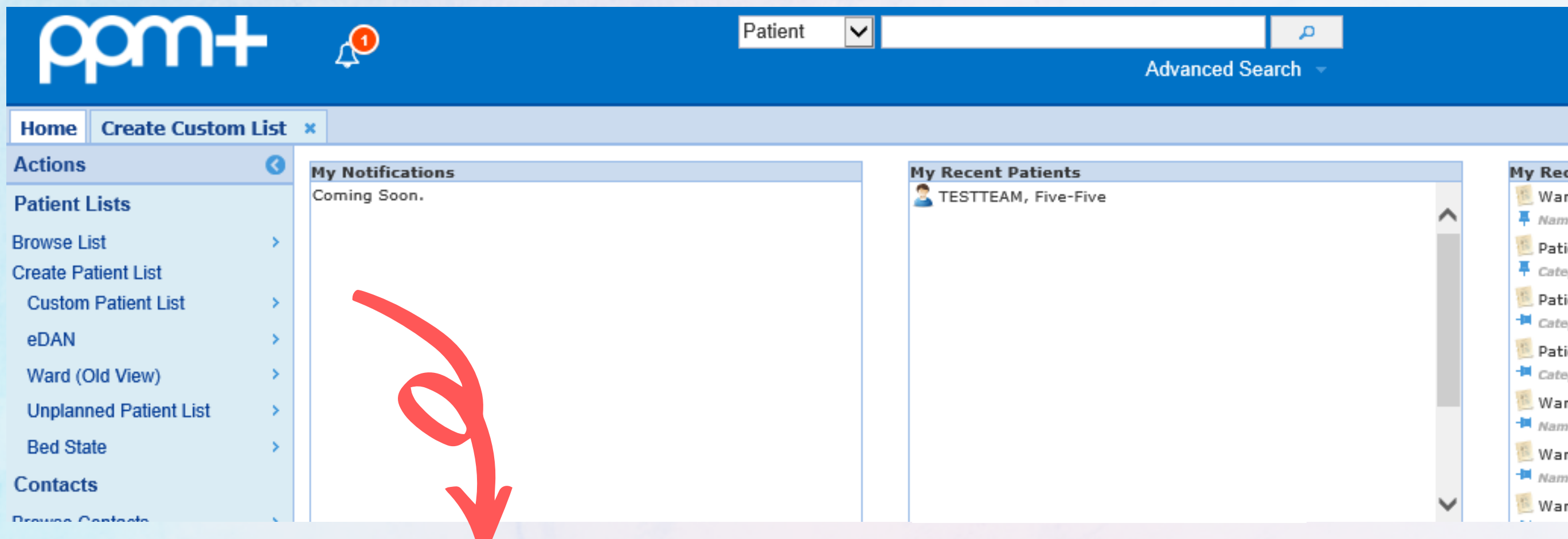


Guide for MDT Co-ordinator

CREATING A CUSTOM PATIENT 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 Chest Recall

