

Add Button on PPM+: User Guide

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Navigating Single Patient View to the Add Button

To Add information to a Patient Record, use the *Add button* in the single patient view.

The screenshot shows the 'Patient Clinical Alerts' section of a patient record. The 'Add' button is highlighted with a red box. The table below shows the alerts:

Date	Name	Description
High Priority Alerts		
29-Jan-2020	DNACPR	A ReSPECT plan in place. Please DNACPR status
13-May-2019	Oxygen Alert	Potential severe
17-Jan-2019	Corporate Risk Management	Corporate Risk
28-Jun-2017	Oxygen Alert	Potential severe
Clinical Alerts		
11-Nov-2019	Active Clinical Trial	SOMAscan Di
24-Jan-2013	Active Clinical Trial	Testis cancer f

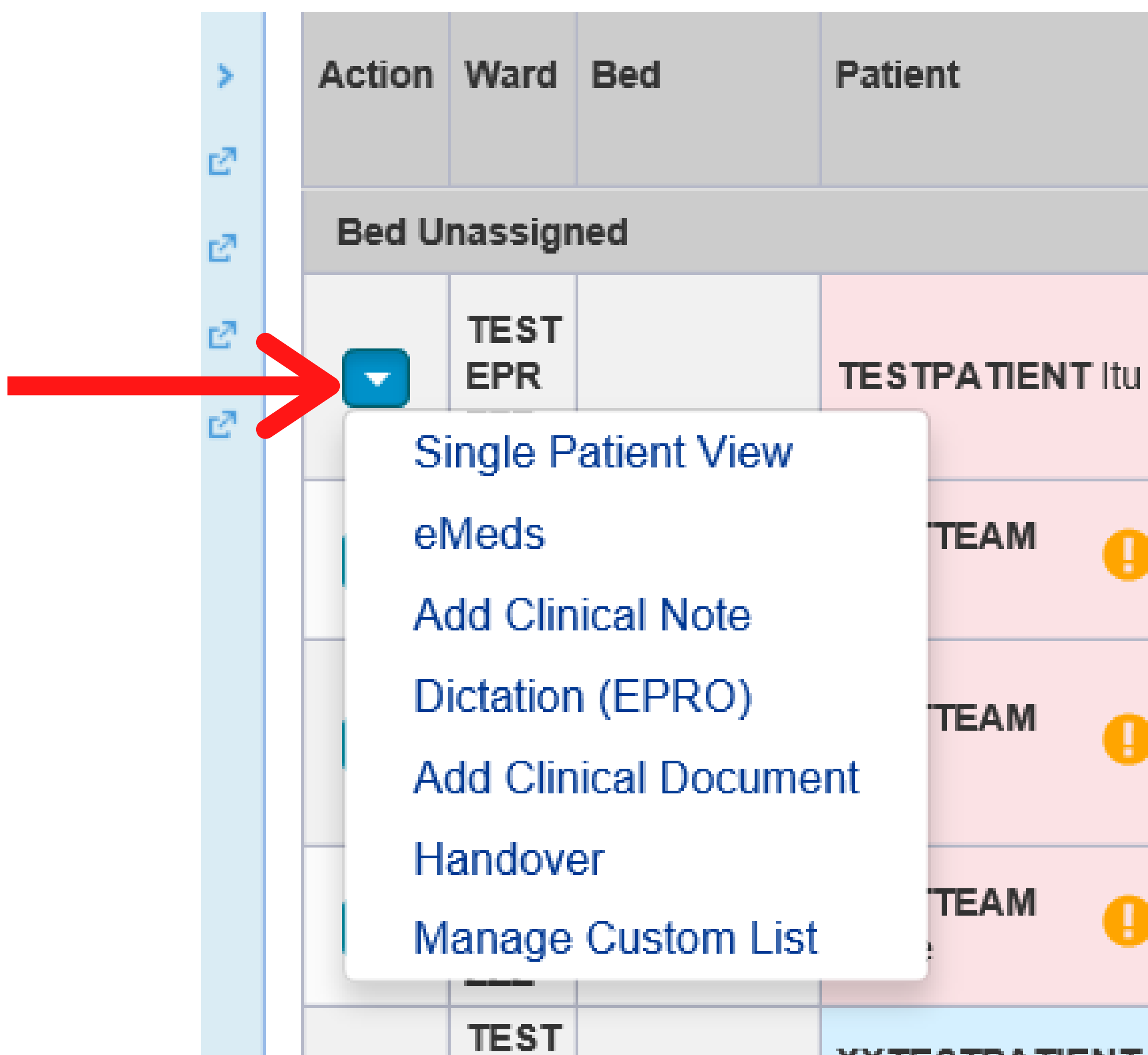
The screenshot shows the 'Add' button dropdown menu open, displaying the following options:

- Clinical Document
- Clinical Note
- Attachment
- Dictation (EPRO)
- Manage Custom List

From the *Add button* you can add a Clinical Document, Clinical Note, an Attachment, Dictation (Epro) and manage contact list.

