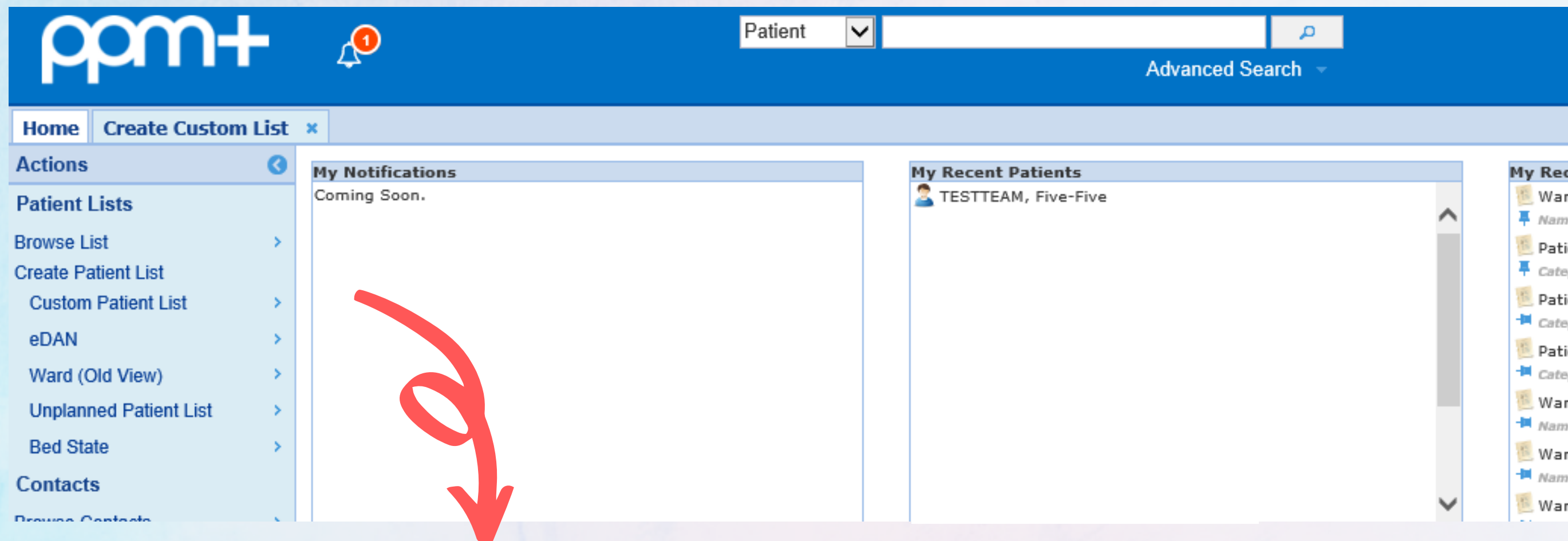


# EMERGENCY DEPARTMENT

## Guide for Clinicians

(#Alert significant)



