

Breaking Glass / Legitimate Relationships

User Guide

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Patient Search

To search for your patient via the PPM+ homepage, select 'Patient' in the drop down list. Search using the patient's name or NHS number.

The screenshot shows the PPM+ homepage interface. At the top left is the 'ppm+' logo. To its right is a notification bell icon with a red circle containing the number '4'. Further right is a search bar with a dropdown menu set to 'Patient' and the search term 'zzz test, toseka'. To the right of the search bar is a magnifying glass icon and the text 'Advanced Search'. Below the search bar is a navigation menu with 'Home' selected. The main content area is divided into four panels: 'My Notifications' (displaying 'Coming Soon.'), 'My Recent Patients' (empty), 'My Recent Reports' (displaying 'None'), and 'Twitter Feed' (displaying '#LeedsDigita' and 'CONNECTS • TRANSFORMS • IMPROVES'). A left-hand sidebar contains 'Actions' (with a back arrow), 'Patient Lists' (with sub-items: 'Browse List', 'Create Patient List', 'Unplanned Patient List', 'Bed State'), 'Contacts', 'External Systems', and 'BMJ Best Practice'.

If the patient is not known to your organisation, the message below will appear.

The screenshot shows the PPM+ Patient Search results page. The search bar at the top contains 'Patient' and 'zzz test, toseka'. The navigation menu shows 'Patient Search' selected. The main content area features a table with the following headers: 'Name', 'Address', 'Date of Birth', and 'Gender'. Below the table, a message states: 'No patients known to your organisation match your search. To find patients in other organisations who match your search, select the 'Other Organisations' link on the Actions pane on the left.' At the bottom of the table area, it says 'Showing 0 entries'. The left-hand sidebar is identical to the previous screenshot, but the 'Patient Search' link is highlighted.

To locate the patient's record from a different organisation (i.e Other Trusts, Hospices, etc.) select 'Other Organisations' in the Actions column down the left-hand side.

Name	Address	Date
ZZZ TEST, Toseka (Lady)	Buckingham Palace, London, SW1A...	01-J

Showing 1 to 1 of 1 entries

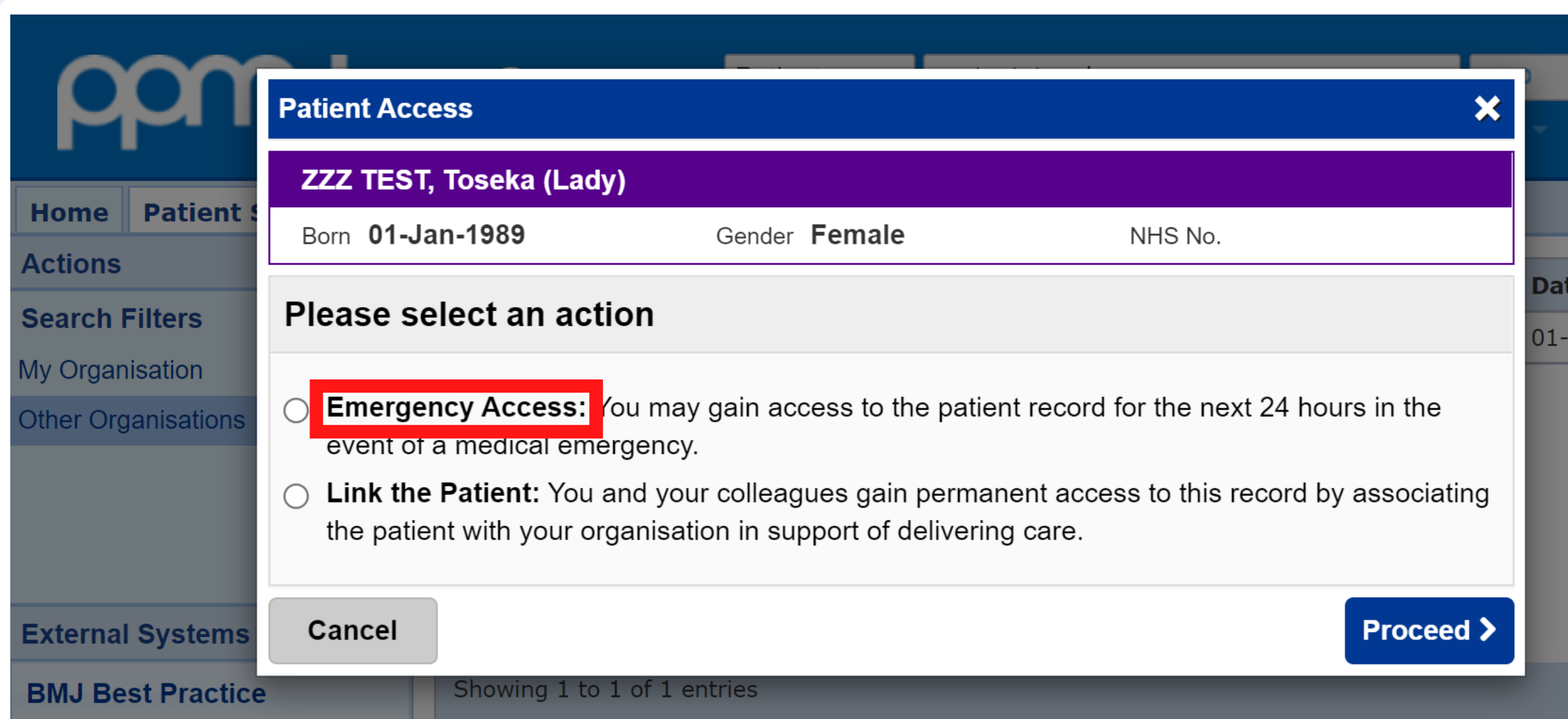
A list of patients will then appear matching the name searched. The patient's address, date of birth, gender and NHS number will also appear to help confirm the correct patient if more than one record appears.

