

Adding a Clinical Document

Adding a Clinical Document from your desktop PC or Laptop

1

From your Ward View/MPV click the blue arrow and select **Add Clinical Document**

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ

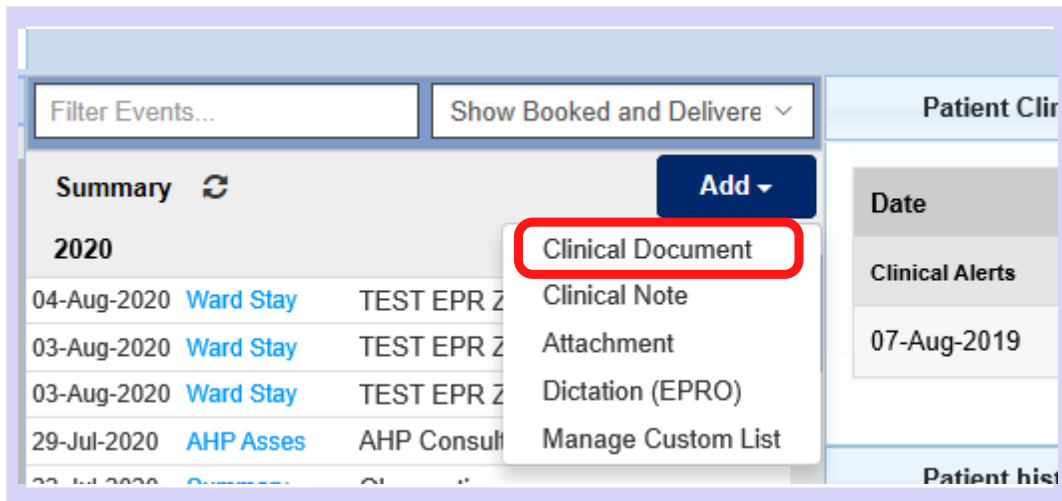
Action	Ward	Bed	Patient	Age	Time Since Arrival	Tasks	S
Bed Unassigned							
	TEST EPR ZZZ		EDITESTPATIENT Three	18y	47d 20h 51m	2 (2 overdue)	?
	TEST EPR		TESTPATIENT Itu	65y	18d 21h 28m	3 (3 overdue)	?
			TTEAM Three	5y	118d 17h 52m (WA)	5 (5 overdue)	?
			TTEAM Seven	78y	46d 23h 29m	5 (5 overdue)	?

- Single Patient View
- eMeds
- Add Clinical Note
- Dictation (EPRO)
- Add Clinical Document**
- Handover
- Manage Custom List
- Transfer

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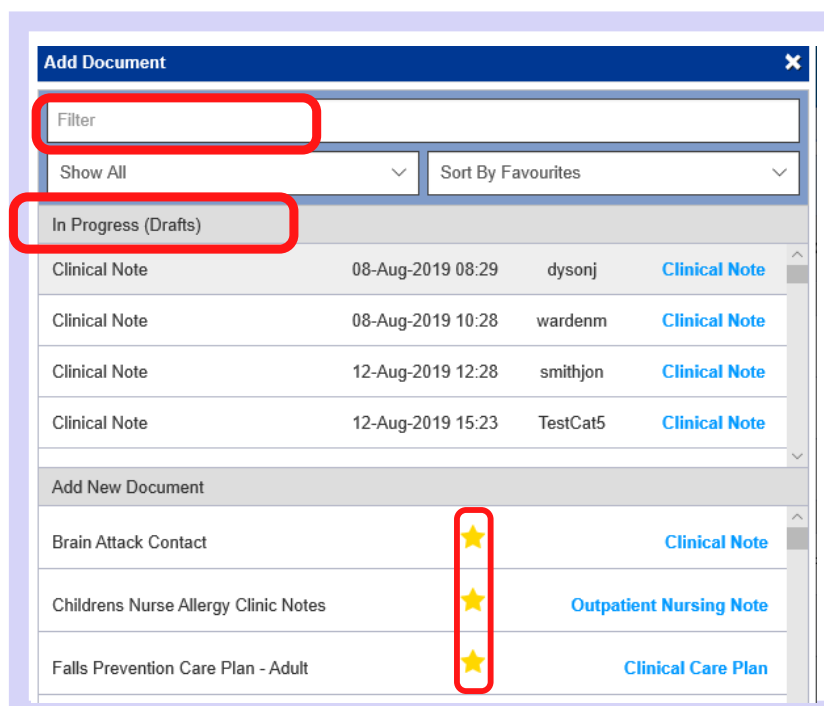
2

