



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# Taking Photos In Clinical Note

USER GUIDE



#LeedsDigitalWay

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## Taking Photos In Clinical Note

You can now take photos on a Trust iPad using the PPM+ Mobile App

For **direct care purposes** you do not need written consent to take a photo, however it is important to ask permission if the patient has capacity. If they don't have capacity, then a **Mental Capacity Act Assessment** should be completed. The image can be captured under the patients **best interests**.



To take a photo as part of a clinical note go to the PPM+ mobile app and select '**e-Forms**' from within the patient's dashboard. Then click on '**Add Clinical Note**'

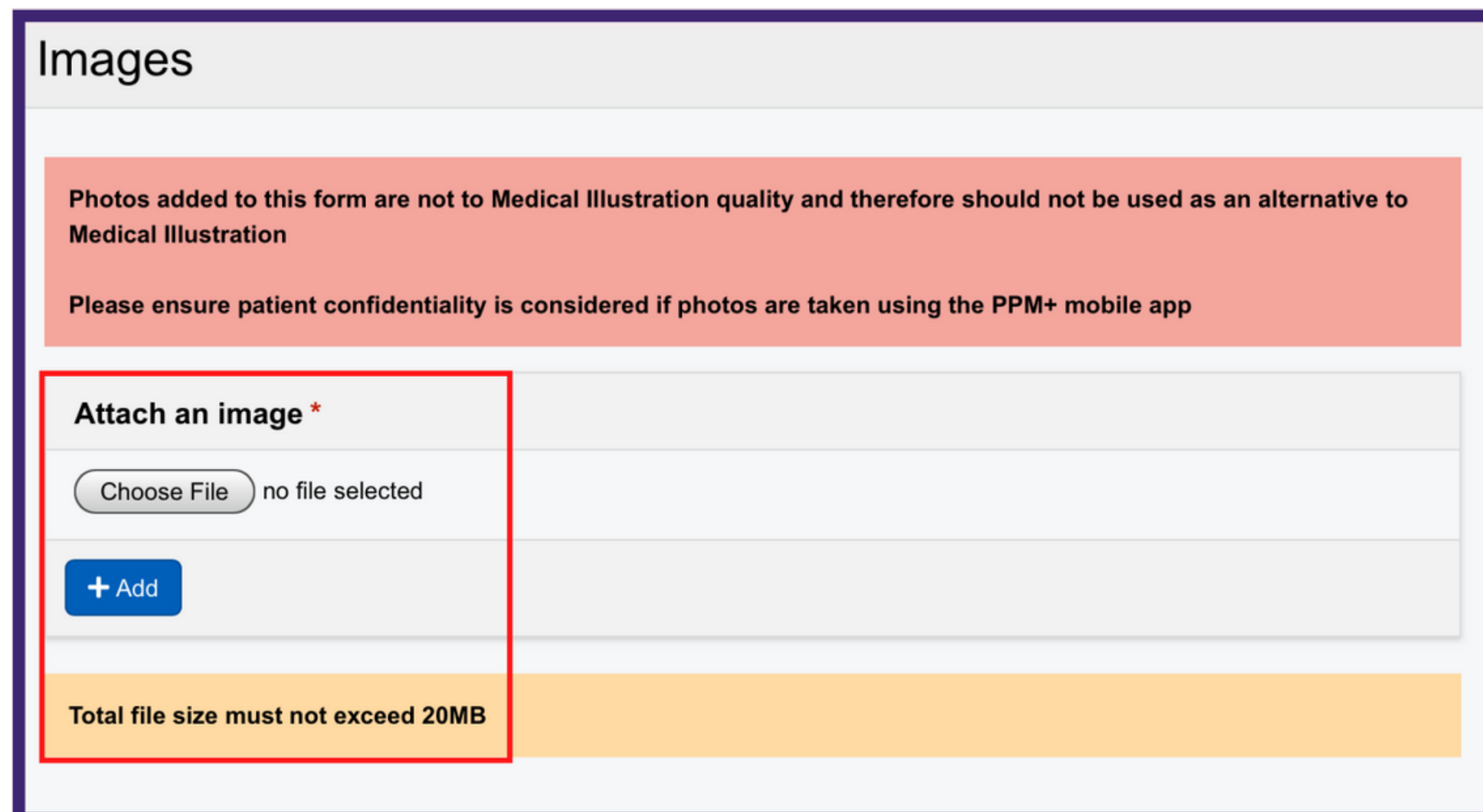
A screenshot of the PPM+ mobile app's clinical note form. The form is titled 'Clinical Note' and is for patient 'O'TEST, Becky (Ms)' with NHS number '999 000 1138'. The form includes fields for Author (DUFFIELD, Sarah (Miss)), Date of activity (8 Mar 2022), Time of activity (11:41), Profession (Admin), Specialty (General Practice), and Type of note (General). There are also fields for Subject Line and Image Title Here, and a Notes section with a text area containing 'Test'. A red box highlights the Subject Line and Image Title Here fields. A blue triangle is visible in the bottom right corner of the screenshot.

