

ppm+

# eOutcomes eForm Clinician

USER GUIDE



Outpatients



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

# Contents page

<a href="#"><u>Local Guidance Sheets</u></a> -----	<b>Page 3</b>
<a href="#"><u>Launching the eForm</u></a> -----	<b>Page 4</b>
<a href="#"><u>Using the Clinic Outcome eForm</u></a> -----	<b>Page 6</b>
<a href="#"><u>Problems &amp; Diagnoses</u></a> -----	<b>Page 13</b>
<a href="#"><u>Diagnoses Relevant to Current Episode of Care</u></a> -----	<b>Page 15</b>
<a href="#"><u>Useful Contacts</u></a> -----	<b>Page 16</b>

For further information please contact:

✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

## Local Guidance Sheets

Prior to completing the eOutcome eForm it is important to be familiar with your Local Guidance Cribsheets, provided to you by your CSU.

An example of this can be found below:

**PPM+ eOutcome Form: BREAST (so2)**

OP Procedure Codes

B37.1	FNAC	S49.1	Inflation of Tissue Expander
B32.1	Core Biopsy	Z49.1	Seroma Aspiration
S42.4	Removal of Sutures	S56.5	Dressing Change
<b>Breast cyst aspiration</b>			
B33.1	Drainage of lesion of organ		
<b>Punch biopsy breast</b>			
S13.2	Punch biopsy of lesion of skin NEC	Z49.1	Skin of breast
<b>Nipple discharge cytology</b>			
B35.8	Other specified operations on nipple	Y21.8	Cytology of organ - other specified



Clinic	Waiting List
BHBRE	BHBRE
EPLTBRE	EPLTBRSJ
BKBRE	BKBRE
SNMBRE	SNMBRESJ
SNMRECON	SNMRECSJ
EMBRE	EGMOPFU
NURSEBRE	as above depending on Consultant patient under
DRESSNUR	as above depending on Consultant patient under
MAINBCP	FHBREAST
NIPTAT	NIPTATFU
BRENURSE	FHBREAST
BREPAIN	BRPAINFU

- Please complete outcome form after each patient
- Please remember to request any tests on ICE as necessary

***\*If you have any questions regarding your Local Guidance sheets, please speak with your direct line manager\****

**For further information please contact:**

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

## Launching the eForm

- 1 Once logged in to PPM+ , select **Clinic** from the dropdown, then type in the clinic name and search for the clinic. The next **Clinic Date** will be displayed.



Clinic    A    🔍

Advanced Search ▾

- 2 Patients that are expected to attend the clinic will be displayed in this view. You may see patients that have recently cancelled, select the **Status** filter so these **cancellations** appear at the bottom.

TSTCN1 CARD SJUH, 12-Jan-2026											Select Columns	🗑️
Action	Patient	DOB	NHS Number	PAS Number	Phone Number	Time	Appointment Type	Appointment With	Status	Outcome	On Trial	
📄	PTEST SERREQ Five	02-Aug-1965				08:40	TEL (REVIEW TELEPHONE ASS)	TSTCN1 CON NEW SJUH		Completed		
📄	TOMTEST Regfive	26-Mar-2020				08:50	VCF (VIDEO CLINIC F/UP)	TSTCN1 CON NEW SJUH		Completed	✓	

- 3 Click in the blank **Outcome** column cell for the Patient to launch the **Clinic Outcome eForm**.

TSTCN1 CARD SJUH, 14-Jul-2025											Select Columns	🗑️
Action	Patient	DOB	NHS Number	PAS Number	Phone Number	Time	Appointment Type	Appointment With	Status	Outcome	On Trial	Ward
📄	TOMTEST Mergeip	10-Nov-2001				08:30	TEL (REVIEW TELEPHONE ASS)	TSTCN1 CON NEW SJUH		Completed		
📄	TOMTEST Regfive	26-Mar-2020				08:40	VCF (VIDEO CLINIC F/UP)	TSTCN1 CON NEW SJUH			✓	TEST EPR ZZZ

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The **Phone Number** column cell for the Patient displays the **Patient's primary contact number**. The system selects the number using the following priority:

4

1. **Mobile number (default)**
2. **Home number, if no mobile number exists**
3. **Work number, if no home number exists**

You can hover your cursor over the **Phone Number cell** to view all telephone numbers recorded for the Patient in the system.

