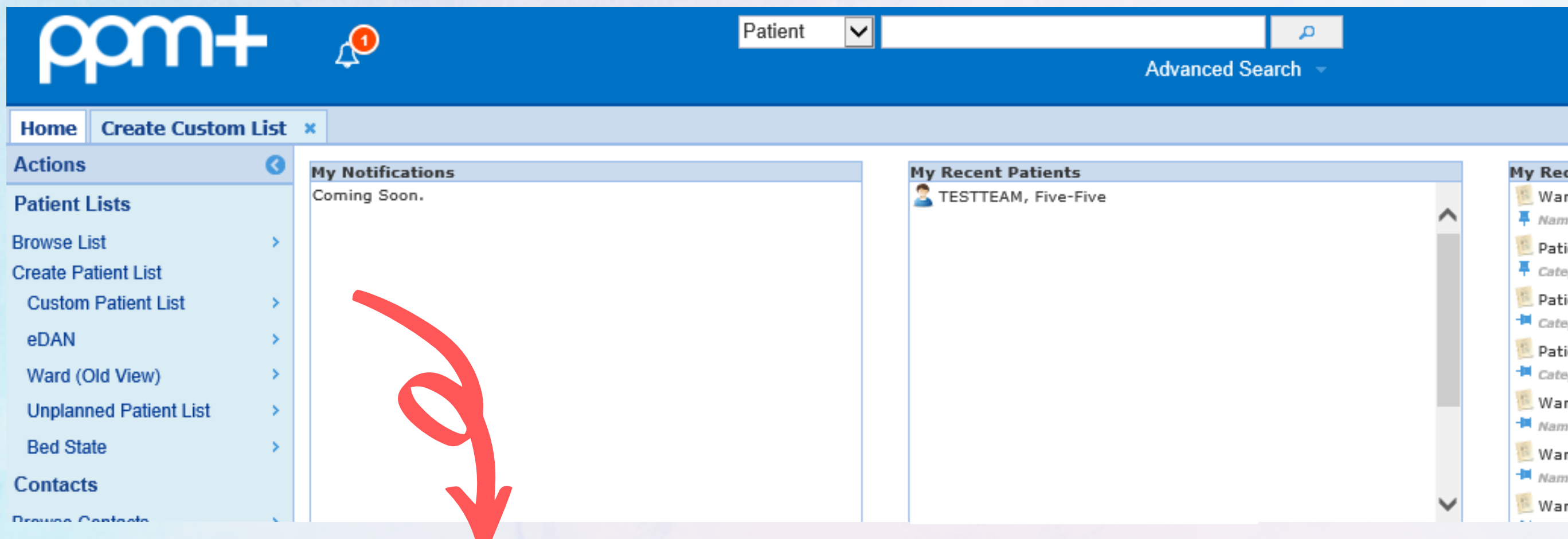


# EMERGENCY DEPARTMENT Guide for Clinicians

(#Alert significant – Creating and Sharing a Custom list)



From the PPM+ homepage click  
***Custom Patient List.***

# CREATING A CUSTOM PATIENT LIST

## Step 1

From the category dropdown list select Suspicious Findings (Radiology Investigation)

## Step 2

From the filter types select Type of Suspicious Findings

## Step 3

Select Alert Significant

Home Browse Patient Lists x Create Custom List x

Custom View

Category  
Suspicious Findings (Radiology Investigations) [v]

Name  
Enter View Name

Filters Sharing

Choose Filter Type

Type of suspicious finding [v]

Select Type of suspicious finding

Chest Recall +

Alert Significant [v]

Filter Criteria

Type of suspicious finding [trash]

Alert Significant [trash]

