



## Hint and Tips

Introduced to enable you to make the most out of Leeds Care Record

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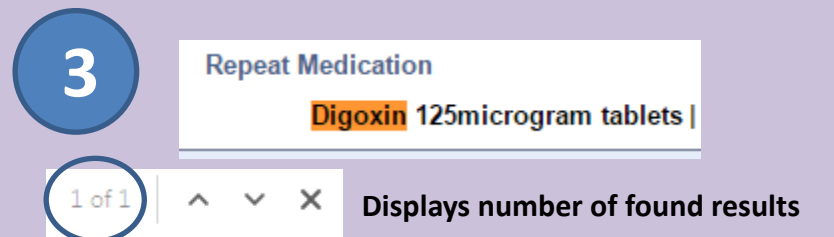
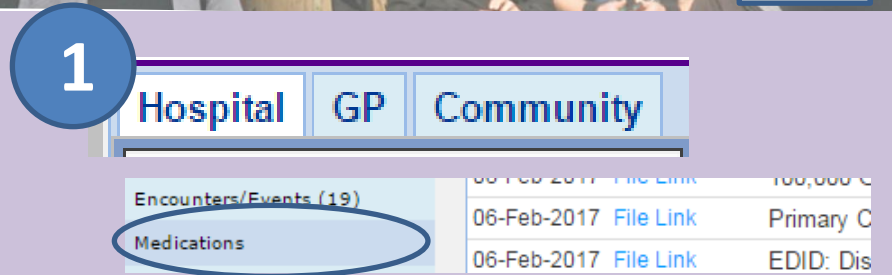
## Want to find a specific medication?

1 Navigate to the Medications section on the relevant organisation tab

2 Using your keyboard:

hold Ctrl + F together and then type the name of the drug you are searching for

3 Your results will then be highlighted on the page and saves you time manually searching





## Did you know you can download / print Hospital letters on your patient?

- 1 Go to the Hospital tab
- 2 Click on **Clinical Documents**
- 3 Click your letter (*File Link/EPRO letters*)
- 4 Hover over the letter with mouse
- 5 Select 'Download' or 'Print' icons that appear over the letter



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TEST, Beryl (Ms)

All

Alerts (1)

Allergies

eMeds Allergies

Audits/Tracking (2)

**Clinical Documents (136+)**

Dictation (EPRO)

Case Notes

**Hospital** GP Community

Filter Events... Show Booked

**Summary**

**2017**

02-May-2017	<a href="#">Annotation</a>	Microbiology Infection
02-May-2017	<a href="#">File Link</a>	Infection Prevention
24-Apr-2017	<a href="#">File Link</a>	Surgical Booking
16-Feb-2017	<a href="#">File Link</a>	Primary Care Access
08-Feb-2017	<a href="#">File Link</a>	100,000 Genomes Proj

**Surgical Booking**

TEST, Beryl (Ms) Born: 17-Nov-1981 Gender: Female NHS Number: 999 042 8514 Address: Leeds General Infirmary, Great George Street, Leeds, LS1 3EX PAS No: 3928487

**Author**

Author	Date	Time
bouffles	24-Apr-2017	12:14:43

**Responsible Consultant**

Consultant	Consultant Location
FONG, Yiew Fah (Mr)	Leeds General Infirmary
Combined Case	No

**Procedure details**

Main Procedure	Side
Test test	Not Applicable
Estimated surgical severity	Intermediate
Sub Procedure(s)	-

Location

# IMPORTANT

Regarding Your Account Usage



Login address

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**Your Leeds Care Record account will become deactivated if you do not use it.**

- **Logging into the portal on a regular basis will ensure that your account is kept activated.**
- **If you do not log into Leeds Care Record, after a period of 90 days (3 months), your account will become deactivated and you will not be able to use your account credentials anymore.**
- **We recommend that you log into Leeds Care Record routinely to keep your account active.**

URL: <https://leedscarerecord.leedsth.nhs.uk>

ppm+

LEEDS CARE RECORD  
Shared information. Better care for you.

[Login](#) [Login SmartCard](#) [Terms & Conditions](#)

User Name:

Password:

Organisation:

[Problem logging in?](#)

By logging on to PPM+ I hereby declare that I will adhere to the [Terms and Conditions](#) of its use.

Data imported from other clinical systems such as radiology, pathology and prescribing systems are used at the discretion of the user. Please be aware that ppm+ should not yet be considered a full electronic patient record and can only therefore be treated as an electronic guide. ppm+ users are bound by the Trust policies for the use of information.

#### Help Using the Service

This EPR is available to authorised users only. If you are having problems logging in or using the service, please contact the IT Service Desk on the following number. Tel: 0113 392 6655 (Mon-Fri 8am-6pm)

#### Suggestions for EPR Improvement

If you have any development ideas or comments on your experience of using the EPR, please send your comments via the feedback facility within the EPR. We do appreciate your help.