If the **Phone Number cell** is blank, it means no contact telephone numbers are recorded for the Patient in **PAS**.

Please update the Patient's telephone details directly in **PAS** so they appear correctly in this view.

TST RTT CLINIC, 21-May-2025												Select Columns		
Action	Patient	DOB	NHS Number	PAS Number	Phone Number	Time	Appointment Type	Appointment With	Status	Outcome	On Trial	Ward		
	DIAGNOSISTEST Adam	01-Jan-1990			Mobile12345	12:30	Routine appointment - default if...	TST RTT DOCTOR 1	Attended	Completed		TEST EPR ZZZ1		
	TOMTEST Regfive	26-Mar-2020						DOCTOR 1	Did not attend	Completed	✓	TEST EPR ZZZ		

Mobile: Mobile12345  
Home: HOMETELL0123456  
Work: WORKTELL987654

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## Using the Clinic Outcome eForm

- 1 If the patient has received an Outpatient Procedure select **Yes** in the Appointments section under **“Have any procedures been undertaken today?”**. If they require any tests select **Yes** under **“Are any tests / minor ops required?”**

The screenshot shows the 'Clinic Outcome' dashboard on the left and the 'Creating new submission of: Clinic Outcome' form on the right. The form includes fields for Specialty (ENT), Clinic (CWOOGEN - MR WOODHEAD ENT-GEN), Appointment date (08/08/2015), Appointment time (10:00), and Appointment type (Follow Up (FR)). Two questions are highlighted with red boxes: 'Have any procedures been undertaken today?' and 'Are any tests / minor ops required?'. Both questions have 'No' and 'Yes' radio button options. The 'Yes' options are selected. Below these questions is the 'Procedure Details' section, which is partially visible. At the bottom of the form are 'Discard' and 'Submit' buttons.

- 2 If you selected **Yes** under **“Have any procedures been undertaken today?”** it will open the **Procedure Details** section as you scroll down.

The screenshot shows the 'Procedure Details' section of the form. It includes a 'Main Procedure' search field with a dropdown arrow and a note: 'Please ensure you select a four-digit code which includes a decimal point (e.g. A12.3) or this will be void'. Below this is an 'Additional Comments' text area. Underneath is a 'Sub Procedures' section with another search field and a '+ Add' button. At the bottom of the section are 'Discard' and 'Submit' buttons.

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3

Enter the 4 character code required. This must be 4 characters due to Trust financial impacts.

*\*The most frequently used OP Waiting List Code will appear after clicking on the down arrow\**

### Main Procedure \*

B12.2 Biopsy of lesion of thyroid gland

Please ensure you select a four-digit code which includes a decimal point (e.g. A12.3) or this will be void

4

If you selected **Yes** under “**Are any tests / minor ops required?**” you can enter details in the **Tests** section. You **MUST** also enter this on **ICE** to request the test.

### Tests

Please be aware that tests will need to be booked separately

Test details (e.g. CT, MRI, Minor Op)

5

You then scroll down to **Outcome** section where you can select the appropriate outcome for the patient from the drop down list.

*\*It is important that the correct option is selected for this patient as this will contribute to the next steps in the patients pathway\**

- Test NOT required - provided with treatment of their condition today (TA/NO)
- Test IS required - provided with treatment of their condition today (TA/NO)
- Not for treatment or diagnostic test - follow up again in a specific timeframe CLINICIAN decision (AC/NO)
- Not for treatment or diagnostic test - follow up again in a specific timeframe PATIENT decision (AP/NO)
- No treatment today - needs diagnostic test before next steps (GT/FT/NO)
- Attended diagnostic test - needs another OUTpatient appointment (ZO/NO)
- Attended diagnostic test - proceed to INpatient waiting list (ZD/WD)
- DNA - did not attend appointment today (DA/DP/NO)

Select...

6

You'll need to select an appropriate option from the **Next Steps** section.