Cancel Save



# CREATING A CUSTOM PATIENT LIST

## Step 4

From the filter types select  
Type of User

## Step 5

Select  
Referring/requesting clinician

## Step 6

Enter a name for your  
list

Home Browse Patient Lists × Create Custom List ×

Custom View

Category  
Suspicious Findings (Radiology Investigations) ▼

Name  
Enter View Name 6

Filters Sharing

Choose Filter Type

Type of user ▼ 4

Select Type of user

Chest radiologist +

Referring/requesting clinician ✓ 5

MDT co-ordinator +

Filter Criteria

Type of suspicious finding  
Alert Significant

Type of user  
Referring/requesting clinician

Cancel Save

# CREATING A CUSTOM PATIENT LIST

Step 7

From the category  
dropdown list select  
Main specialty of requesting  
clinician

Step 8

Select  
Accident & Emergency

**Filters** **Sharing**

**Choose Filter Type**

Main specialty of requesting clinician

**Select Main specialty of requesting clinician**

Accident and Emergency +

Acute Internal Medicine +

Addiction Services +

**Filter Criteria**

Type of suspicious finding

Alert Significant

Type of user

Referring/requesting clinician

Main specialty of requesting clinician

Accident and Emergency

Cancel Save



# SHARING A CUSTOM PATIENT LIST

Step 9

Select the Sharing Button

Step 10

Search for the required team you wish to share the patient list with

Step 11

Select the team

Step 12

Ensure you tick the 'Edit List' box

Step 13

Click Save

The screenshot shows a software interface for sharing a patient list. At the top, there are two tabs: 'Filters' and 'Sharing'. The 'Sharing' tab is selected and highlighted with a red box and the number 9. Below the tabs, the interface is divided into two main sections: 'Search Contact' on the left and 'Share With' on the right. In the 'Search Contact' section, there is a search input field containing the text 'emergency', which is highlighted with a red box and the number 10. To the right of the input field is a blue 'Search' button. Below the search field is a 'Select Contact' section with a list of results. The first result, 'Emergency Medicine', is highlighted in green and has a checkmark to its right, with a red box and the number 11. At the bottom left of the interface is a grey 'Cancel' button. In the 'Share With' section, there is a header 'Team(s)' and a list of teams. The first team, 'Emergency Medicine', is selected. To the right of the team name are two checkboxes: 'Read List' (checked) and 'Edit List' (unchecked). The 'Edit List' checkbox is highlighted with a red box and the number 12. At the bottom right of the interface is a blue 'Save' button, highlighted with a red box and the number 13.

# VIEWING A CUSTOM PATIENT LIST

## Step 1

From your PPM+ Homepage, click on "Browse List".

## Step 2

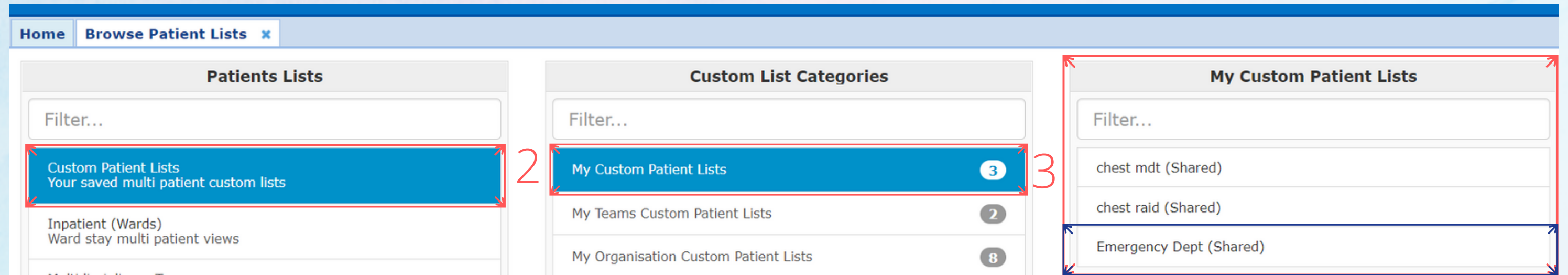
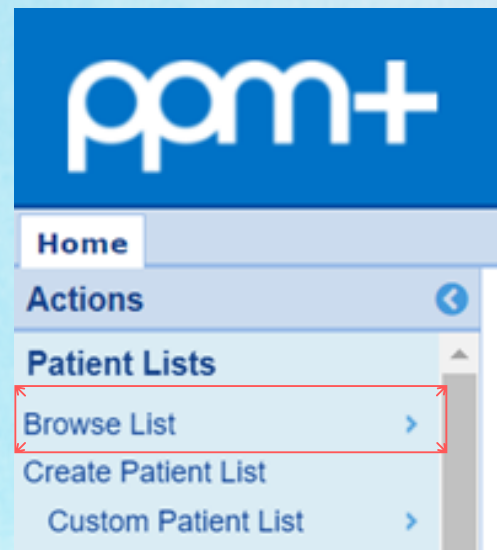
From "Patients Lists", select "Custom Patient Lists".