From the PPM+ homepage click  
***Browse List.***

# VIEWING A CUSTOM PATIENT LIST

## Step 1

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

## Step 2

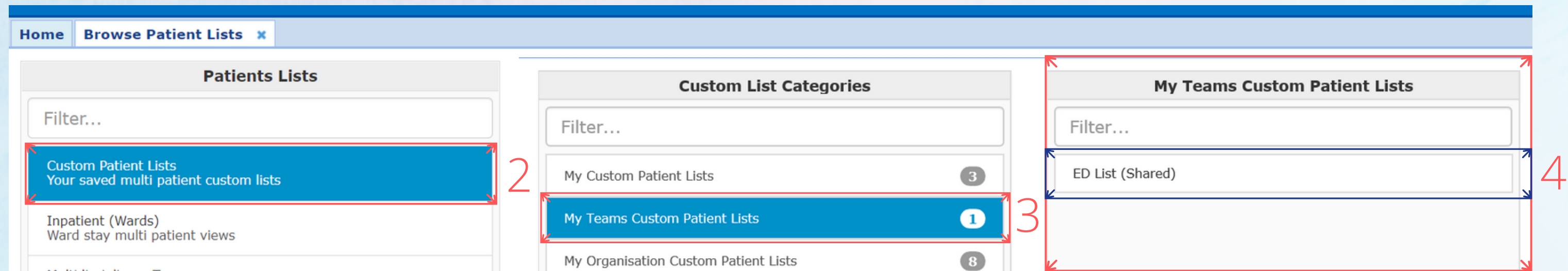
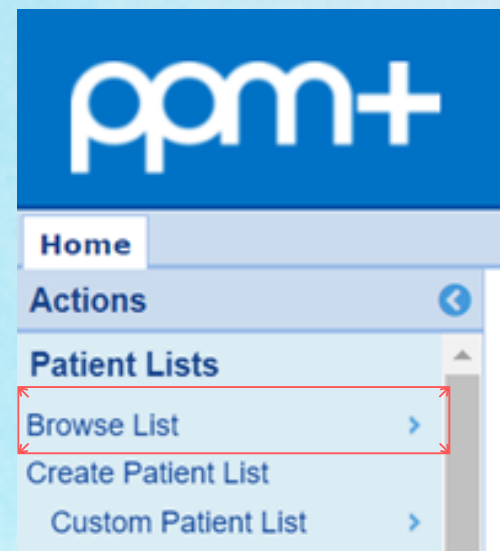
From "Patients Lists", select "Custom Patient Lists".

## Step 3

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

## Step 4

From "My Teams 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

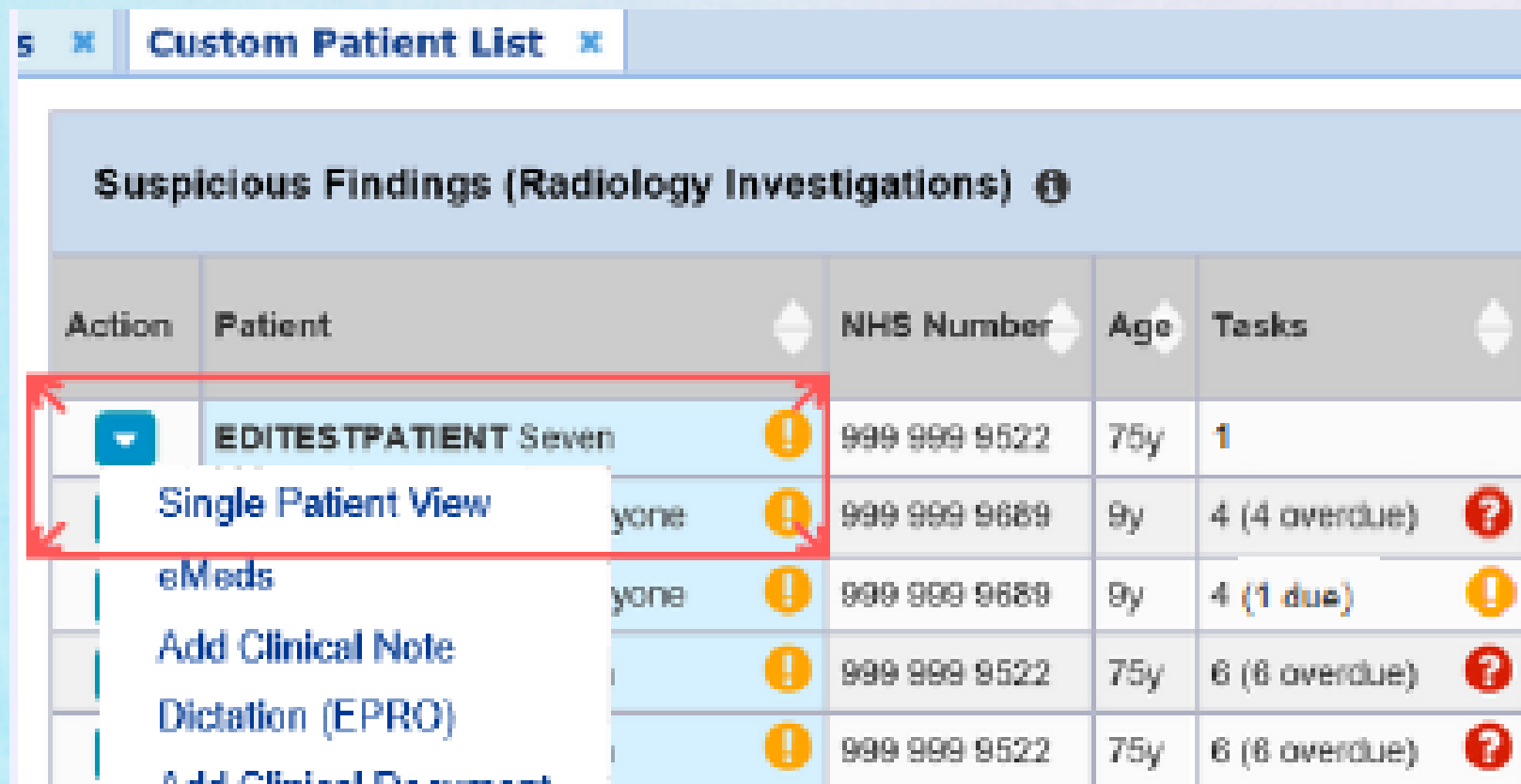
**DO NOT COMPLETE THE TASK UNTIL YOU HAVE COMPLETED ALL ACTIONS OR THE PATIENT WILL BE REMOVED FROM THE LIST**




