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The Leeds
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Transfer Guide

Contents

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Transfer In

① Sign into the **PPM+ Mobile app**

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

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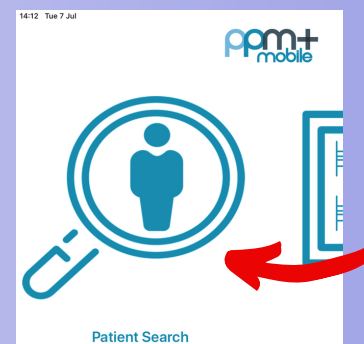
③ Click on **Update Location** and **scan the location barcode** that is situated on the wall by the patients bed.

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


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Bed 4

(414)505521897 9353(254)Bed5

Scan4Safety
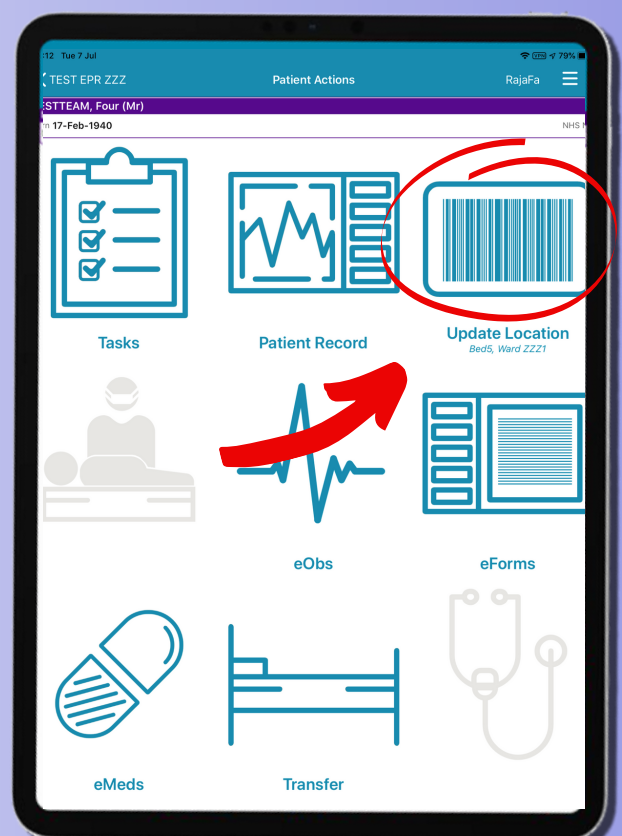
4 Check all the information to confirm it is correct. You can back time or back date if needed.

