The Leeds Teaching Hospitals
NHS Trust

ppm+

Cancer Waiting Times Treatment eForm

USER GUIDE

#LeedsDigitalWay
CONNECTS • TRANSFORMS • IMPROVES

Contents page

Completing the CWT Treatment eForm in PPM+ ----- Page 3

Viewing, Editing and Withdrawing a CWT Treatment eForm in PPM+ ----- Page 5

Accessing CWT Treatment eForm via PPM1 ------ Page 7

Viewing, Editing and Withdrawing a CWT eForm PPM1 ---- Page 11

Useful Contacts ---------- Page 13

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net

Completing the Cancer Waiting Times Treatment eForm in PPM+

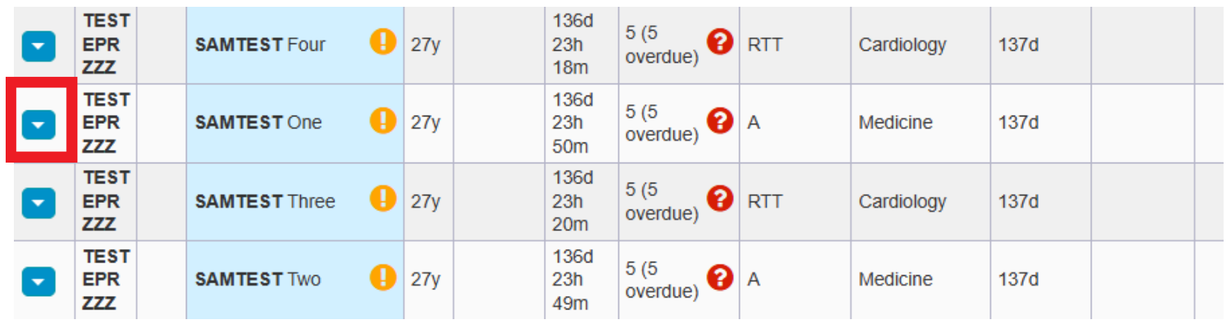
1

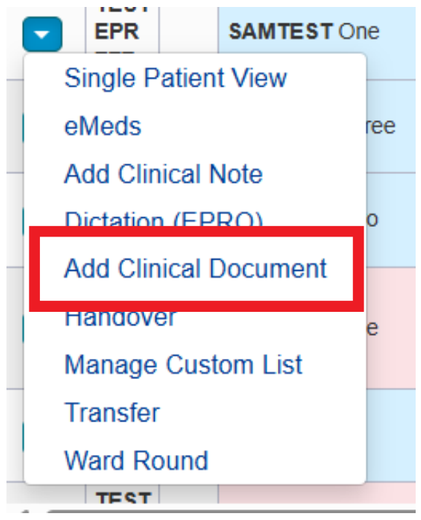
You can add a **Cancer Waiting Times Treatment eForm** via the **Patient's Single Patient View**, click on the **Add** button and select **Clinical Document.**



2

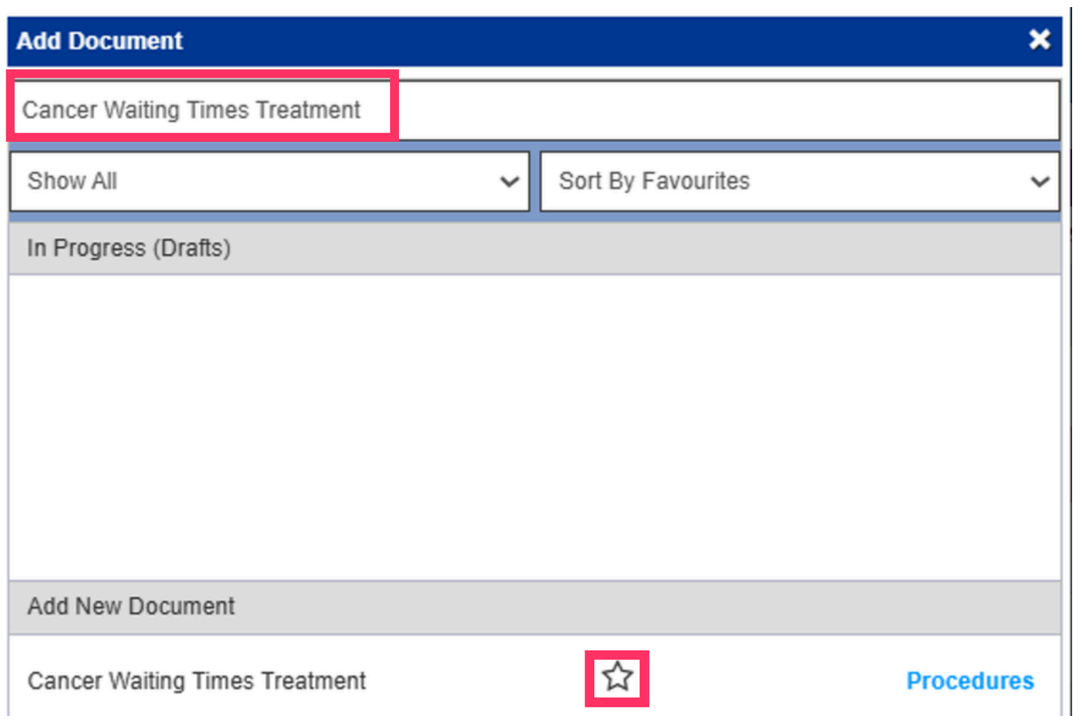
You can also add from the **Multi Patient View** for your **Clinical Area.** Click on the **blue square arrow/drop down** for your Patient and then select **Add Clinical Document.**





3

Enter **Cancer Waiting Times Treatment** in the search field and select the **eForm**. You can also save this to your favourites by clicking on the **star icon**.



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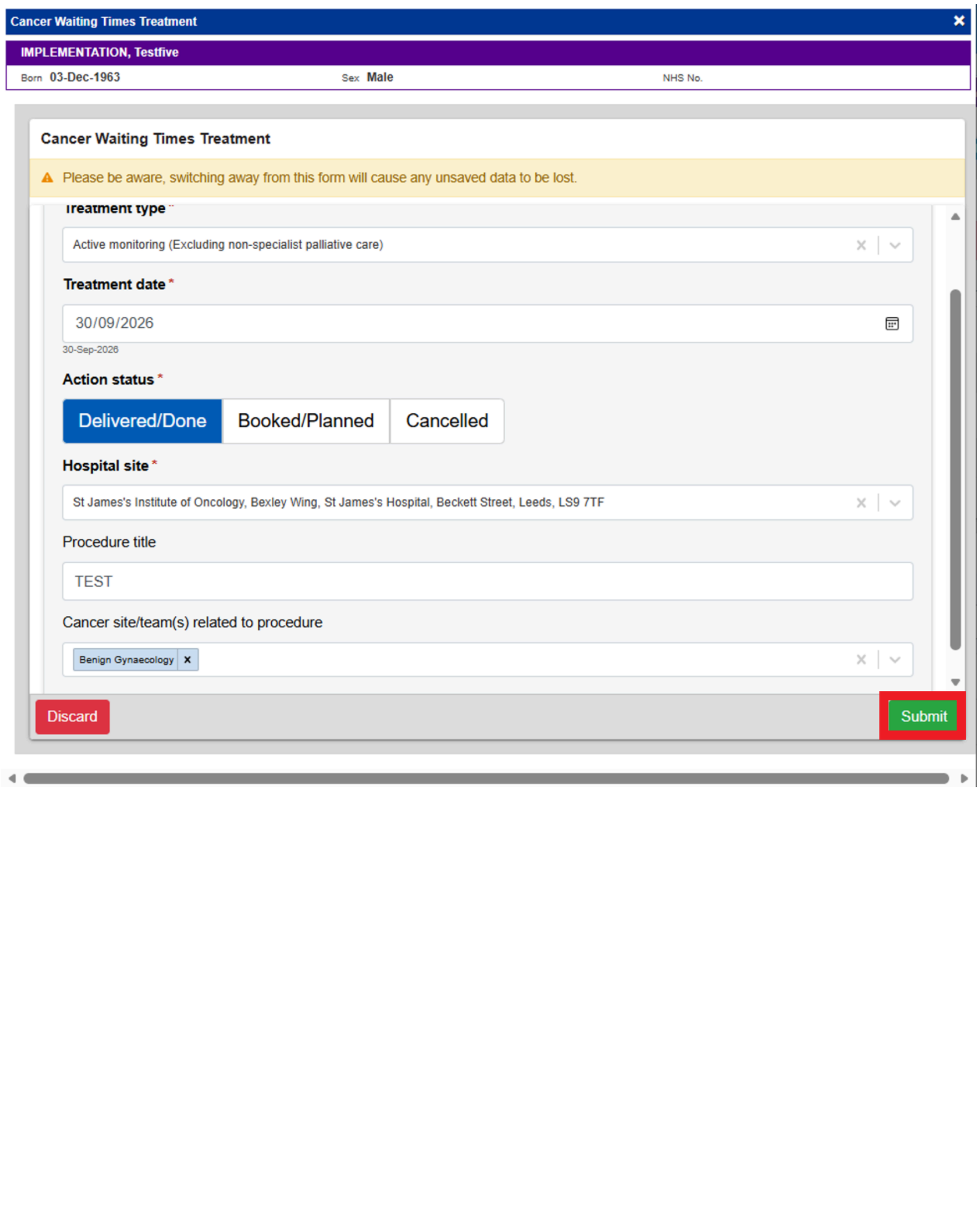
4

Complete the form as appropriate, then select **Submit**.