Please ensure that all **mandatory** fields are completed and a subject line is added for the captured image(s).

**For further information please contact:**

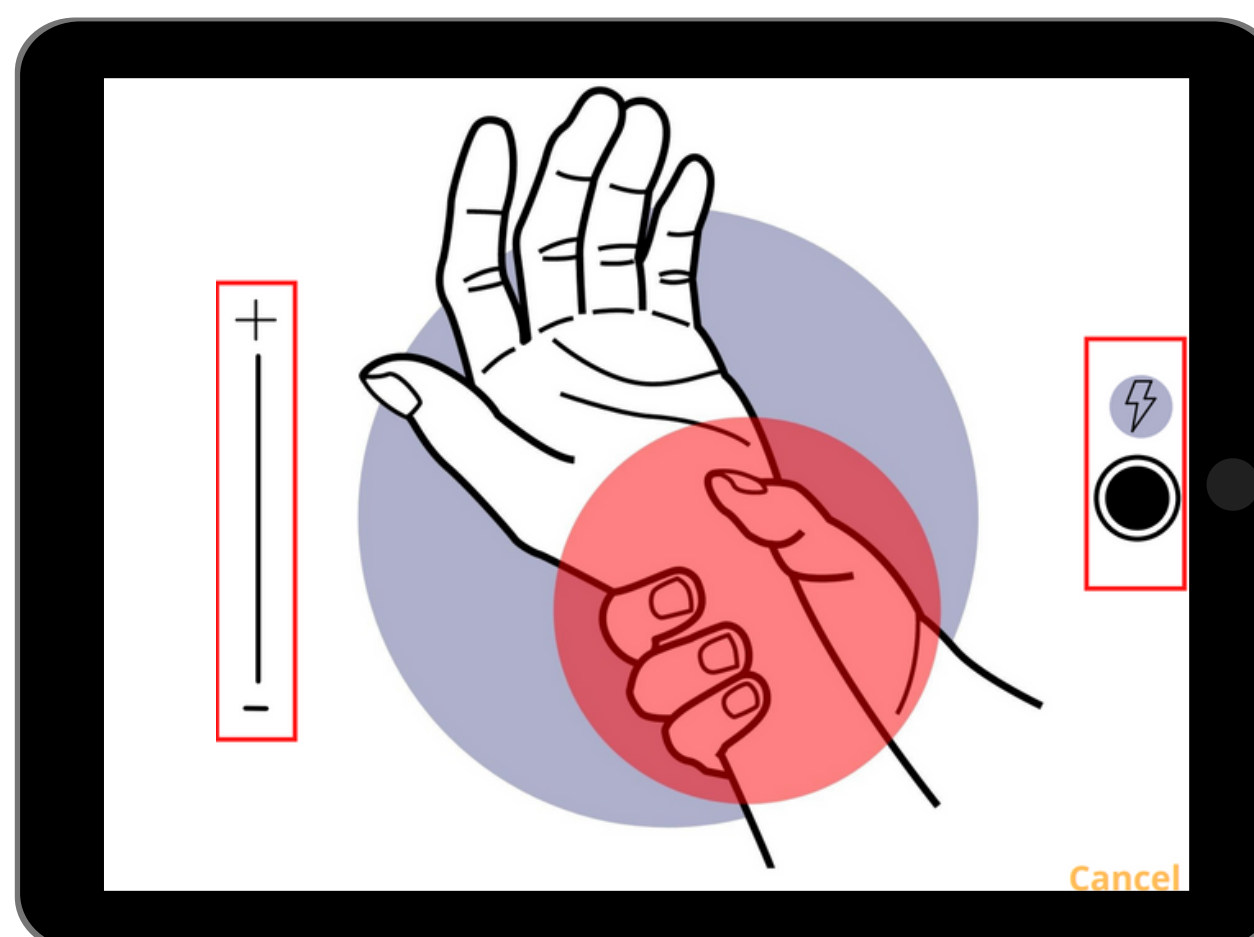
✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or ☎ 0113 206 0599

Scroll down and click the '**Choose File**' button which will open the camera function on the iPad. You can also add additional images via the '**+Add**' button.