## Step 3

From "Custom List Categories", select "My Custom Patient Lists".

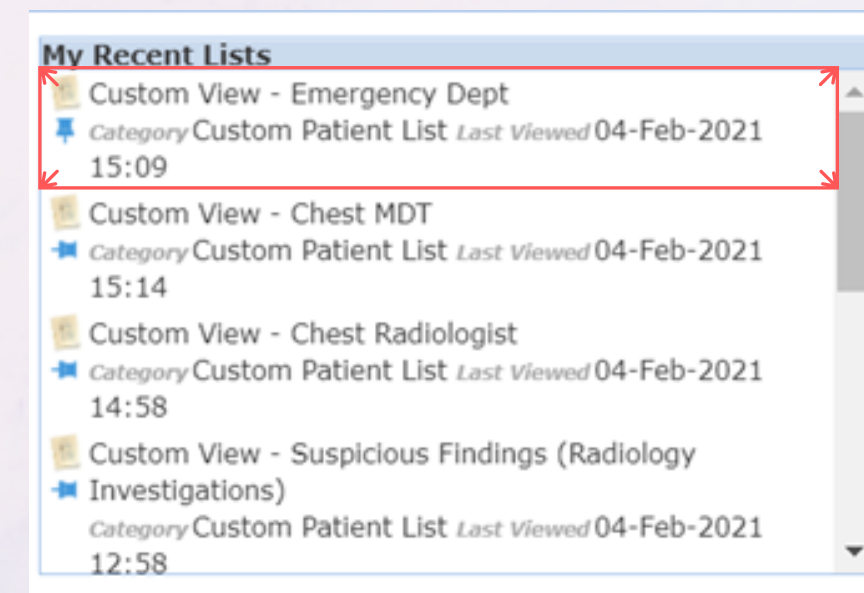
## Step 4

From "My Custom Patient Lists", select the relevant list you want to view.



## Step 5

Once you have viewed the list, it will appear on "My Recent Lists" on the Homepage. You can pin it to fix it to the top of the list.





# REVIEWING A RADIOLOGY REPORT

## Step 1

Select the task for the patient you want to review from the task column.

Emergency Dept ⓘ									
Action	Patient	NHS Number	Age	Task	Suspicious Finding	Requesting Clinician	Requesting Specialty	Investigation Date	Investigation Name
<input type="checkbox"/>	BADGER Testme	999 327 8211	41y	Requesting Clinician	Alert Significant	Reynard Kevin (Dr).	Accident and Emergency	15-Jan-2021 11:13	XR Chest Right
<input type="checkbox"/>	BADGER Testme	999 327 8211	41y	Requesting Clinician	Alert Significant	Bush Stephen (Dr).	Accident and Emergency	15-Jan-2021 11:13	CT Chest
<input type="checkbox"/>	BADGER Testme	999 327 8211	41y	Requesting Clinician	Alert Significant	Lusby HD (Dr).	Accident and Emergency	18-Jan-2021 12:13	XR SPINE
<input type="checkbox"/>	TESTSDEC Testtask	905 220 3326	20y	Requesting Clinician	Alert Significant	Christopher Young (Dr)	Accident and Emergency	19-Jan-2021 12:13	XR Spine
<input type="checkbox"/>	BADGER Testme	999 327 8211	41y	Requesting Clinician	Alert Significant	Webster AP (Dr).	Accident and Emergency	19-Jan-2021 13:49	CT Lung
<input type="checkbox"/>	TESTSDEC Testtask	905 220 3326	20y	Requesting Clinician	Alert Significant	Christopher Young (Dr)	Accident and Emergency	20-Jan-2021 12:10	XR Spine

## Step 2

The task will open for you to view the radiology report.

