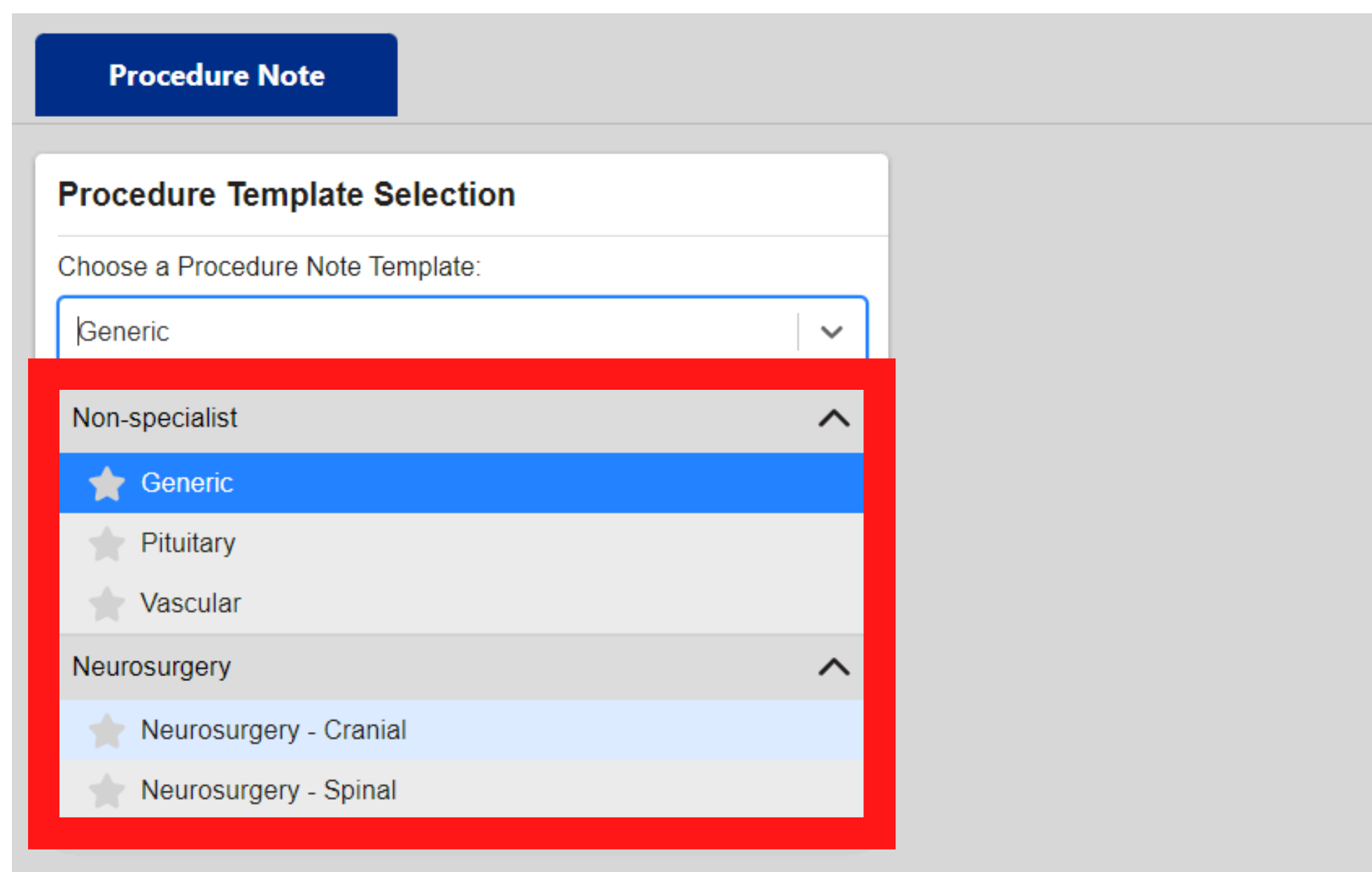
# Completing a Procedure Note

To complete one of the procedure note templates contained within the **Procedure Note Dashboard** go to **Add Clinical Document** via PPM+ Desktop or eForms via PPM+ Mobile and select **Procedure Note**.