Quick Link to the Add Button Functions

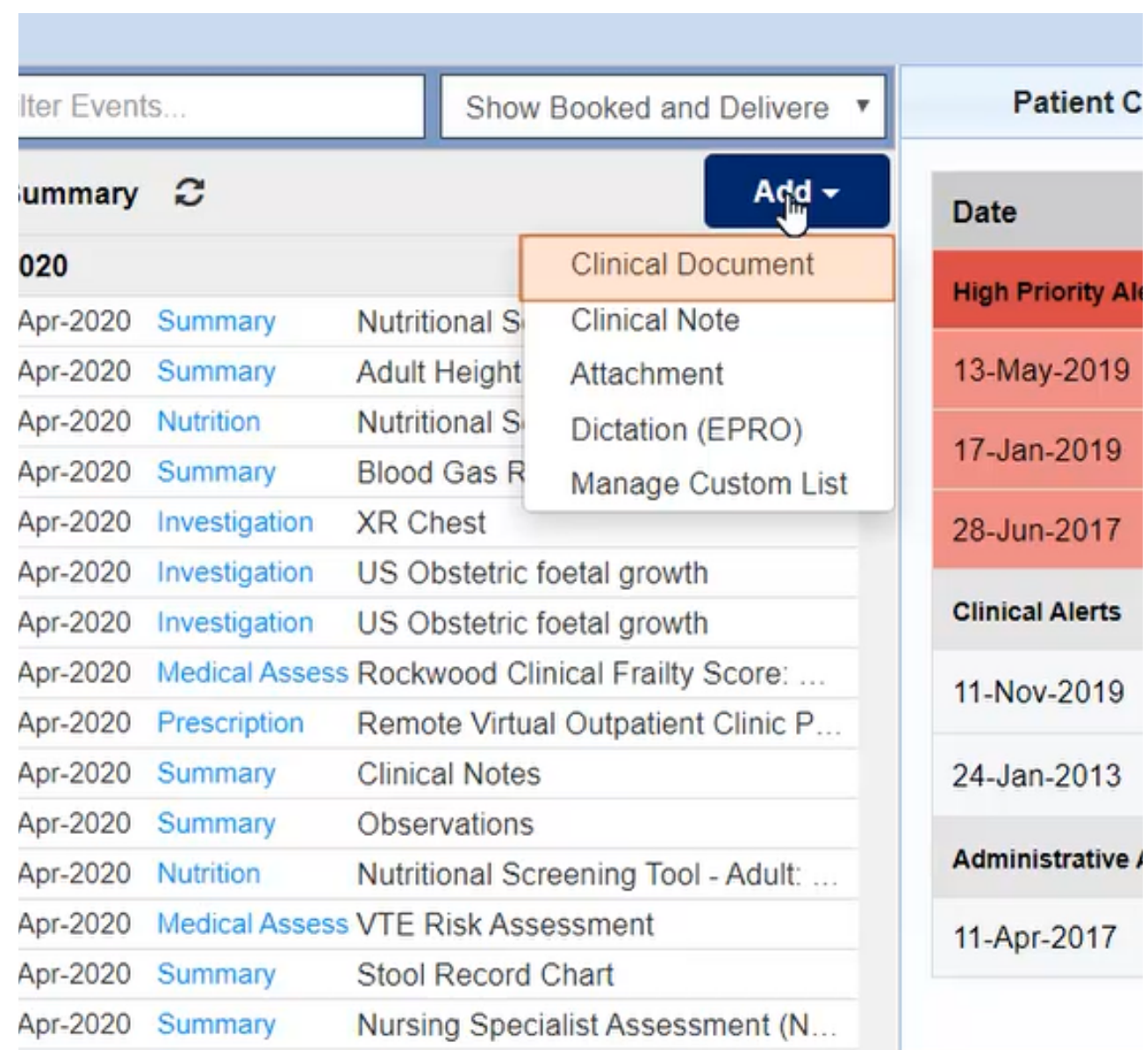
Once on your ward view, click on the blue square next to the patient you wish to view or document about. This will open a drop down menu.



