



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# Clinical Note

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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**For further information please contact:**

 [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or  **0113 206 0599**

# Adding a Clinical Note from your desktop PC or Laptop

- 1 From your Ward View/MPV click the blue action button and select **Add Clinical Note**.

ACTION	Ward	Bed	Patient	Age	Since Arrival	Task
Bed Unassigned						
	TEST EPR ZZZ		EDITESTPATIENT Three	18y	47d 20h 51m	2 (2 over)
	TEST EPR		TESTPATIENT Itu	65y	18d 21h 28m	3 (3 over)
			TEAM Three	5y	118d 17h 52m (WA)	5 (5 over)
			TEAM Seven	78y	46d 23h 29m	5 (5 over)

Single Patient View

eMeds

Add Clinical Note

Dictation (EPRO)

Add Clinical Document

If you have completed your contacts on PPM+ then it will pre-fill the fields in the Clinical Note.

**Clinical Note** [Close]

EDITESTPATIENT, Seven      Born 16-May-2003 (17y 10m)      Gender Male      NHS number 999 999 9522

Address St. James's Universi, Beckett Street, Leeds, ,, LS9 7TF      PAS number 4999917

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### Clinical Note

Author: RAJA, Fatima (Ms)      Date of activity\*: 08/04/2021 (08-Apr-2021)      Time of activity\*: 15:20 (Format HH:mm)

Profession\*: Select...      Specialty\*: Select...      Type of note\*: General

Subject Line: [Empty text box]

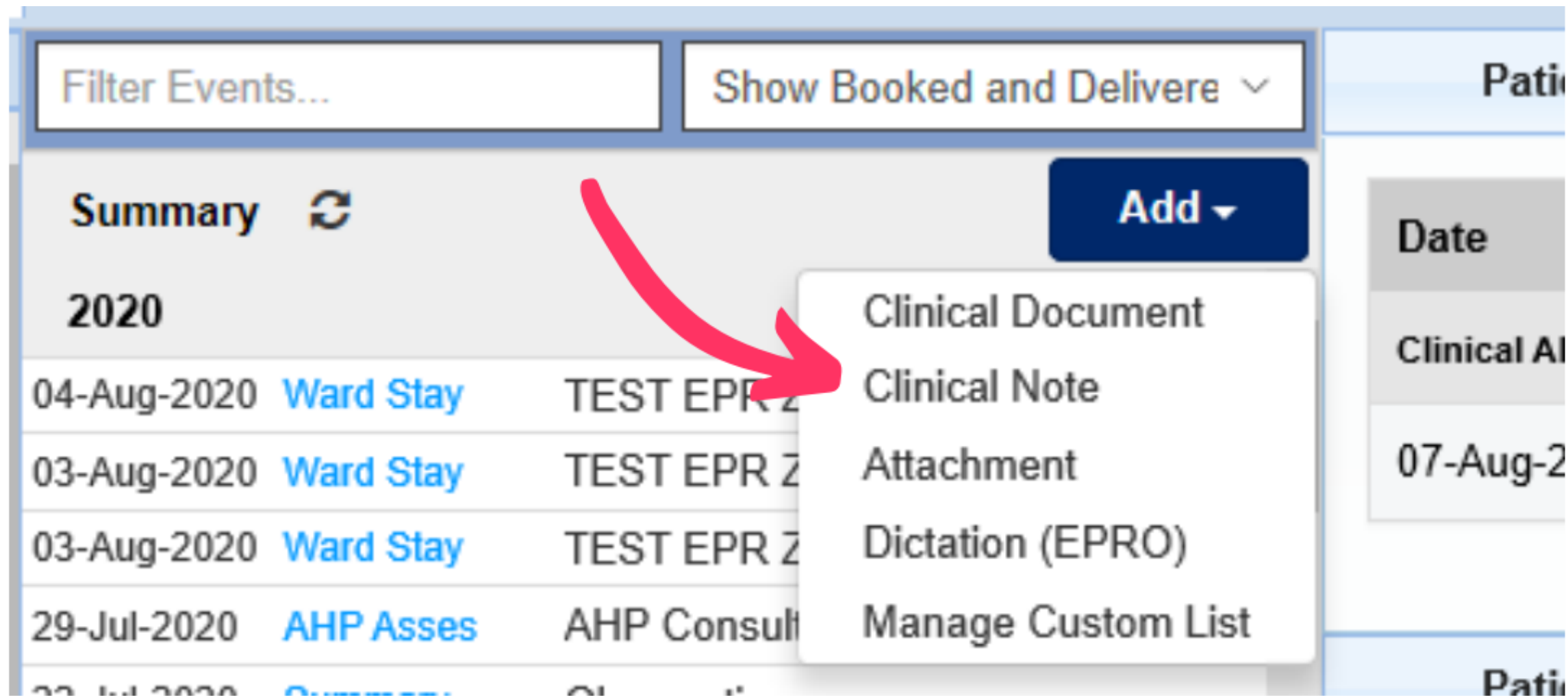
Notes\*: [Rich text editor with B, I, U, list, and link icons]