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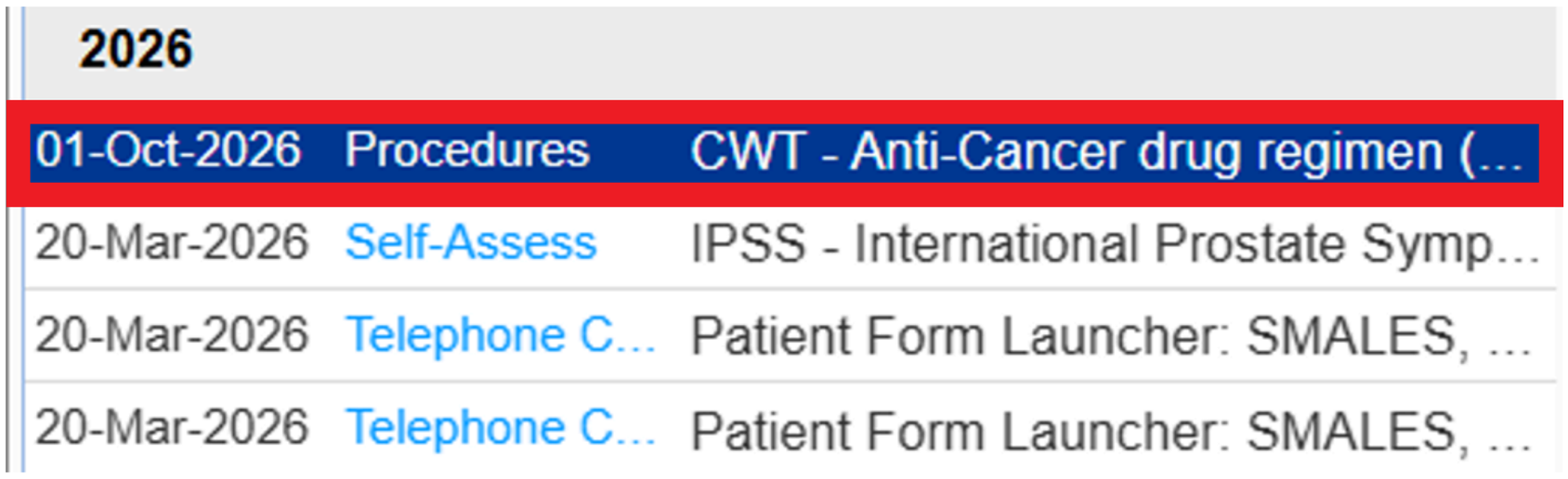
Viewing, Editing and Withdrawing a CWT Treatment eForm in PPM+

1

The completed **CWT Treatment eForm** will appear as an individual entry in the **Patient's Single Patient View.** Simply click on it to open the document in the right hand pane



2

In the right hand pane, you have the options to **Edit**, view the **Audit Timeline** and also **Withdraw** the **CWT Treatment eForm**.



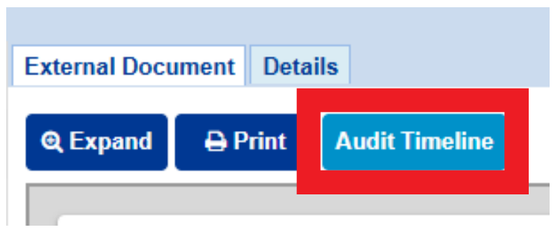
3

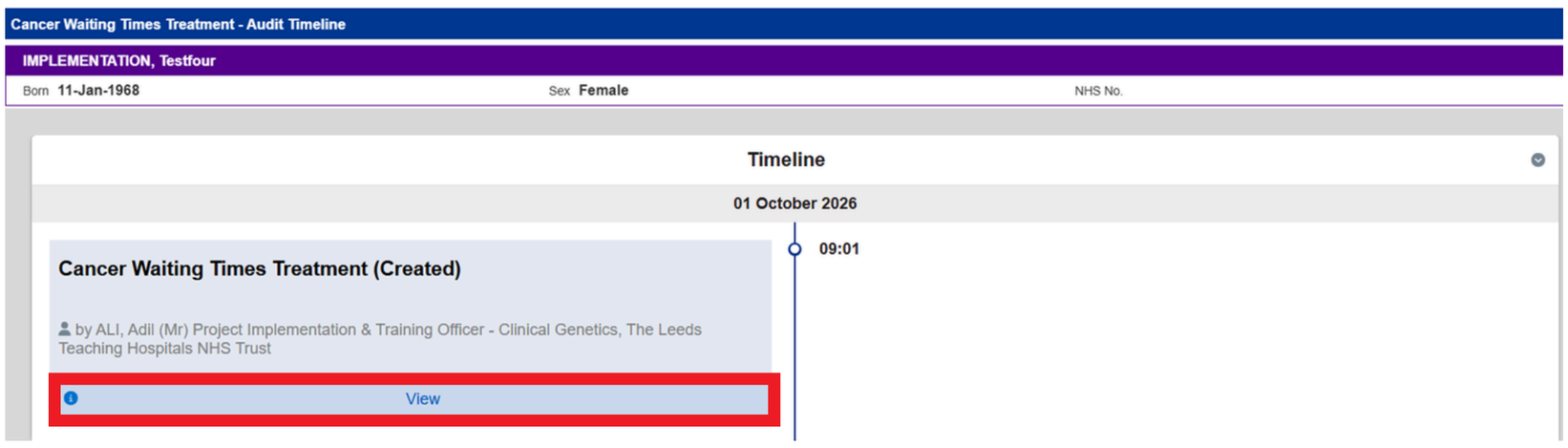
If you click on **Edit**, the **CWT Treatment eForm** will reopen for you to **Edit** as required. When you have finished, make sure you click on **Submit**.



4

Clicking **Audit Timeline** will show when the **CWT Treatment eForm** was **created**, **edited** and potentially **withdrawn.**