Resolving Suspicious Finding Task ✕

BADGER, Testme (Mrs)
Born 01-Jan-1980 (41y)
Gender Female
NHS number 999 327 8211

Address
PAS number 0033561

### Radiology Report

Requesting Clinician

Investigation Date

Text Result

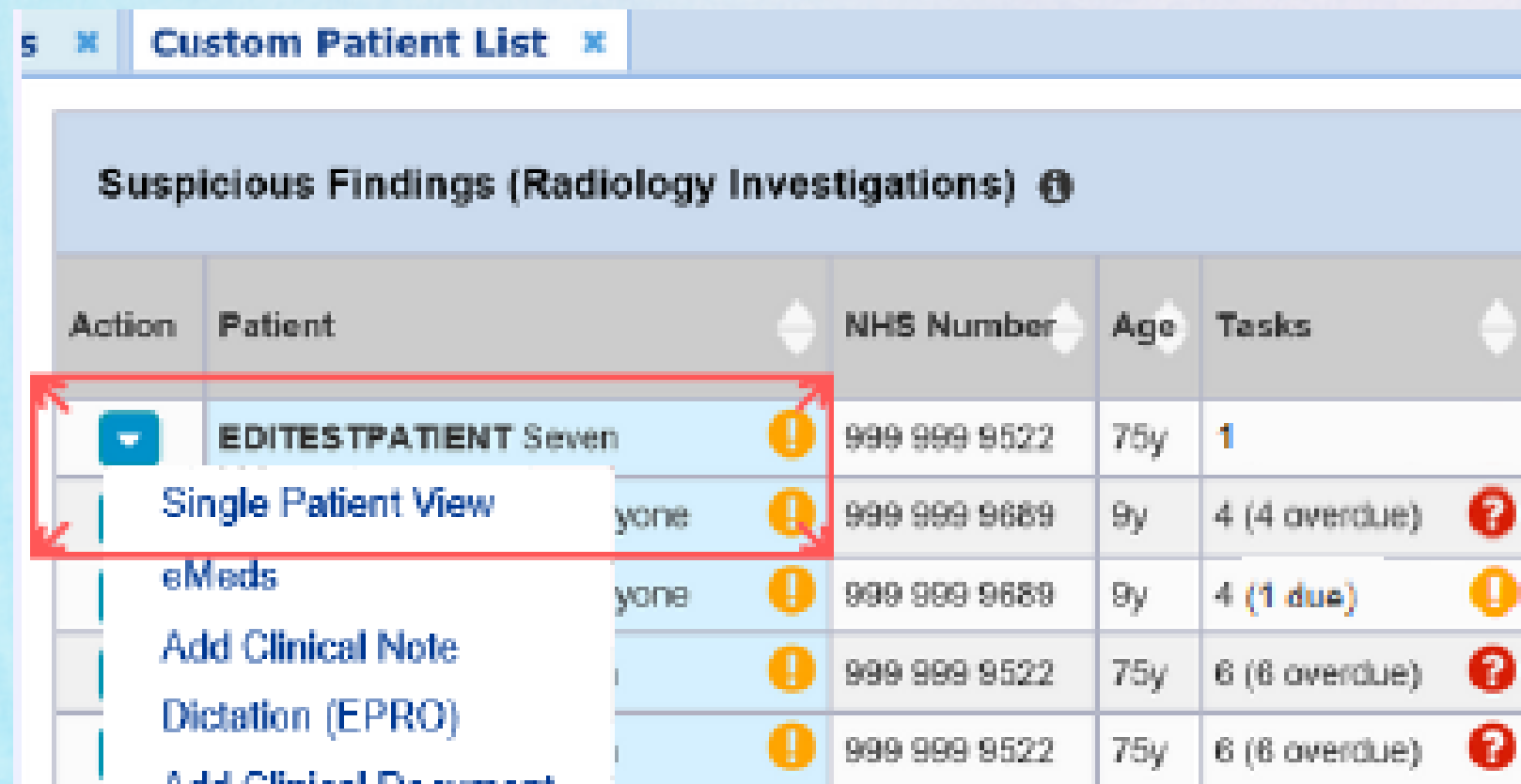
**DO NOT COMPLETE THE TASK UNTIL YOU HAVE COMPLETED ALL ACTIONS OR THE PATIENT WILL BE REMOVED FROM THE LIST**