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



3

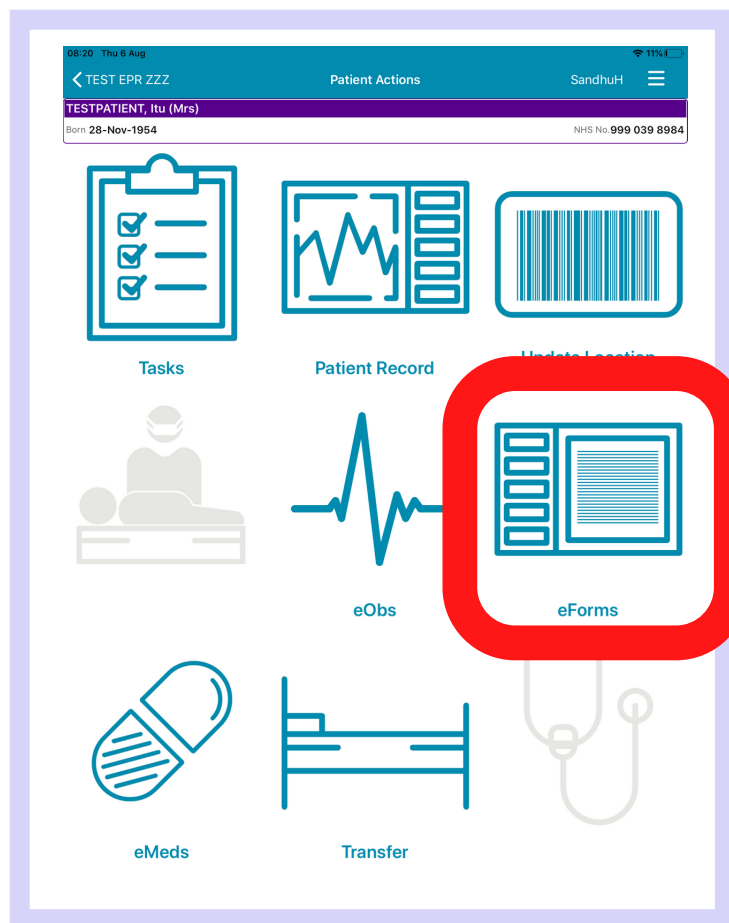
You can then search for the Clinical Document in the **Filter** field or by scrolling through
You can select the Star to favourite a form
Any document you save as a draft, can be found in the **In Progress** section



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You Can Also Add a Clinical Document Via the PPM+ Mobile App

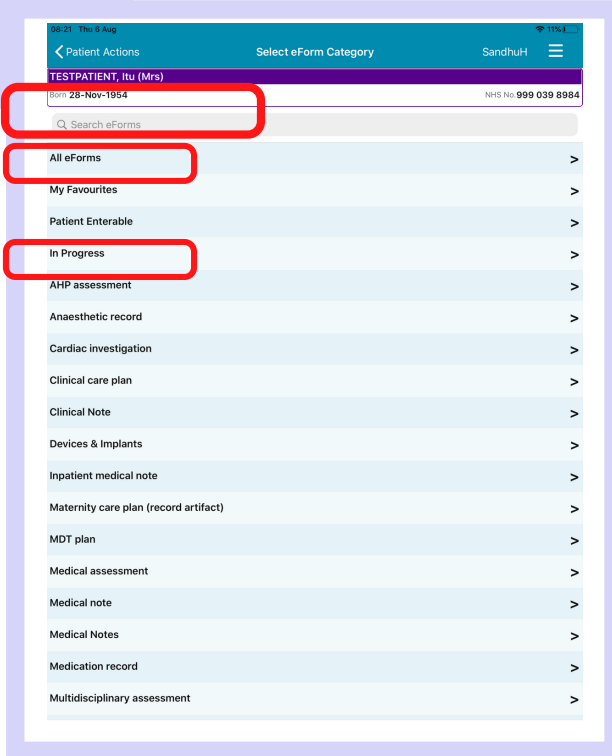
4



From your patient's dashboard select **eForms**

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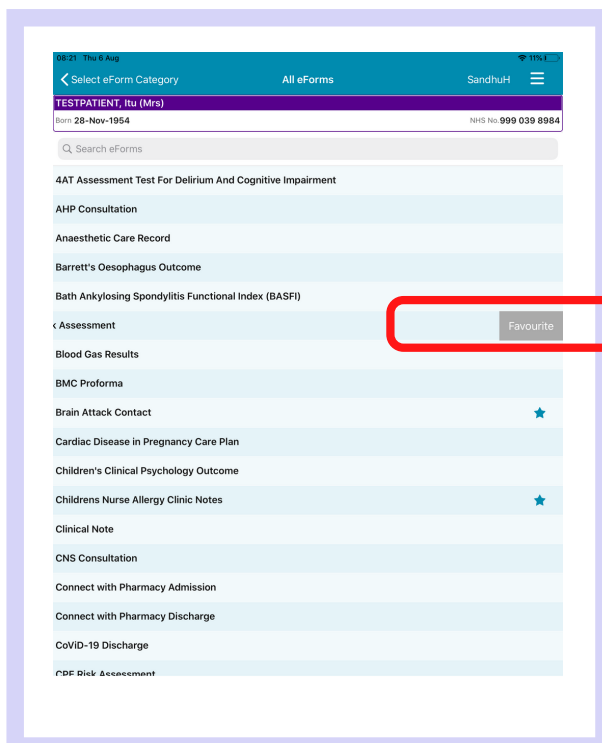


The **Search eForms** field allows you to search for a specific eForm

All eForms will allow you to scroll through all eForms

In Progress is where you can find any form you have saved as a draft

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If you swipe left on a eForm, you will be given the option to select the eForm as a **favorite**

Useful contacts

Please contact the **Implementation Team** for **Digital support & Training:** Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS.

Ext: 60345

leedsth-tr.ImplementationTeam@nhs.net

Please contact the **Informatics Service Desk** at **x26655** or informaticsservicedesk.lth@nhs.net 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/>