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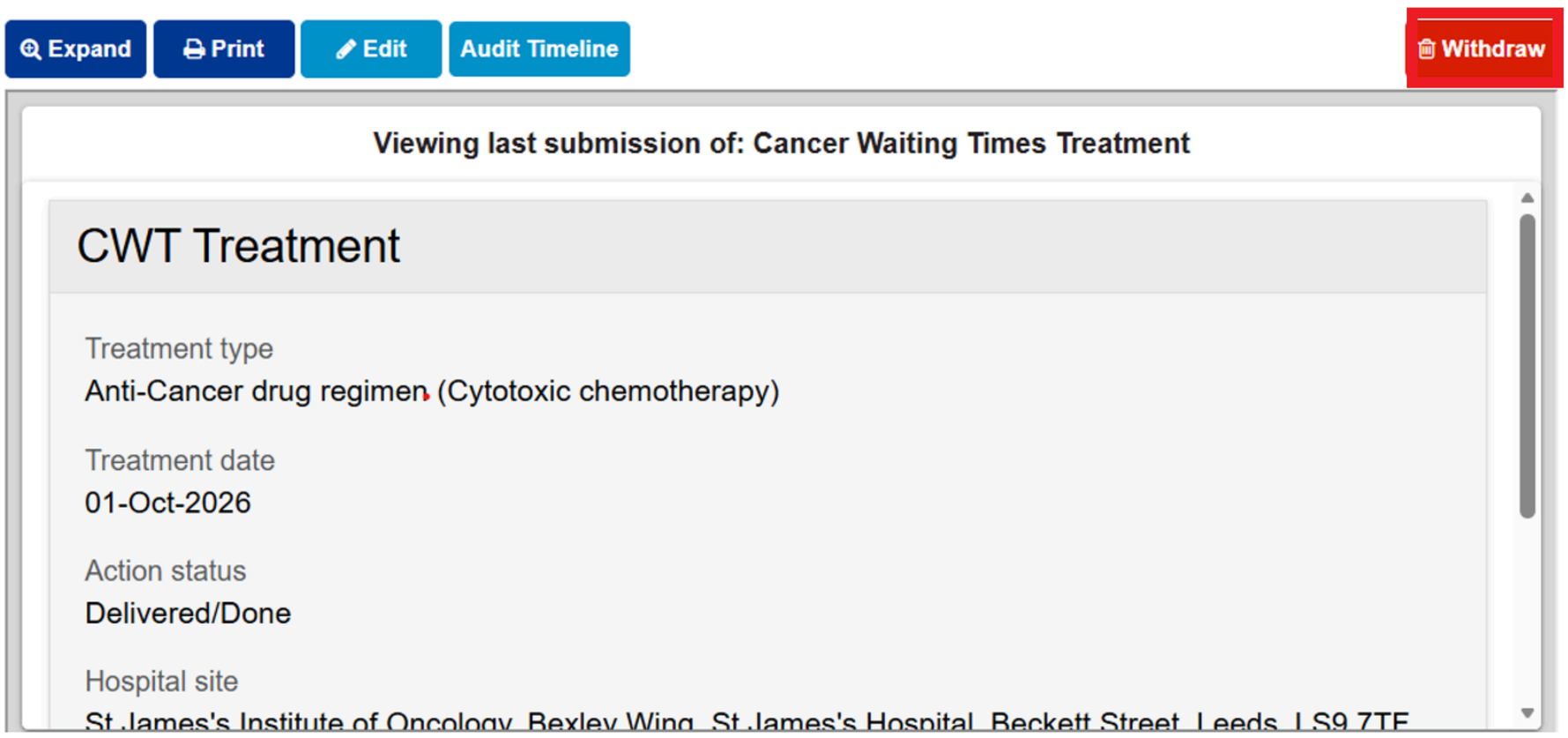
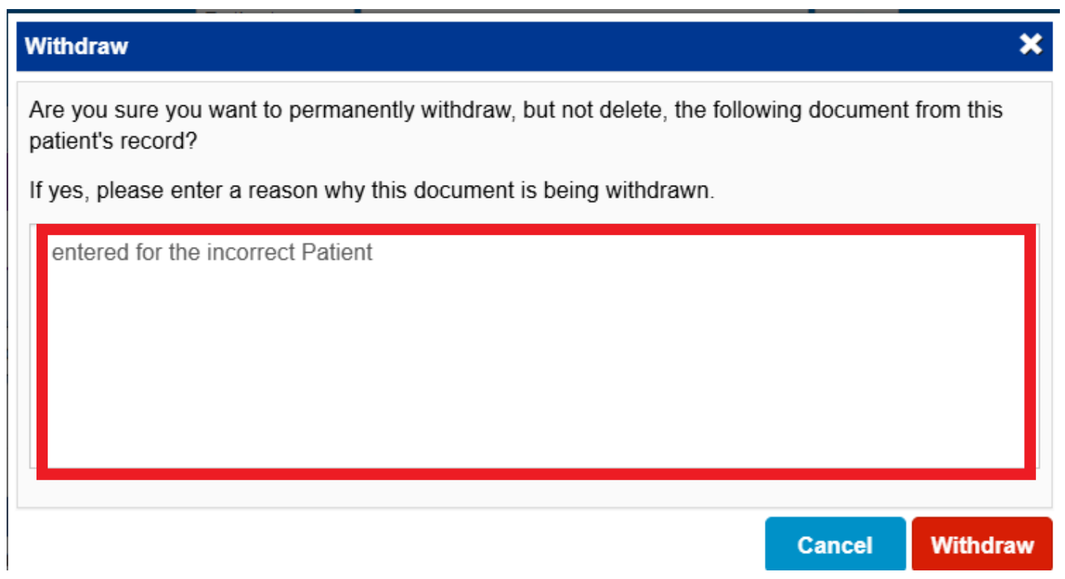
8 Click on **Withdraw** to **Withdraw** the **CWT Treatment eForm**.

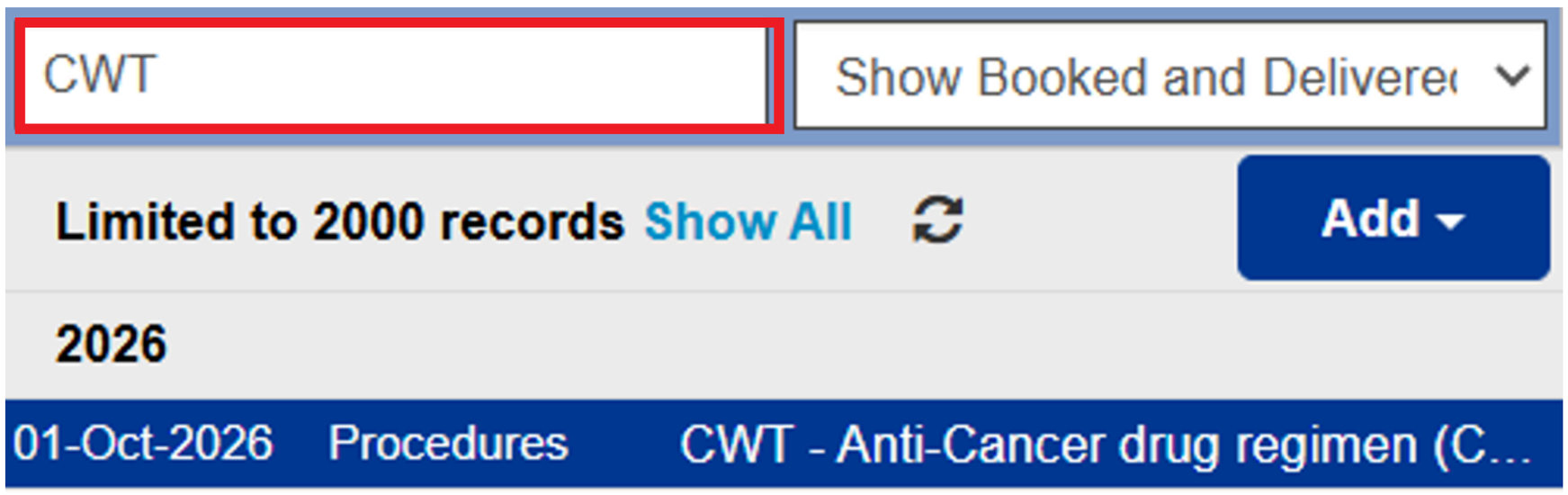


9 Supply a reason for W**ithdrawing** the **CWT Treatment eForm** and then click on the **Withdraw button.**



Please Note: Withdrawing a linked CWT Treatment eForm, will also remove it from the CWT Event. A new CWT Treatment eForm will need be linked.

10 Use the **Event filter** to search for a completed **CWT Treatment eForm**. This example is showing filtering by **Subject line**.