# TO REQUEST FURTHER INVESTIGATIONS USING ICE

## Step 1

From your Custom List, click on the blue action arrow next to your selected patient's name, and click on Single Patient View.

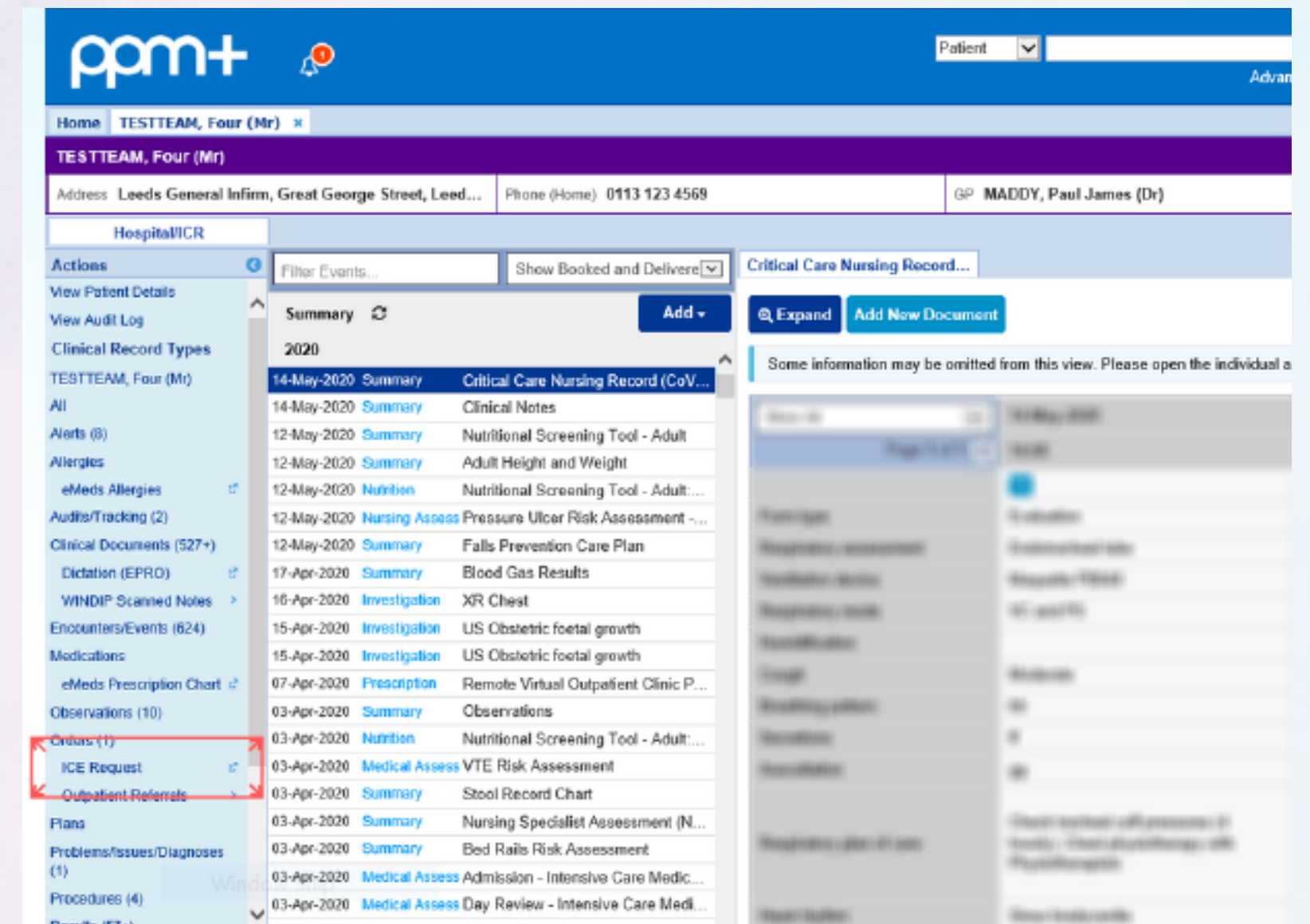


The screenshot shows a 'Custom Patient List' with a table of patients. The first patient, 'EDITESTPATIENT Seven', is highlighted. A dropdown menu is open, showing options: 'Single Patient View', 'eMeds', 'Add Clinical Note', 'Dictation (EPRO)', and 'Add Clinical Document'. The 'Single Patient View' option is highlighted in blue.

Action	Patient	NHS Number	Age	Tasks
	EDITESTPATIENT Seven	999 999 9522	75y	1
	None	999 999 9689	9y	4 (4 overdue) ?
	None	999 999 9689	9y	4 (1 due) !
		999 999 9522	75y	6 (6 overdue) ?
		999 999 9522	75y	6 (6 overdue) ?

## Step 2

Click on ICE Request to go to the patient's record in ICE OrderComms to request further investigations.



The screenshot shows the patient record for 'TESTTEAM, Four (Mr)'. The left-hand menu is open, and the 'ICE Request' option is highlighted with a red box. The main content area shows a list of events and documents for the year 2020.

ppm+ Patient [dropdown] Advan

Home TESTTEAM, Four (Mr) \*

TESTTEAM, Four (Mr)

Address Leeds General Infirm, Great George Street, Leeds... Phone (Home) 0113 123 4569 GP MADDY, Paul James (Dr)

Hospital/ICR

