



Breaking Glass / Legitimate Relationships

User Guide



The Leeds Teaching Hospitals NHS Trust

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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.





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

ppm+		Patient v zzz	test, toseka	Advanced Searcl	요 h
Home Patient Search ×					
Actions (3	Name	Address	Date of Birth	Gend	er
Search Filters					
My Organisation	No patients known To find patients in	other organisation match other organisations who match	n your search. atch your search,		
Other Organisations	select the 'Other C	Organisations' link on the Ac	tions pane on the left.		
External Systems					
BMJ Best Practice	Showing 0 entries				





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.

ppm+		Patient	✓ zzz test, toseka Advance	ed Search 👻
Home Patient Search ×				
Actions 3	Name		Address	Date
Search Filters	777 TEST Toseka (Lady	/)	Buckingham Palace London SW1A	01-1;
My Organisation		1		
Other Organisations				



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.

~~~~				
μ	Patient Access			×
	ZZZ TEST, Toseka (Lad	у)		
	Born <b>01-Jan-1989</b>	Gender Female	NHS No.	
Search Filters	Please select an act	ion		
Other Organisations	Emergency Access: event of a medical emergency	You may gain access to the patier ergency.	nt record for the next 24 hours in t	the
	Link the Patient: You the patient with your or	and your colleagues gain permar ganisation in support of delivering	ent access to this record by asso g care.	ociating
External Systems	Cancel		Pro	ceed >
PM   Post Practice	Showing 1 to	1 of 1 entries		

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.

$\sim$	Patient Access X
	ZZZ TEST, Toseka (Lady)
Home Dationt (	Born 01-Jan-1989 Gender Female NHS No.
Actions	Emergency Access
Search Filters My Organisation Other Organisations	You are about to gain emergency access to a patient record held by another organisation for the next 24 hours. In continuing with this request you are confirming this information is being used to provide ongoing direct patient care and acknowledging this action will be audited. Reason for accessing patient record?
External Systems	If you wish to record the reason why you are accessing this patient's record please enter here in less than 255 characters. This is an optional field





## 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.

ppn	Patient Access			×
	ZZZ TEST, Toseka (Lady	)		
Home Patient	Born 01-Jan-1989	Gender Female	NHS No.	
Actions	Diesse colect en esti	<b>~ 1</b> 2		Date
Search Filters	Please select an activ	on		01-Ja
My Organisation	C Emergency Access: V	ou may gain access to the nation	at record for the next 24 hours in th	
Other Organisations	event of a medical emer	rgency.		
	Link the Patient: You a	nd vour colleagues gain perman	ent access to this record by assoc	ciating

	the patient with your organisation in support of delivering care.	
External Systems	Cancel	Proceed >
<b>BMJ Best Practice</b>	Showing 1 to 1 of 1 entries	

ppn	Patient Access		*
	ZZZ TEST, Toseka (Lady	<b>/</b> )	
me Patient	Born <b>01-Jan-1989</b>	Gender Female	NHS No.
rch Filters	Link the Patient		
Organisation er Organisations	You are about to associate You and your colleagues w	a patient with your organisation i ill have permanent access to the	n support of delivering care. patient's records.
	In continuing with this reque direct patient care and ackr	est you are confirming this inform nowledging this action will be aud	nation is being used to provide ongoing lited.
ernal Svstems	Back		Proceed >





## 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.

Patient Access			×
MOUSE TEST, Mickey			
Born 01-Jan-1900	Gender Male	NHS No.	
Patient Access			
Emergency Access: The You may gain emergency or prevent loss of an eye	patient has chosen not to share access to the patient record for e or limb.	e their records electronically. up to 24 hours <b>in order to preserve</b>	life
Cancel		Proc	eed >

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

Gender Male	NHS No.		
5			D
			01
nergency access to a patient reco	rd held by another organisat	tion for the	0
ou are acknowledging that you ar	re superseding this request	in order to	c
t loss of an eye or limb, and ack	nowledging this action will b	be audited.	(
ent record?			c
gency Access			c
ne patient with your organisation to	o gain permanent access be	ecause the	
o share their records electronically	l.		
	s nergency access to a patient recorr rou are acknowledging that you ar t loss of an eye or limb, and ack ent record? gency Access	s nergency access to a patient record held by another organisation are acknowledging that you are superseding this request t loss of an eye or limb, and acknowledging this action will bent record? gency Access	S  hergency access to a patient record held by another organisation for the rou are acknowledging that you are superseding this request in order to t loss of an eye or limb, and acknowledging this action will be audited.  her record?  gency Access





### **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/