

ppm+ Home Tab

User Guide

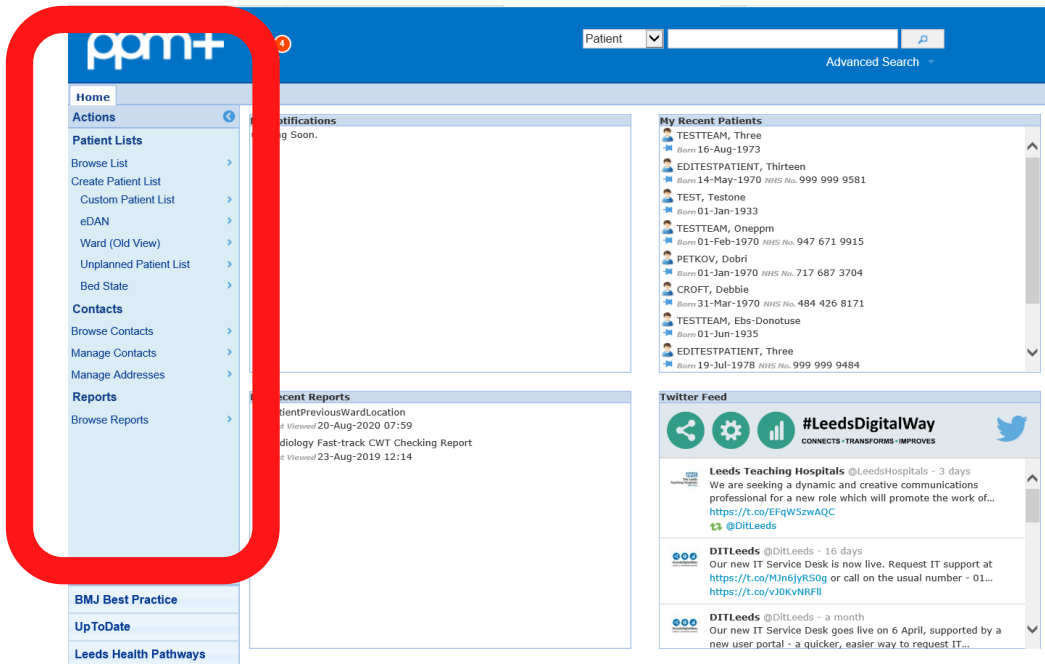
Home Tab User Guide

Contents Page

Actions	P3
My Recent Reports	P4
My Recent Patients	P5
My Recent Lists	P6
Widget	P7
Search Tool	P8
Advanced Search	P9
Options	P10

Home Tab User Guide

1 Actions



The actions list allows you to do the following:

Browse list - allows you to access any lists you have access to or have created such as custom patient lists, referrals lists and more.

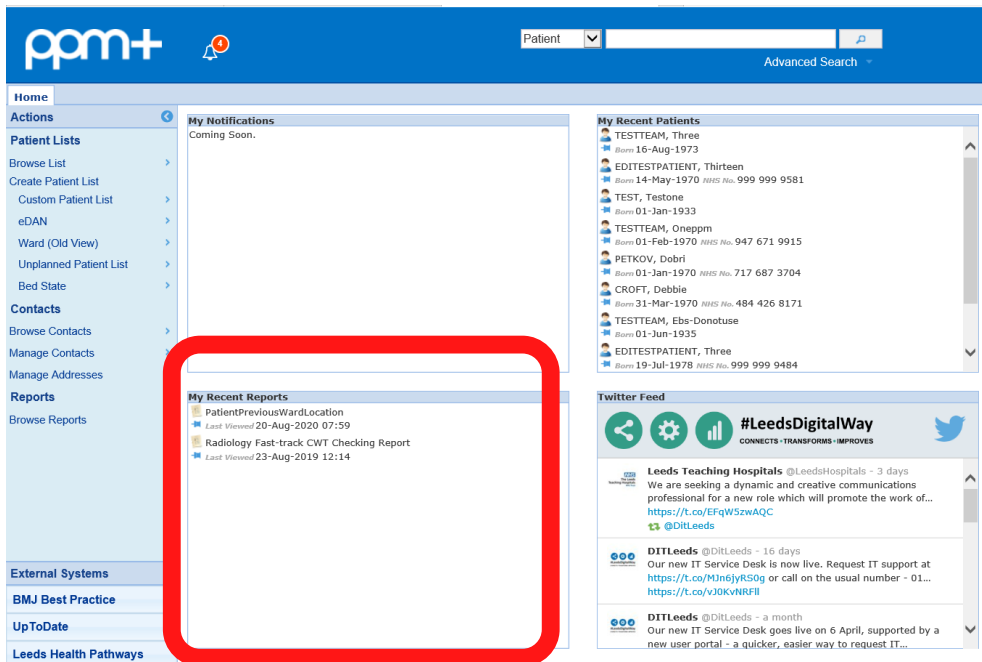
Custom patient list - enables you to create your own custom patient list.

