



The Leeds
Teaching Hospitals
NHS Trust

ppm+

Transfer Guides

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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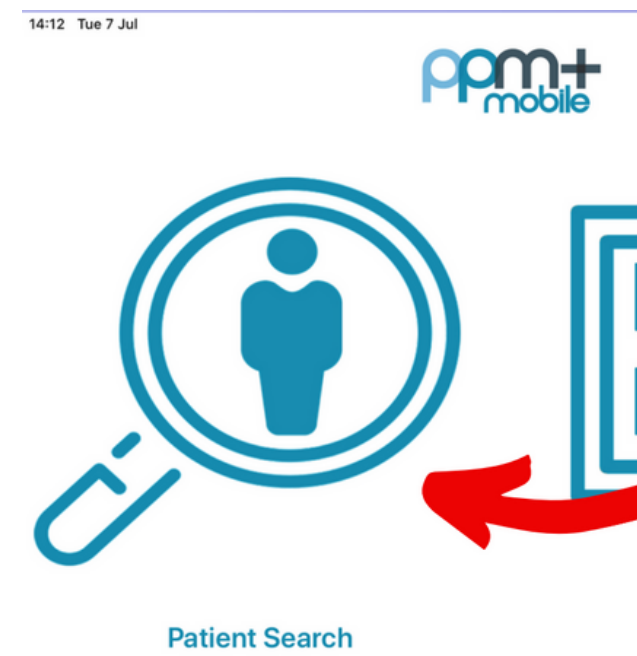
For further information please contact:

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

Transfer In

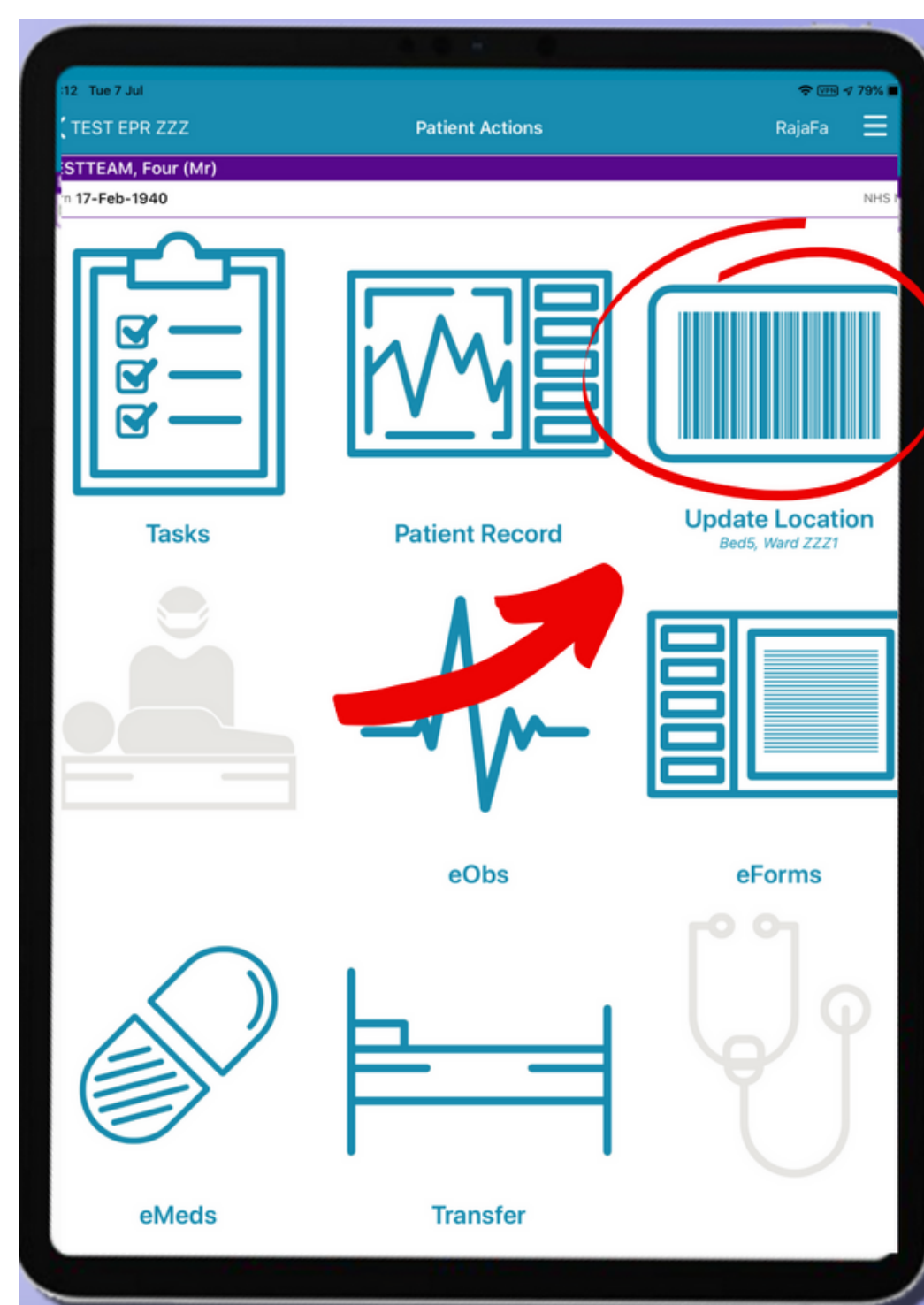
1 Sign into the **PPM+ Mobile app**

2 Click on **Patient Search** and scan the patient's wristband.



3 Click on **Update Location** and **scan the location barcode** that is situated on the wall by the patients bed.

You will get a prompt to say '**Would you like to Transfer the Patient to this ward**'. Click **Yes**