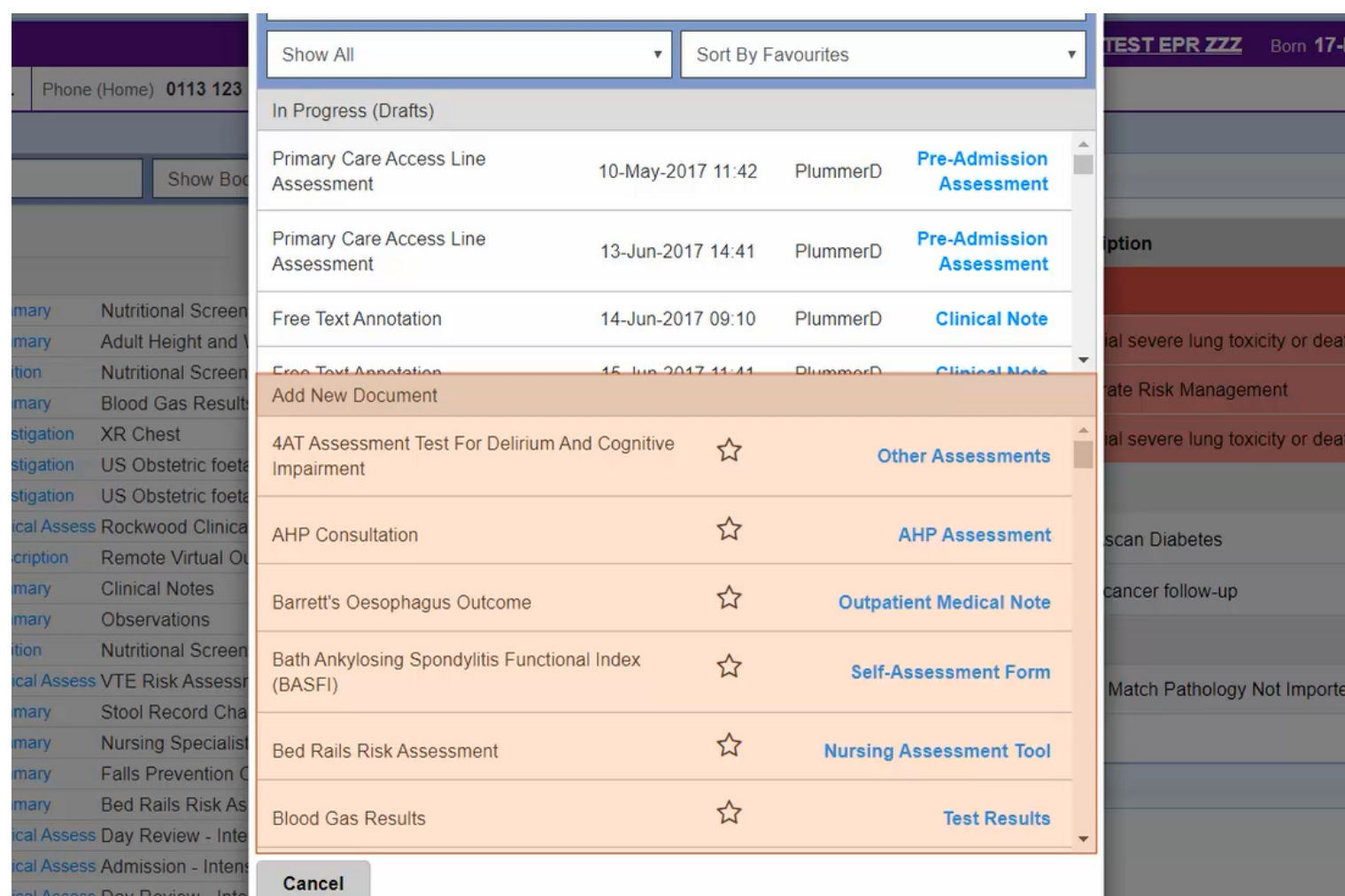
From there you can select Single Patient View, eMeds, Add Clinical Note, Dictation (EPro) Add Clinical Document, Handover and Manage Custom List for that patient.