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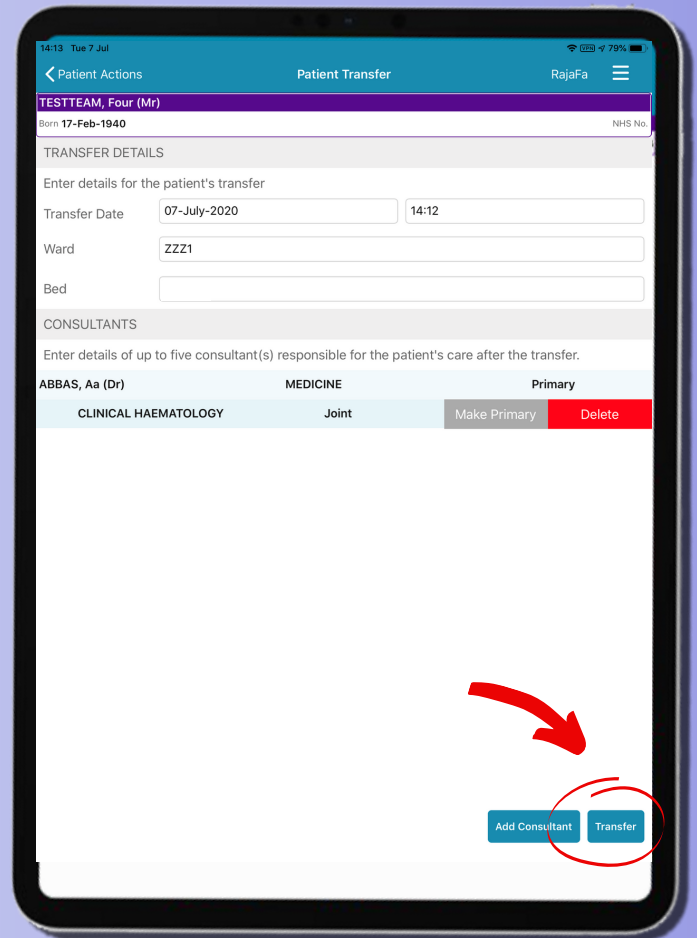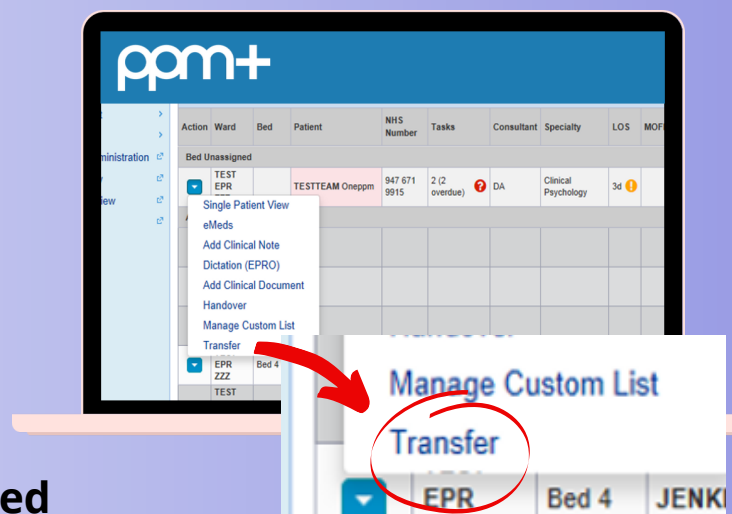
6 Click on the Transfer button. This will now transfer the patient.

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.

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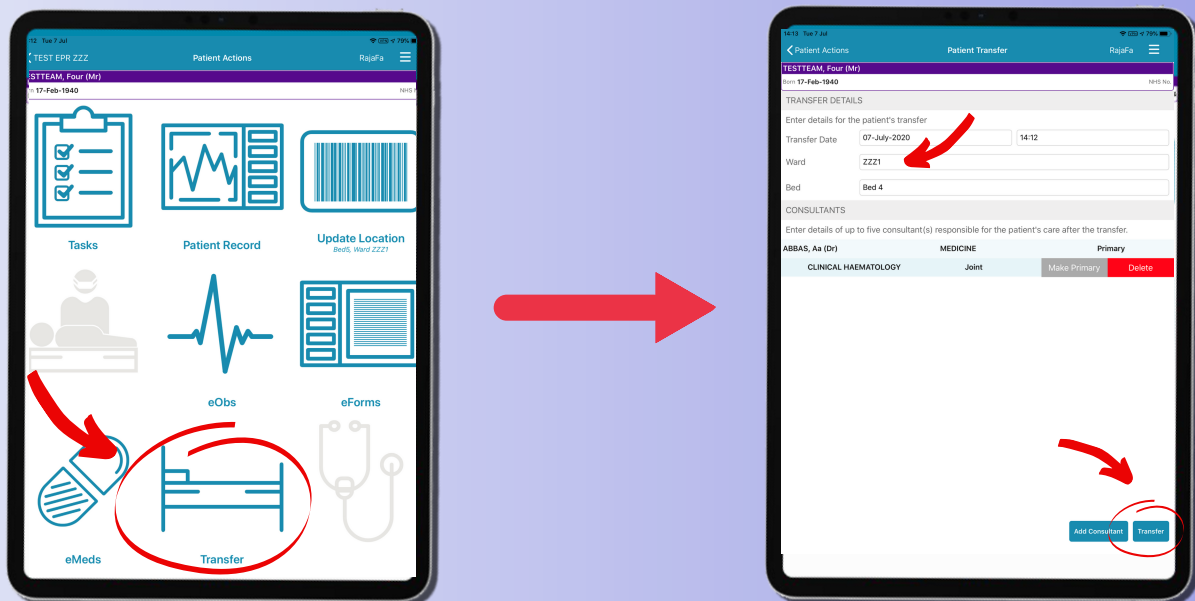
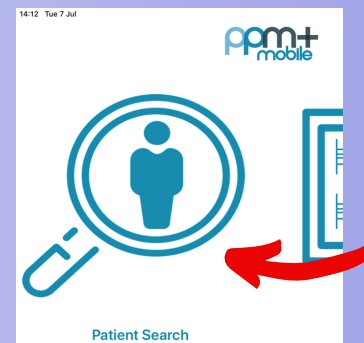## If using **PPM+ on the desktop**. Access via the Ward View:

- Click on the **Blue Arrow** next to the Patient's name.
- Click on **Transfer.**
- Select the ward.
- **Click Transfer**
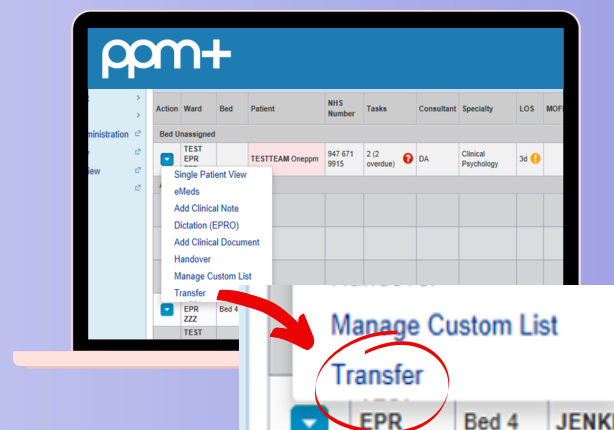
Assigning a Bed
By scanning the barcode at the Patient's bedside

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

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

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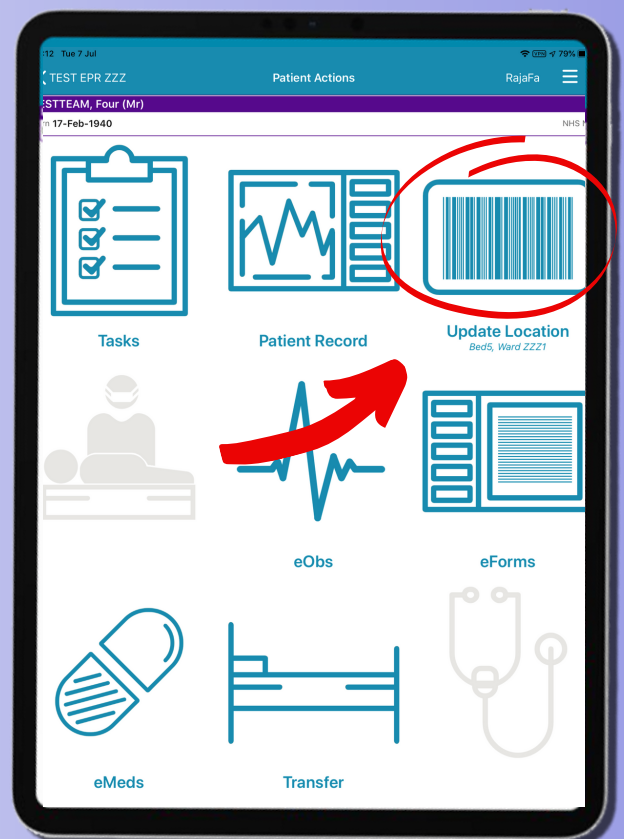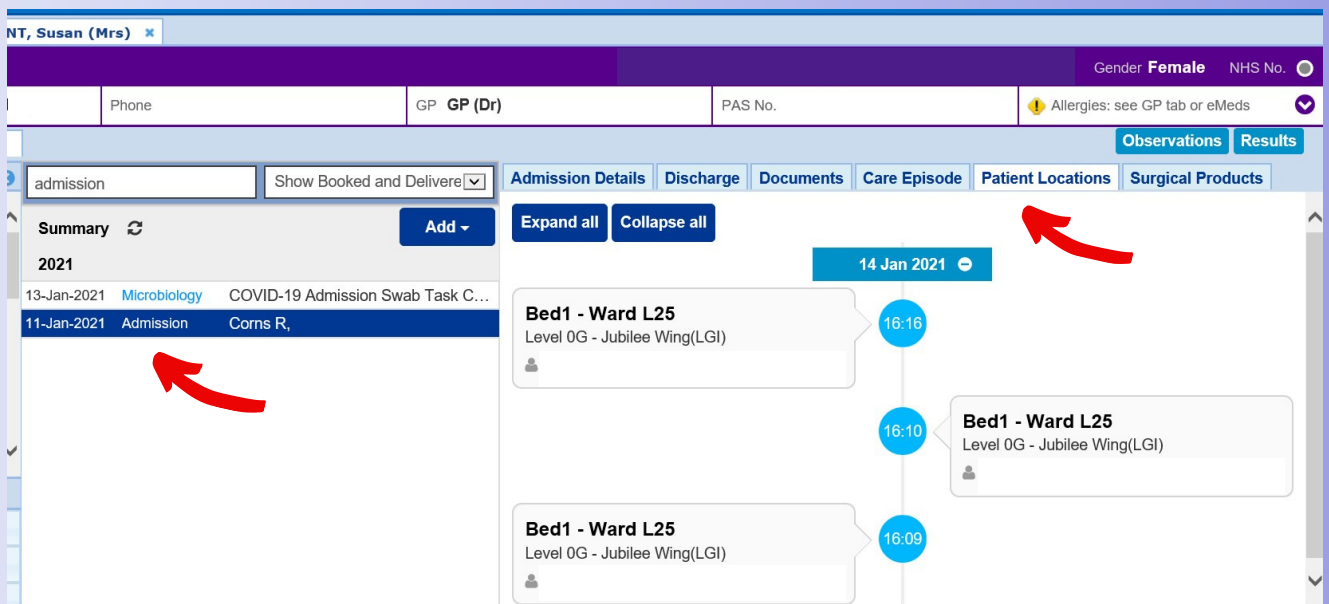
Tracking a Patient

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.

Guide to view Patient's Previous Ward Location Report

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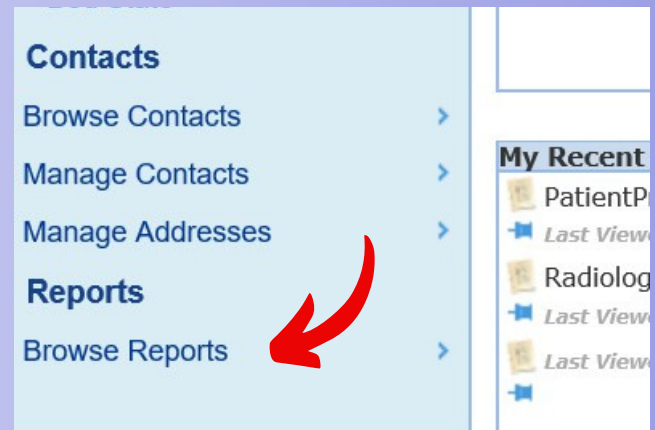
Select **Patient Previous Ward Location.**

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.