



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# ePrescribing for Outpatients

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

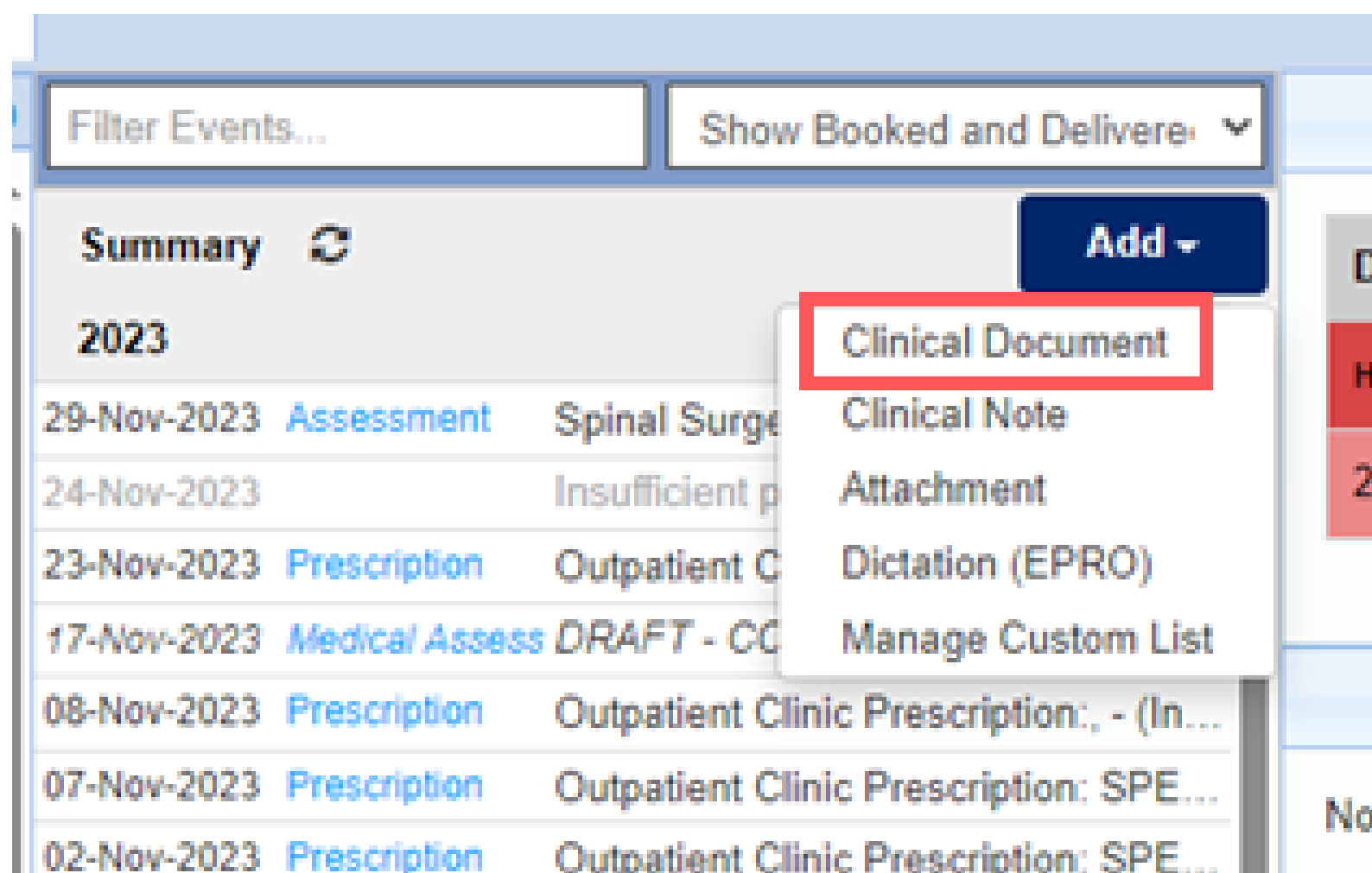
# PPM+ Outpatient eForm v2

1

Navigate to the single patient view on PPM+.