Images added to clinical notes are **not intended to replace Medical Illustration Photography**, therefore should not be used as an alternative to Medical Illustration and should not be used for diagnostic purposes. Please ensure **patient confidentiality** is considered when photos are taken using the PPM+ mobile app.

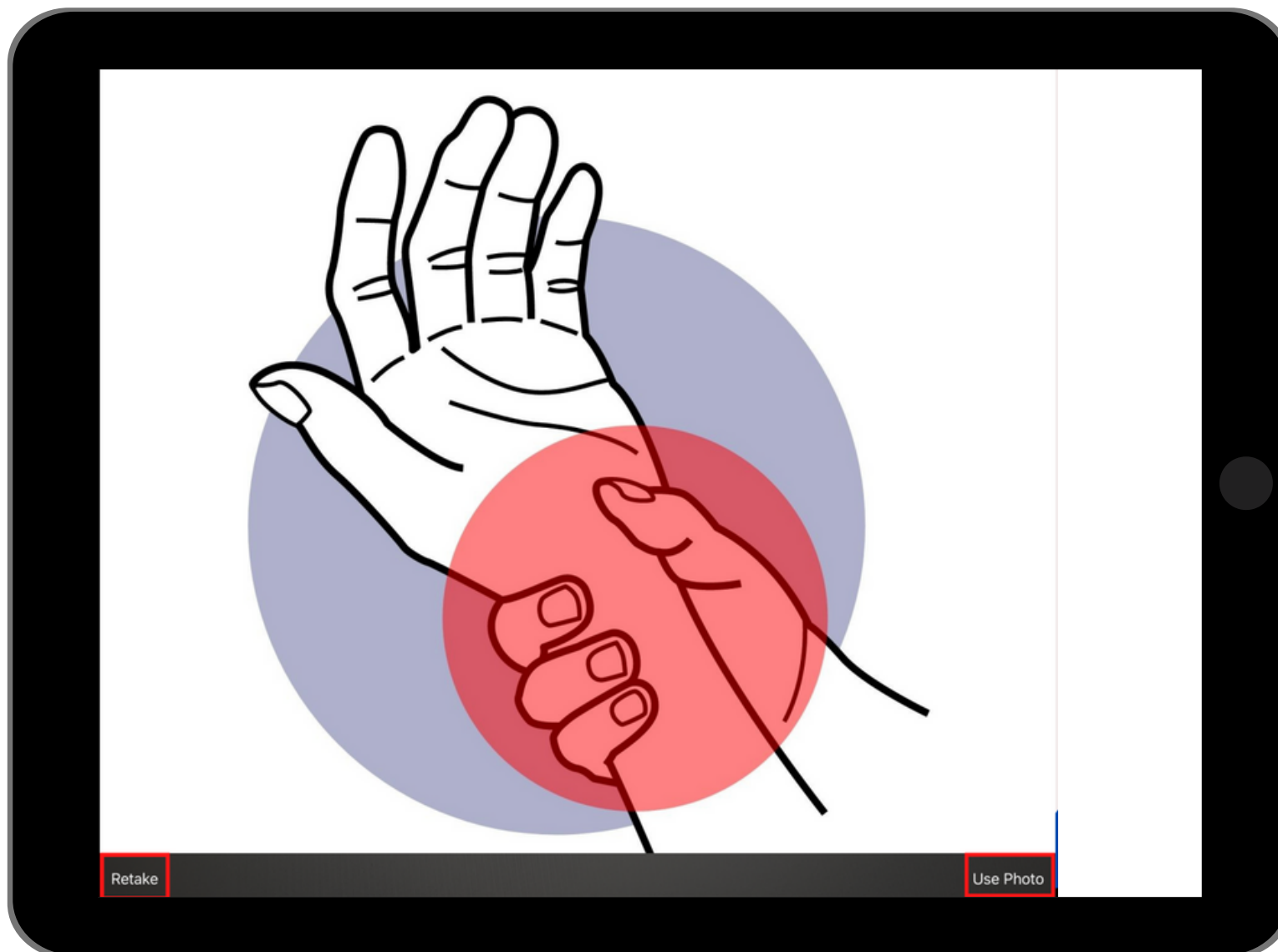
Once the camera has opened on the iPad you can **zoom** into the subject by using the slider on the left. You can also turn on the camera's flash if the lighting condition is poor (Please note this may not be possible if using an iPad mini). To capture the image, click on the white circle on the screen of the iPad.