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

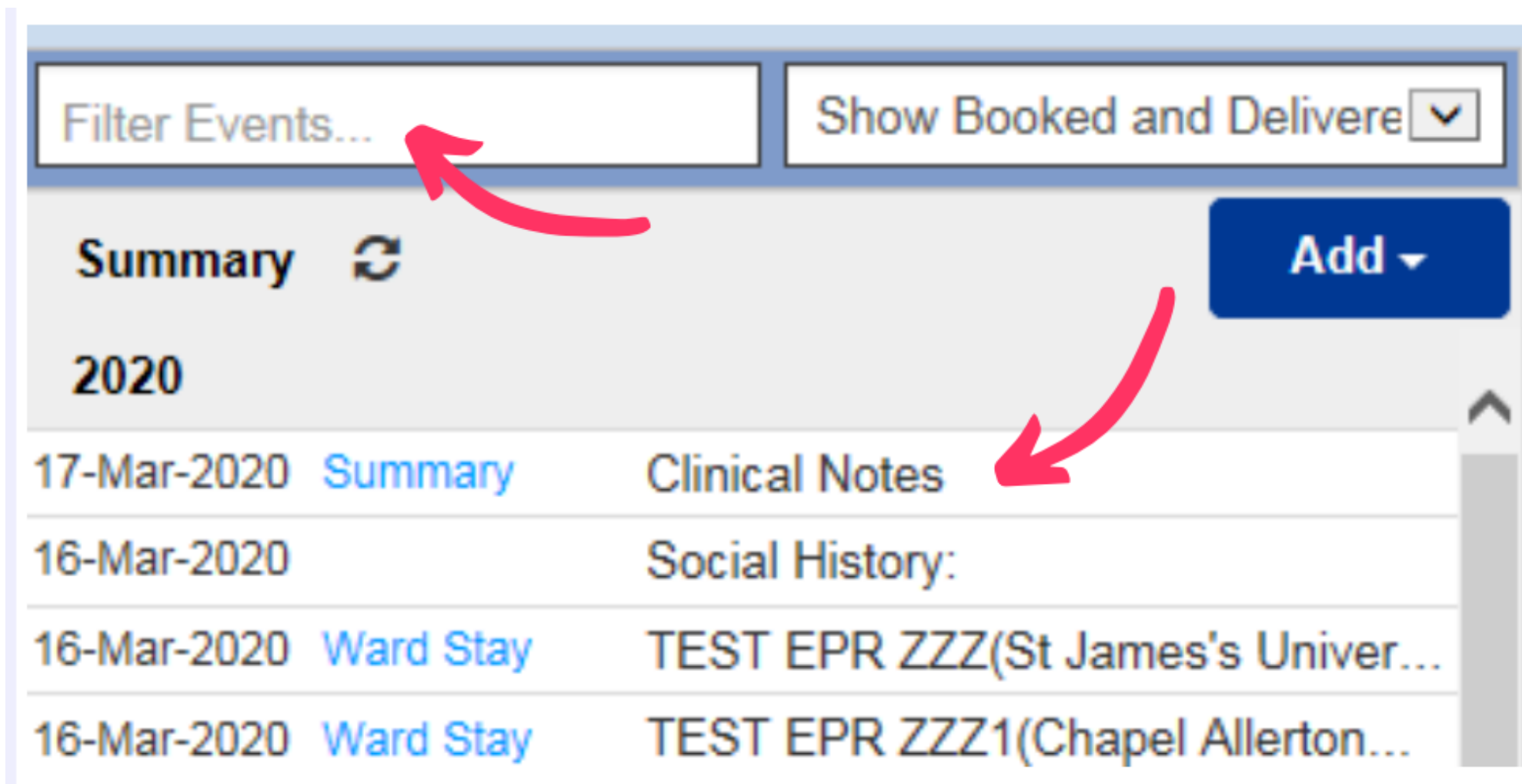
2

You can also add a Clinical Note from the **Single Patient View**. Click on **Add** and then select **Clinical Note**.