For further information please contact:

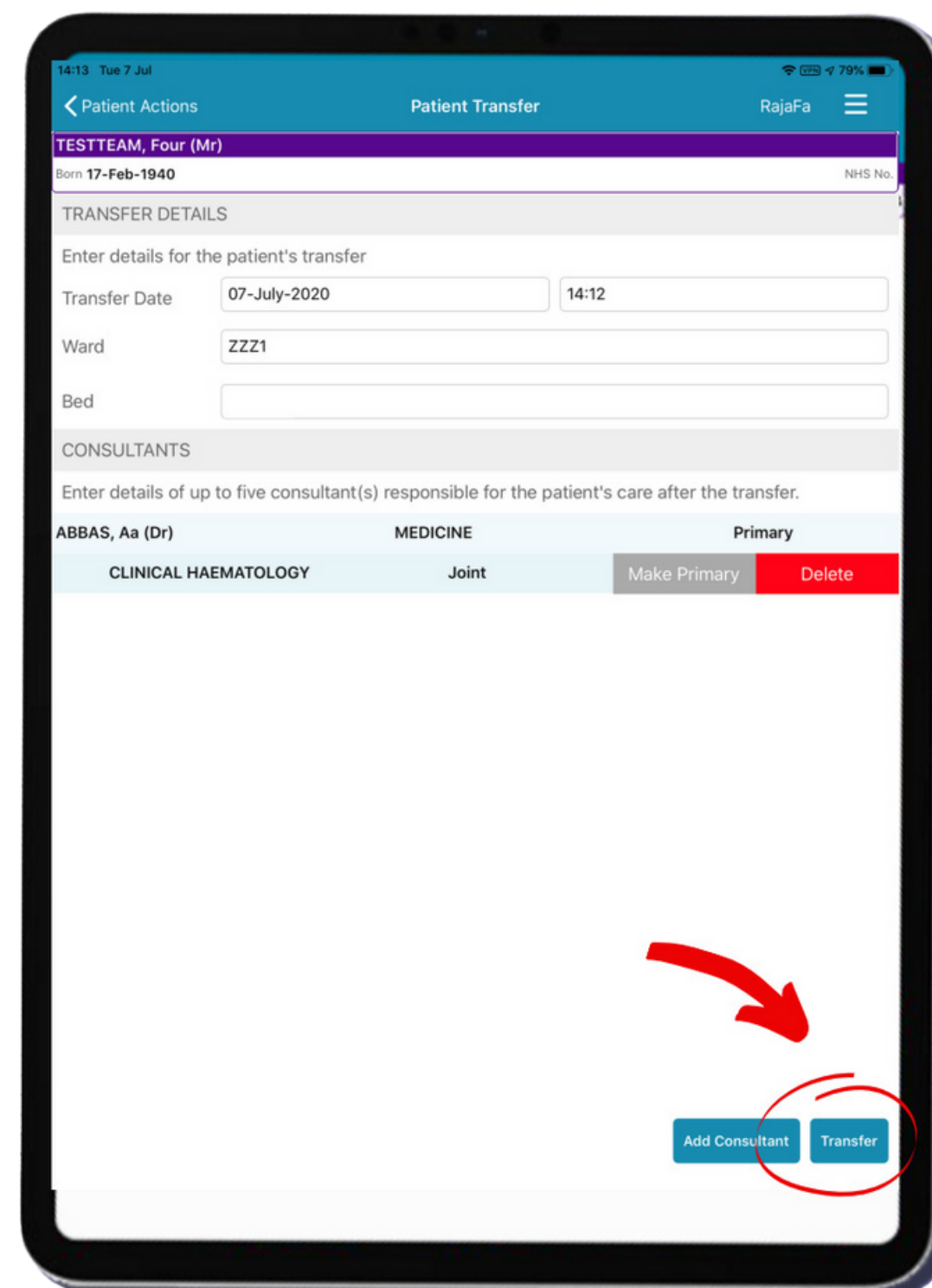
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4

Check all the information to confirm it is correct. You can back time or back date if needed.

5

Add additional consultants by clicking the **'Add Consultant'** button. Remove consultants by swiping left on their name and clicking Delete. **There needs to be one Primary consultant.** Swipe left on their name to amend. You can have 4 additional consultants.