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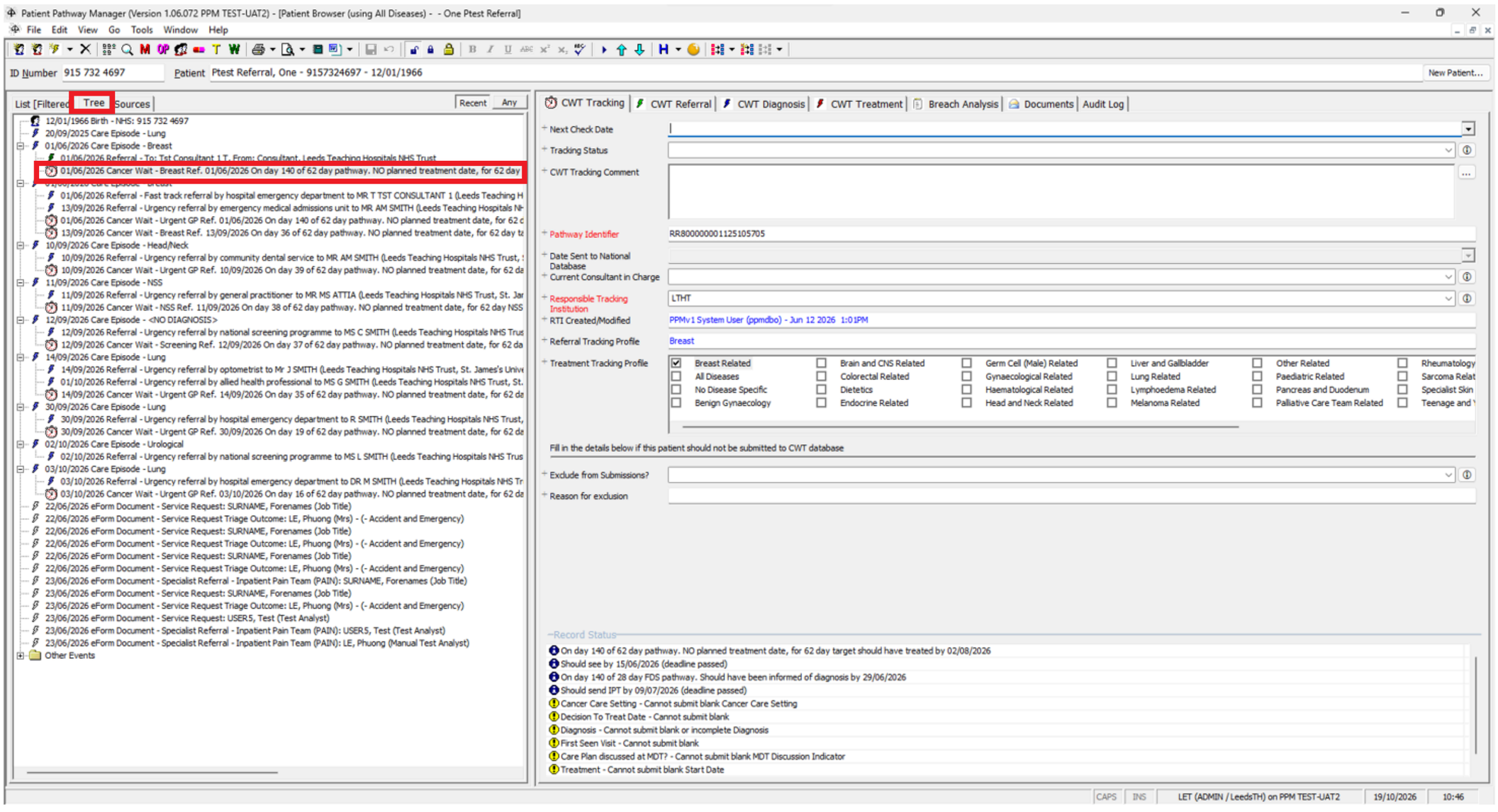
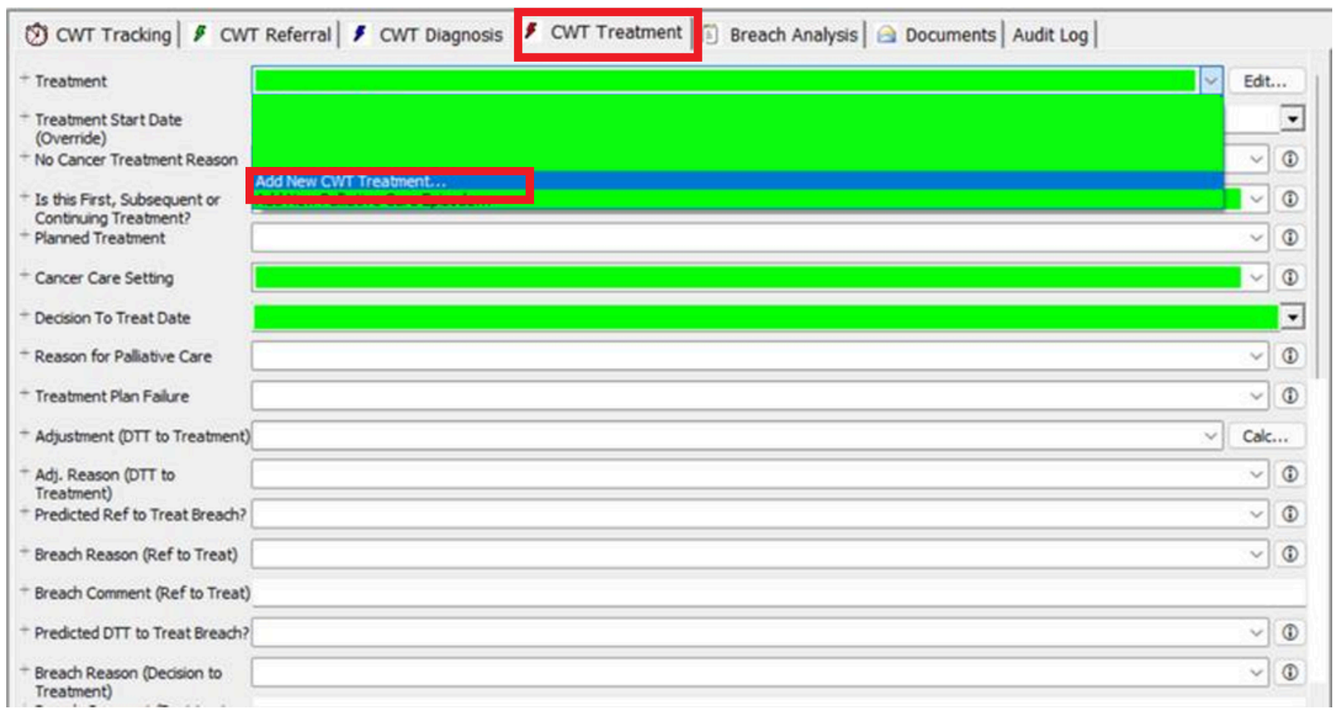
Accessing the CWT Treatment eForm via PPM1

1 On the **Patient's Record,** Select the **CWT Event** for which you want to add a treatment to (use any view you prefer **List/Tree/Sources**). On this occasion I have used the **Tree Tab**.



2 Then select the **CWT Treatment tab**, click on the drop down menu then select **Add New CWT Treatment**.



Please Note: The Treatment dropdown will display all existing Treatment events but the option to create new treatments here (in the CWT Event) is limited to just adding a new CWT Treatment eform.