**Use It** or **Lose It**  
The 90 day rule





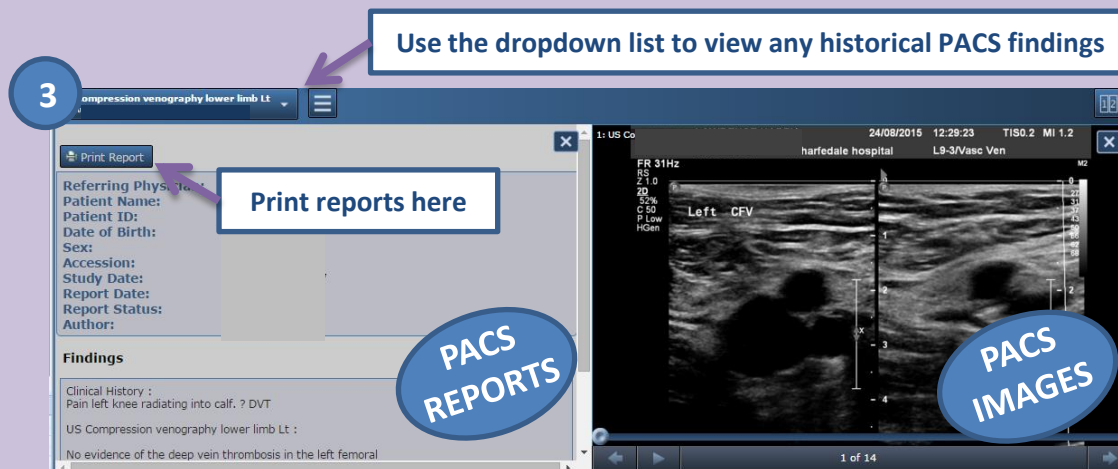
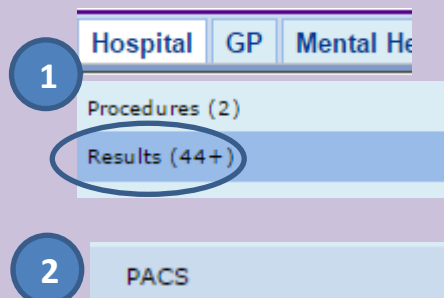
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## Views PAC's medical images\* alongside patient reports / findings:

- 1 Navigate to the Results section on the Hospital Tab
- 2 Under results, select PACS\*
- 3 You will then be presented with the patients PACs images and reports

\* GPs and specialist teams given access to PACs only



**IMAGES MUST ONLY BE USED FOR CLINICAL REVIEW PURPOSES. THEY ARE NOT OF SUFFICIENT QUALITY TO BE USED FOR DIAGNOSIS OR PATIENT MANAGEMENT. ONLY REPORT TO A PATIENT IF YOU ARE CLINICALLY QUALIFIED TO DO SO.**



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## View patient appointments from Leeds Teaching Hospitals & Leeds Community Healthcare.

- 1 Click on the relevant organisation tab.
- 2 Click on 'Encounters / Events' from the left.
- 3 View relevant appointment information in the list.

**Red:** May be shown for hospital appointments that never happened. For example DNA (Did Not Attend), the clinic cancelled etc...

Any hospital planned appointments display at the top of the list and indicate a future booked appointment (LTHT).

The screenshot shows the Leeds Care Record interface. At the top, there are four tabs: 'Hospital', 'Mental Health', 'Community', and 'Adult Social Care'. The 'Community' tab is selected. Below the tabs, there is a section titled 'Encounters/Events (6)'. Under this section, there is a table of planned appointments. The table has three columns: Date, Appointment Name, and Status. The first row is highlighted in grey and shows '09-Oct-2015' for 'LIGHT TX (LIGHT TX) 11:40' with a status of 'OutPatient'. The second row shows '08-Oct-2015' for 'PHOTOTHERAPY CLINIC (BR...' with a status of 'OutPatient'. The third row shows '08-Oct-2015' for 'DAVID TURNER (DAVID TUR...' with a status of 'OutPatient'. The fourth row shows '20-Jul-2015' for 'DR GOULDEN GENERAL (Dr...' with a status of 'OutPatient'. A purple arrow points from the text 'Click to appointment to view more information' to the '08-Oct-2015' row. Another purple arrow points from the text 'These appointments only show booked schedules and do not currently indicate any waiting periods.' to the '20-Jul-2015' row.

Planned		
09-Oct-2015	LIGHT TX (LIGHT TX) 11:40	OutPatient
08-Oct-2015	PHOTOTHERAPY CLINIC (BR...	OutPatient
08-Oct-2015	DAVID TURNER (DAVID TUR...	OutPatient
20-Jul-2015	DR GOULDEN GENERAL (Dr...	OutPatient

Click to appointment to view more information

These appointments only show booked schedules and do not currently indicate any waiting periods.