### Next steps \*

Discharge

PIFU

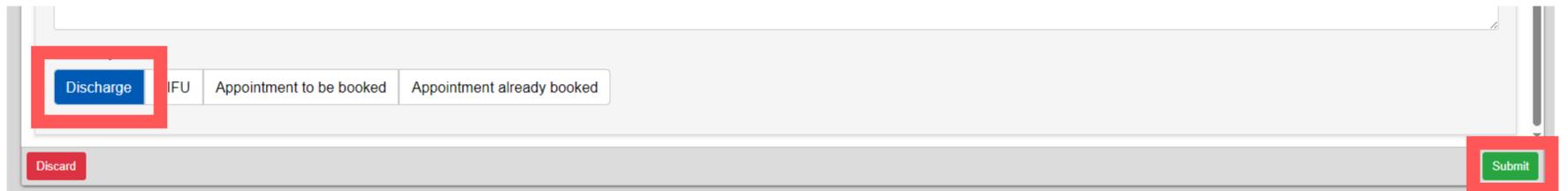
Appointment to be booked

Appointment already booked

For further information please contact:

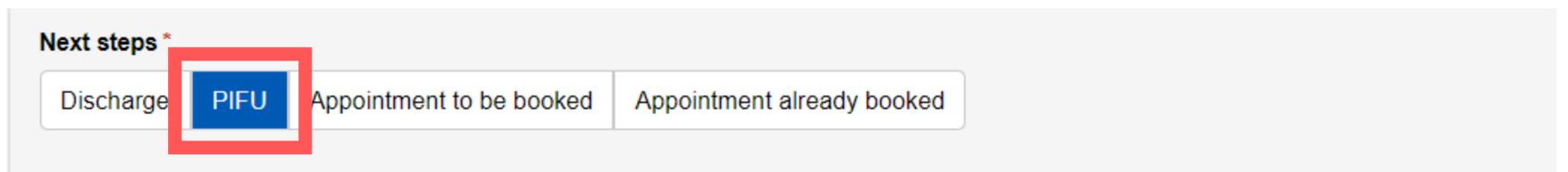
✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

- 7** If the patient did not attend and requires discharge, select **Discharge** from the **Next Steps** option and select **Submit**.



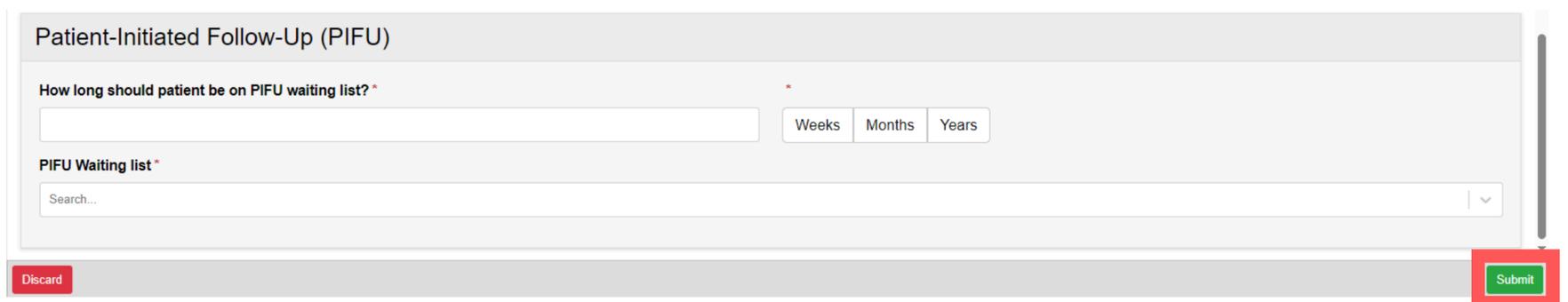
A screenshot of a web form's 'Next steps' section. It features four buttons: 'Discharge', 'PIFU', 'Appointment to be booked', and 'Appointment already booked'. The 'Discharge' button is highlighted with a red rectangular box. Below the buttons are 'Discard' and 'Submit' buttons, with 'Submit' also highlighted in red.

- 8** If the patient is due to be placed on a PIFU waiting list, select **PIFU**.