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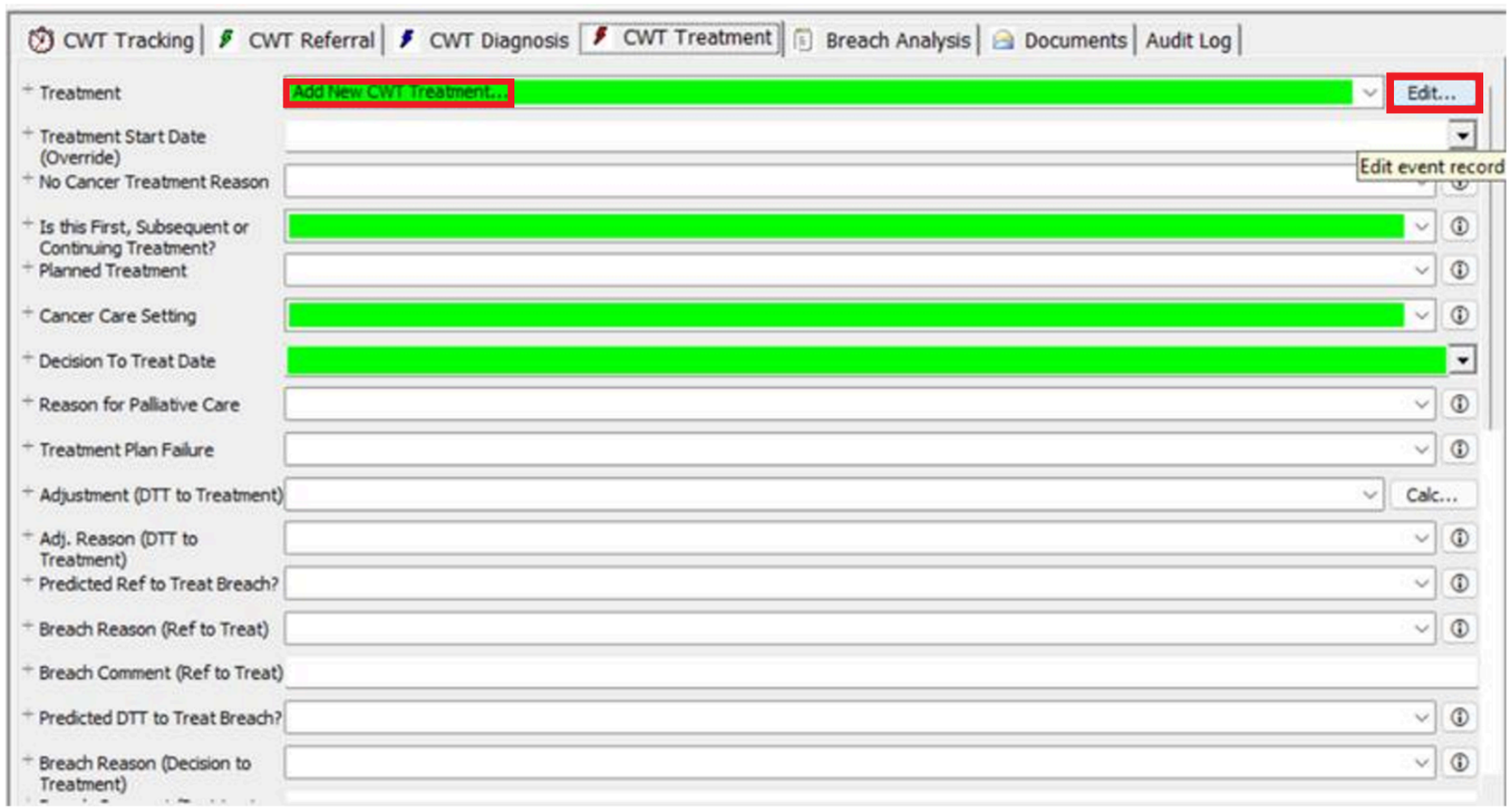
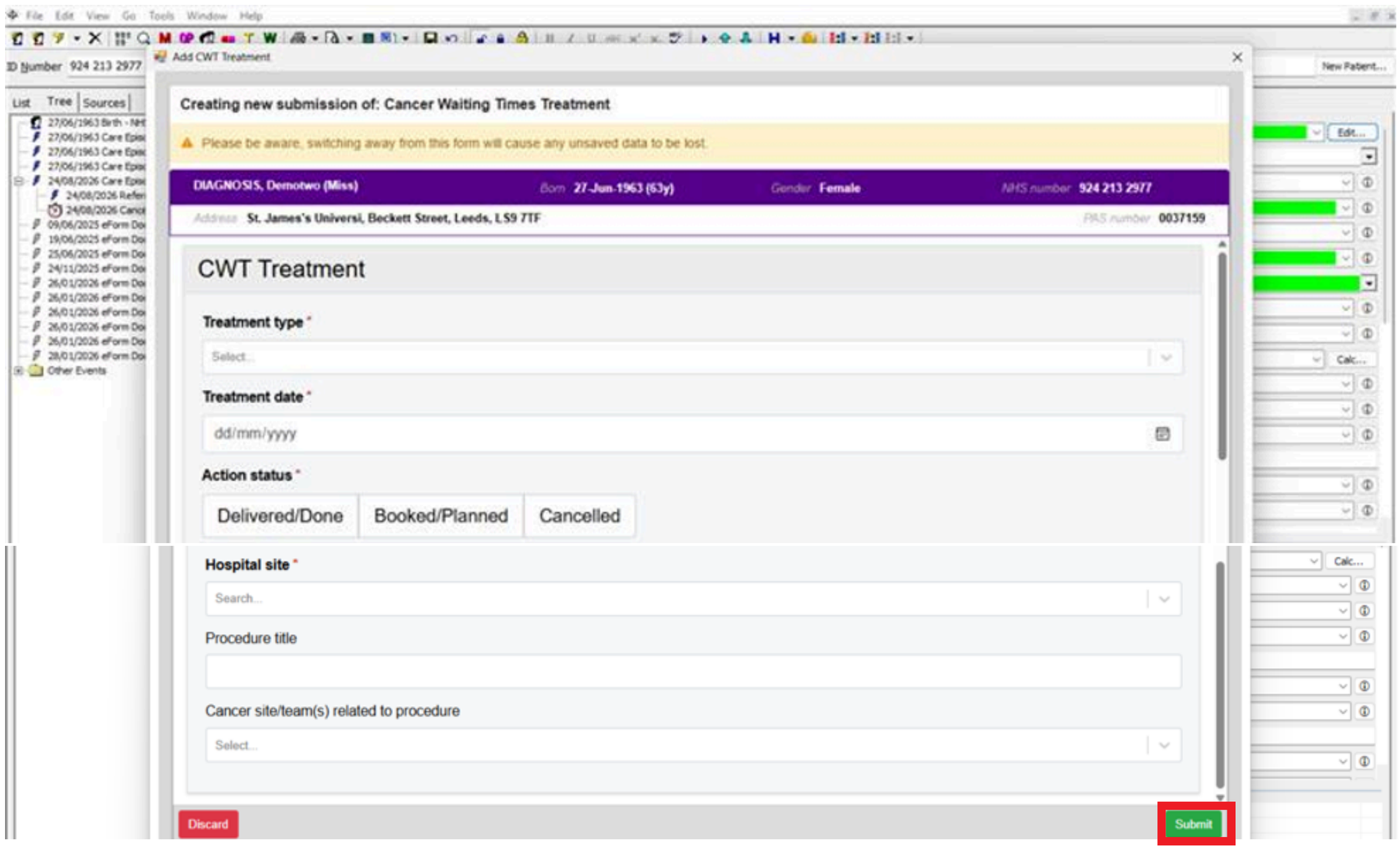
3

Once you have selected **Add New CWT Treatment**, select **Edit**.



4

The **CWT Treatment eForm** will open. Complete the form as appropriate, then select **Submit**.