Home | Browse Patient Lists | Create Custom List

Custom View

Category: Suspicious Findings (Radiology Investigations) [v] 1

Name: Enter View Name

Filters | Sharing

Choose Filter Type: Type of suspicious finding [v] 2

Select Type of suspicious finding

Chest Recall [v] 3

Alert Significant +

Filter Criteria

- Type of suspicious finding
- Chest Recall

Cancel Save

CREATING A CUSTOM PATIENT LIST

Step 4

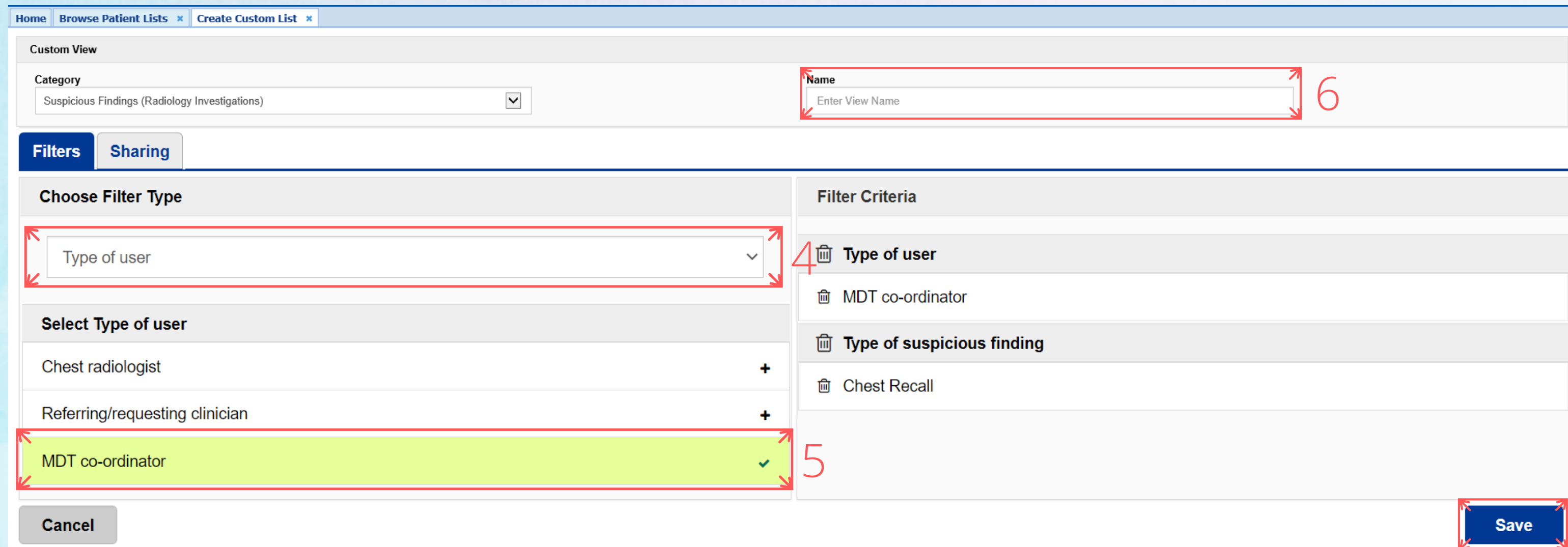
From the filter types select
Type of User

Step 5

Select
MDT co-ordinator

Step 6

Enter a name for the
list and select Save



Home Browse Patient Lists × Create Custom List ×

Custom View

Category
Suspicious Findings (Radiology Investigations) ▼

Name
Enter View Name

Filters Sharing

Choose Filter Type

Type of user ▼

Select Type of user

Chest radiologist +

Referring/requesting clinician +

MDT co-ordinator ✓

Filter Criteria

Type of user
MDT co-ordinator

Type of suspicious finding
Chest Recall

Cancel Save

VIEWING A CUSTOM PATIENT LIST

Step 1

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

Step 2

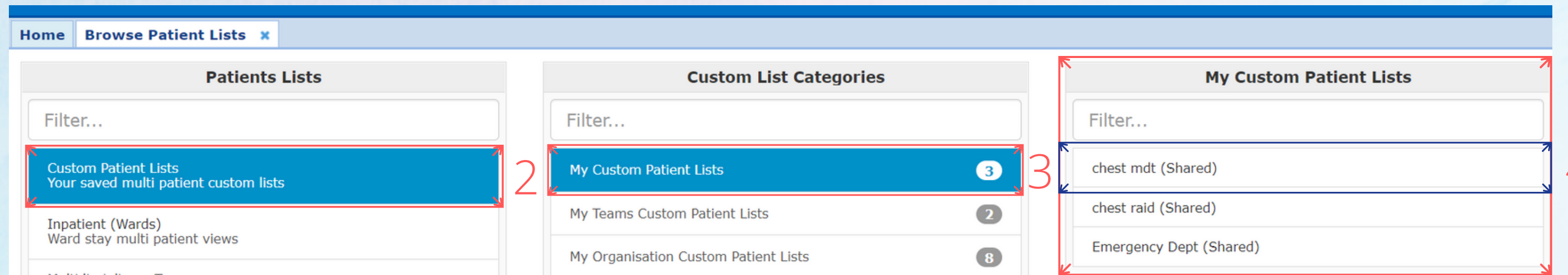
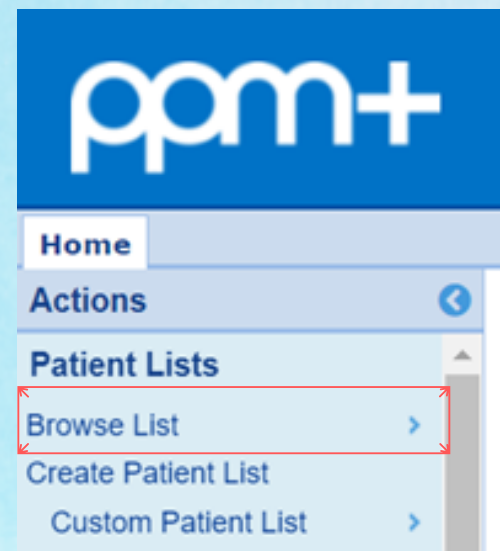
From "Patients Lists", select "Custom Patient Lists".