Name	Address	Date of Birth	Gender	NHS Number
ZZZ TEST, Toseka (Lady)	Buckingham Palace, London, SW1A...	01-Jan-1989	Female	

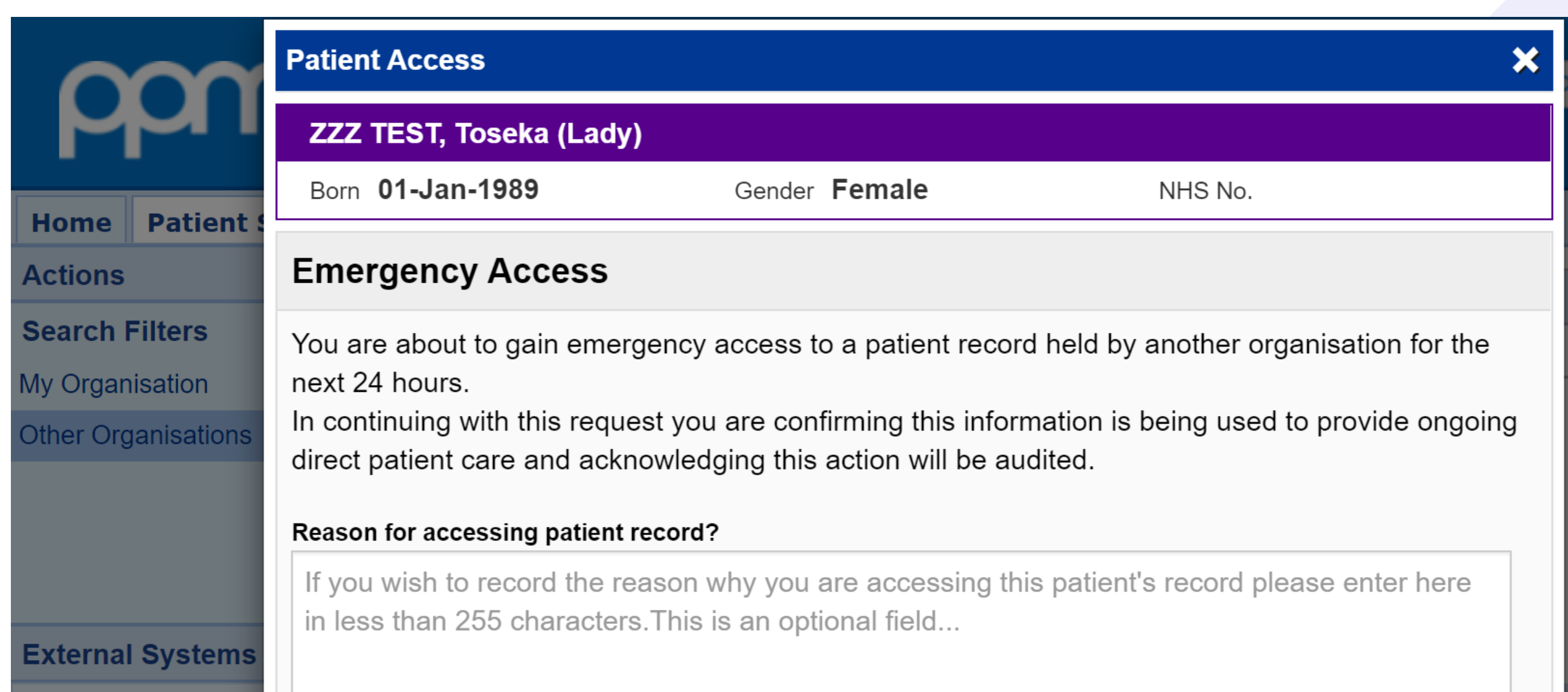
Emergency Access

24 hour access

Once you have selected your patient, two options will appear - Emergency Access and Link The Patient.