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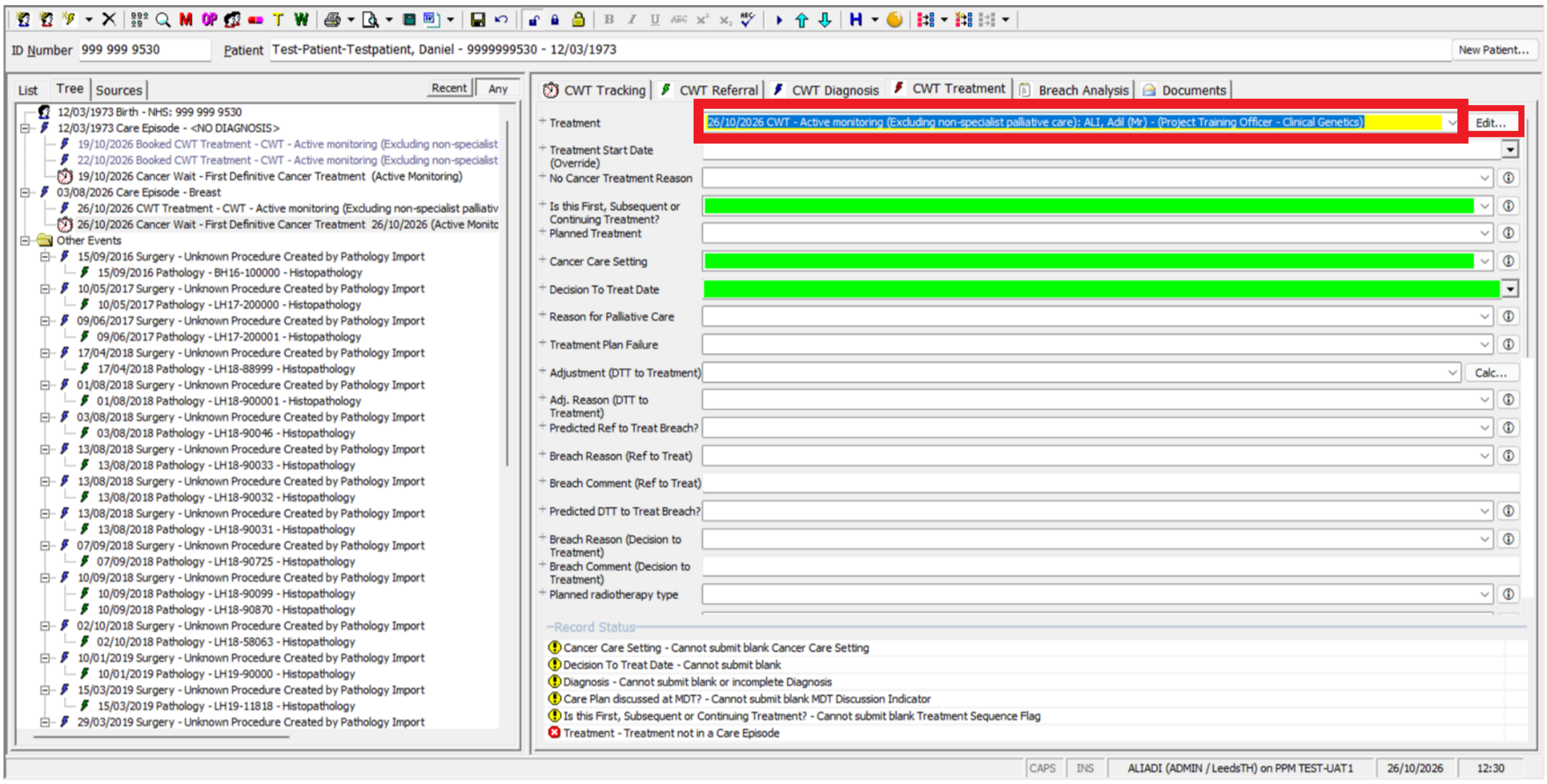
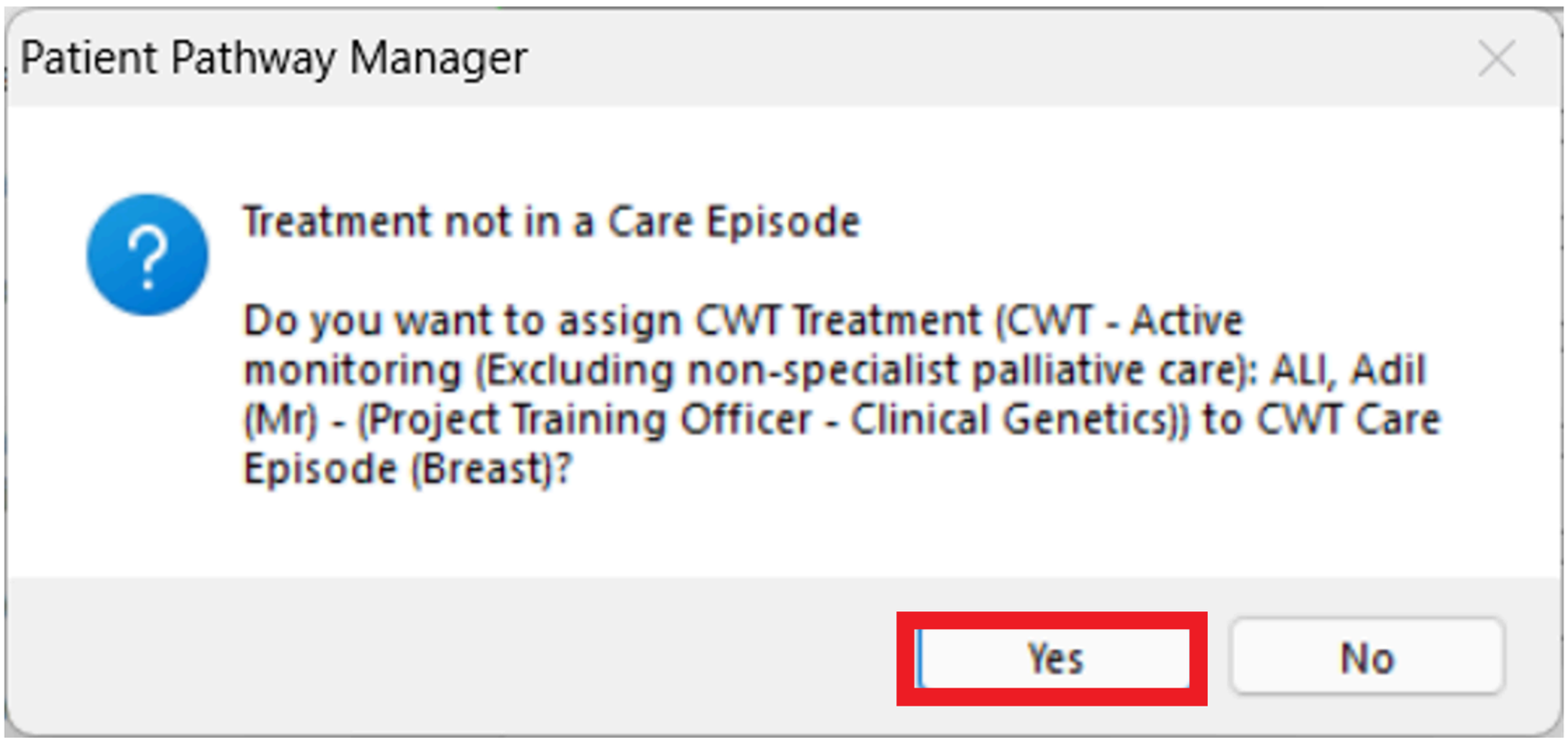
5

If you click into a **CWT Event** and the **Treatment** box is highlighted **Yellow**, you will need to select **Edit** to get the **CWT Treatment eForm** linked to the correct **Care Episode**.



6

A pop up message will apear advising **Treatment not in a Care Episode**. You will need to select **Yes**.



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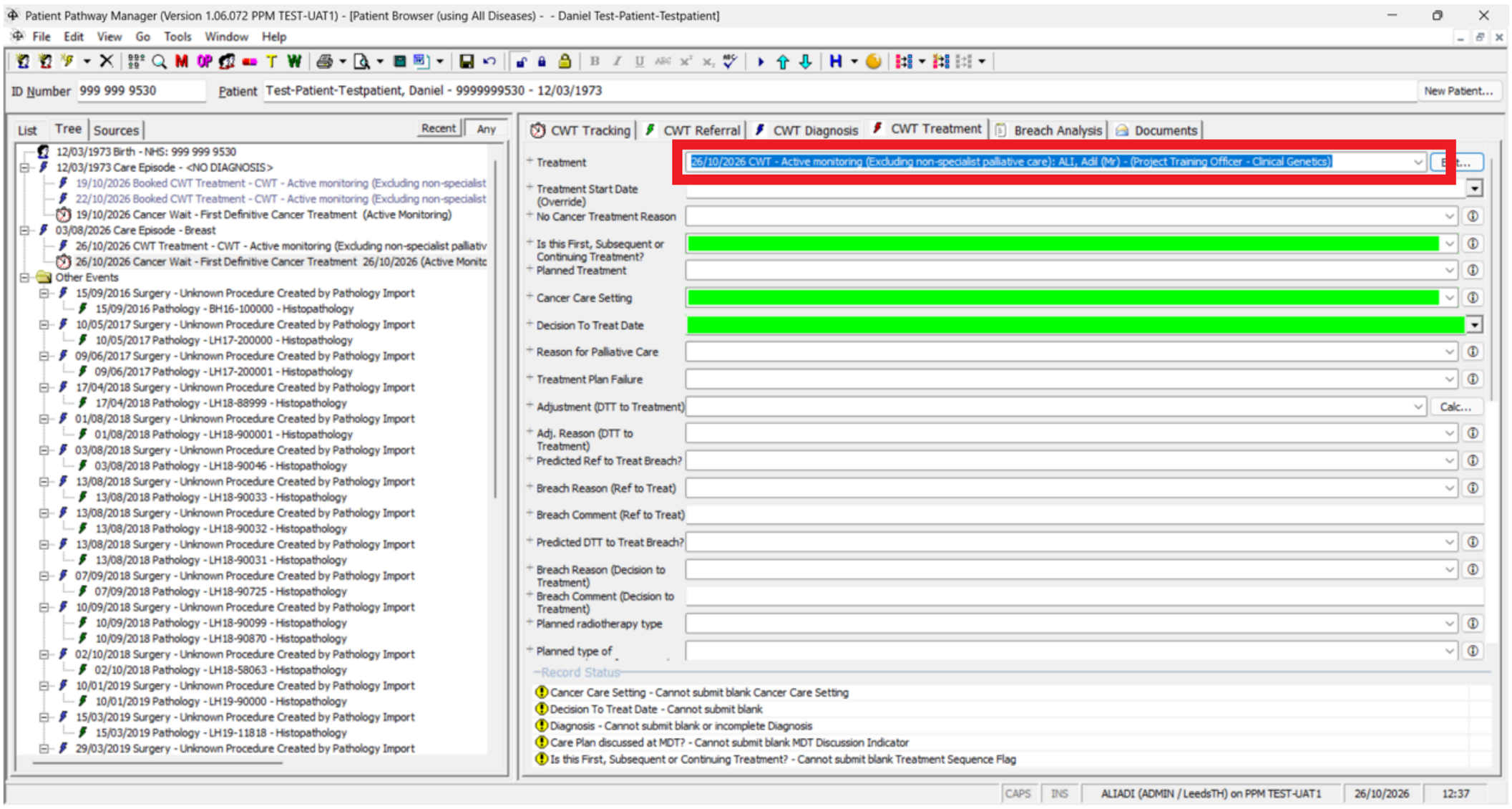
6

The **Treatment box** is no longer highlighted **Yellow,** as the **CWT Treatment eForm** is now in the same **Care Episode** as the **CWT Event**.