3

You can **View a submitted Clinical Note** by clicking on the Clinical Notes entry in the Patient Summary. Alternatively, you can search for it in the Summary search bar.



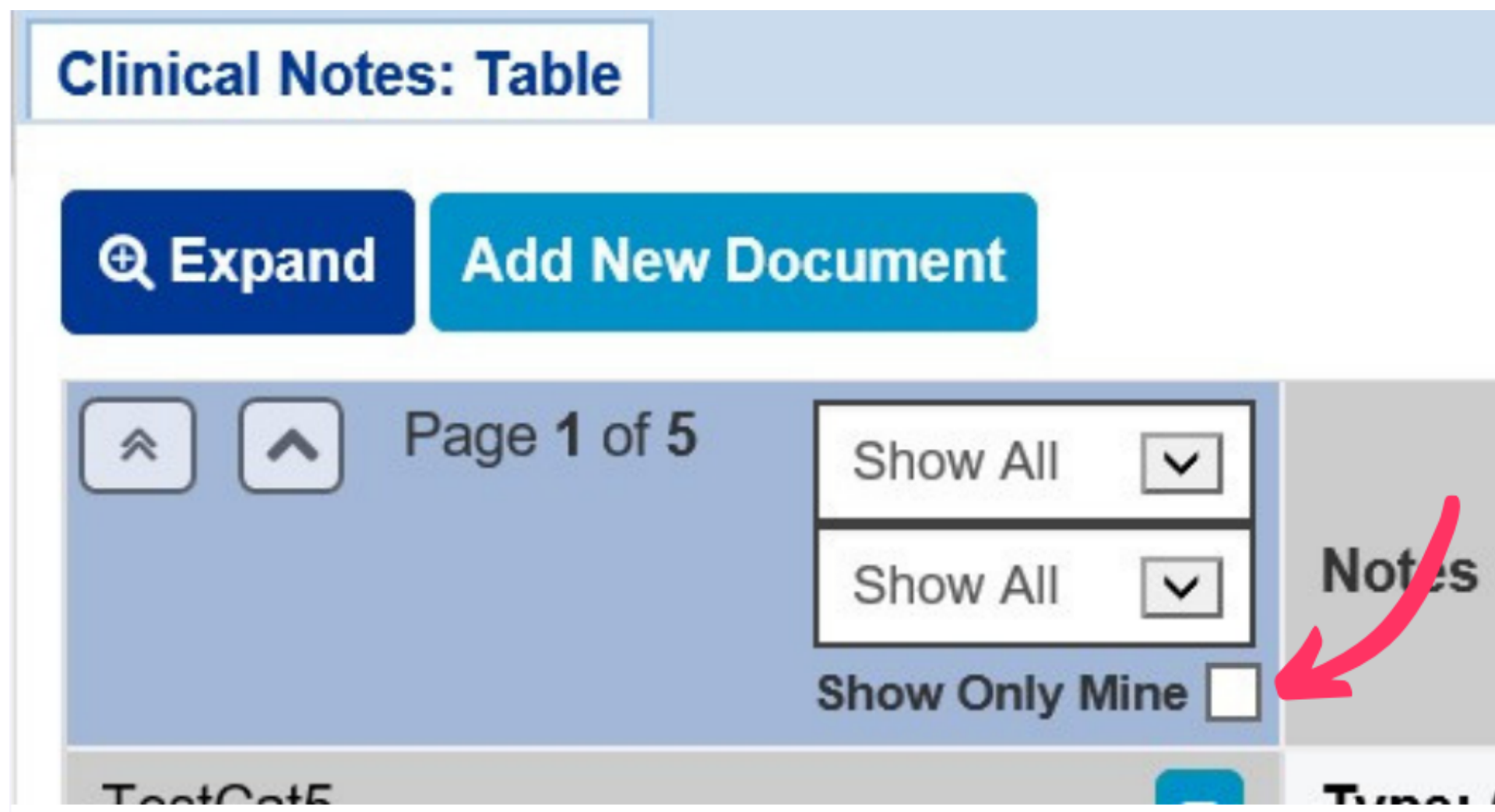
For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

## Filtering a Clinical Note

4

You can **Expand the Clinical Notes** table as well as filter it down to only view clinical notes submitted by you. This can be done by ticking the **'Show Only Mine'** box.



5

You can **Add Multiple Filters** to make it easier to search for specific clinical notes.

The screenshot shows a table of clinical notes with four filterable columns: Profession, Specialty, Type, and Organisation. Red arrows point to the dropdown menus for each of these columns. The table contains three rows of data, all showing 'Nursing' for Profession, 'Accident and Emergency' for Specialty, 'General' for Type, and 'The Leeds Teaching Hospitals NHS Trust' for Organisation.