# TO REQUEST FURTHER INVESTIGATIONS USING ICE

## Step 1

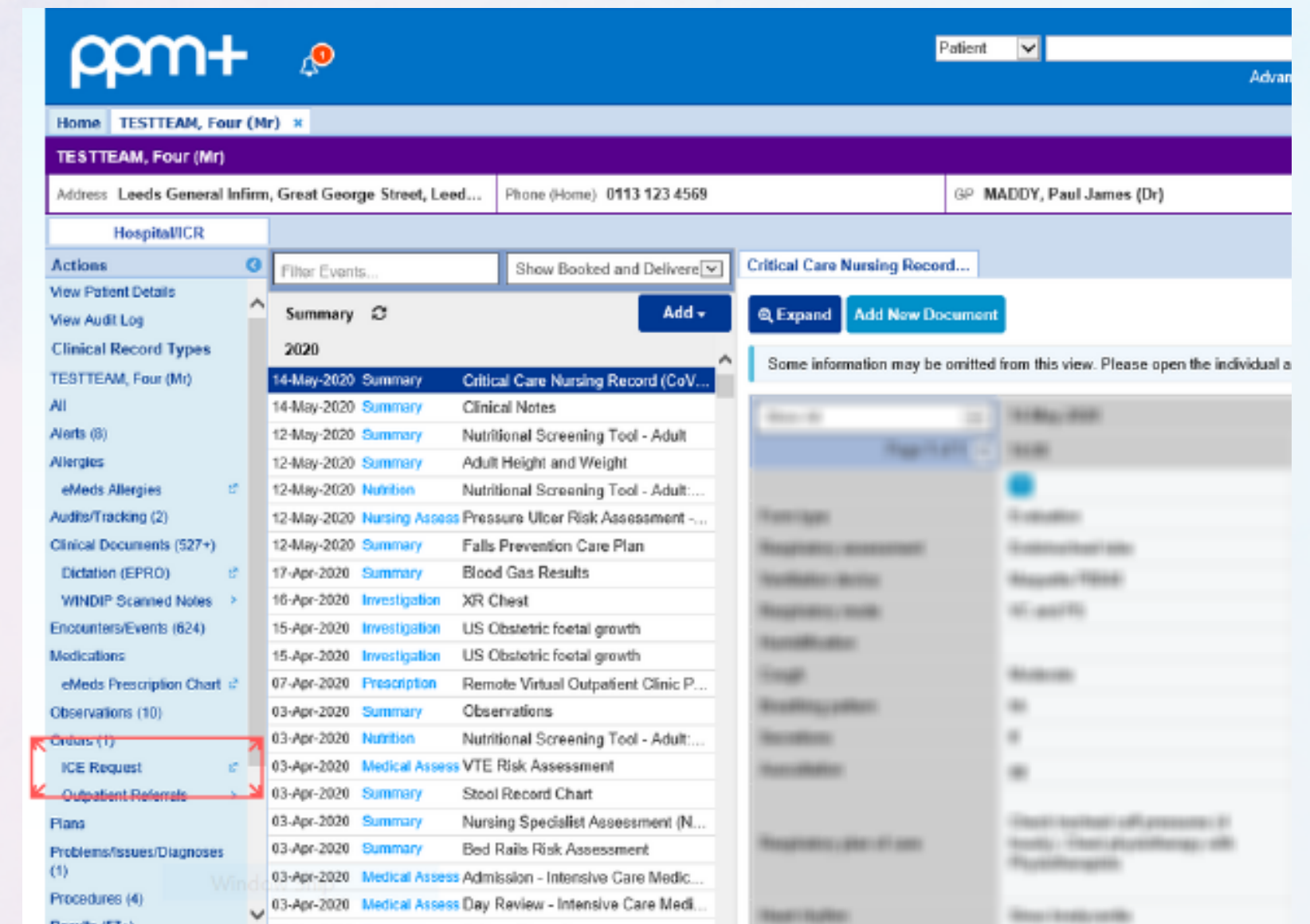
From your Custom List, click on the blue action arrow next to your selected patient's name, and click on Single Patient View.