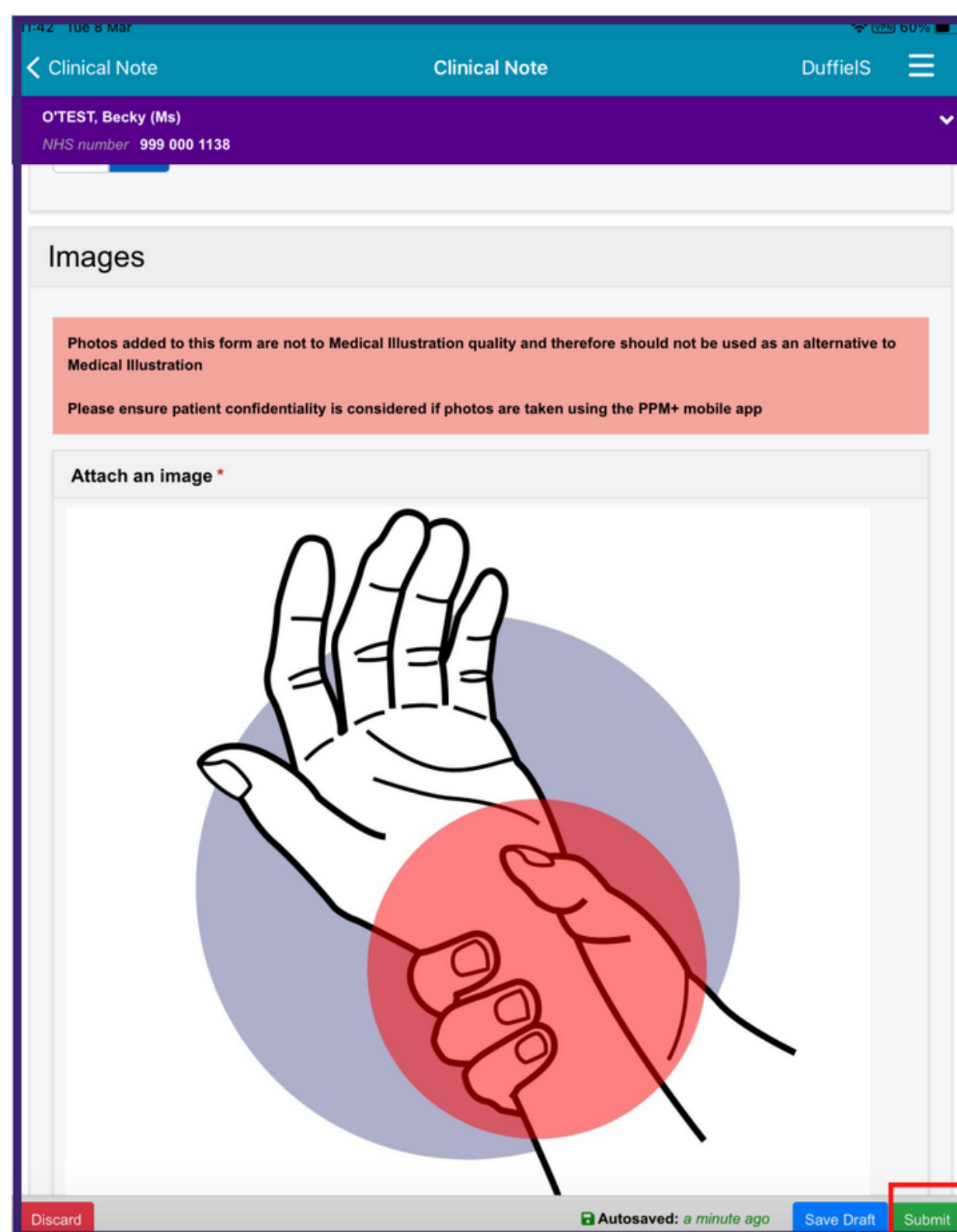
**For further information please contact:**

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

At the bottom of the captured screen it will give you the option to either use the photo or retake the image. Click on **'Use Photo'** once you're happy with the image displayed.