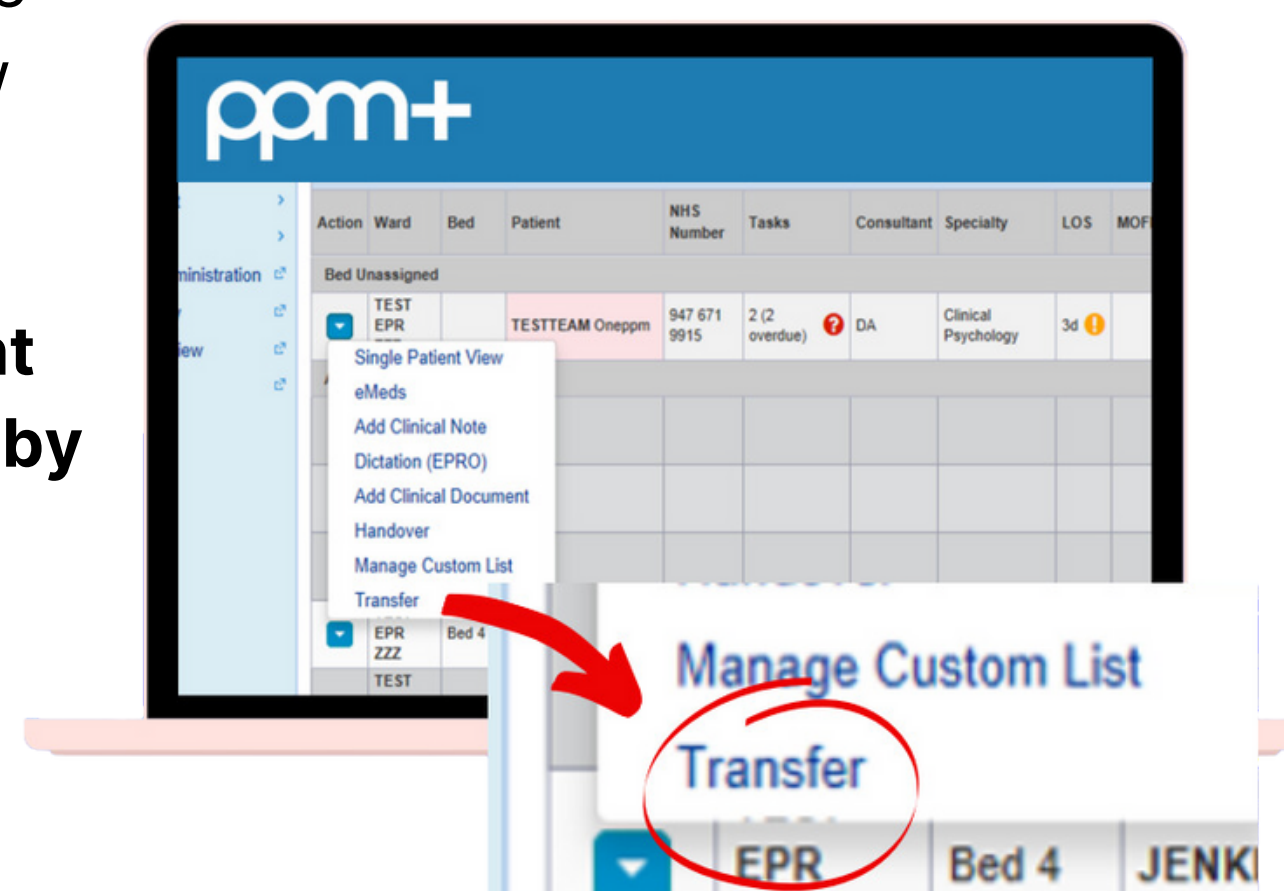


6

Click on the Transfer button. This will now transfer the patient.

7

If needed, 'Transfer in' can also be done via **PPM+ on the desktop**. The Transfer option can be found on the **Ward view**, in the drop down arrow next to the Patient's name. **In this case, you will still need to follow steps 2 and 3 to 'Assign the patient to a bed' by scanning the barcode by the bedside**