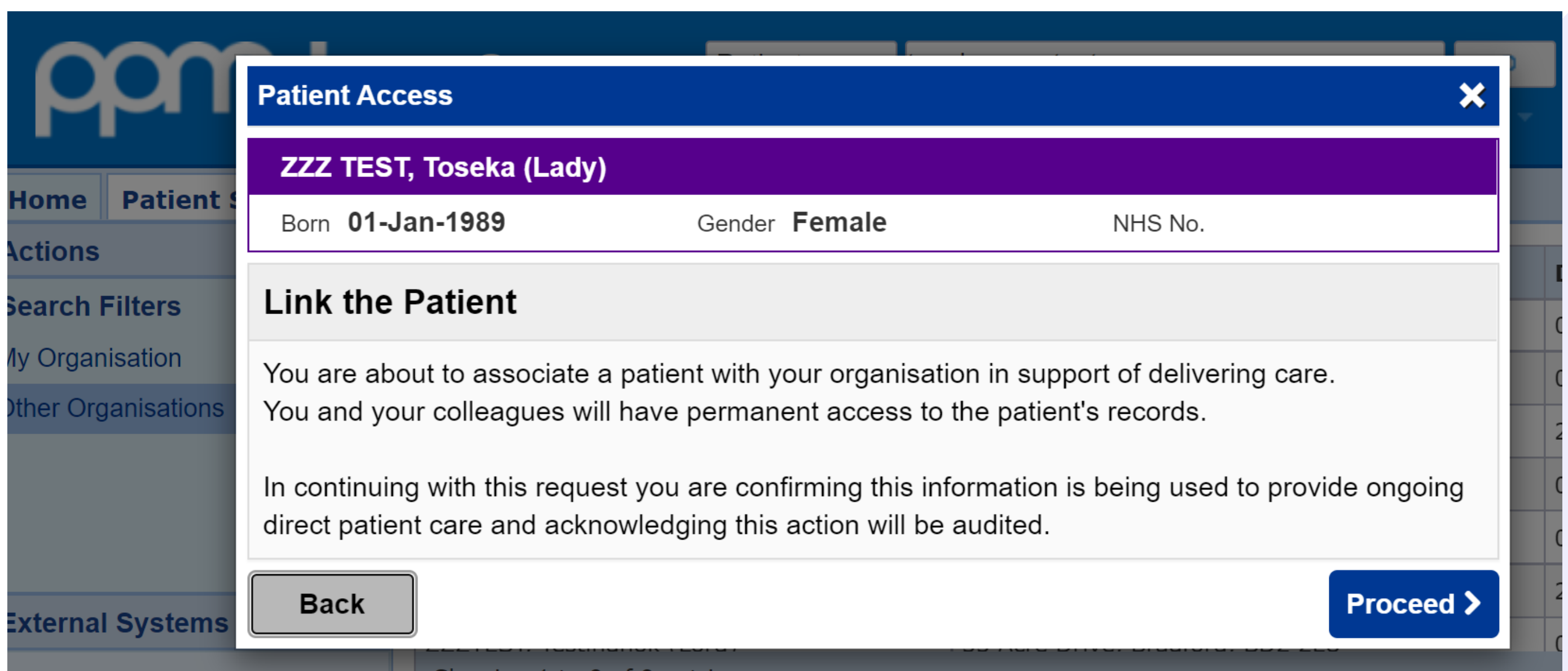
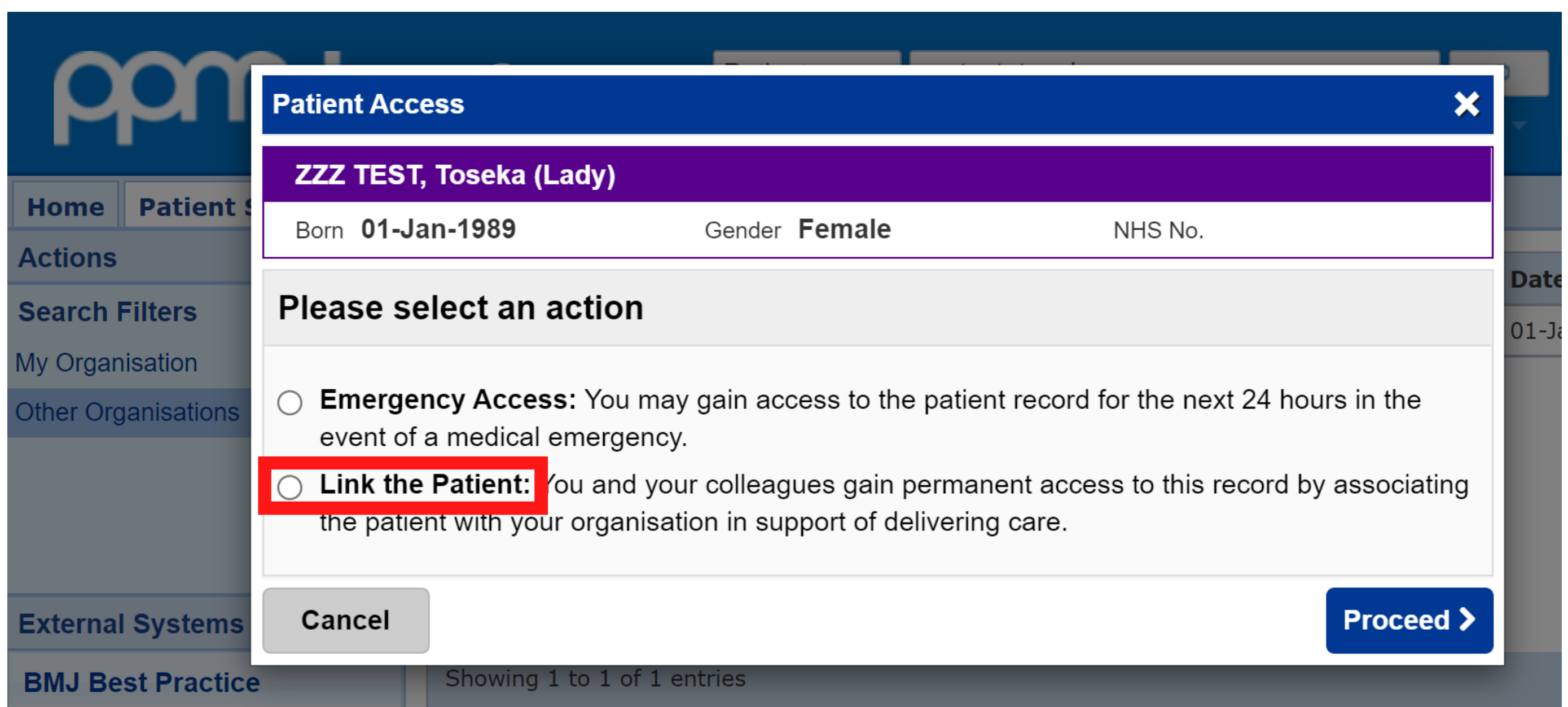
Emergency Access is only available to staff with RBAC 5 or above (i.e Registered Nurse, Consultant) and provides you with read-only access to the record for 24 hours. You will be required to enter your reasoning for audit purposes.