1

In the **Procedure Template Selection** drop down select the required **Procedure Note template**.



For further information please contact:

leadsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

2

When you have selected the **Procedure Note** you wish to complete, click on **Launch form**. For the purpose of this User Guide, we have selected **Neurosurgery - Cranial**.

3

Please note - These forms may contain pre-populated data and default answers.

Please ensure all sections have been reviewed and amended appropriately before submitting.

4

When you have completed the **Procedure Note**, click on the **Submit** button.

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

- 5** The completed **Procedure Note** will then be visible within it's own **Procedure Note Dashboard**.

The screenshot shows a web interface for viewing a procedure note. At the top, there are two tabs: 'Procedure Note' (selected) and 'Timeline'. To the right of the tabs are 'Withdraw' and 'Refresh' buttons. Below the tabs, the text 'Viewing: Procedure Note - Neurosurgery - Cranial' is displayed, along with 'Edit' and 'Print' buttons. The main content area is titled 'Procedure Details' and contains the following information:

Procedure Title	Neurosurgery - Cranial - Procedure Note		
Procedure Date	08-May-2024	Procedure Time	14:57
Procedure	Adenovirus antigen assay		
Side	Right		
Status	Completed		



**Please Note:** To add another **Procedure Note** for your patient, please **repeat the steps** in this User Guide, **starting on Page 3**.

For further information please contact:

[leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or  0113 206 0599

# Viewing a Completed Procedure Note

- 1 Navigate to the Patient's **Single Patient View** and click on the **Procedure Note** you wish to view.

Summary 		Add 
2024		
08-May-2024	<a href="#">Procedures</a>	Neurosurgery - Cranial : Neurosurge...
08-May-2024	<a href="#">Procedures</a>	Neurosurgery - Cranial : Neurosurge...

- 2 The associated **Procedure Note** will be viewable.

**Procedure Note** | Timeline | **Withdraw** | Refresh

Viewing: Procedure Note - Neurosurgery - Cranial | **Edit** | Print

### Procedure Details

Procedure Title  
Neurosurgery - Cranial - Procedure Note

Procedure Date: 08-May-2024 | Procedure Time: 14:57

Procedure  
Adenovirus antigen assay

Side  
Right

Status  
Completed

- 3 You can also **Withdraw or Edit** the eForm if required.

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

# Timeline

- 1 When viewing the **Procedure Note**, click on the **Timeline** Tab to view the **Timeline**.