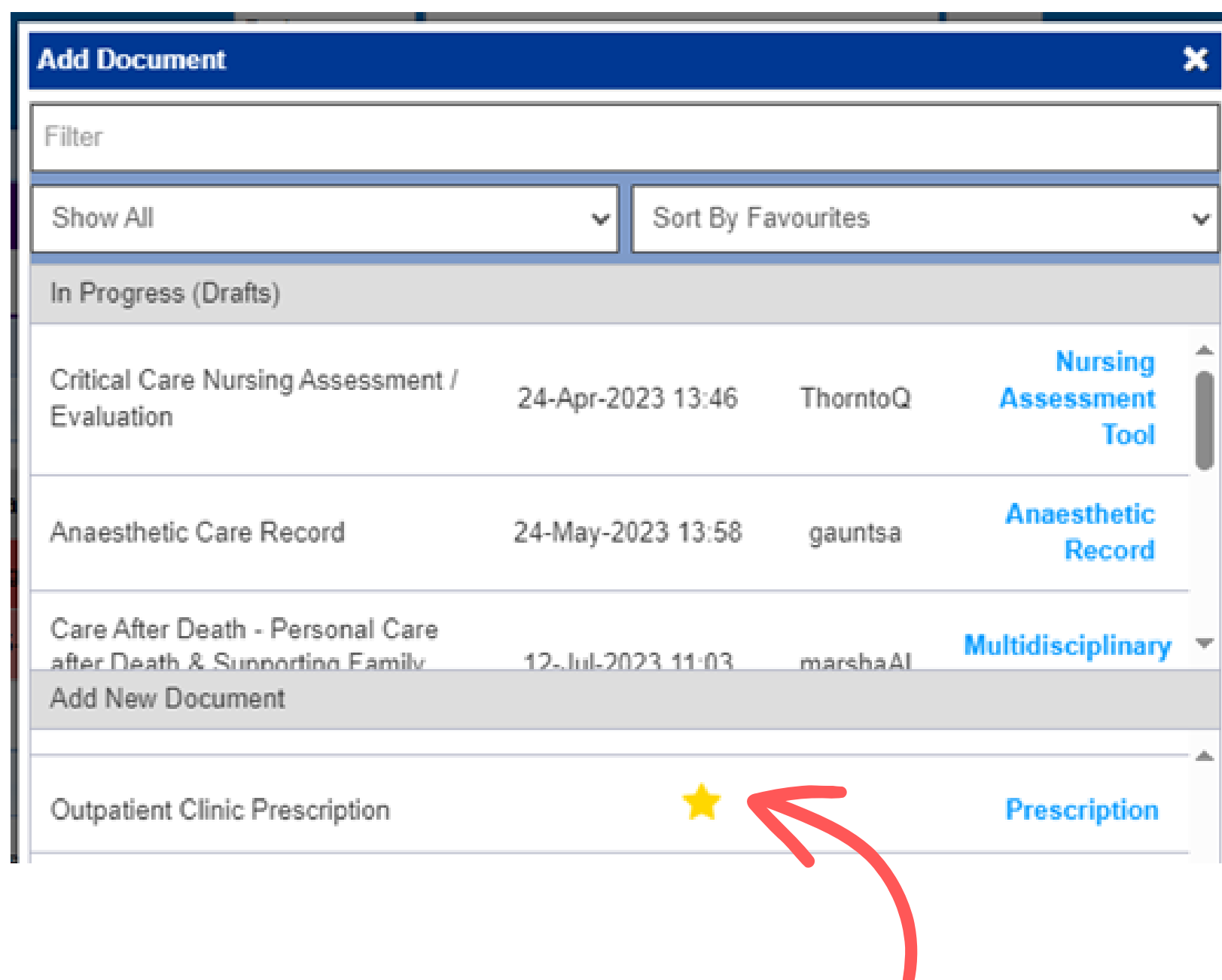
2

Click on the **Add** drop down and select Clinical Document



3

Using the Add New Document section, scroll down and select Outpatient Clinic Prescription - if you'd like to add it to the top of the list click in the star to turn it yellow.



For further information please contact:

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

4

The eform will pop up, enter the relevant information into the free text boxes.

Note any \* boxes are mandatory fields to complete.

The screenshot shows the top part of a web form titled "Outpatient Clinic Prescription". Below the title bar, there is a patient information bar with the name "APPLE, TEST", birth date "01-Jan-1966", sex "Female", and NHS number. Below this is a section titled "Admission Details" which contains two input fields: "Consultant" and "Current weight (kg)".

5

The Allergies and Adverse reactions are mandatory fields - select as appropriate.

The form does not have any decision support features, such as automated allergy, interaction, or dose range checking. All these checks will have to be done manually by the prescriber.