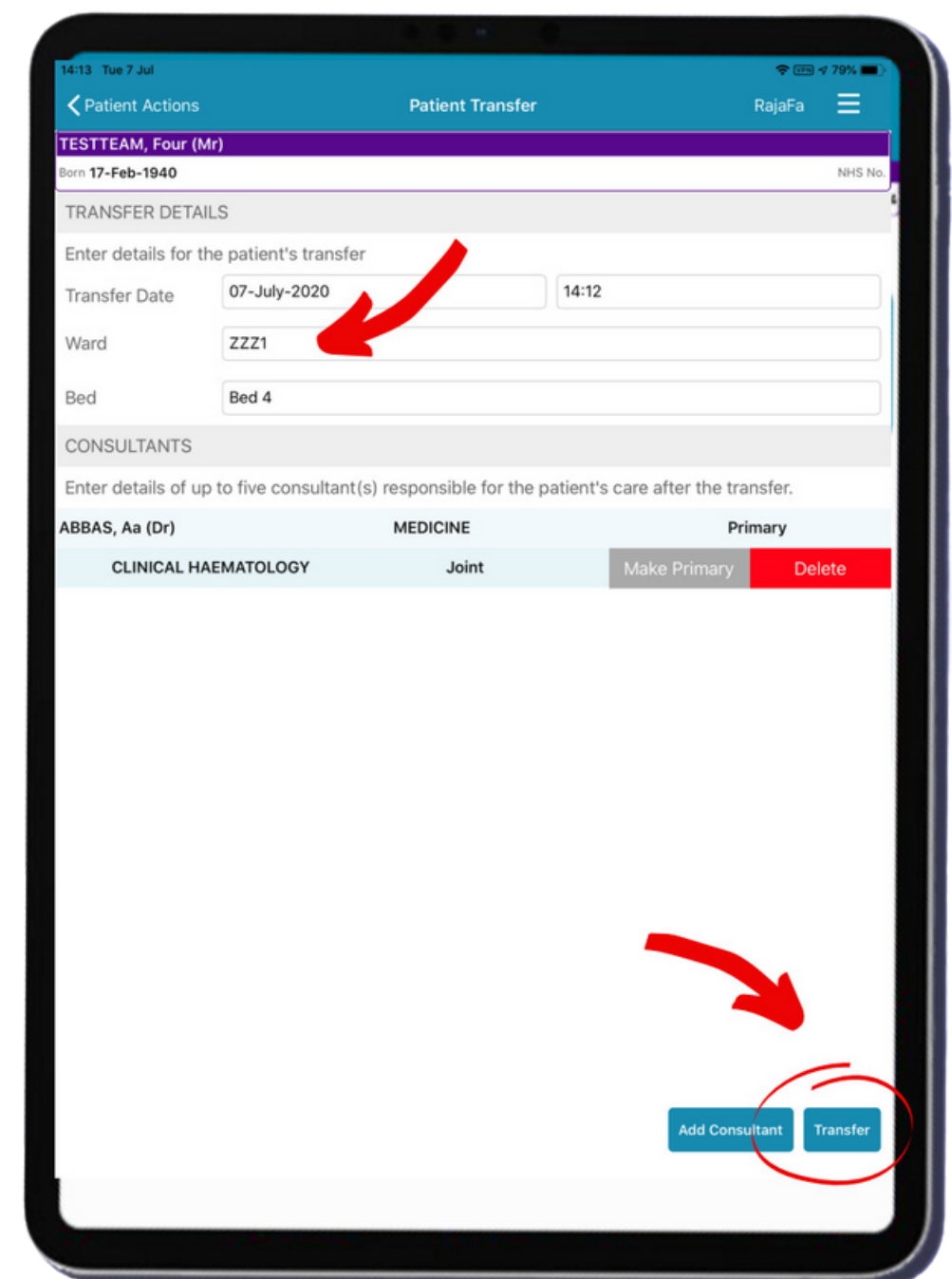
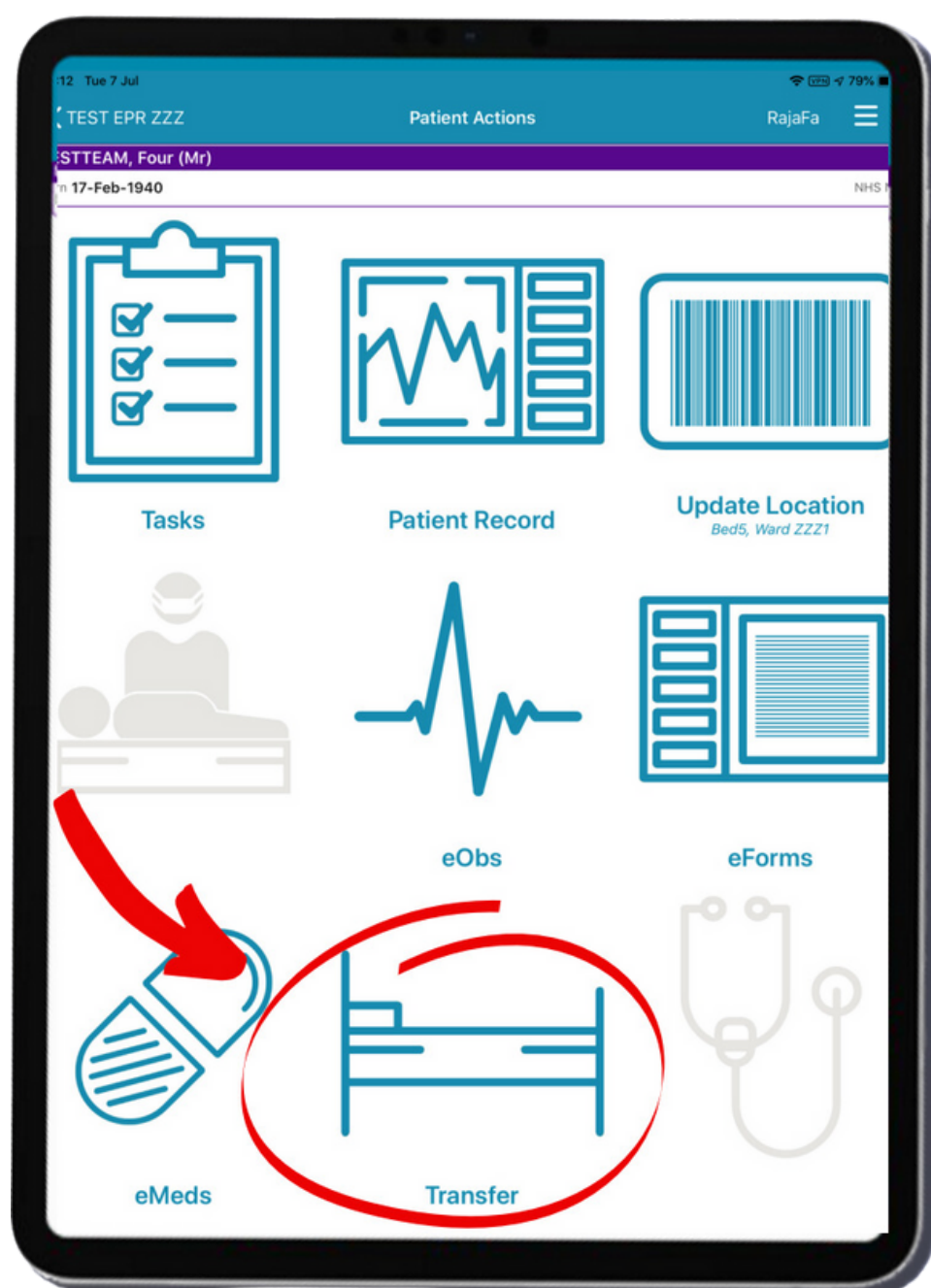
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Transfer Out