Actions Filter Events... Show Booked and Delivered [dropdown] Critical Care Nursing Record...

View Patient Details Add +

View Audit Log

Clinical Record Types

TESTTEAM, Four (Mr)

All

Alerts (8)

Allergies

eMeds Allergies

Audit/Tracking (2)

Clinical Documents (527+)

Dictation (EPRO)

WINDIP Scanned Notes

Encounters/Events (624)

Medications

eMeds Prescription Chart

Observations (10)

Orders (1)

ICE Request

Outpatient Referrals

Plans

Problems/Issues/Diagnoses (1)

Procedures (4)

Results (57+)

Summary 2020

14-May-2020 Summary Critical Care Nursing Record (CoV...)

14-May-2020 Summary Clinical Notes

12-May-2020 Summary Nutritional Screening Tool - Adult

12-May-2020 Summary Adult Height and Weight

12-May-2020 Nutrition Nutritional Screening Tool - Adult...

12-May-2020 Nursing Assess Pressure Ulcer Risk Assessment -...

17-Apr-2020 Summary Blood Gas Results

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 Prescription Remote Virtual Outpatient Clinic P...

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 Bed Rails Risk Assessment

03-Apr-2020 Medical Assess Admission - Intensive Care Medic...

03-Apr-2020 Medical Assess Day Review - Intensive Care Medic...



# COMPLETING A TASK

## Step 1

From your custom list, click on the task box for your selected patient, this will open their Task. Or alternatively, click the blue action button next to the patient and select Launch Task.