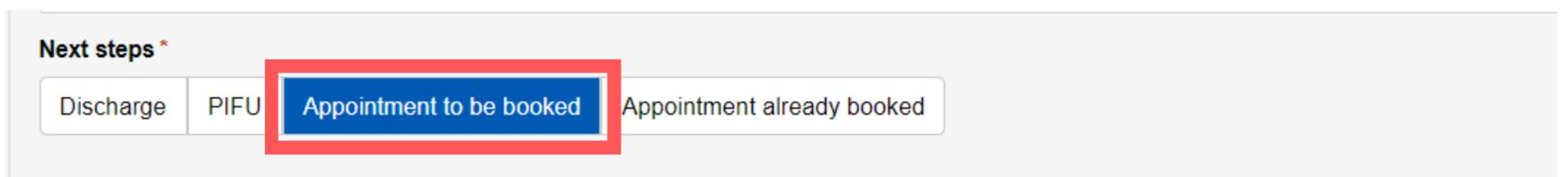
A screenshot of the 'Next steps' section of a web form. The 'PIFU' button is highlighted with a red rectangular box. Other buttons include 'Discharge', 'Appointment to be booked', and 'Appointment already booked'.

- 9** This will open the **Patient-Initiated Follow-Up (PIFU)** section, fill out the section accordingly and select **Submit**.



A screenshot of the 'Patient-Initiated Follow-Up (PIFU)' section. It contains a form with a text input field for 'How long should patient be on PIFU waiting list?' and radio buttons for 'Weeks', 'Months', and 'Years'. Below this is a 'PIFU Waiting list' section with a search input field. 'Discard' and 'Submit' buttons are at the bottom, with 'Submit' highlighted in red.

- 10** If an appointment needs to be booked for the patient, select **Appointment to be booked**.



A screenshot of the 'Next steps' section of a web form. The 'Appointment to be booked' button is highlighted with a red rectangular box. Other buttons include 'Discharge', 'PIFU', and 'Appointment already booked'.

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- 11** This will open the **Next Appointment** section, if you don't know the specific date for the appointment select **No** and then select **Days/Weeks/Months/Years** and type the corresponding number for when the patient clinically needs to be seen again.

The screenshot shows the 'Next Appointment' form. The question 'Does next appointment need to take place on a specific date?' has 'No' selected. The question 'When should next appointment take place?' has 'Days' selected. Other fields include 'Waiting list', 'Who with?', 'Appointment format' (Face-to-face, Telephone, Video, Write with results), and 'Is a further appointment required?' (No, Yes).

- 12** If you know the date the patient needs to return to clinic, click **Yes** and click on the calendar icon in the **Specific date** box to choose a date.

The screenshot shows the 'Next Appointment' form. The question 'Does next appointment need to take place on a specific date?' has 'Yes' selected. The 'Specific date' field is open, showing a calendar for May 2024. The date '1' is selected. Other fields include 'Waiting list', 'Who with?', 'Appointment format' (Video, Write with results), and 'Is a further appointment required?' (No, Yes).

- 13** If the patient needs to be placed on an OP waiting list, type in the waiting list code or consultant surname, and select the code.

*\*The most frequently used OP Waiting List Code will appear after clicking on the down arrow\**

The screenshot shows the 'Waiting list' dropdown menu. The text 'Tes' is entered in the search box. The dropdown list shows the following options: ADFWL - TEST WAITING LIST, CAU - TEST UG WAIT, D10 - DENTAL STUDENT 10 TEST WL, D9 - DENTAL STUDENT 9 TEST WL, and DANBTST - DANB TEST.

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- 14 If the patient has informed you that they already have an appointment booked into your clinic, please select **Appointment already booked**.



Next steps \*

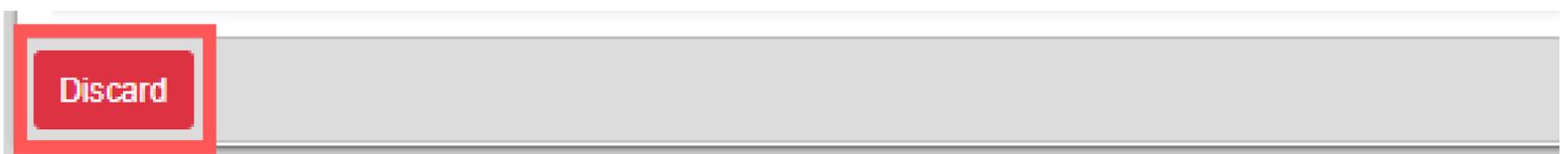
Discharge PIFU Appointment to be booked **Appointment already booked**

- 15 Upon completion of the eForm, select **Submit** in the bottom right hand corner to save this information and submit the eForm.