**Use 'Emergency Access' to view patient records that are not linked directly to your organisations system.**

Examples include:

- Medical emergency
- Temporary patient care required
- Patient referral not yet processed
- Where direct care is required

**GP users can choose 'Link the patient' to permanently unlock that patients record in Leeds Care Record.**

A patient record must be held within Leeds Teaching Hospitals NHS Trust.

## Follow these steps:

Search for your patient in Leeds Care Record:

Patient   [Advanced Search](#)

Choose 'Other Organisations':

☐ My Organisation  
☒ Other Organisations

Select correct patient from the list:

Home Patient Search x	
Name	Address
TEST, Beryl (Ms)	47 Longroyd Grove, Leeds, LS11...
TEST, Beryl (Master)	Leeds General Infirm, Great George...

Proceed with 'Emergency Access' to unlock the patient's record for 24hrs.

### Emergency Access

You are about to gain emergency access to a patient record held by another organisation for the next 24 hours.  
In continuing with this request you are confirming this information is being used to provide ongoing direct patient care and acknowledging this action will be audited.





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Leeds Community Healthcare NHS Trust are now contributing relevant information from their patient's health records.

Examples include:

- Live referrals to community services
- The presence of a care plan
- Comprehensive FAQs to support collaborative working
- Medications
- Observations
- Vaccinations
- Encounters/events

The Community tab is updated via a feed from Leeds Community Healthcare NHS Foundation Trust which is refreshed regularly to assure the information is kept up to date.

### FAQ, Community Contacts and Abbreviations

<http://www.ppmsupport.leedsth.nhs.uk/Resources/LCHFAQ.pdf>

**Referral Requests**

Status	Service Line	Referral Source	Referral Reason	Caseload	Team	Referral Received Date	Initial Contact Date
Waiting - No Date	GRM: Gateway Referral Management	GP Practice - GP	Assessment and care	Gateway Referral Management	GRM: Gateway Referral Management	02-Dec-2016	
Seen	NGH: Pudsey Neighbourhood	Gateway Service	Assessment and care	Test, Katie	NGH: Pudsey Neighbourhood	02-Dec-2016	03-Dec-2016
Waiting - No Date	ADP: Adult Domiciliary Physiotherapy	GP Practice - GP	Neurological Problem	MSK Domiciliary W	ADP: Adult Domiciliary Physiotherapy	01-Mar-2016	
Seen	NGH: Pudsey Neighbourhood	District Nursing Twilight Service	Assessment and care	Test, Katie	NGH: Pudsey Neighbourhood	30-Jan-2016	01-Feb-2016
Waiting - No Date	POD: Podiatry Service	GP Practice - Practice Nurse	Loss of Sensation	Doms Pod A West	POD: Podiatry Service	20-Jan-2016	
Waiting - No Date	POD: Podiatry Service	GP Practice - Practice Nurse	Loss of Sensation	Doms Pudsey	POD: Podiatry Service	24-Dec-2015	

**Care Plans**

Category	Status	Start Date	Care Manager	Telephone
Nurse Assessment 6 units	Ended	07-Dec-2016	Miss Daisy Apple	0113 :Staff line)
Observations 3 units	Ended	07-Dec-2016	Mr Duke Shrewsbury	0113 :Staff line)
Nurse Assessment 6 units	Ended	05-Dec-2016	Miss Becky Johansson	0113 :Staff line)
Observations 3 units	Ended	03-Dec-2016	Jo-Anne Colten	0113 :Staff line)
B - Routine Foot care	Ended	10-Feb-2016	Miss Daisy Apple	
Medication PM - 1pu	Ended	30-Jan-2016	Mrs Abby Defoe	0113 :Staff line)

Use the **left hand navigation menu** to view further details. Items greyed out are not currently available to view.





## Adult Social Care Contacts

You can now view the various citywide Adult Social Care teams contact numbers in Leeds Care Record.

Click the 'HELP' link on the Adult Social Care tab and scroll to the bottom to view the contacts.

Deprivation Of Liberty Safeguarding Teams	Adult Reviewing Teams	Neighbourhood Care Management Teams
Carers Review Teams	Deaf Across Leeds Enablement Service Teams	Disability Services Teams
Emergency Duty Teams	Joint Care Management Teams	Learning Disability Services Teams
Residential Day Care & Review Teams	Transitions Service Teams	Citywide Location Teams

[Hospital](#) [GP](#) [Mental Health](#) [Community](#) [Adult Social Care](#)

There is currently an open referral to Leeds City Council for this patient.

Below is a summary of the data held in the Adult Social Care systems for this patient. A glossary of the terms is available [HELP](#).

Please consider discussing with this patient or if you require more information please contact the Leeds City Council Duty Team on 0113 3760341 (Mon - Fri)