

CREATING A CUSTOM PATIENT LIST

Custom Patient List

Create a personalised list by adding and removing individual patients on PPM+, this includes both patients that are admitted and not admitted.

Pages 2-6

Sharing your *Custom Patient list* 7-9

Currently Admitted Patient List

This allows you to create a recently admitted patient list using multiple filters. eg: patients admitted to ward ZZZ in the last 24 hours under Doctor Smith.

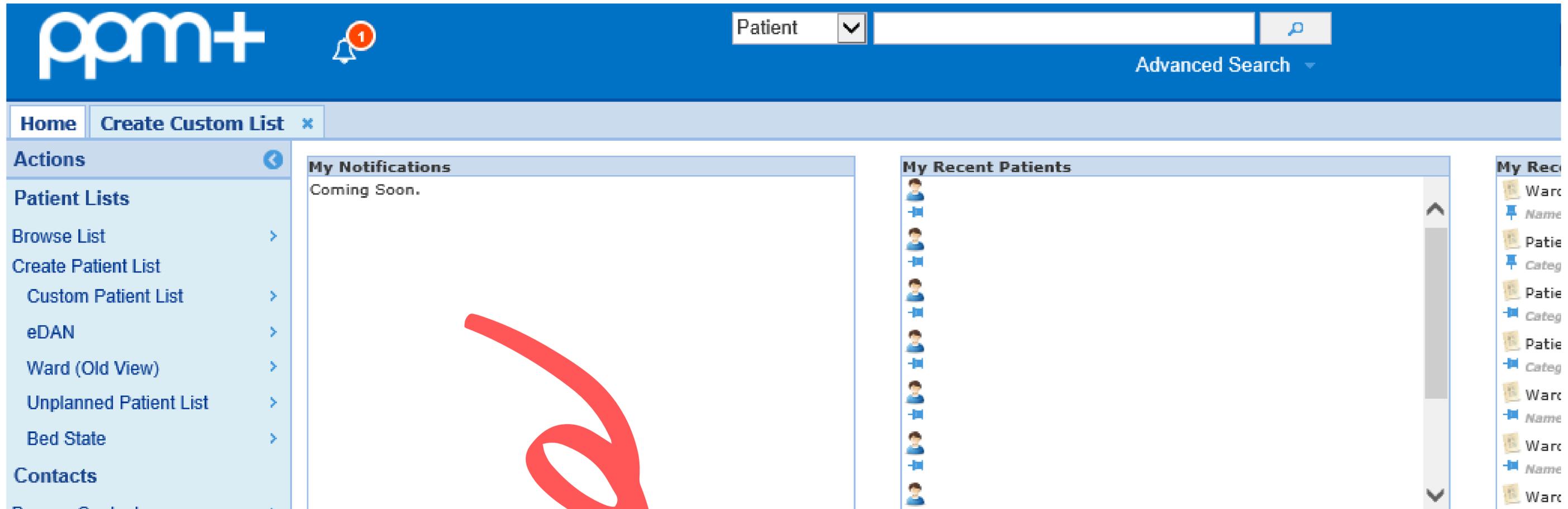
Pages 10-13

Discharged Patient List

This allows you to create a discharged patient list using multiple filters eg: ward attenders discharged from ward ZZZ in the last 24 hours..

Pages 14-15

CREATING A CUSTOM PATIENT LIST



From the PPM+ homepage click
Custom Patient List.

CREATING A CUSTOM PATIENT LIST

Custom View 1 4

Category
Patient List

Name
Enter View Name

Filters **Sharing**

Choose Filter Type 2

Patient

Search testteam **Search**

Select Patient

TESTTEAM, Five-Five (Mrs)	01-Jan-1986 999 999 9557	✓
TESTTEAM, Four (Mr)	17-Feb-1990	+
TESTTEAM, Oneppm (Miss)	01-Jun-1935 947 671 9915	+

Filter Criteria

Patient 3

TESTTEAM, Five-Five (Mrs)	01-Jan-1986 999 999 9557
---------------------------	--------------------------

Cancel **Save**

Step 1

From the category dropdown list select *Patient List*.