Emergency Dept ⓘ				
Action	Patient	NHS Number	Age	Task
	BADGER Testme	999 327 8211	41y	Requesting Clinician
	BADGER Testme	999 327 8211	41y	Requesting Clinician
	BADGER Testme	999 327 8211	41y	Requesting Clinician
	TESTSDEC Testtask	905 220 3326	20y	Requesting Clinician
	BADGER Testme	999 327 8211	41y	Requesting Clinician

	EDITESTPATIENT	999 9
	Seven	9522

Single Patient View

Add Clinical Note

Add Clinical Document

Launch Task

## Step 2

When completing the e-form:

If you select Yes or Not Applicable, the task will close taking the patient off the list.

If you select No, the patient will remain on the list.

Further Comments are mandatory when selecting Yes or Not Applicable.

Once the form is submitted, a copy of this information will be available in the Single Patient View.

### Suspicious Findings Task Resolution

This notification has been created as the possibility of a suspicious finding has been noted within the patient's Radiology Report. Please review the report above to ensure the correct action is taken.

Have all appropriate steps been followed? \*

Yes  No  Not Applicable

Further Comments \*

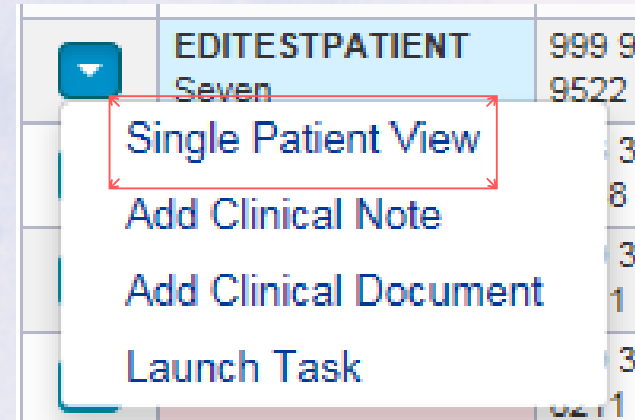


# WITHDRAWING A TASK

(If a task has been submitted in error)

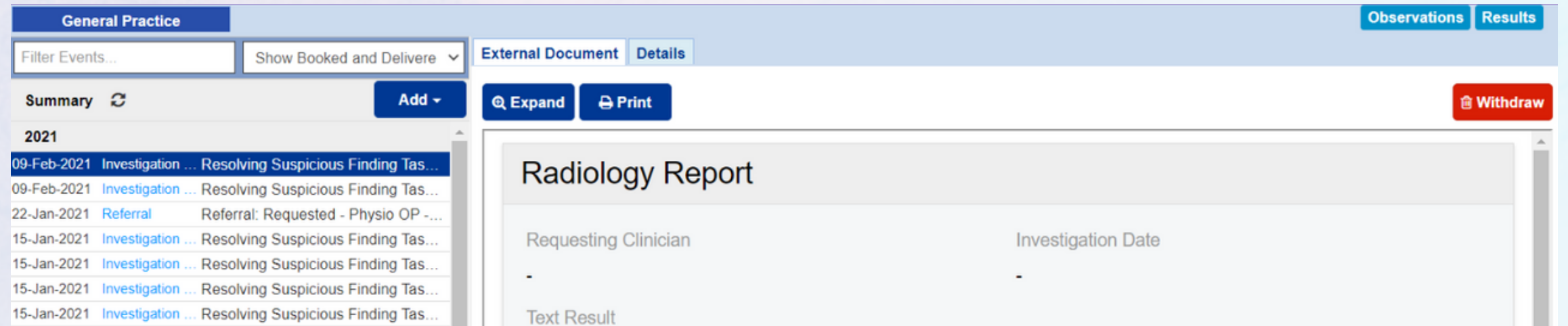
## Step 1

Search for the patient and open their single patient view.



## Step 2

Locate the task you wish to withdraw and click on the red withdraw button.



## Step 3

A withdraw box will appear asking you to enter a reason why the document is being withdrawn. Enter a reason and click withdraw. The patient will now appear back on the list as an active task.