The screenshot shows two sections of the "Allergies and Adverse Reactions" form. The first section asks "Does patient have any known allergies or adverse reactions?" with radio buttons for "Yes", "No", and "Unknown". Below this is a note: "Please record all known allergies and adverse reactions including any previous reactions to anaesthetics". The second section is a table for recording reactions with columns for "Recorded By", "Substance / Product", and "Effect on patient (includes severity)". A sample entry shows a timestamp "2023-11-23 09:11", the name "SPENCE, Matthew John (Mr)", and the text "Test" in both the substance and effect columns. A "+ Add" button is located at the bottom of the table.

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6

In the free text drug section, complete the mandatory fields as a minimum (Drug name, Dose, Route, Directions and Quantity to be supplied) - add as many drugs as required by clicking on the '+Add' button.

The screenshot shows a form for entering drug information. It contains the following fields:

- Drug name \*
- Strength
- Dose \*
- Form
- Indication
- Route \*
- Directions \*
- Quantity to be supplied \*

At the bottom left of the form is a blue button labeled '+ Add'.

7

Select the dispensary the patient will collect the prescription from. Please select the pharmacy you would usually send patients to for your clinic. As these will hold a list of specialist medications.

This prescription can only be dispensed by outpatient pharmacies within the Trust.

The screenshot shows a dropdown menu titled 'Dispensing pharmacy \*'. The menu is open, showing the following options:

- CAH
- LGI
- SJUH - Bexley Wing
- SJUH - Chancellor Wing

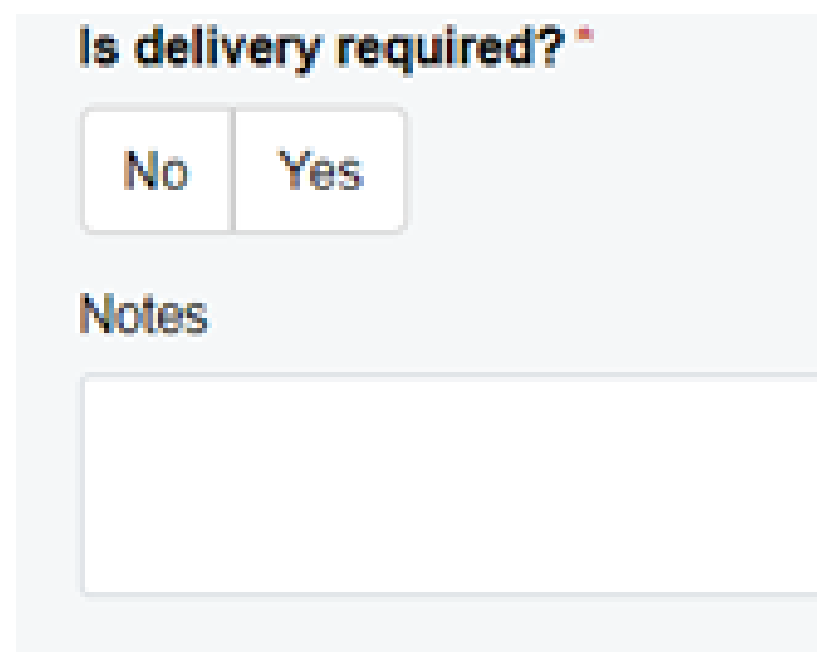
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8

If a Boots dispensary is selected, please select whether the prescription is to be delivered and add any delivery notes.

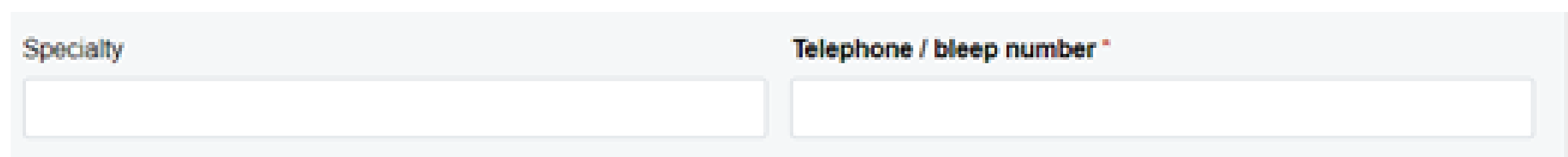
**Please note:** *The delivery option should only be selected for patients with an urgent clinical need. It is also possible your CSU maybe charged for the delivery.*



The screenshot shows a form section titled "Is delivery required? \*". Below the title are two buttons: "No" and "Yes". Underneath these buttons is a text area labeled "Notes" with a white background and a thin border.