Step 2

From the filter types select *Patient*. Search patient by name or NHS number and click the plus icon this will add the patient to your list.

Step 3

If you add a patient to the list by mistake use the bin icon and this will remove them.

Step 4

Click *Name* to rename your *Custom List* and click save. Remember to give your Custom Patient List a unique name to differentiate it from the others

CREATING A CUSTOM PATIENT LIST

This is what your Custom Patient List will look like.

Action	Patient	NHS Number	Age	Ward	Review Date	Comments
▼	ANN TEST Ann		80y			
▼	DENTAL Test	!	45y			
▼	DENTAL Test	!	19y			
▼	TESTTEAM Five-Five	999 999 9557	34y	LPMI (LGI)		
▼	TESTTEAM Four	!	80y	TEST EPR ZZZ		
▼	TESTTEAM Oneppm	947 671 9915	85y	TEST EPR ZZZ		
▼	TESTTEAM Seven	999 009 9529	78y	TEST EPR ZZZ		
▼	TESTTEAM Six	999 009 4055	89y	TEST EPR ZZZ		
▼	TESTTEAM Three	!	4y	TEST EPR ZZZ		

Actions

The *Actions* tab will allow you to carry out the three functions shown above.

- Create a copy
- Edit Custom List
- Handover

Edit

Edit Custom List is where you can add/remove patients, share the list and rename the list.

Handover

Handover is where you can access the handover for each inpatient.

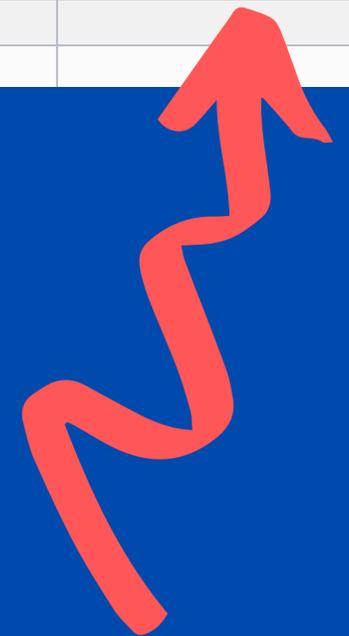
Copy

If you create a *copy* of shared list then any amendments to that copied list are only for yourself. Amendments on a shared list are reflected for all.

CREATING A CUSTOM PATIENT LIST

Test ⓘ							
Action	Patient	NHS Number	Age	Ward	Review Date	Comments	
<input type="checkbox"/>	DENTAL Test		19y				
<input type="checkbox"/>	MANTRI Test		43y				
<input type="checkbox"/>	PATIENT2 Test		66y				

From your Custom List view click on the comments column.
This is where you can add comments to the patient and change the review date.



Comments

Review Date

2020-06-15

June	2020	X				
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Comments

B I U S

test

MANAGE CUSTOM PATIENT LIST

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

Action	Ward	Bed	Patient	Age	Time Since Arrival	Tasks	Specialty	LOS	EDD	MOFD
Bed Unassigned										
TEST EPR			EDITESTPATIENT Three	18y	29d 2h 47m	3 (3 overdue)	Surgery	100d		
			PATIENT Itu	65y	3h 24m	3 (3 overdue)	Surgery	0d		
			TEAM Oneppm	85y	3h 2m	4 (4 overdue)	Surgery	0d		
			TEAM ourfourfourfour	80y	29d 55m	6 (6 overdue)	Medicine	109d	17-Apr-2020	

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

Hospital/ICR

Filter Events... Show Booked and Delivered

Patient Clinical Alerts

Summary 2020

Date	Name
High Priority Alerts	
22-Apr-2020	Infect
22-Apr-2020	Infect
07-Apr-2020	Infect
Clinical Alerts	
23-Apr-2020	Infect
13-Jan-2020	Infect
09-Sep-2019	Infect

- Clinical Document
- Clinical Note
- Attachment
- Dictation (EPRO)
- Manage Custom List

Manage Custom List

TESTTEAM, Fourfourfourfour (Mr)

Born 17-Feb-1940 Gender Female NHS No.