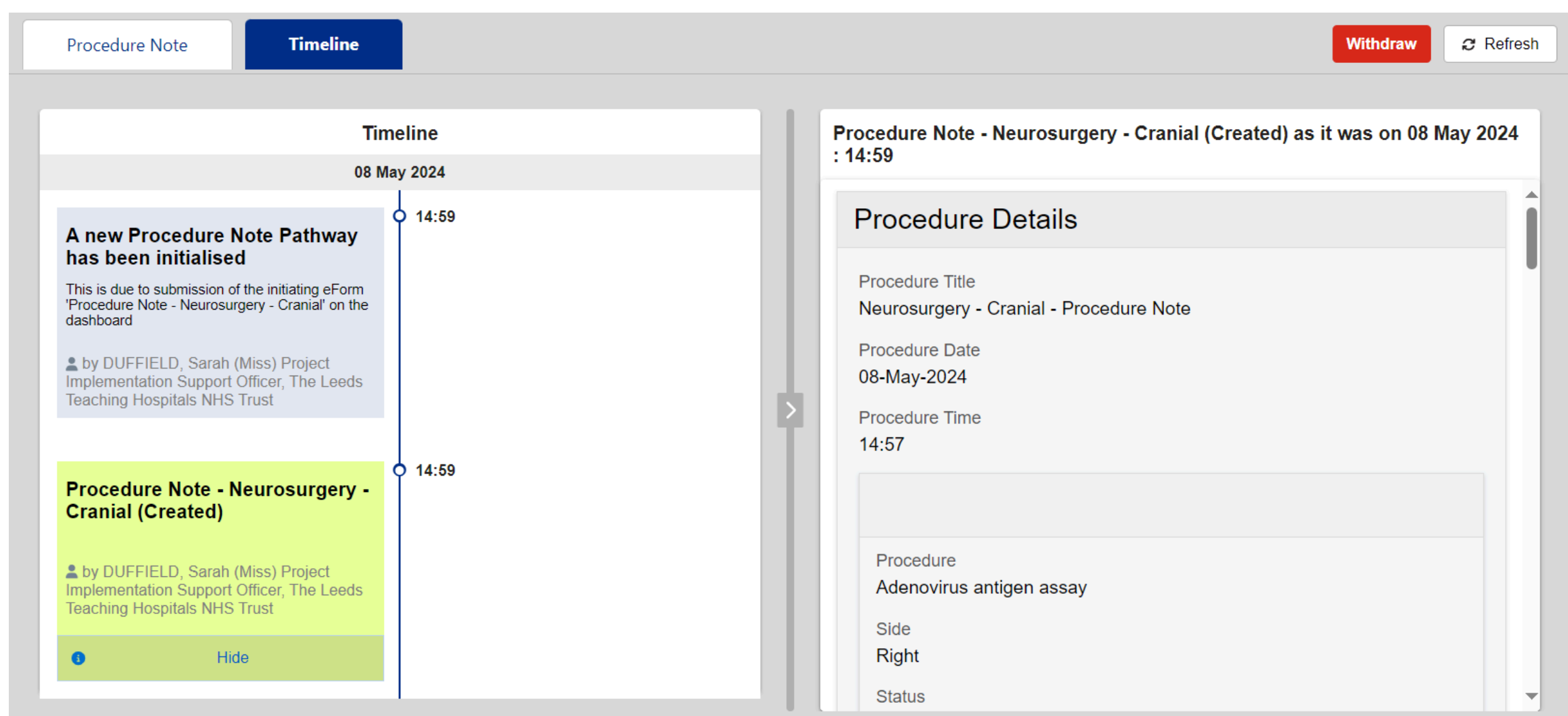
Timeline

- 2 The **Timeline** will then open. Click on **View** (where applicable) to view the entry in **more detail**.

## Procedure Note - Neurosurgery - Cranial (Created)

by DUFFIELD, Sarah (Miss) Project Implementation Support Officer, The Leeds Teaching Hospitals NHS Trust

[View](#)



Procedure Note | **Timeline** | Withdraw | Refresh

**Timeline**  
08 May 2024

**A new Procedure Note Pathway has been initialised**  
14:59  
This is due to submission of the initiating eForm 'Procedure Note - Neurosurgery - Cranial' on the dashboard  
by DUFFIELD, Sarah (Miss) Project Implementation Support Officer, The Leeds Teaching Hospitals NHS Trust

**Procedure Note - Neurosurgery - Cranial (Created)**  
14:59  
by DUFFIELD, Sarah (Miss) Project Implementation Support Officer, The Leeds Teaching Hospitals NHS Trust  
[Hide](#)

**Procedure Details**  
Procedure Title  
Neurosurgery - Cranial - Procedure Note  
Procedure Date  
08-May-2024  
Procedure Time  
14:57  
Procedure  
Adenovirus antigen assay  
Side  
Right  
Status

For further information please contact:

leadsth-tr.ImplementationTeam@nhs.net or  0113 206 0599

# Useful Contacts

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



Ext: 60599



[leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

## Informatics Service Desk

Please contact the **Informatics 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.



x26655



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

Please contact the **IT Training Department** at [ITTraining.LTHT@nhs.net](mailto: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](mailto:leedsth-tr.ImplementationTeam@nhs.net) or



0113 206 0599