9

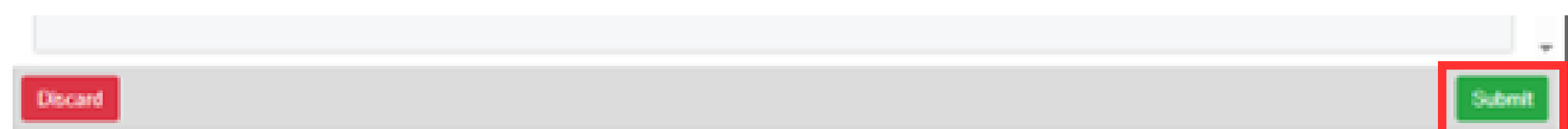
In the Prescriber Details section your name and job role will automatically appear - please add your bleep/telephone number.



The screenshot shows two input fields side-by-side. The left field is labeled "Specialty" and the right field is labeled "Telephone / bleep number \*". Both fields are currently empty.

10

To complete the form, please click **Submit** - this will send the form electronically to the outpatient dispensary selected.



The screenshot shows a horizontal bar containing two buttons. On the left is a red button labeled "Discard". On the right is a green button labeled "Submit", which is highlighted with a red rectangular border.

**Please note: This prescription can only be dispensed by pharmacies within the Trust and cannot be used for controlled drugs.**

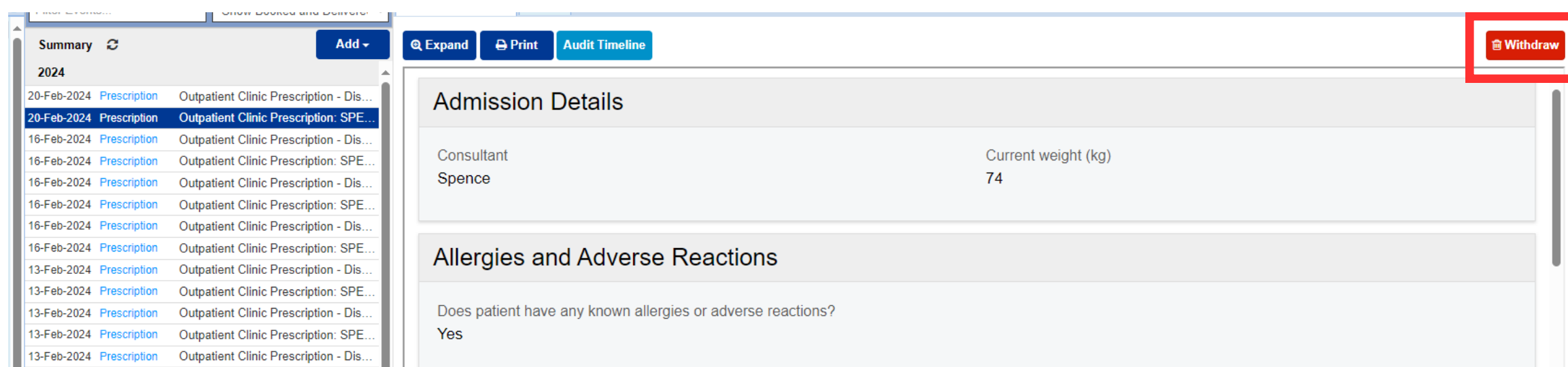
*A copy of the prescription will be recorded in the single patient view tab on PPM+*