My Custom Lists	Selected Lists
my list +	test 99
Test (Shared) +	
test list 0506 +	
testtttt +	

Cancel + Create New List Save

This allows you to add or remove patients between your Custom Patient Lists from Manage Custom Patient List that can be found from the ward view or single patient view.

CREATING A CUSTOM PATIENT LIST

Handover Tips

The screenshot shows a web interface for patient handovers. At the top, there are navigation tabs: Home, Browse Patient Lists, Custom Patient List, and Handover. Below the tabs, there are buttons for '< Prev' and 'Next >'. The main content area displays patient information for 'DENTAL, Test', including 'Born 05-Nov-2000', 'Gender', and 'NHS No.'. A message below the patient information states: 'There is no admission record for the selected patient and thus no handover summary exists, please navigate to the Single Patient View (SPV) for further information relating to the patient you have selected.' A red arrow points from the right side of the screenshot towards the text below.

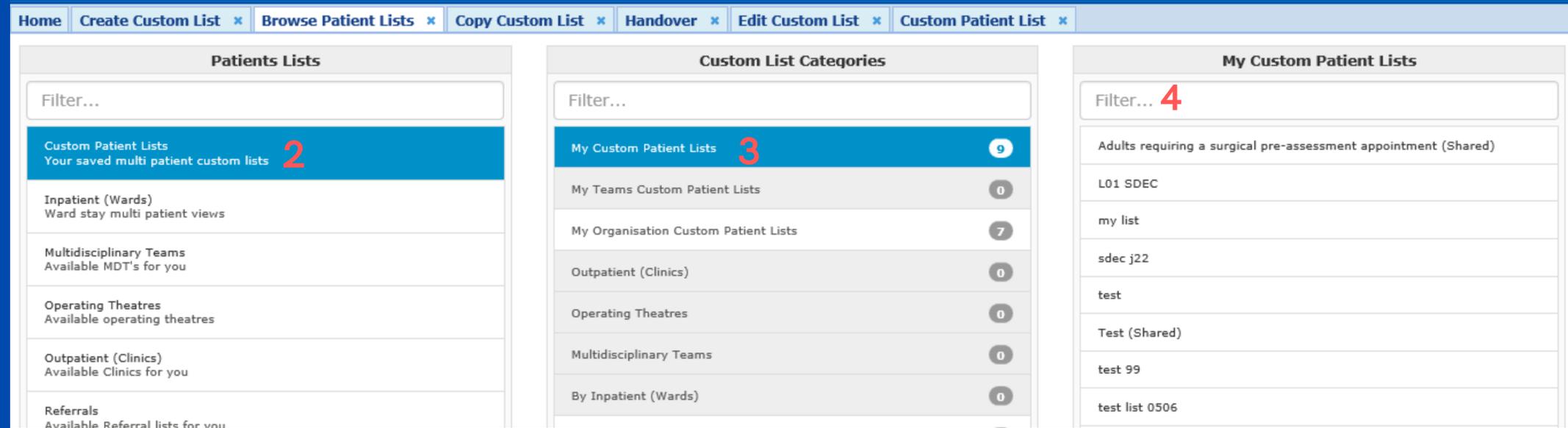
A patient on your list who is not an inpatient will not have any handover comments displayed, this is shown above.