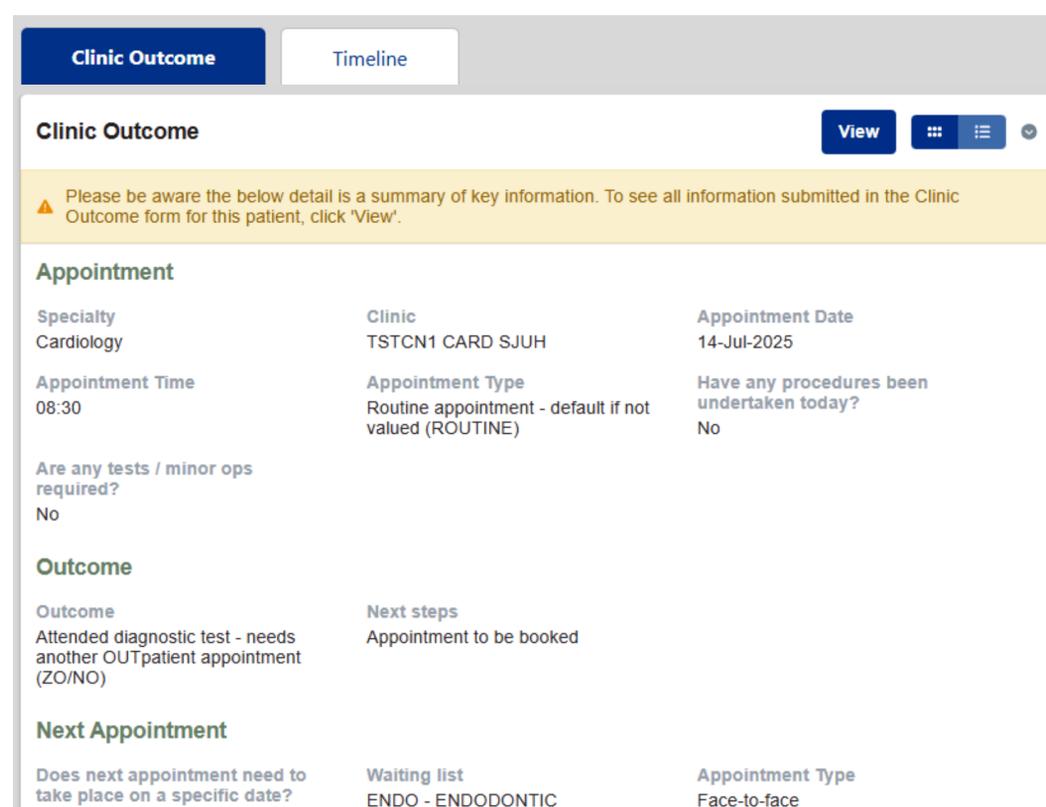
Submit

- 16 You also have the option to **Discard** the eForm, this will delete anything you have done via the button in the bottom left hand corner.



Discard

- 17 Upon submission you will be presented with a partial view of the information you have submitted. If you want to see the complete eForm click on **View**.



Clinic Outcome Timeline

Clinic Outcome **View** [Menu] [Close]

⚠ Please be aware the below detail is a summary of key information. To see all information submitted in the Clinic Outcome form for this patient, click 'View'.