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 navigation menu is open, and the 'ICE Request' option is highlighted with a red box. The main content area displays a list of clinical events and documents, including 'Summary', 'Nutrition', 'Medical Assess', and 'VTE Risk Assessment'.



# 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 Seven	999 9 9522		
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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 \*

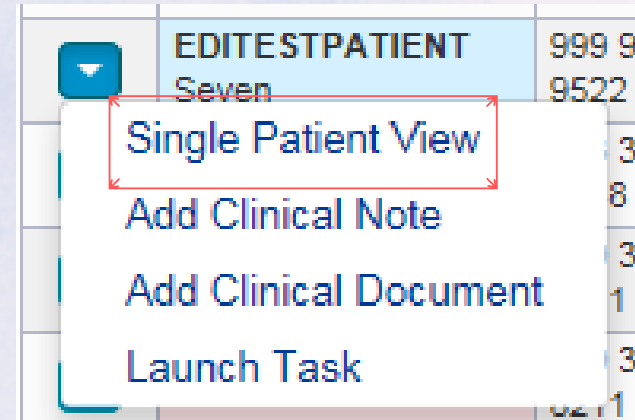


# WITHDRAWING A TASK

(If a task has been submitted in error)

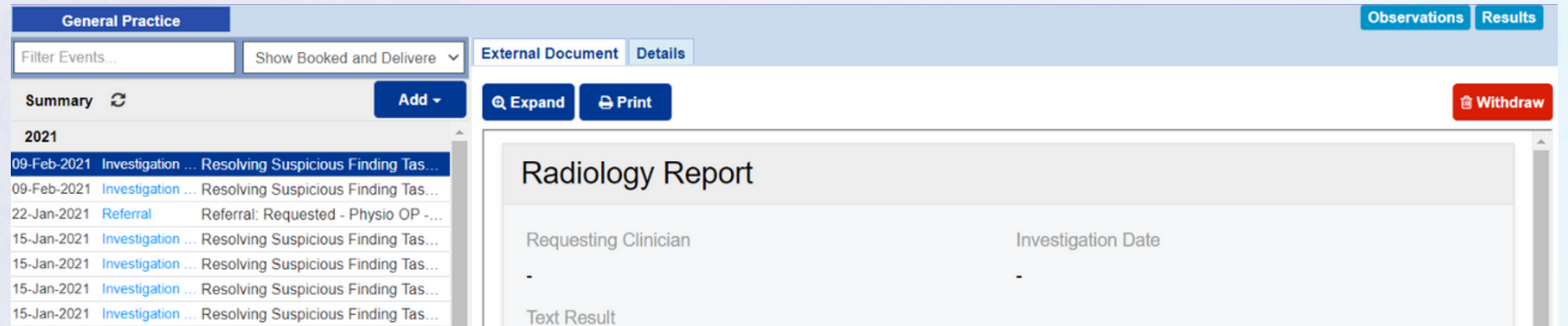
## Step 1

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.