Print Preview

Bed	Patient	Age	Clinical Summary	Handover Comment	Medical Jobs	Observation	Observation Due
	TESTTEAM Oneppm	85y	[Comment A added on zzz]	[Comment A added on zzz]	[Comment A added on zzz]		19h 53m (every 15m)
Bed 1	TESTTEAM Oneppm	85y				↑12 (3)	170h 8m (hourly)
Bed 5	TESTTEAM Three	4y					1533h (every 15m)
Bed 6	TESTTEAM Four	80y	test	test		↓2 (7)	207h 38m (4 hourly)
Bed 8	TESTTEAM Six	89y	Test	Test gfgd		↑13 (2)	1124h 20m (hourly)

Printing of Custom Lists is not advised by the Trust, if you decide to print your custom list via the handover page please be aware only patients admitted to a ward will be visible.

SHARING A CUSTOM PATIENT LIST



Step 1

From your PPM+ homepage click on *Browse List*.

Step 2

From Patient List 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.

(Shared) indicates a list has been shared with you.

SHARING A CUSTOM PATIENT LIST

Home Browse Patient Lists **Custom Patient List**

test 99 ⓘ

Action	Patient	NHS Number	Age	Ward	Review Date	Comments
▼	ANN TEST Ann		80y			
▼	DENTAL Test		45y			
▼	DENTAL Test		19y			
▼	TESTTEAM Five-Five	999 999 9557	34y	LPMI (LGI)		
▼	TESTTEAM Four		80y	TEST EPR ZZZ		
▼	TESTTEAM Oneppm	947 671 9915	85y	TEST EPR ZZZ		
▼	TESTTEAM Seven	999 009 9529	78y	TEST EPR ZZZ		
▼	TESTTEAM Six	999 009 4055	89y	TEST EPR ZZZ		
▼	TESTTEAM Three		4y	TEST EPR ZZZ		

Actions

- Create Copy
- Edit Custom List
- Handover

From the *Custom Patient List* view click on *Edit Custom List* located in the Actions tab.

SHARING A CUSTOM PATIENT LIST

Home | Create Custom List | Browse Patient Lists | Copy Custom List | Handover | Edit Custom List

Custom View

Category: Patient List (dropdown) | Name: test list 0506

Filters | Sharing **5**

Search Contact

Search: adam smith | Search

Select Contact

Smith, Adam Charles (Mr) | Senior Project Analyst

Share With

User(s)

Smith, Adam Charles (Mr) | Read List | Edit List | Delete List

Cancel | Delete | Save **8**

Step 5

Click on the Sharing tab, search for the colleague or team you want to share your list with. Please note you can only share lists with PPM+ users who have created a contact on PPM+.

Step 6

Click on the plus icon to add your colleague or team. If you add a person or team in error - use the bin icon to remove them.

Step 7

Select the tick boxes next to the users name giving them the required permissions.

Step 8

Once you have selected the required permissions click save.

CURRENTLY ADMITTED CUSTOM PATIENT LIST

Custom View

Category: Currently Admitted Patient List

Name: Enter View Name

Filters | Sharing

Choose Filter Type: Ward Stay Type

Select Ward Stay Type

Ward Stay (Inpatient & Daycase)	✓
Ward Attender	+

Filter Criteria

Ward Stay Type

Ward Stay (Inpatient & Daycase)

Choose Filter Type: Clinical Review

Select Clinical Review

Consultant	✓
Junior Doctor	✓
Nursing	✓

Filter Criteria

Clinical Review: Include Exclude

Consultant

Junior Doctor

Nursing

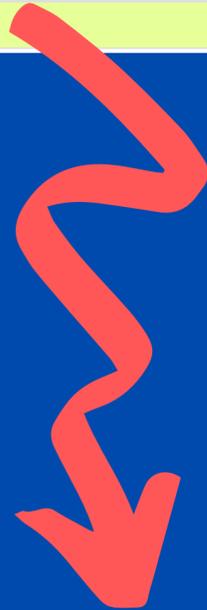
Ward Stay Type

In the category drop down list select *Currently Admitted Patient List*, then select your filter. For the ward stay type you can select between *Ward Stay* or *Ward Attender*.

Clinical Review

The next filter you can pick from is *Clinical Review*. This allows you to filter between clinician type (here you can select multiple clinicians). The include/exclude function allows you to filter further.