**Appointment**

Specialty Cardiology	Clinic TSTCN1 CARD SJUH	Appointment Date 14-Jul-2025
Appointment Time 08:30	Appointment Type Routine appointment - default if not valued (ROUTINE)	Have any procedures been undertaken today? No
Are any tests / minor ops required? No		

**Outcome**

Outcome Attended diagnostic test - needs another OUTpatient appointment (ZO/NO)	Next steps Appointment to be booked
--	--

**Next Appointment**

Does next appointment need to take place on a specific date?	Waiting list ENDO - ENDODONTIC	Appointment Type Face-to-face
--	-----------------------------------	----------------------------------

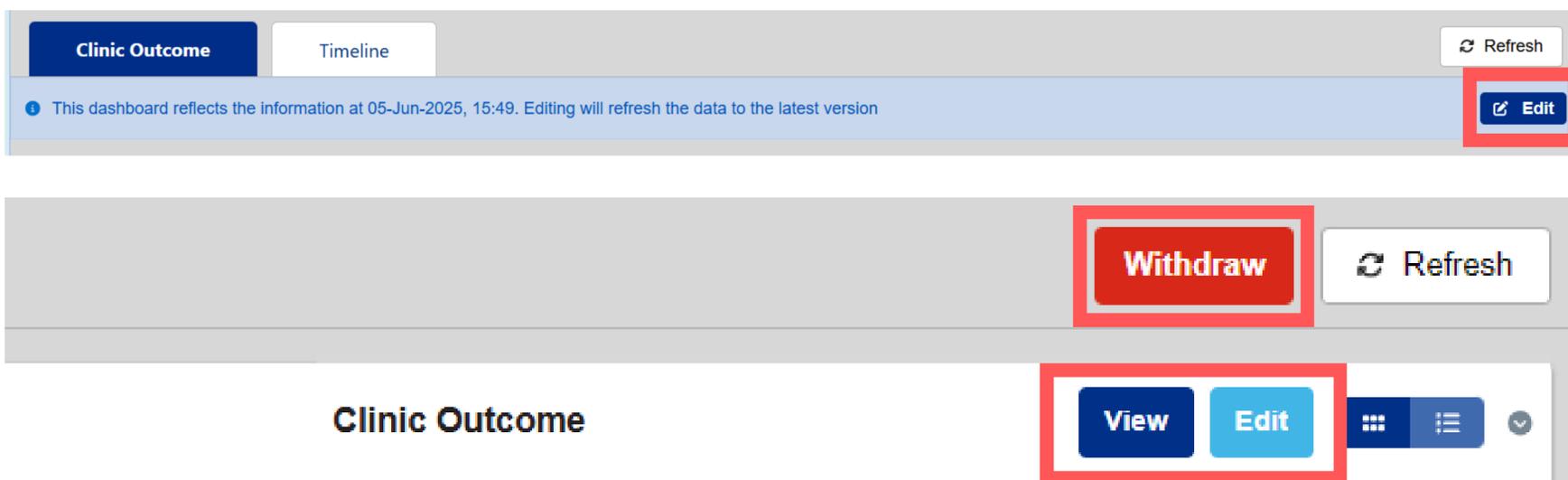
For further information please contact:

✉ [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

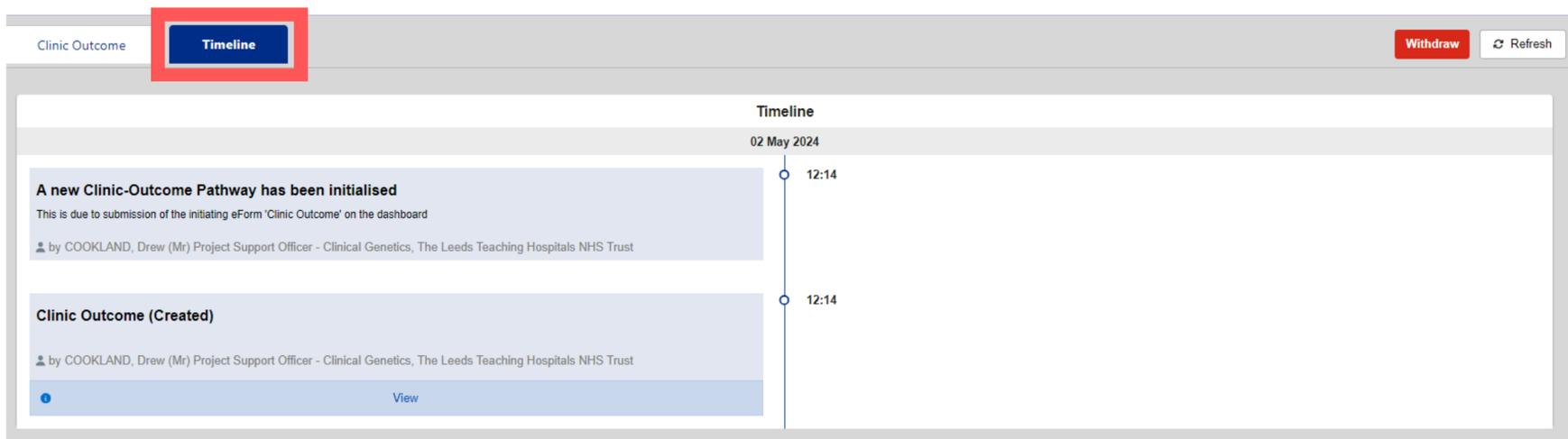
**18** From here, you can **Edit, Withdraw** and **Print** the eOutcome all from this page by selecting the appropriate button.  
If you wish to **Edit** the form, please inform your CSU of this change to allow them to amend the PAS system.