Step 3

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

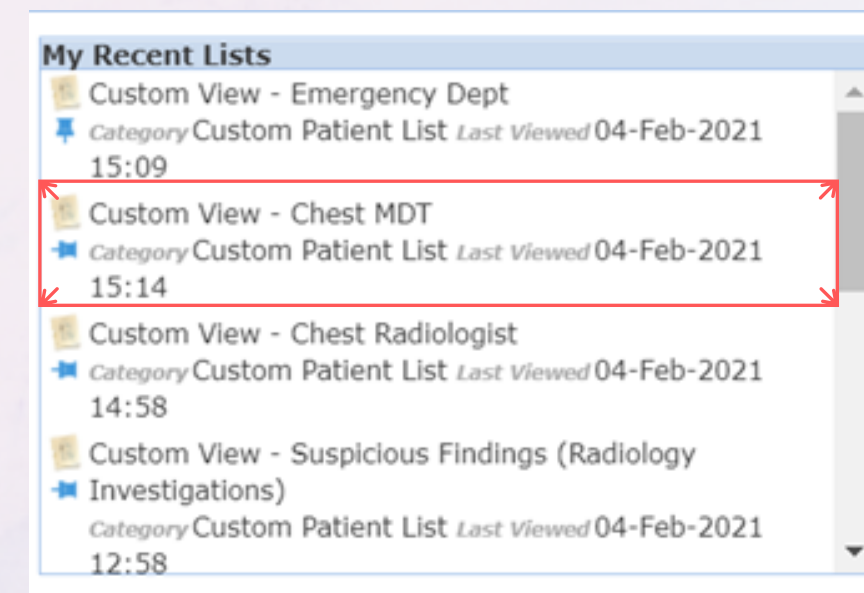
Step 4

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.



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

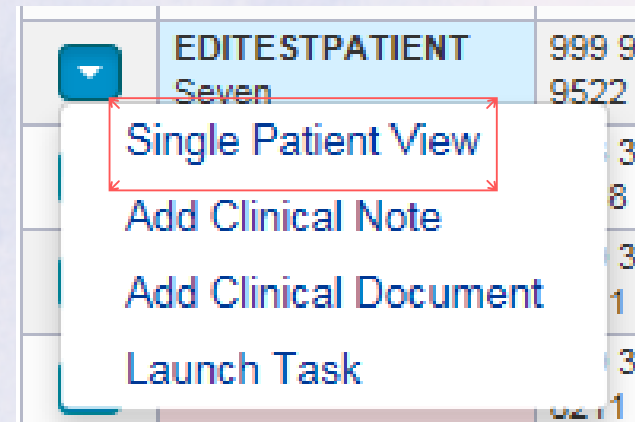
Further Comments *

WITHDRAWING A TASK

(If a task has been submitted in error)

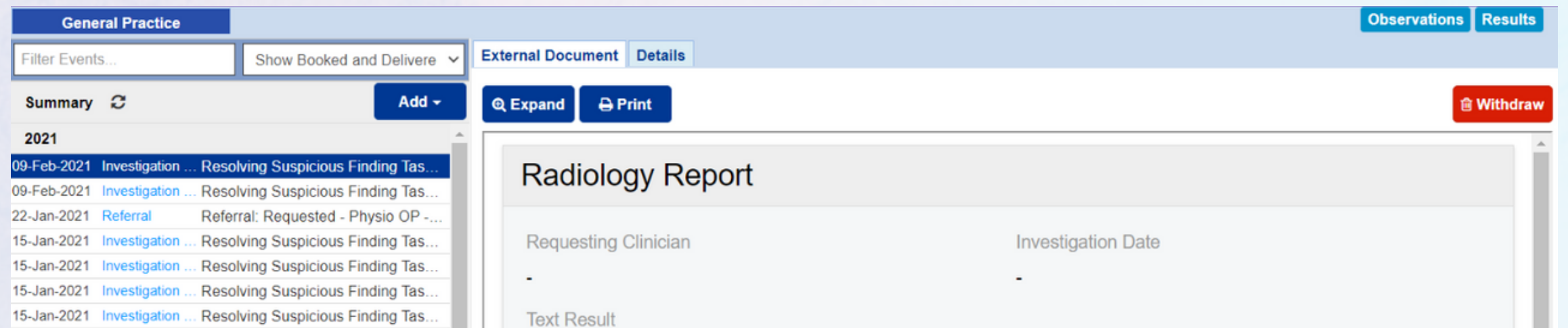
Step 1

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.