CURRENTLY ADMITTED CUSTOM PATIENT LIST



Current Consultant

The next filter type is *Current Consultant*. You can search by their *names, initials, GMC* and *Speciality* you can also use the include and exclude function.

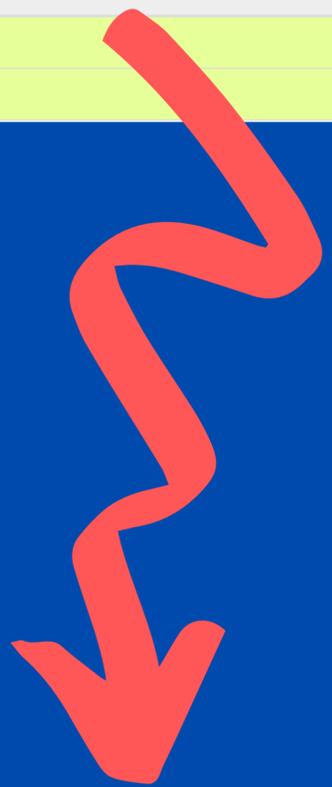


Current Consultant Speciality

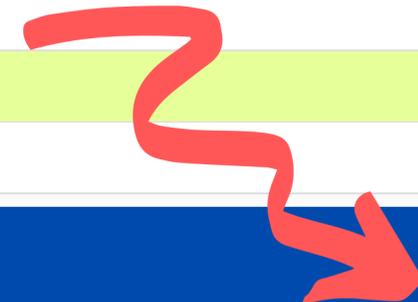
The next filter is *Current Consultant Speciality*, here you can filter by the different specialities.

CURRENTLY ADMITTED CUSTOM PATIENT LIST

Choose Filter Type	Filter Criteria																
<div style="border: 1px solid #ccc; padding: 5px;"> Current Ward ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Search <input style="width: 90%;" type="text" value="zzz"/> <div style="text-align: right; margin-top: 5px;">Search</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Select Current Ward <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e2efda;"> <td style="padding: 2px 5px;">TEST EPR ZZZ</td> <td style="text-align: right; padding: 2px 5px;">✓</td> </tr> <tr> <td style="padding: 2px 5px;">TEST EPR ZZZ1</td> <td style="text-align: right; padding: 2px 5px;">✓</td> </tr> </table> </div>	TEST EPR ZZZ	✓	TEST EPR ZZZ1	✓	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="padding: 5px;">Filter Criteria</th> <th style="padding: 5px;">Include</th> <th style="padding: 5px;">Exclude</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Current Ward</td> <td style="padding: 5px;">Include</td> <td style="padding: 5px;">Exclude</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> TEST EPR ZZZ</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> TEST EPR ZZZ1</td> <td></td> <td></td> </tr> </tbody> </table>	Filter Criteria	Include	Exclude	<input checked="" type="checkbox"/> Current Ward	Include	Exclude	<input type="checkbox"/> TEST EPR ZZZ			<input type="checkbox"/> TEST EPR ZZZ1		
TEST EPR ZZZ	✓																
TEST EPR ZZZ1	✓																
Filter Criteria	Include	Exclude															
<input checked="" type="checkbox"/> Current Ward	Include	Exclude															
<input type="checkbox"/> TEST EPR ZZZ																	
<input type="checkbox"/> TEST EPR ZZZ1																	