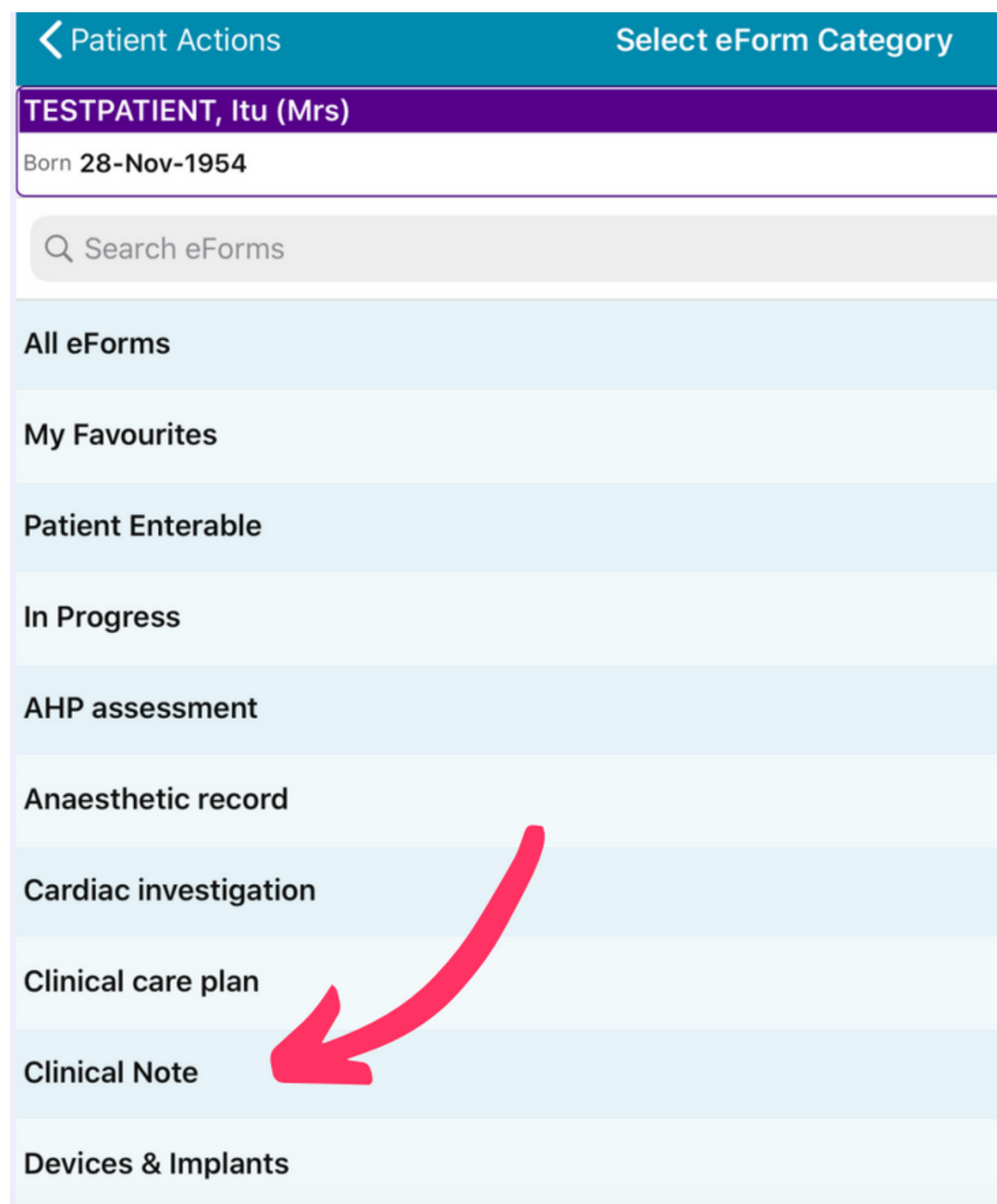
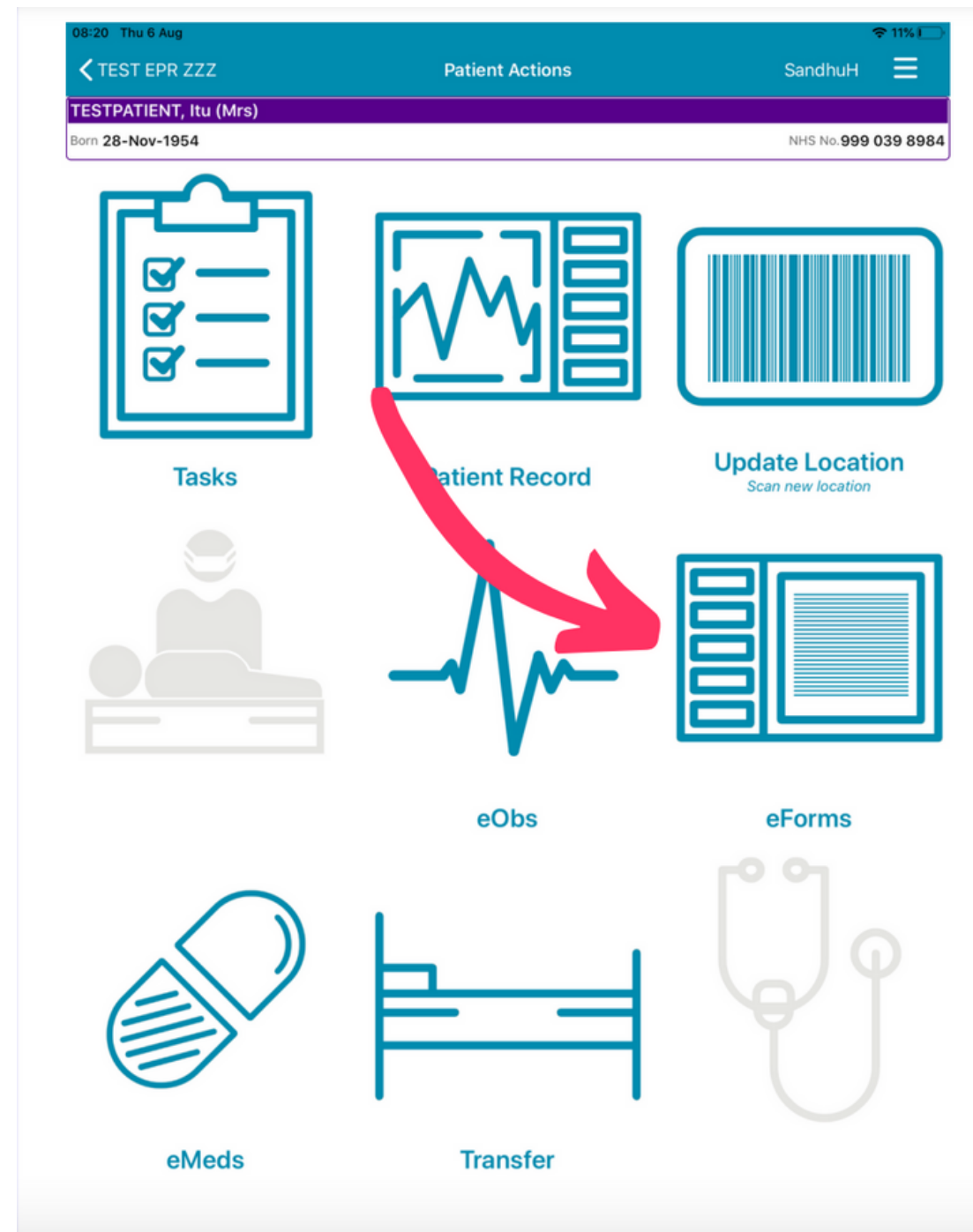
Profession	Specialty	Type	Organisation
Nursing	Accident and Emergency	General	The Leeds Teaching Hospitals NHS Trust
Nursing	Accident and Emergency	General	The Leeds Teaching Hospitals NHS Trust
Nursing	Accident and Emergency	General	The Leeds Teaching Hospitals NHS Trust

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# Adding a Clinical Note using an iPad via the PPM+ app

- 1 From your Patient's Actions select **eForms**.



2

The **Search eForms** field can be used to search for Clinical Note. Alternatively you can select it from the list.

For further information please contact:

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or ☎ 0113 206 0599

# Useful contacts

## Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.



Ext: 60599



[leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

## Informatics Service Desk

Please contact the **Informatics Service Desk** 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.



x26655



<https://lth-dwp.onbmc.com>

If you would like to make a **Request For Work to PPM+**, [Click Here](#) to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at [ITTraining.LTHT@nhs.net](mailto:ITTraining.LTHT@nhs.net) if you require **further training on PPM+** or any other Clinical System.



**PPM+ Help Site: <https://www.ppmsupport.leadsth.nhs.uk/>**

**For further information please contact:**



[leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net) or



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