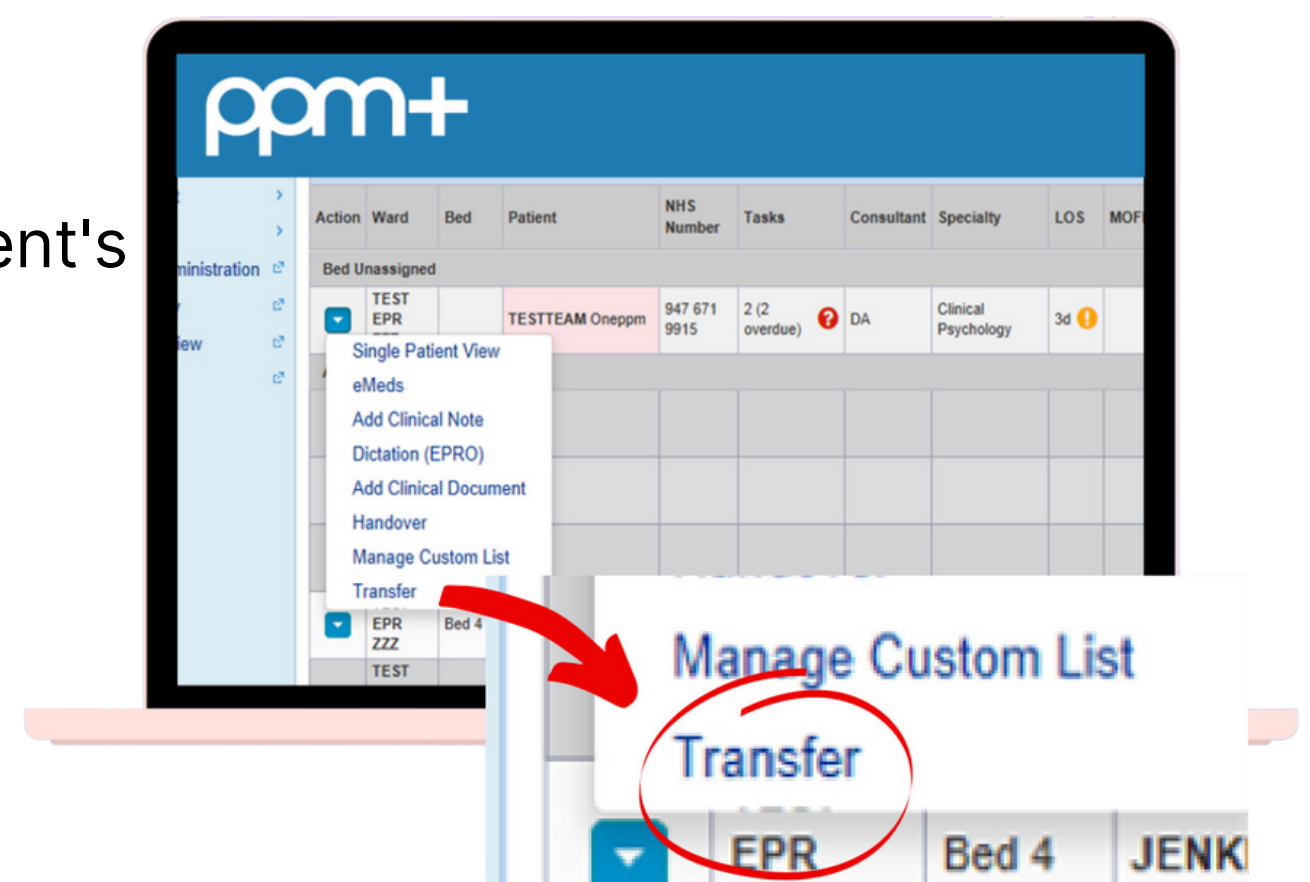
If using the PPM+ Mobile app, go to the Patient's Actions:

- Click on **Patient search** and scan the patient's wristband.
- Click on **Transfer**.
- **Select the ward** that the patient is being transferred to.
- Check all the information to confirm it is correct.
- **Click Transfer**.