Unplanned Patient List - The unplanned patient list is used to track patients referred to hospital via several entry points e.g A&E, PCAL. The list allows patients to be added to inform Patient Flow Coordinators of new referrals/TCI's.

Browse Contacts - search for a colleague to discover details about their contact details or memberships.

Home Tab User Guide

2 My Recent Reports

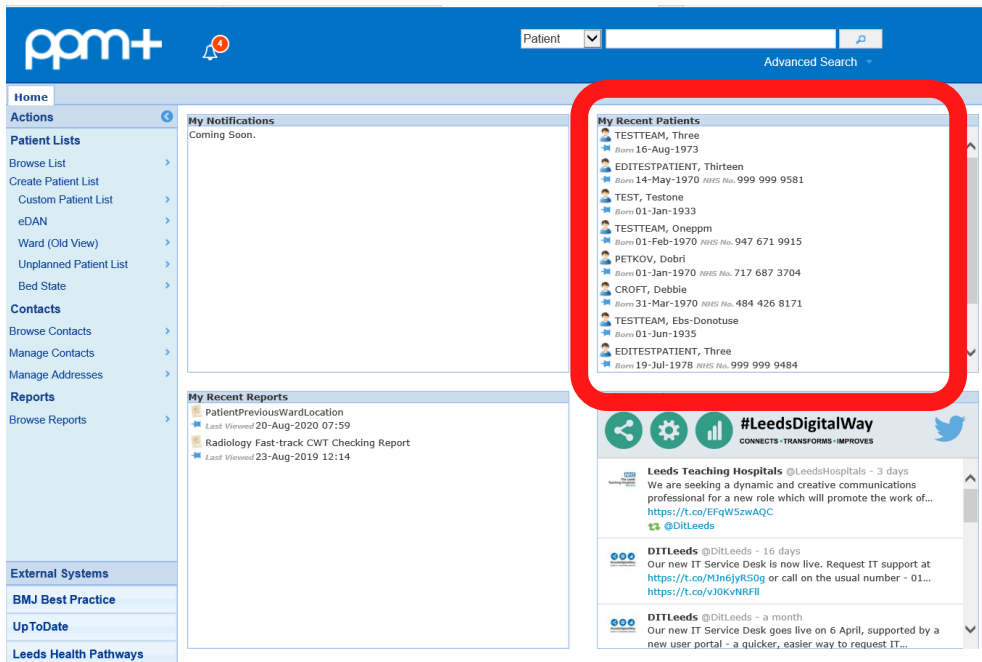


My Recent Reports can be used to quickly accessed any reports you have previously opened.

You can also use the pin, to pin any recent reports you have accessed.

Home Tab User Guide

3 My Recent Patients



My Recent Patients allows you to quickly access any patients record who's single patient view you have recently opened.

By clicking on the blue pin, you can pin any list to this column, for quick and easy access.

Home Tab User Guide

4 My Recent Lists

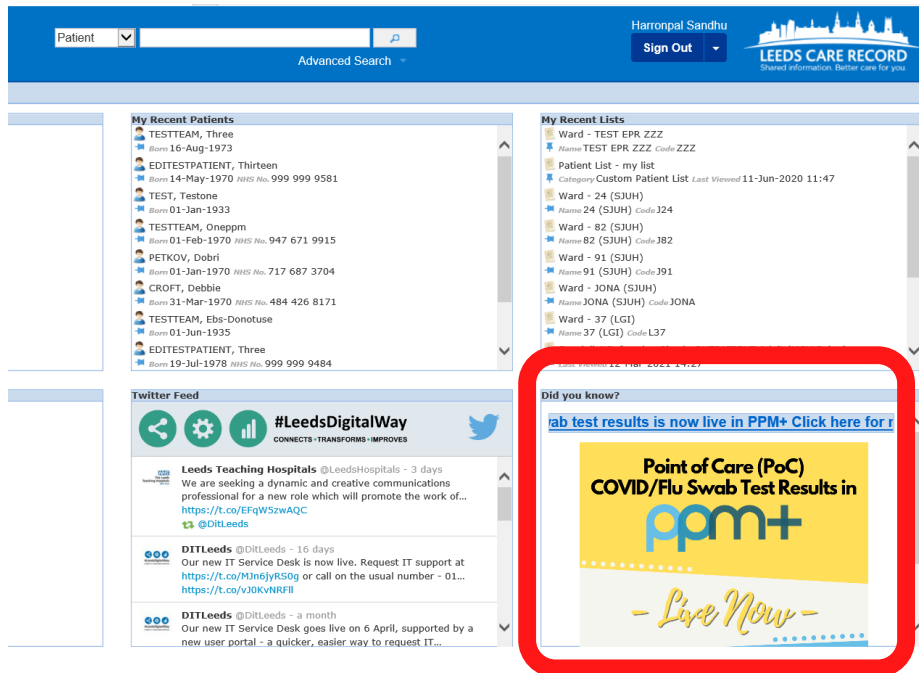


My Recent Lists allows you quick access to any ward views or custom patient lists you have recently opened.