Clinical Document

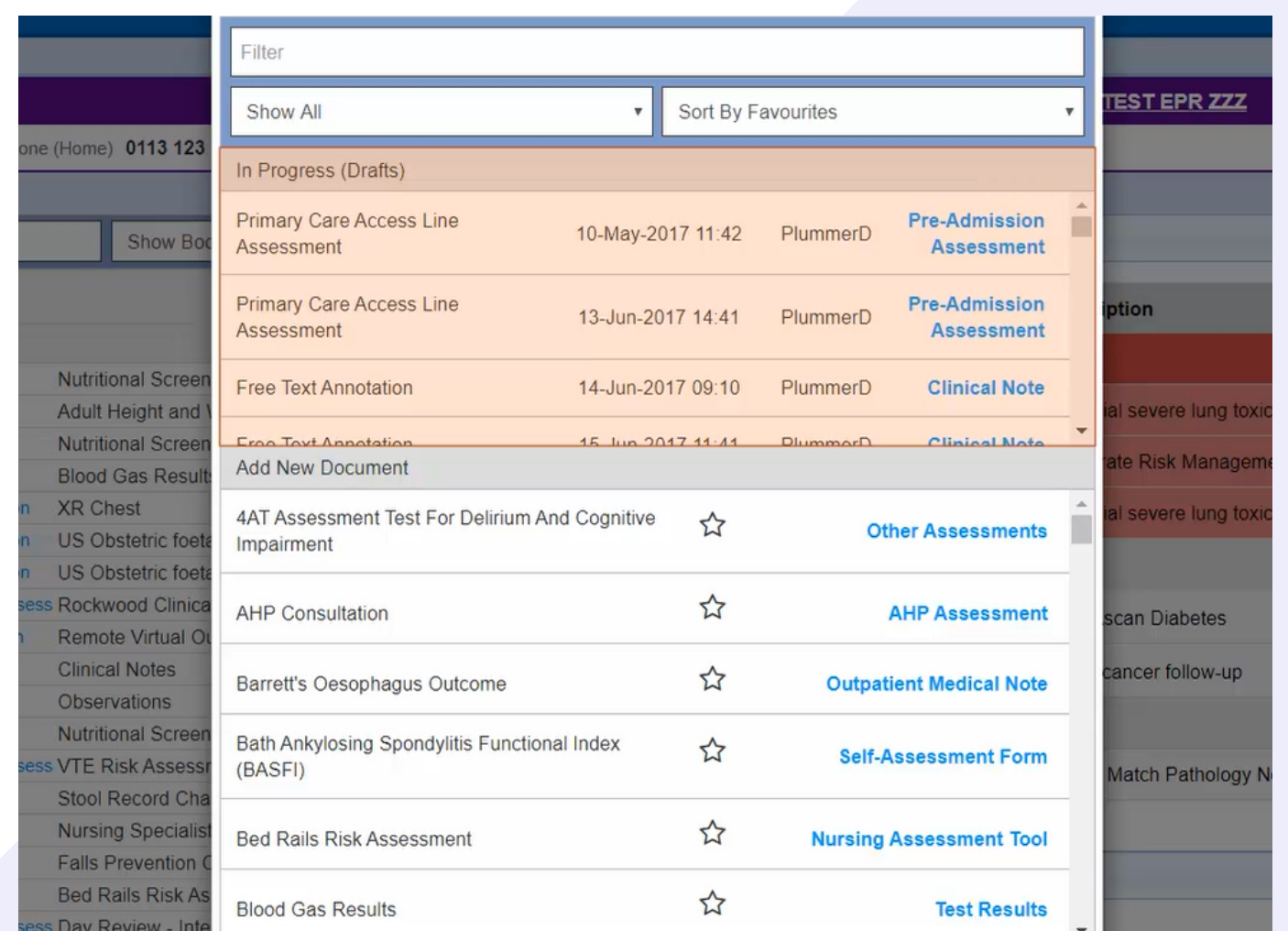
Select Clinical Document from the *Add button.*



The Add New Document section displays all your available clinical documents.