If using PPM+ on the desktop. Access via the Ward View:

- Click on the **Blue Arrow** next to the Patient's name.
- Click on **Transfer**.
- Select the ward.
- **Click Transfer**



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Assigning a bed

By scanning the barcode at the Patient's bedside

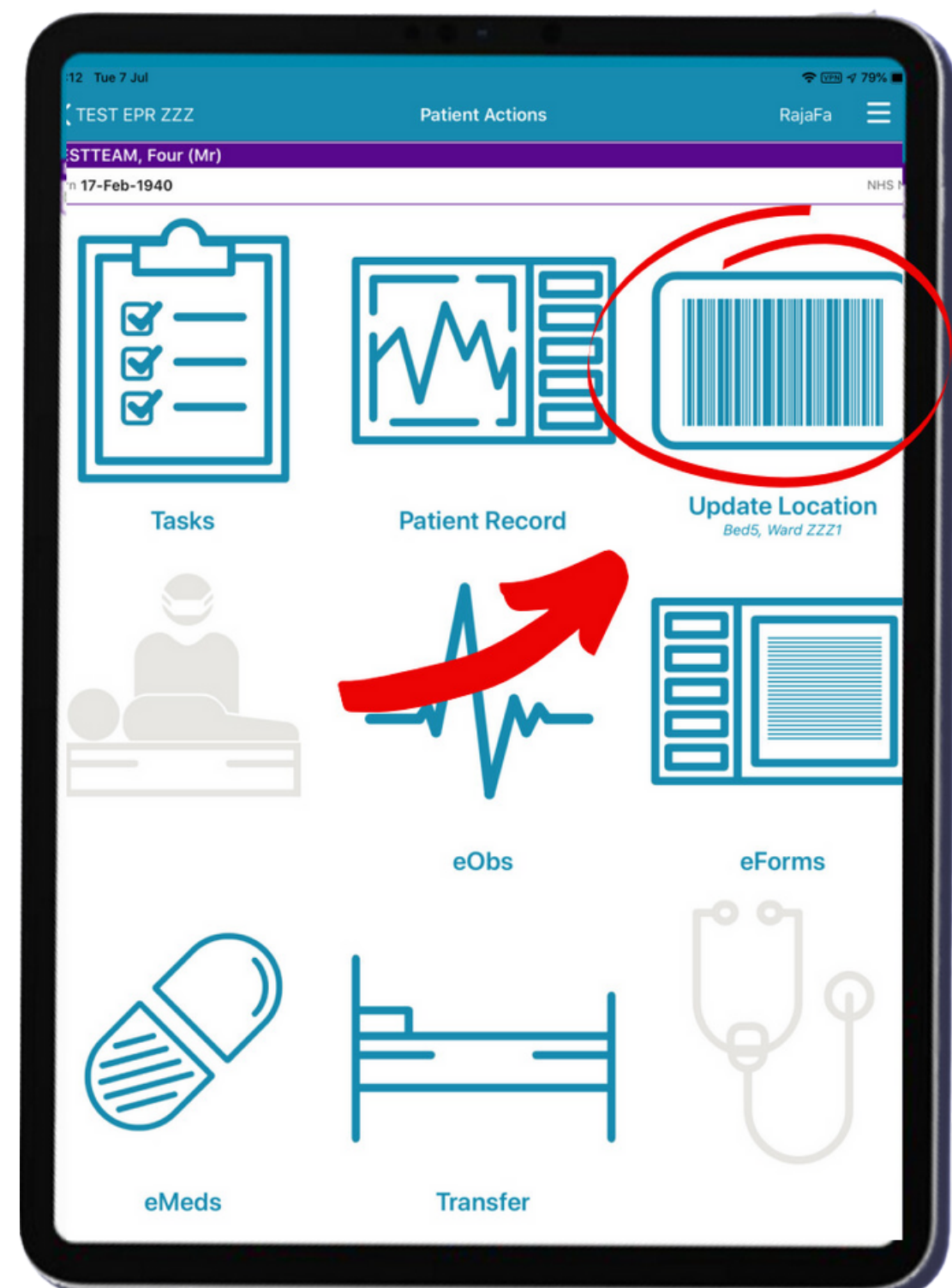
1

Click on Patient Search and scan the patient's wristband.



2

Click on **Update Location** and **scan the location** barcode that is situated on the wall by the patients bed.



3

You will get a pop up message to confirm that the location has been updated and the eWhiteboard will automatically refresh to reflect this.



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Tracking a Patient

You can track a patient's movement on PPM+. This enables the patient's journey around the Trust to be tracked and audited efficiently.