Scroll down to the bottom of the page and click the **'submit'** button to add the clinical note to the patient's record.



View the completed document within the patient's record on the **desktop version** of ppm+. It is not currently possible to view the captured images on PPM+ Mobile once submitted.

**For further information please contact:**

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

The completed Clinical Note eForm will be displayed within the **'Event List'** on the patient's record. You can filter the list to only show relevant documents by entering **'Clinical Notes'** in the **'Filter Events'** box.

clinical notes Show Booked and Delivered

Summary Add

2022

08-Mar-2022 Summary Clinical Notes

ppm+ Leeds Care Record

Patient: O'TEST, Becky (Ms) GP: BOLAND, M (Dr)

Filter Events... Show Booked and Delivered

Summary Add

2022

Date	Type	Description
15-Mar-2022	Referral	Referral: Requested - Dietetic (CA...)
08-Mar-2022	Summary	Clinical Notes
16-Feb-2022	Summary	Observations
31-Jan-2022	Mental Capa...	4AT Assessment Test For Delirium...
25-Jan-2022	Patient Prefe...	ReSPECT: WELSH, Thomas (Brig...
25-Jan-2022	Alerts	ReSPECT
14-Jan-2022	Alerts	Data Quality
10-Jan-2022	Alerts	Data Quality
10-Jan-2022	Alerts	Data Quality