Ward views/Custom patient lists can also be pinned, by selecting the blue pin.

Home Tab User Guide

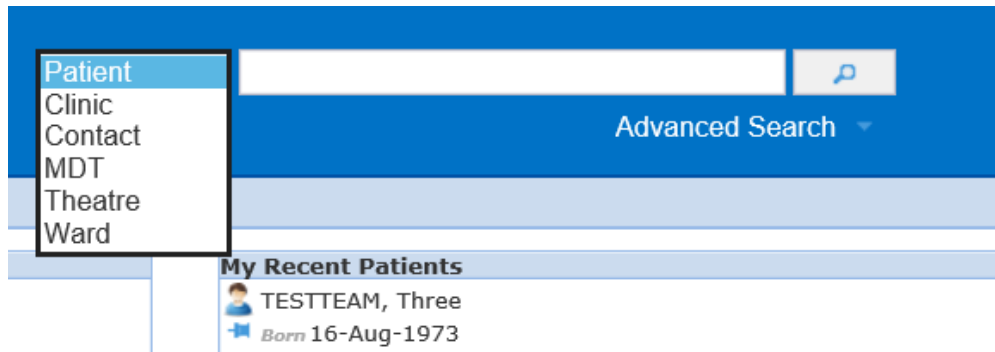
5 Widget



A dynamic image of new PPM+ functionality including clickable links to access further information/guides/e-learning.

Home Tab User Guide

6 Search Tool



You can use the **search** function to search for the following:

Patients - search by name or NHS/PAS number to view the patients Single Patient View.

Clinics - search for a clinic to see what time and days they are running as well as where they are located.

Contacts - search by your colleagues name, to view contact details/memberships .

MDT - this allows you to search for MDT's and see information such as which day they meet, the time and the location. You can select the team to find out more information about their patients.

Theatres - displays a list of all the theatres in the trust.

Wards - search for the ward to open up their ward view .

Home Tab User Guide

7 Advanced Search Tool

The screenshot shows the 'Advanced Search' tool in a blue header bar. A red box highlights the 'Advanced Search' button. Below the header, a modal form is open with the following fields:

- Forename:
- Surname:
- NHS number:
- Postcode:
- Date of Birth: 28

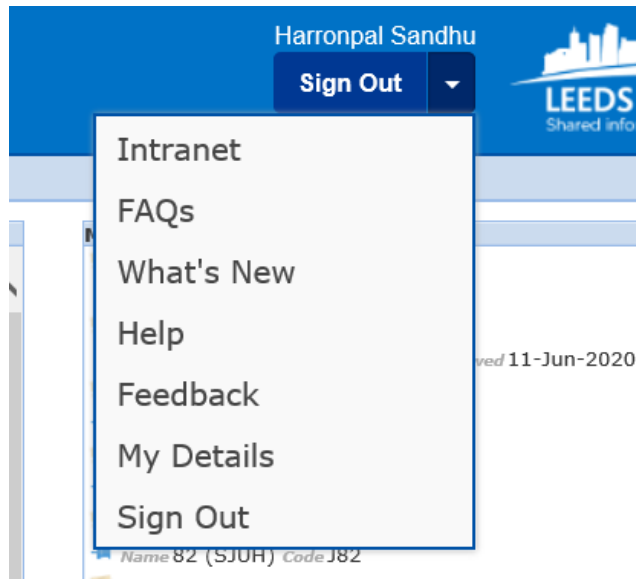
At the bottom of the form are three buttons: Search, Cancel, and Clear. Below the form, a patient record snippet is visible, showing 'Born 01-Jun-1935'.

The **advanced search** is particularly useful when searching for a patient.

It allows you to include the patients postcode/date of birth in the search.

Home Tab User Guide

8 Options Menu



The Options Menu allows you to do the following:

Intranet - opens up the trust intranet page .

FAQS - a list of the most frequently asked questions regarding PPM+.

What's new - A page including a description and links to any guides/e-learning regarding new functionality in PPM+.

Help - a link to the PPM+ help site, where you can find links to guides and e-learning regarding PPM+ functionality.

Feedback - where to go if you need help using PPM+ or EHR improvement suggestions.

My details - allows you to edit your own contact details

Useful contacts

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

Ext: 60599

leedsth-tr.ImplementationTeam@nhs.net

Please contact the **Informatics Service Desk** at **x26655** or <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.ppm-support.leedsth.nhs.uk/>