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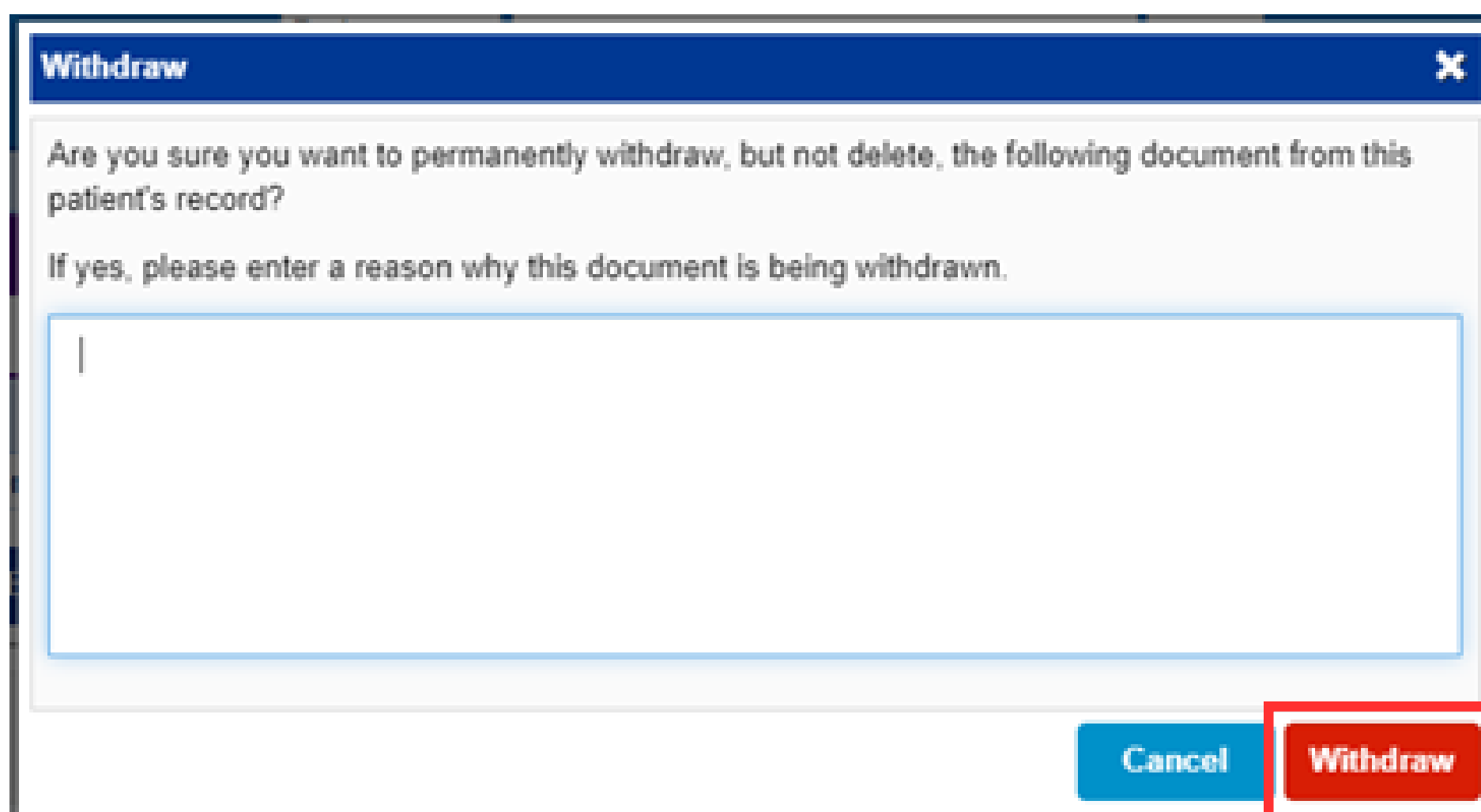
11

If a prescription is incorrect or requires changes, the eform will need to be withdrawn and a replacement created. To **withdraw**, select the prescription via the **single patient view** in **PPM+**, click the **red Withdraw button**.



12

A pop up will appear, enter the reason, and click **Withdraw**.



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## Opening times and further information details

### **CAH Outpatients Dispensary**

*Monday, Tuesday, Thursday and Friday: 09:00 - 17:00*

*Wednesday: 09:30 - 17:00*

*Weekends and Bank Holidays: Closed*

### **LGI (next to the Martin Wing)**

*Monday to Friday: 09:00 – 21:00*

*Saturday and Sunday: 09:00 – 17:00*

*Bank Holidays: 10:00 - 17:00*

### **St James's University Hospital: Chancellor's Wing**

*Monday to Friday: 09:00 – 21:00*

*Saturday and Sunday: 09:00 – 17:00*

*Bank Holidays: 10:00 - 17:00*

### **St James's University Hospital: Bexley Wing**

*Monday to Friday: 09:00-18.00*

*Weekends and Bank Holidays: Closed*

**Out of hours/emergency prescriptions, please continue to use the paper processes already embedded, eg: FP10s.**

For further information please contact:

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# Useful contacts

## Implementation Team

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.



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

If you would like to make a **Request For Work to PPM+**, [Click Here](#) to be taken to the required page on the Trust's intranet

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



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