To access this:

- Go to the **Single Patient View**.
- Click on the **Admissions** entry in the events list. You can filter entries by typing admissions in the search field above the events list.
- Click on the **Patient's Location** tab.

The screenshot displays the PPM+ Single Patient View for Susan (Mrs). The interface includes a patient header with fields for Phone, GP (GP (Dr)), PAS No., Gender (Female), and NHS No. Below this is a navigation bar with tabs for Observations, Results, Admission Details, Discharge, Documents, Care Episode, Patient Locations, and Surgical Products. The Patient Locations tab is active, showing a timeline for 14 Jan 2021. The timeline includes three entries for 'Bed1 - Ward L25' at Level 0G - Jubilee Wing(LGI) with timestamps 16:16, 16:10, and 16:09. A search field on the left contains the word 'admission', and a red arrow points to the 'Admission' entry in the events list. Another red arrow points to the 'Patient Locations' tab in the navigation bar.

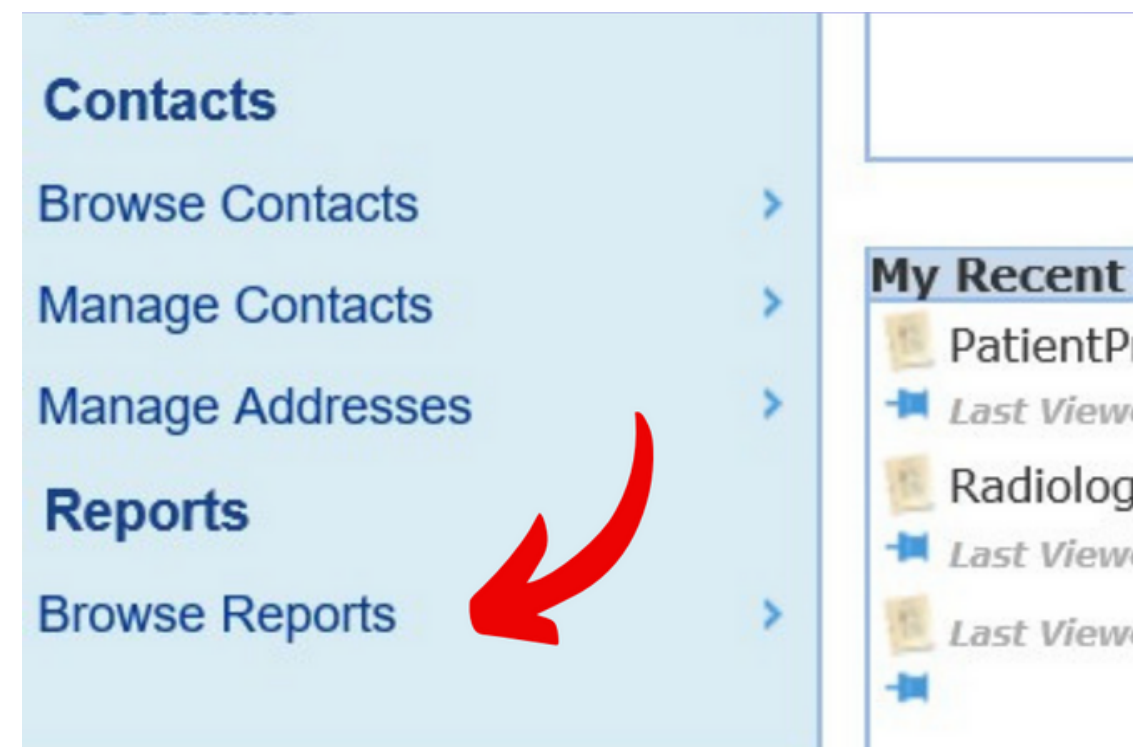
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Guide to view Patient's Previous Ward Location Report