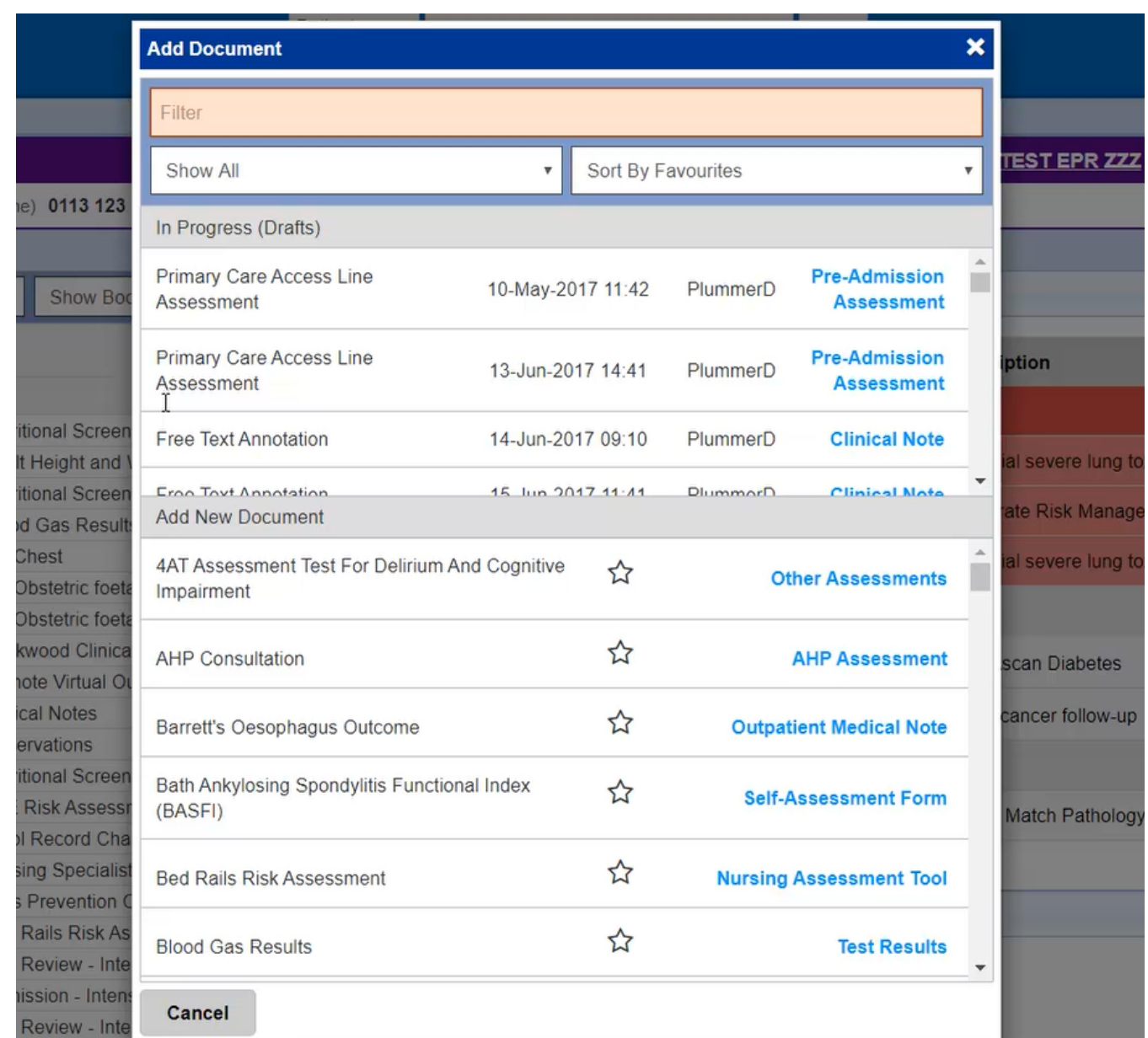


Your draft documents will appear at the top in the In Progress (Drafts) section.