View Document

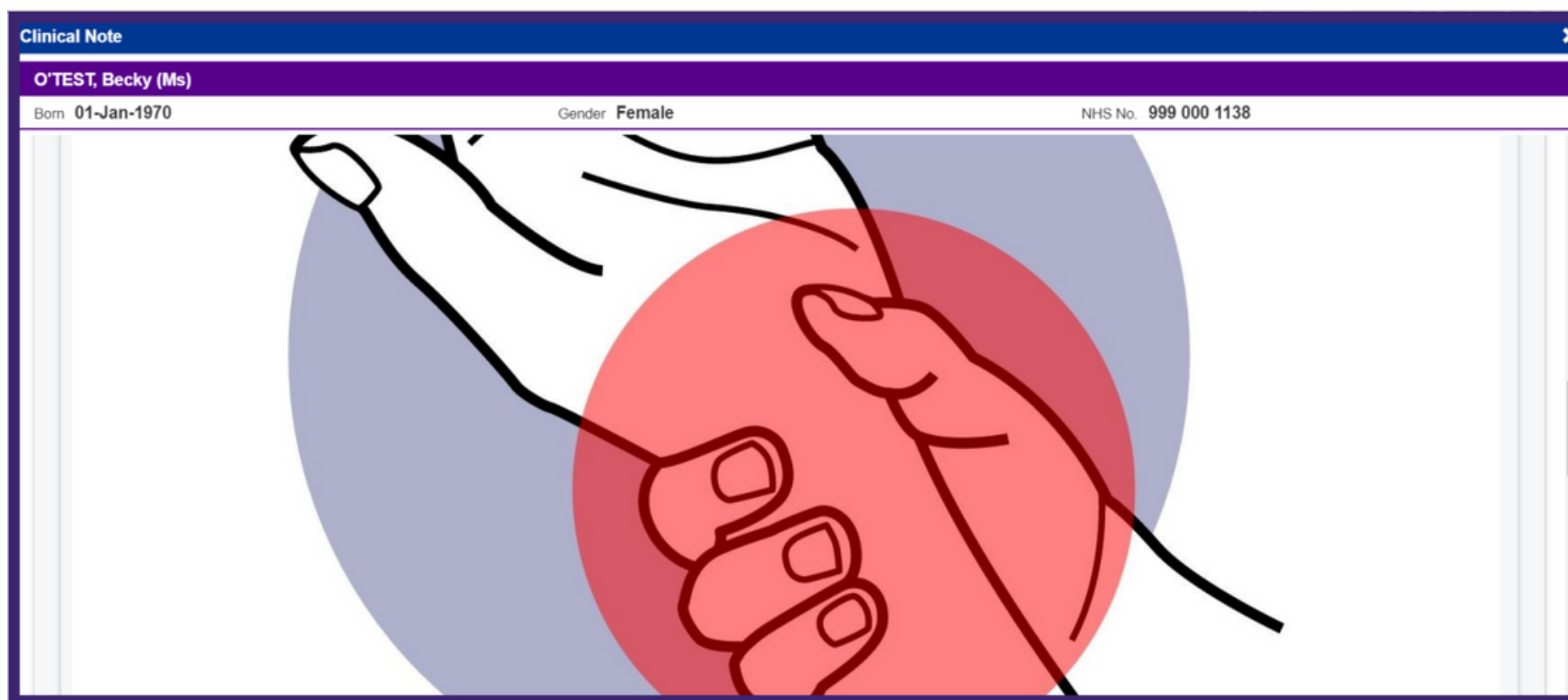
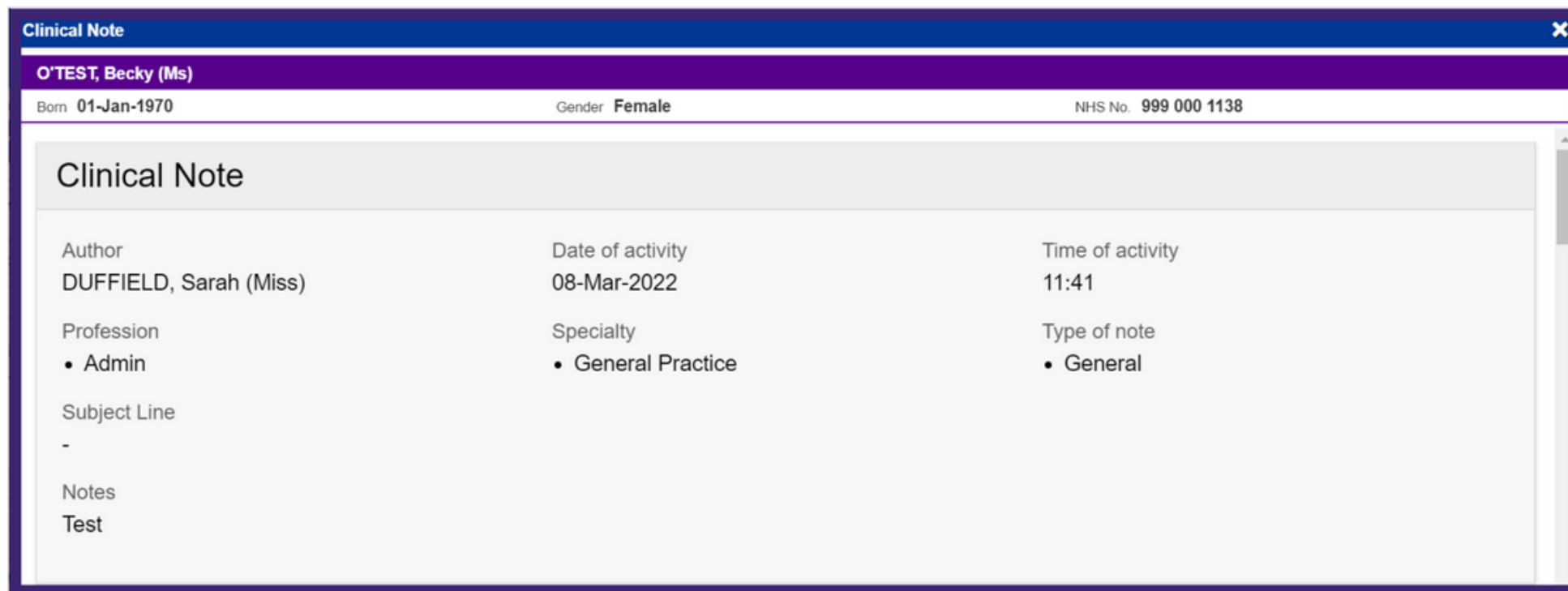
Expand

The form will appear on the right. Click the drop down box and click on **'View Document'**. Then Click on **'Expand'** which will open the **Clinical Note** in a pop up window.