Link The Patient

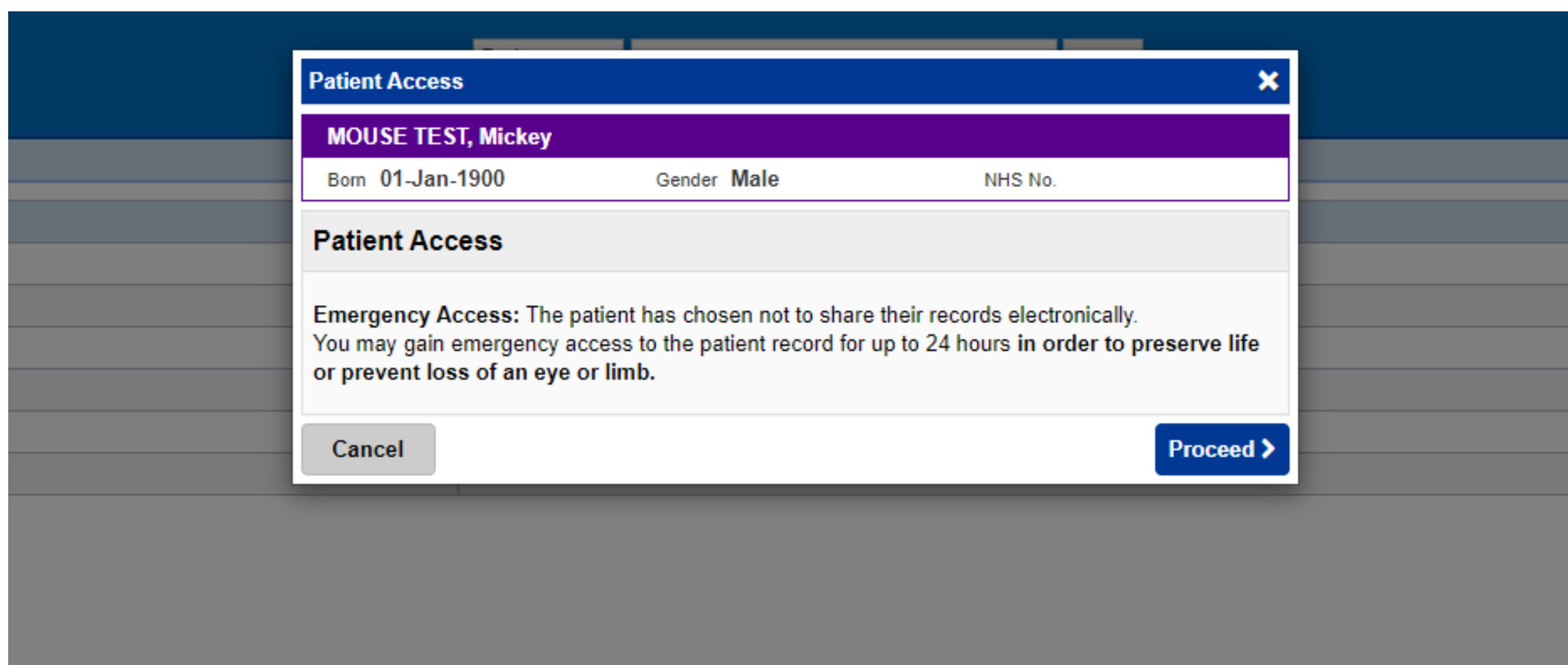
Permanent access

Link The Patient allows you to permanently associate the patient with the Trust. All Trust staff will then have their usual access to this record for direct patient care.