Choose Filter Type	Filter Criteria											
<div style="border: 1px solid #ccc; padding: 5px;"> Recent Admissions To The Hospital ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Select Recent Admissions To The Hospital <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Admitted to hospital within 24 hours (1 day)</td> <td style="text-align: right; padding: 2px 5px;">+</td> </tr> <tr> <td style="padding: 2px 5px;">Admitted to hospital within 48 hours (2 days)</td> <td style="text-align: right; padding: 2px 5px;">+</td> </tr> <tr style="background-color: #e2efda;"> <td style="padding: 2px 5px;">Admitted to hospital within 72 hours (3 days)</td> <td style="text-align: right; padding: 2px 5px;">✓</td> </tr> <tr> <td style="padding: 2px 5px;">Admitted to hospital within 96 hours (4 days)</td> <td style="text-align: right; padding: 2px 5px;">+</td> </tr> </table> </div>	Admitted to hospital within 24 hours (1 day)	+	Admitted to hospital within 48 hours (2 days)	+	Admitted to hospital within 72 hours (3 days)	✓	Admitted to hospital within 96 hours (4 days)	+	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="padding: 5px;">Filter Criteria</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Recent Admissions To The Hospital</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Admitted to hospital within 72 hours (3 days)</td> </tr> </tbody> </table>	Filter Criteria	<input checked="" type="checkbox"/> Recent Admissions To The Hospital	<input type="checkbox"/> Admitted to hospital within 72 hours (3 days)
Admitted to hospital within 24 hours (1 day)	+											
Admitted to hospital within 48 hours (2 days)	+											
Admitted to hospital within 72 hours (3 days)	✓											
Admitted to hospital within 96 hours (4 days)	+											
Filter Criteria												
<input checked="" type="checkbox"/> Recent Admissions To The Hospital												
<input type="checkbox"/> Admitted to hospital within 72 hours (3 days)												



Current Ward

Current Ward allows you to filter by multiple wards and also include and exclude.

Recent Admissions To The Hospital

The *Recent Admissions To The Hospital* filter allows you to filter by when the patient was admitted to hospital. You can select one day, two days, three days or four days.

DISCHARGE CUSTOM PATIENT LIST

Custom View

Category: Recently Discharged Patient List

Name: test 800

Filters | Sharing

Choose Filter Type: Ward Stay Type

Select Ward Stay Type:

- Ward Stay (Inpatient & Daycase)
- Ward Attender

Filter Criteria:

- Ward Stay Type
- Ward Attender

Recent Discharge

You can filter by *Recent Discharge From The Hospital* and select between one day, two days, three days or four days.

Ward Stay Type

In the category drop down list select *Currently Discharged Patient list*, then select your filter. For the ward stay type you can select between *Ward Stay* or *Ward Attender*.

Category: Recently Discharged Patient List

Name: test 800

Filters | Sharing

Choose Filter Type: Recent Discharges From The Hospital

Select Recent Discharges From The Hospital:

- Patients discharged from hospital within 24 hours (1 day)
- Patients discharged from hospital within 48 hours (2 days)
- Patients discharged from hospital within 72 hours (3 days)
- Patients discharged from hospital within 96 hours (4 days)

Filter Criteria:

- Recent Discharges From The Hospital
- Patients discharged from hospital within 72 hours (3 days)

Cancel Delete Save

Discharged From Ward

You can then filter by *Discharged From A Particular Ward*. This allows you to filter by multiple wards and also use the include and exclude function.

Choose Filter Type: Discharged From Ward

Search: ZZZ

Select Discharged From Ward:

- TEST EPR ZZZ
- TEST EPR ZZZ1

Filter Criteria:

- Discharged From Ward
- TEST EPR ZZZ
- TEST EPR ZZZ1

Include Exclude

DISCHARGE CUSTOM PATIENT LIST

This is an example of how you can search with multiple filters included.

Category: Recently Discharged Patient List (dropdown) | Name: test 800 (input)

Filters | Sharing

Choose Filter Type

Discharged From Ward (dropdown) | Search: zzz (input) | Search (button)

Select Discharged From Ward

TEST EPR ZZZ	✓
TEST EPR ZZZ1	+

Filter Criteria

- Ward Stay Type
- Ward Attender
- Recent Discharges From The Hospital
 - Patients discharged from hospital within 24 hours (1 day)
- Discharged From Ward (Include/Exclude buttons)
- TEST EPR ZZZ

Cancel | Delete | Save