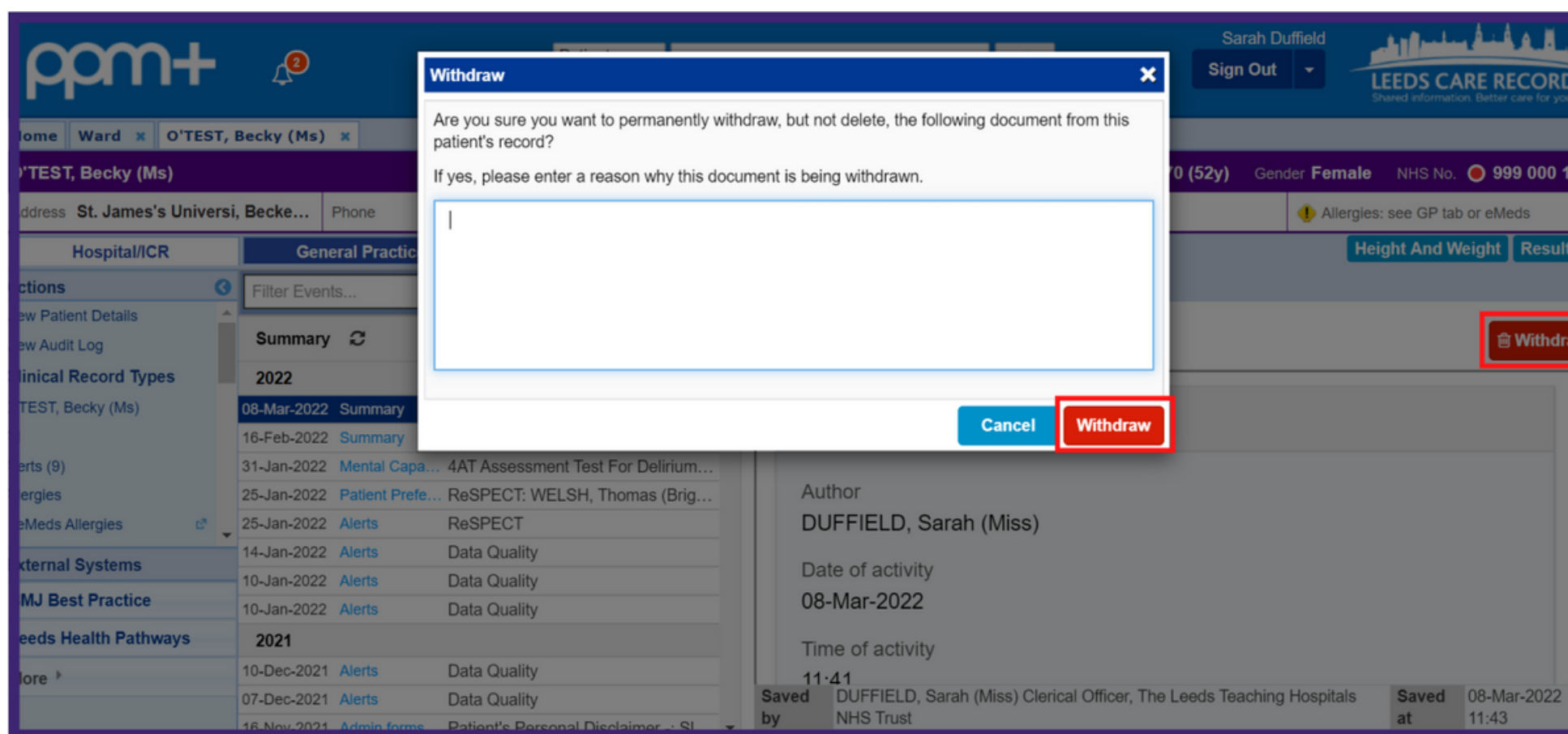
For further information please contact:

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

You may need to scroll down to view the image in full.



The document can be withdrawn just as any other Clinical note on ppm+. Enter a reason for withdrawal before clicking the '**withdraw**' button.



Please see the current Consent to Examination or Treatment Policy, version 9 by [Clicking Here](#)  
Guidance for clinical photography can be found in Appendix A section VIII.

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



0113 206 0599