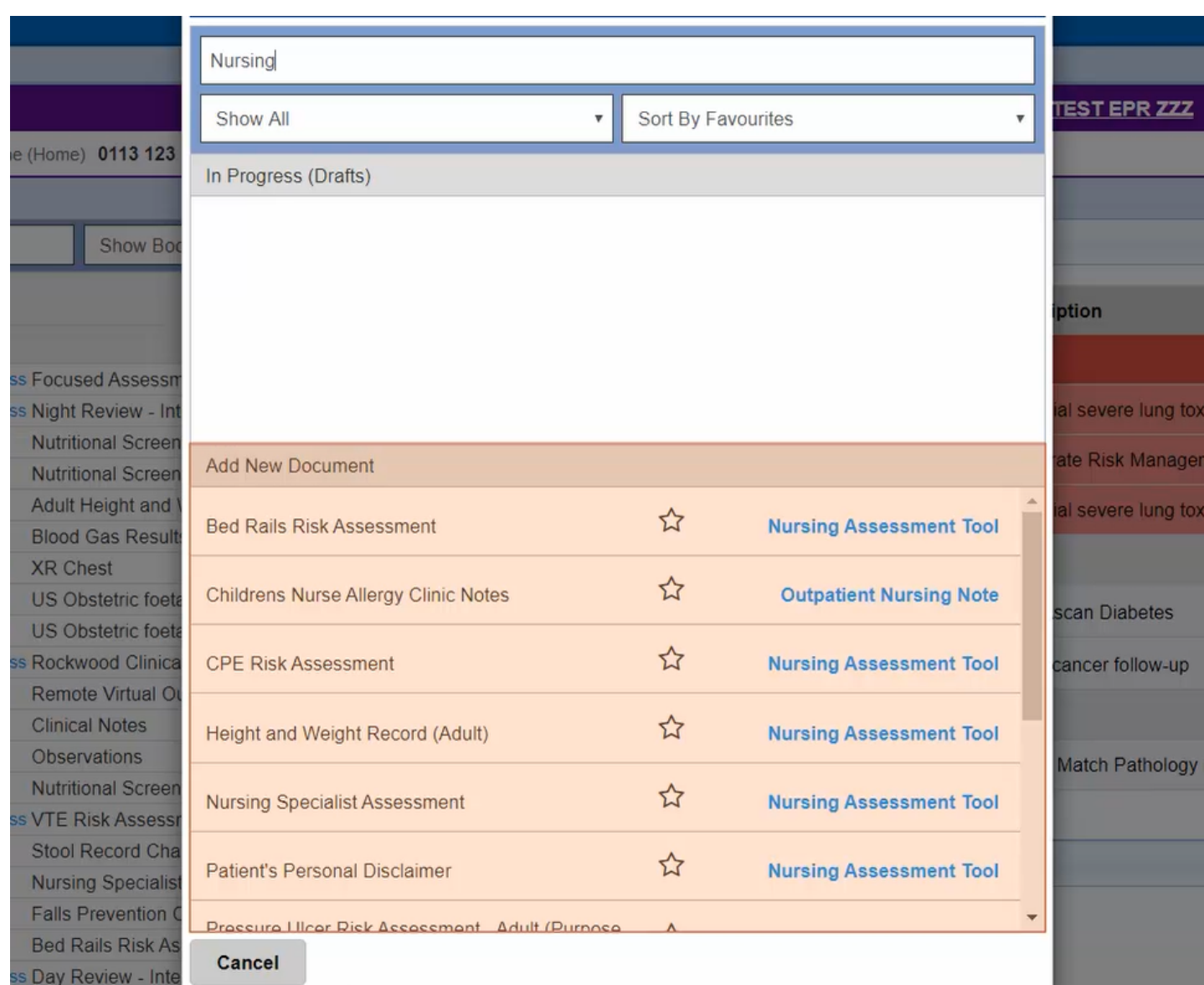


Clinical Document

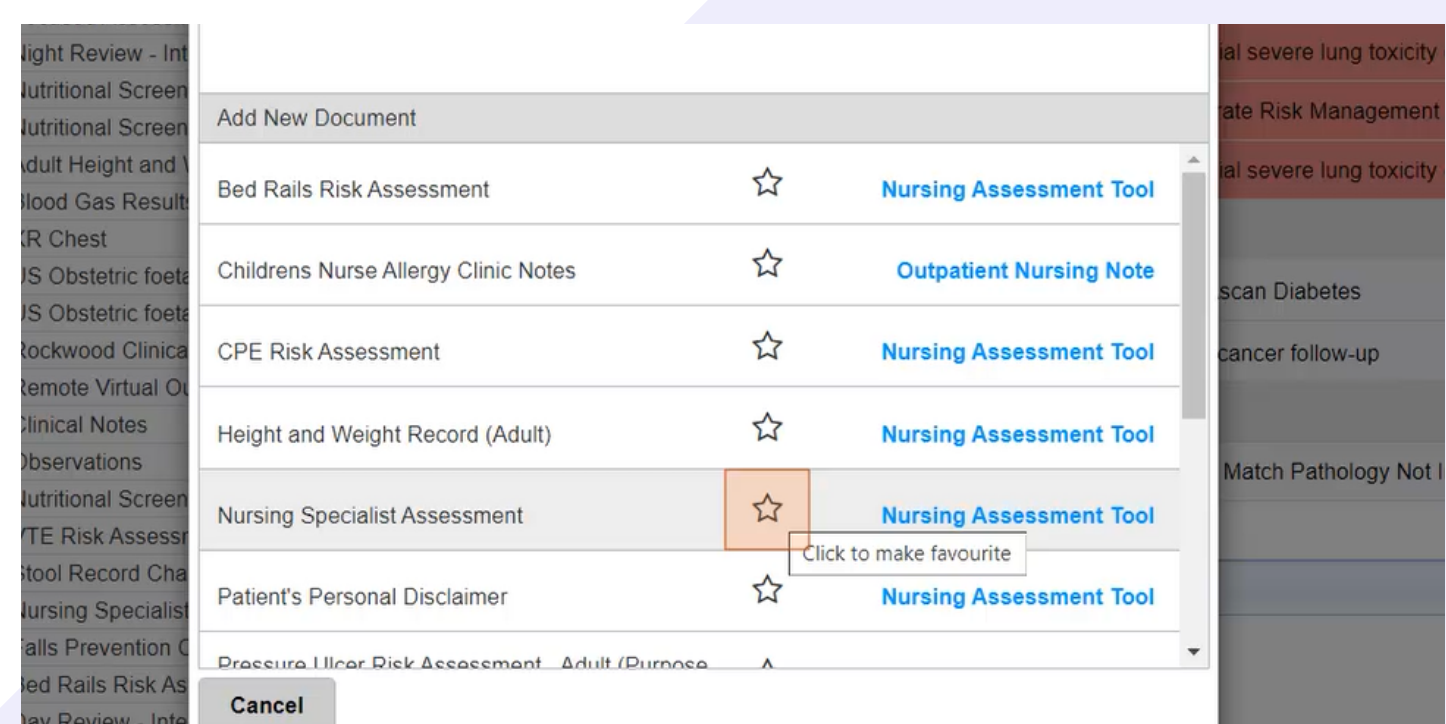
Search for a Clinical Document using the filter at the top.



The search results will be displayed at the bottom.