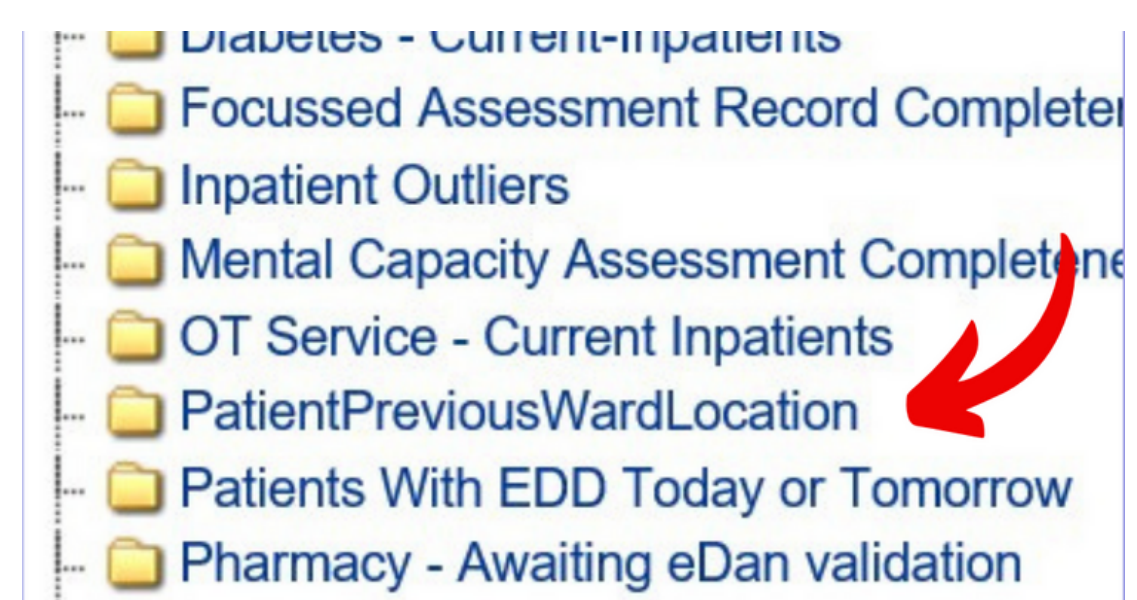
1

From the **PPM+ Home screen**, select **Browse Reports** (This can be found on the Actions list which is on the left hand side



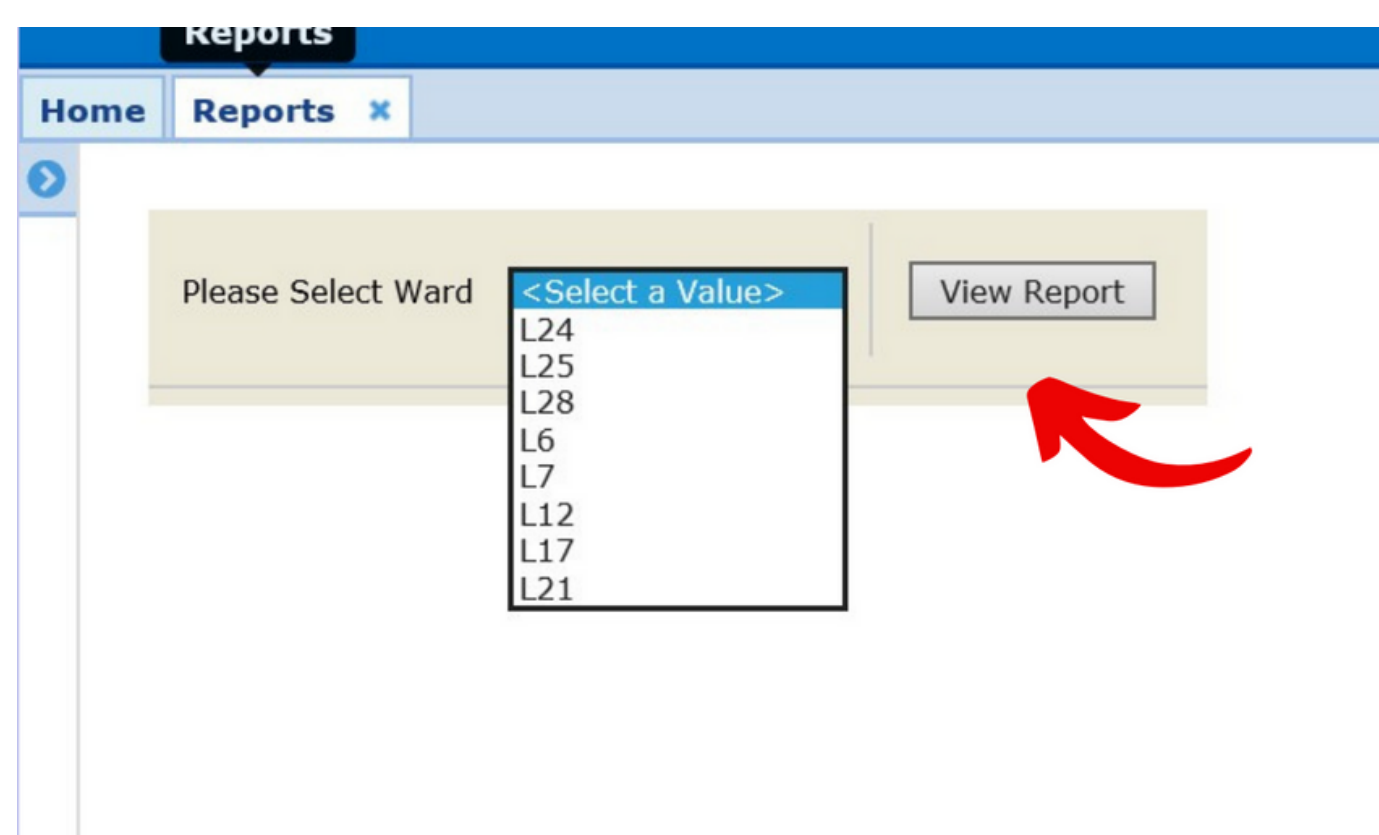
2

Select **Patient Previous Ward Location**.



3

Select your ward from the list. Then click on **View Report**. This will now load the report. Please be patient as this can take a little while.



For further information please contact:

✉ 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



leedsth-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 if you require **further training on PPM+** or any other Clinical System.



PPM+ Help Site: <https://www.ppmsupport.leedsth.nhs.uk/>

For further information please contact:



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