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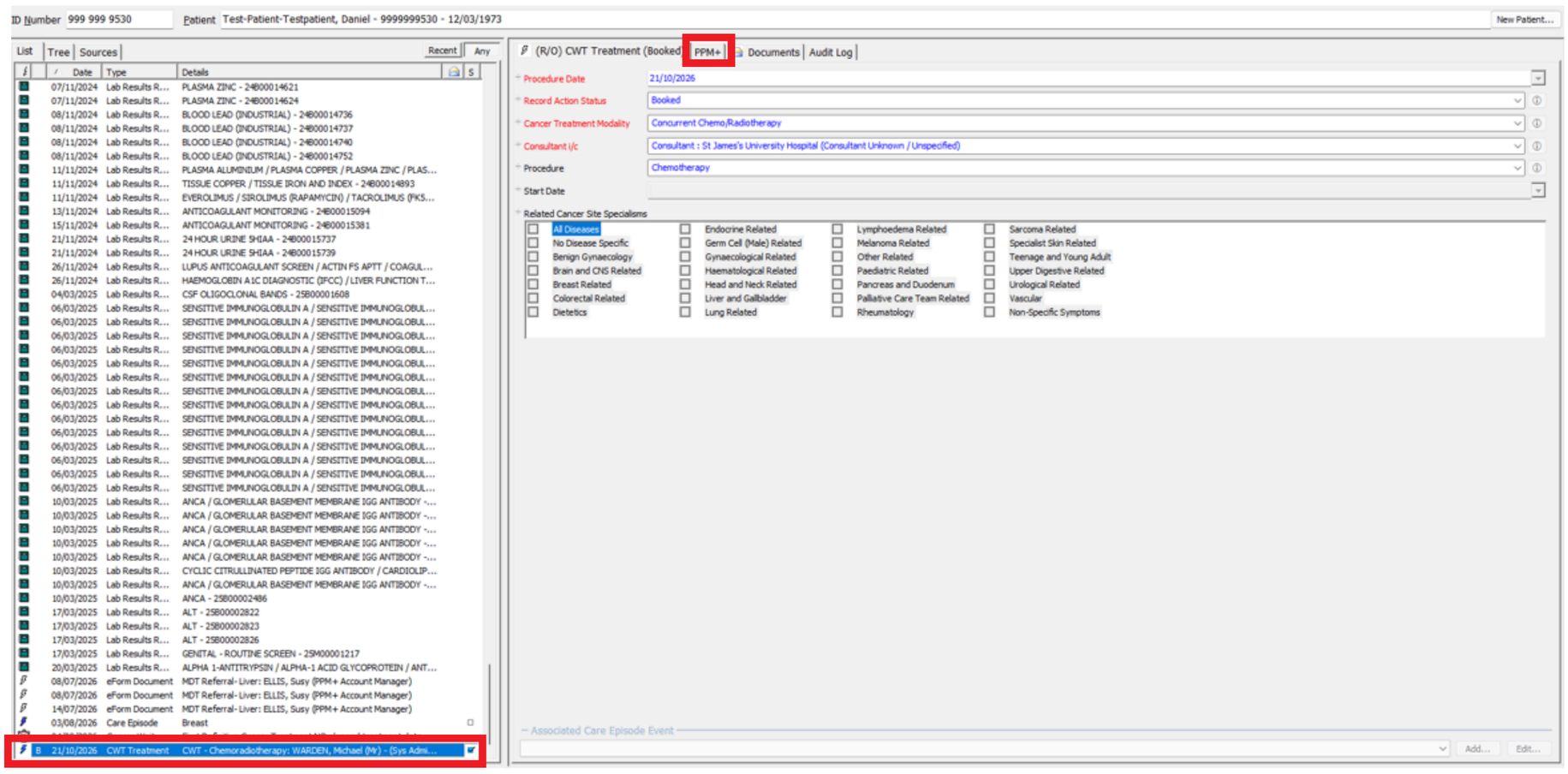
Viewing, Editing and Withdrawing a CWT Treatment eForm in PPM1

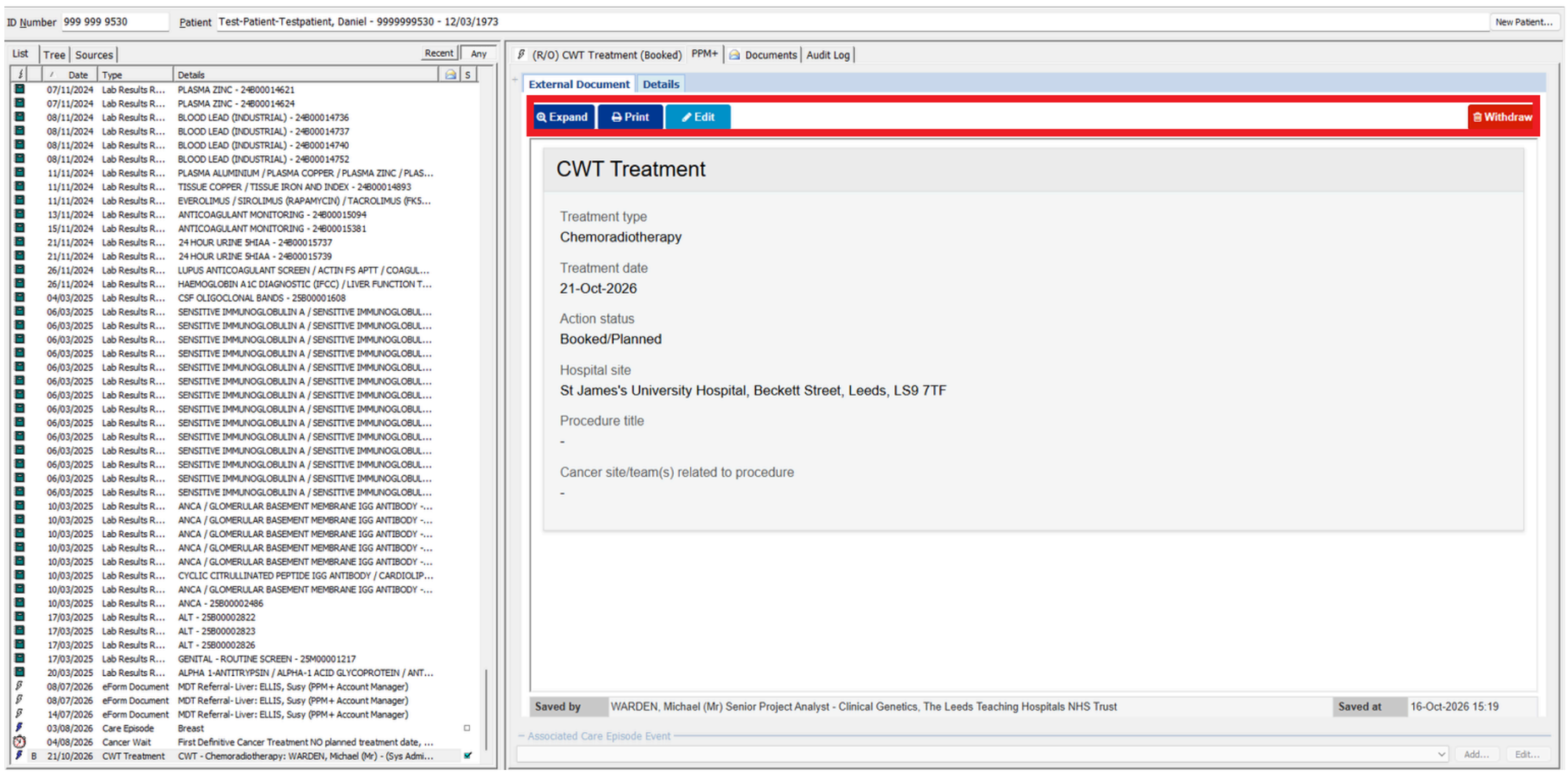
1

The completed **CWT Treatment eForm** will appear in the **Patient's Record.** Simply click on to the **CWT Treatment eForm** then click on the **PPM+ tab**.