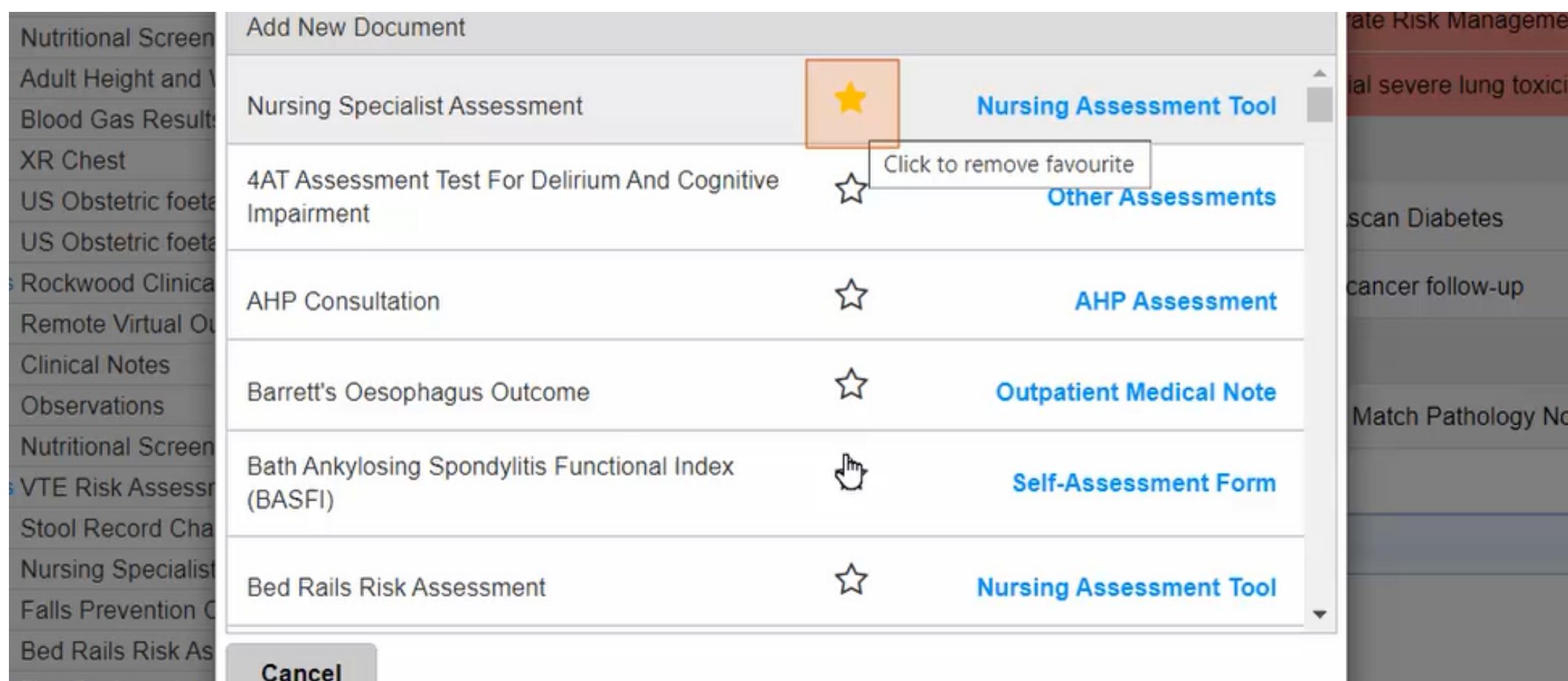
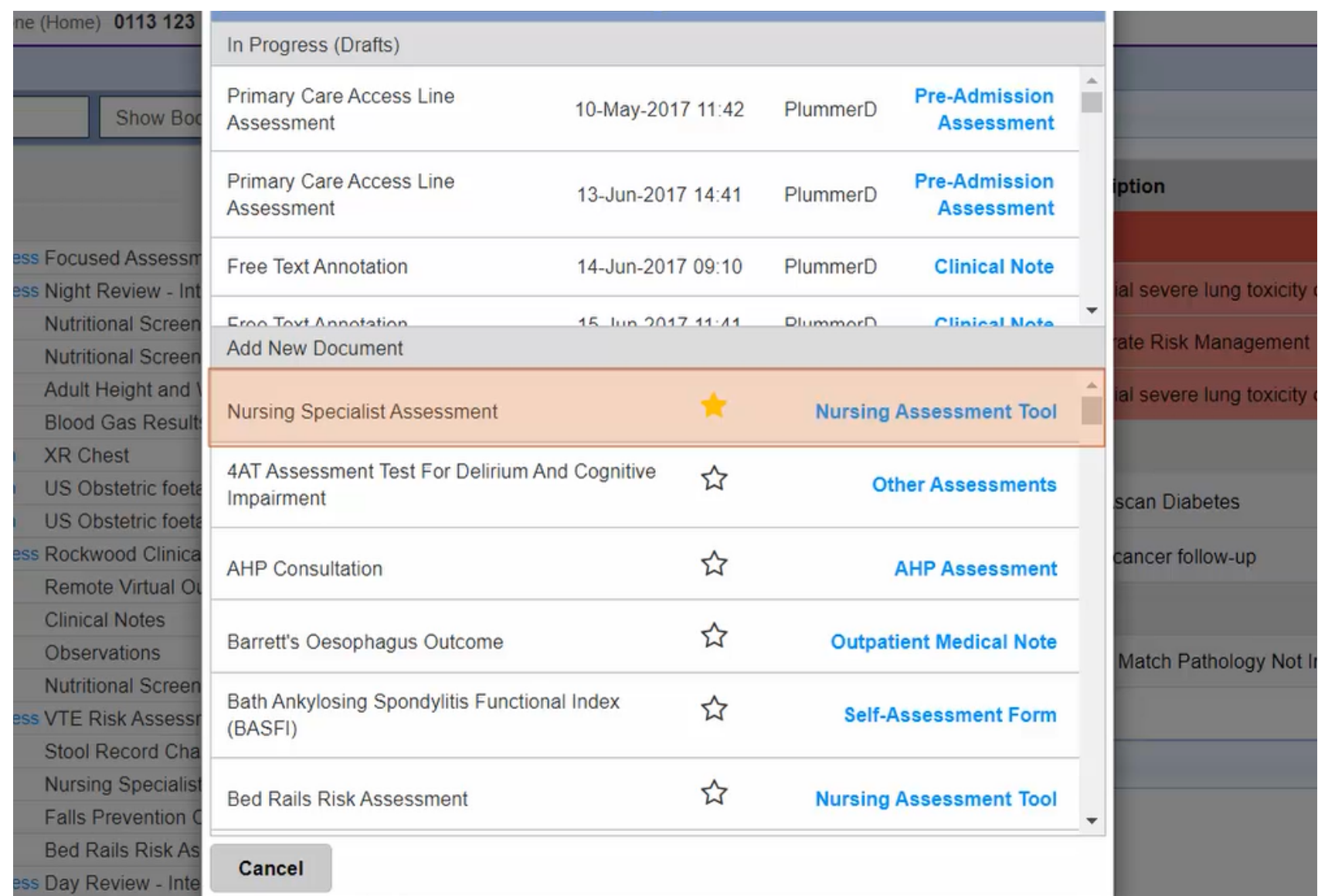


You can favourite documents by selecting the star icon on your frequently used documents.



