



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 patent view.

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Patient Clinical Alerts						
Date	Name					
High Priority Alerts						
13-May-2019	Oxygen Alert					
17-Jan-2019	Corporate Risk Mai					
28-Jun-2017	Oxygen Alert					
Clinical Alerts						
11-Nov-2019	Active Clinical Trial					
24-Jan-2013	Active Clinical Trial					
Administrative Alerts						
11-Apr-2017	Data Quality					

Patient history

No summary text entered.

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.

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Clinical Document

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Clinical Note

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

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For further information about Clinical Note, go to the PPM+ help site or <u>Click Here</u>.





Attachment

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

ess Leeds General Infir	m, Great George …	Phone (Home)	0113 123 4569		GP MADDY, Paul James (Dr)		
Hospital/ICR							
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DIP Scanned Notes	1	24-Apr-2020	Summary	Adult Height a	nd Weight		
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For further information about attachments, go to the PPM+ help site or <u>Click Here</u>.





Dictation (Epro) and Custom Lists

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

EAM, Four (Mr)											
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For further information about Custom Lists, go to the PPM+ help site or <u>Click Here</u>.





Useful Contacts

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

> Ext: 60599 leedsth-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 leedsth-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: leedsth-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.leedsth.nhs.uk/ For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)