2

Once you have selected the **PPM+ tab**, in the right hand pane you will view the completed **CWT Treatment eForm.** From here you have the options to **Edit**, and **Withdraw** the **CWT Treatment eForm**.



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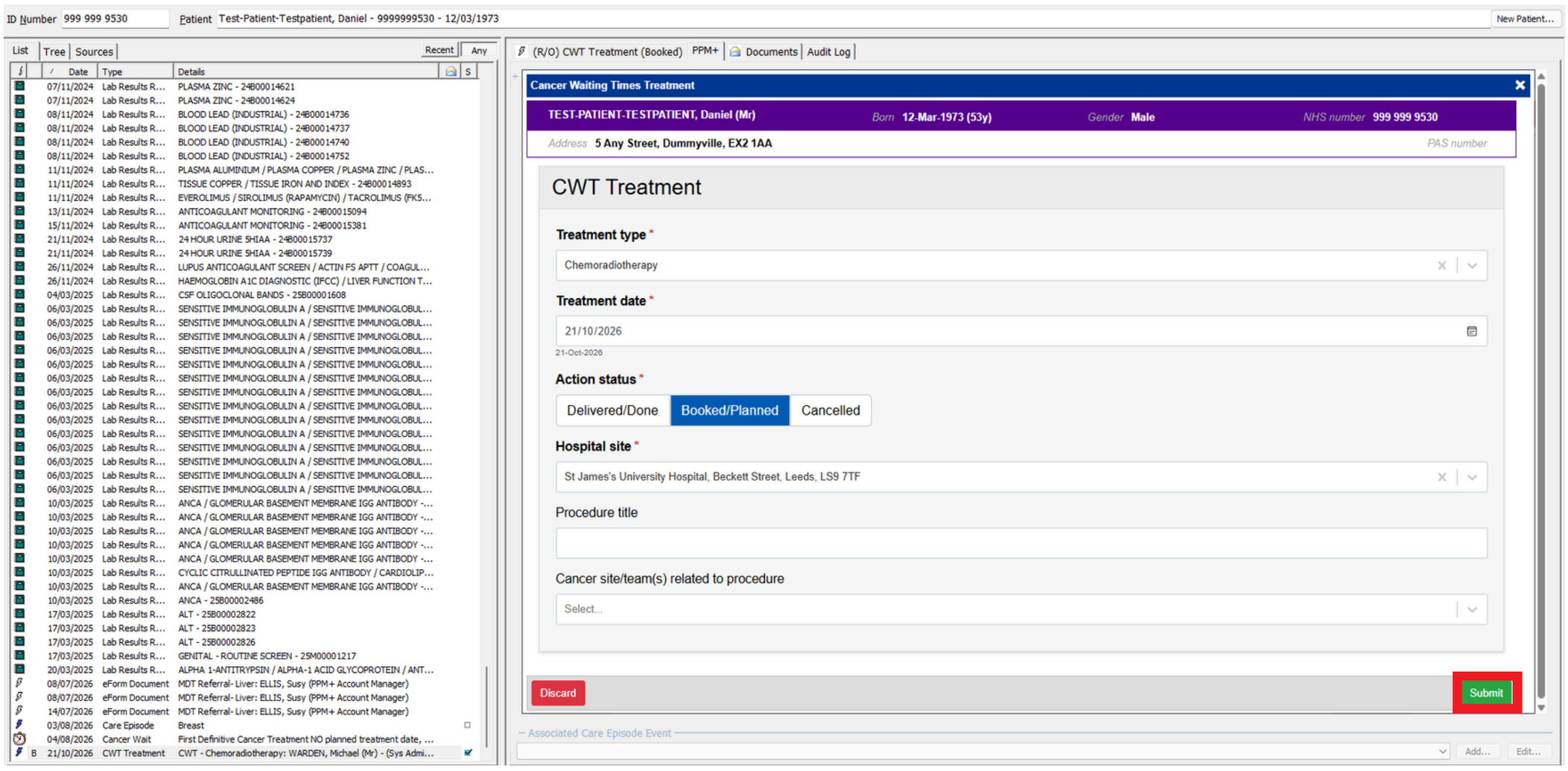
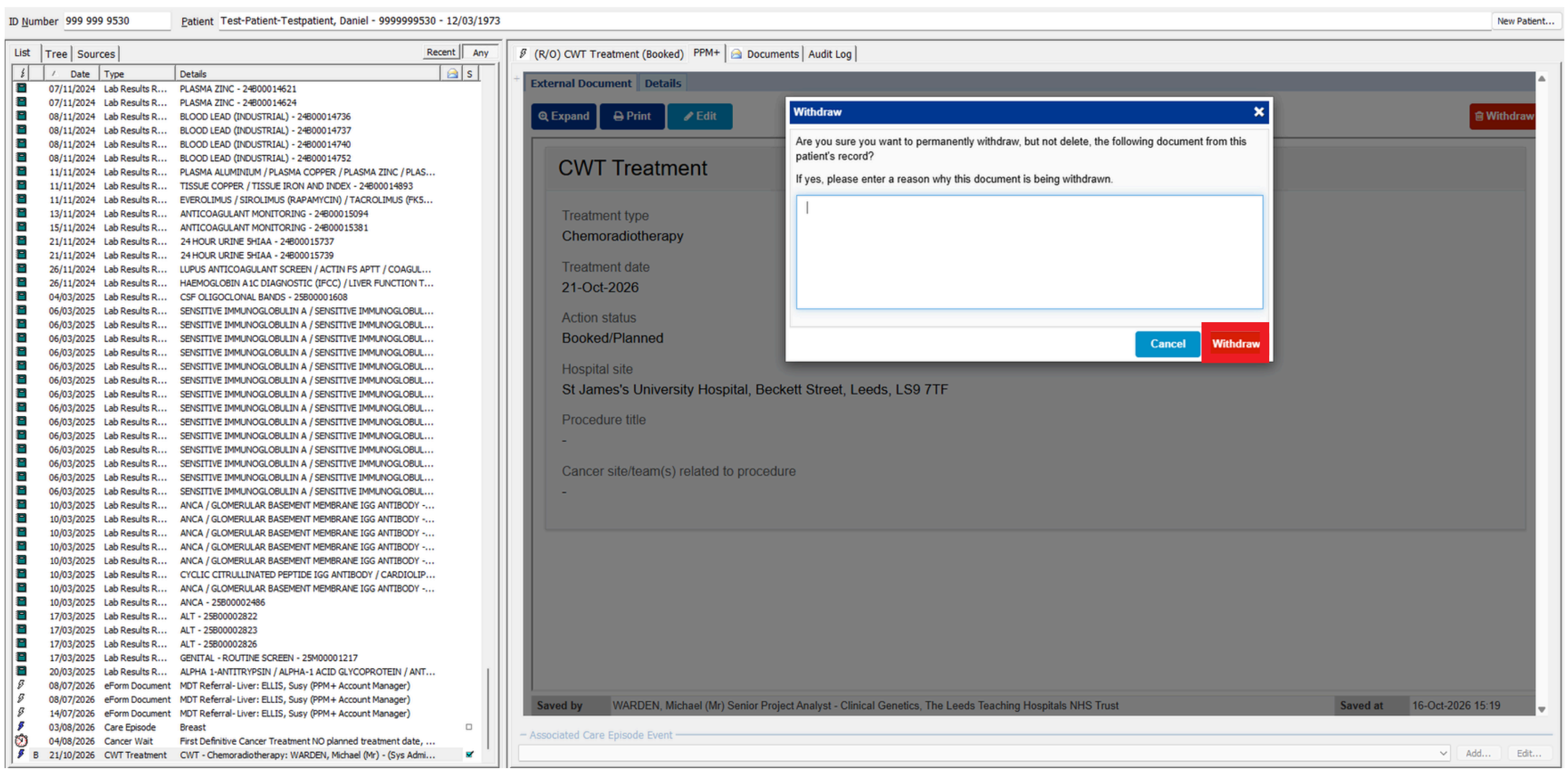
4 If you click on **Edit**, the **CWT Treatment eForm** will reopen for you to **Edit** as required. When you have finished, make sure you click on **Submit**.



5 If you click on **Withdraw**, you will then need to provide a reason for **Withdrawing** the **CWT Treatment eForm** and then click on the **Withdraw button** once done.



Please Note: **Withdrawing** a linked **CWT Treatment eForm**, will also remove it from the **CWT Event**. A new **CWT Treatment eForm** will need be linked.

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Useful Contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

leedsth-tr.ImplementationTeam@nhs.net

IT Service Desk

Please contact the **IT 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

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