Clinical Document

Then when you next add a Clinical Document, your favourites will be displayed at the top.



You can remove documents from your favourites by selecting the star icon again.

Clinical Note

To add a Clinical Note to a Patient Record, select *Add button* then Clinical Note.

The screenshot shows a patient record interface. At the top, there is a search bar labeled 'Filter Events...' and a dropdown menu labeled 'Show Booked and Delivered'. Below this is a table of events. The 'Add' button is highlighted with a red box. A dropdown menu is open, showing options: 'Clinical Document', 'Clinical Note', 'Attachment', 'Dictation (EPRO)', and 'Manage Custom List'. The 'Clinical Note' option is highlighted with an orange background and a mouse cursor is pointing at it. The table below the dropdown shows various events with columns for date, type, and description.

Date	Type	Description
2020		
24-Apr-2020	Summary	Nutritional S
24-Apr-2020	Summary	Adult Height
24-Apr-2020	Nutrition	Nutritional S
17-Apr-2020	Summary	Blood Gas R
16-Apr-2020	Investigation	XR Chest
15-Apr-2020	Investigation	US Obstetric foetal growth
15-Apr-2020	Investigation	US Obstetric foetal growth
07-Apr-2020	Medical Assess	Rockwood Clinical Frailty Score: ...
07-Apr-2020	Prescription	Remote Virtual Outpatient Clinic P...
06-Apr-2020	Summary	Clinical Notes
03-Apr-2020	Summary	Observations
03-Apr-2020	Nutrition	Nutritional Screening Tool - Adult: ...
03-Apr-2020	Medical Assess	VTE Risk Assessment
03-Apr-2020	Summary	Stool Record Chart
03-Apr-2020	Summary	Nursing Specialist Assessment (N...
03-Apr-2020	Summary	Falls Prevention Care Plan

For further information about Clinical Note, go to the PPM+ help site or [Click Here](#).

Attachment

You can add an attachment of an image, Word Document or PDF to the Patient Record via the *Add button*.

The screenshot shows a patient record for Leeds General Infirm, Great George ... with phone number 0113 123 4569 and GP MADDY, Paul James (Dr). The interface includes a left-hand navigation menu, a central list of events, and a right-hand panel for Patient Clinical Alerts. The 'Add' button is highlighted in red, and its dropdown menu is open, showing options: Clinical Document, Clinical Note, Attachment (highlighted), Dictation (EPRO), and Manage Custom List.

Date	Name
High Priority Alerts	
13-May-2019	Oxygen Alert
17-Jan-2019	Corporate Risk Management
28-Jun-2017	Oxygen Alert
Clinical Alerts	
11-Nov-2019	Active Clinical Tr
24-Jan-2013	Active Clinical Tr
30-Apr-2020	ReSPECT
Administrative Alerts	
11-Apr-	

For further information about attachments, go to the PPM+ help site or [Click Here](#).

Dictation (Epro) and Custom Lists

You can access the Digital Dictation system (Epro) and manage your custom lists via the *Add Button*.

The screenshot shows a patient record for 'EAM, Four (Mr)' at 'Leeds General Infirm, Great George ...'. The interface includes a navigation menu on the left with 'Record Types' expanded to show 'EAM, Four (Mr)'. The main area displays a list of clinical events for 2020, with an 'Add' button highlighted in red. A dropdown menu is open from the 'Add' button, listing options: 'Clinical Document', 'Clinical Note', 'Attachment', 'Dictation (EPRO)', and 'Manage Custom List'. The 'Dictation (EPRO)' option is highlighted in orange. To the right, a 'Patient Clinicals' table is visible with columns for 'Date' and 'Name', showing various clinical alerts and events.

For further information about Custom Lists, go to the PPM+ help site or [Click Here](#).

Useful Contacts

Please contact the Implementation Team for Digital support & Training: Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS...

Ext: 60599

leadsth-tr.ImplementationTeam@nhs.net

Please contact the Informatics Service Desk at x26655 or visit the portal at <https://lth-dwp.onbmc.com>, 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.**

Please contact the PPM+ EHR team at leadsth-tr.EPR@nhs.net if you have any development ideas or comments on your experience of using the EHR.

If you would like to make a request for change to PPM+, please contact us at: leadsth-tr.EPR@nhs.net with a completed Request For Change (RFC) form available [here](#).

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.leadsth.nhs.uk/>

For further information please contact: leadsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)