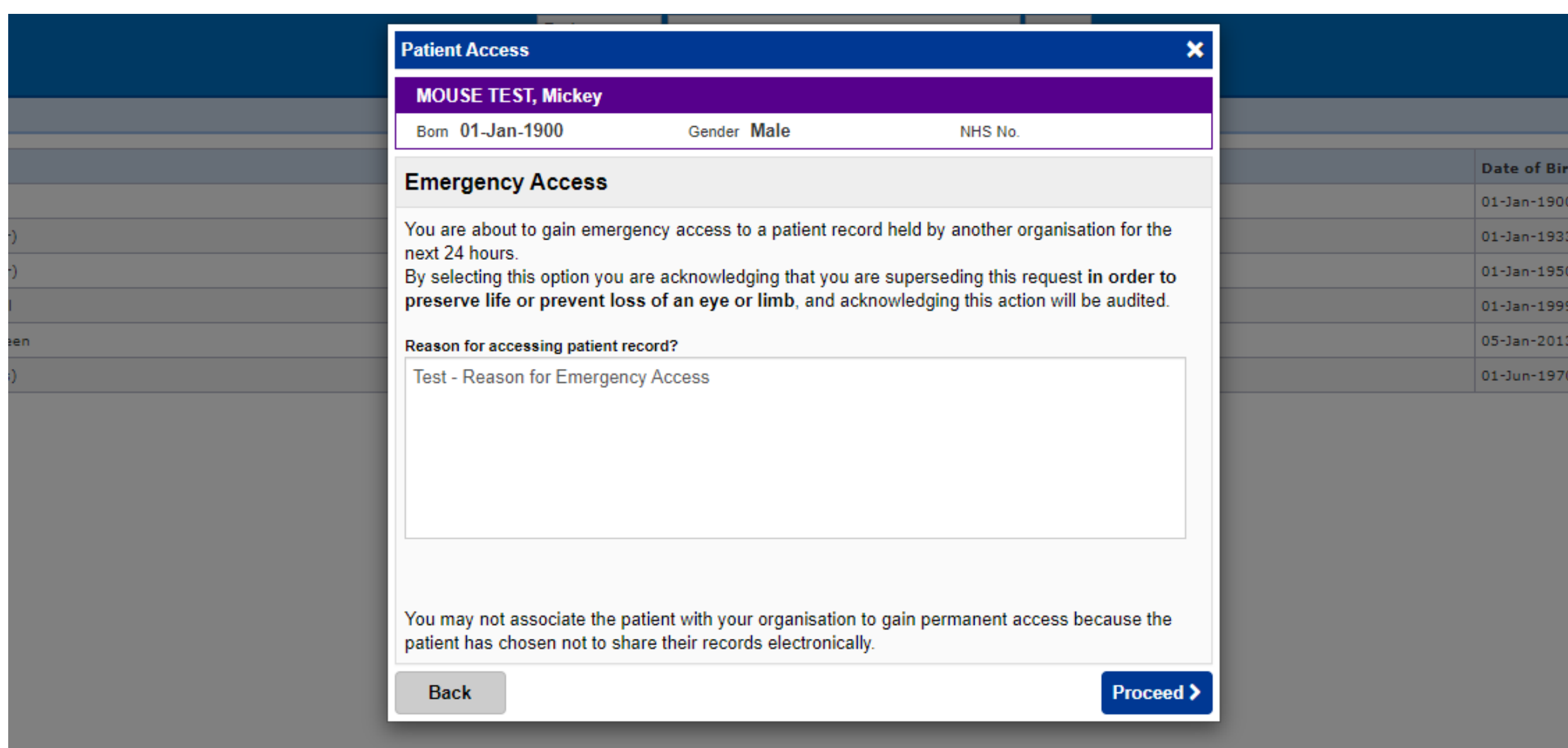


Locked Patient Opt out

When selecting a patient you may be presented with the message below. This indicates that the patient has opted out of sharing their record. Therefore only Emergency Access is an available option, valid only when preserving life or limb.



You will be required to enter your reasoning for audit purposes.



Useful Contacts

Please contact the Implementation Team for Digital support & training.

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/>