To **Edit** the form, firstly click on **Edit** from **within the Outcome Dashboard**. Then you can go through and edit the **Clinic Outcome** form or anything relating to **Diagnoses**.

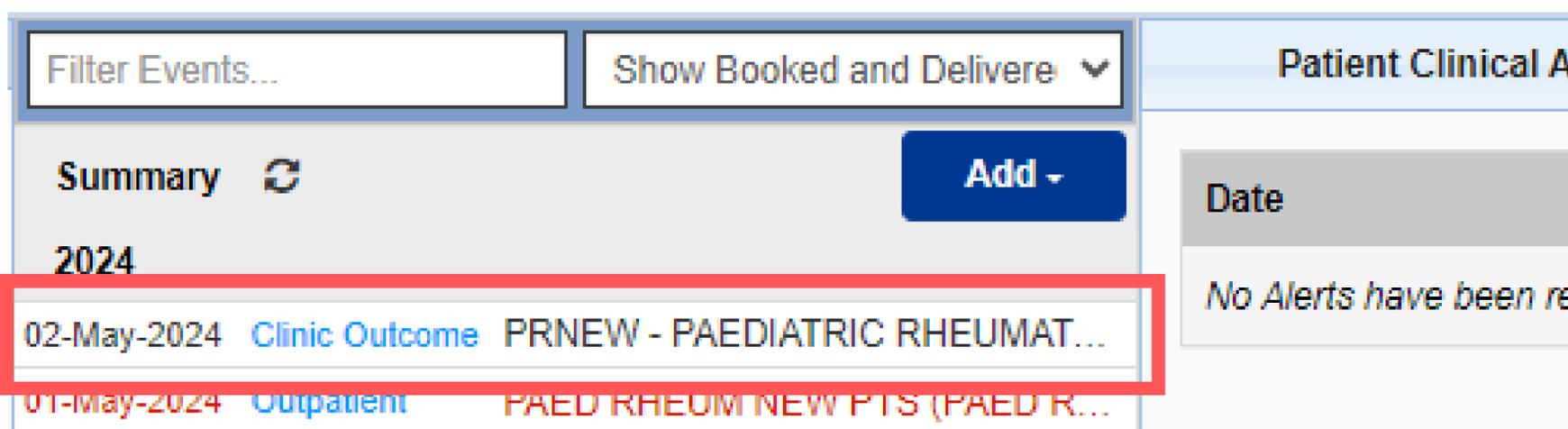
*\*Withdrawing the form DOES DELETE it\**



**19** You can also view a history of outcomes completed via the **Timeline** button at the top left of the page.



**20** The form will then be accessible in the patient **Summary** in a patients **Single Patient View**.



For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net

21

The Clinic List **Outcome** cell for the Patient will now display as **Completed**. Click on the Outcome cell again for the **Patient** to view the completed **Clinic Outcome eForm** for the **Patient**.

Action	Patient	DOB	NHS Number	PAS Number	Phone Number	Time	Appointment Type	Appointment With	Status	Outcome	Ward
	TOMTEST Mergelp	10-Nov-2001				08:30	TEL (REVIEW TELEPHONE ASS)	TSTCN1 CON NEW SJUH		Completed	

For further information please contact:

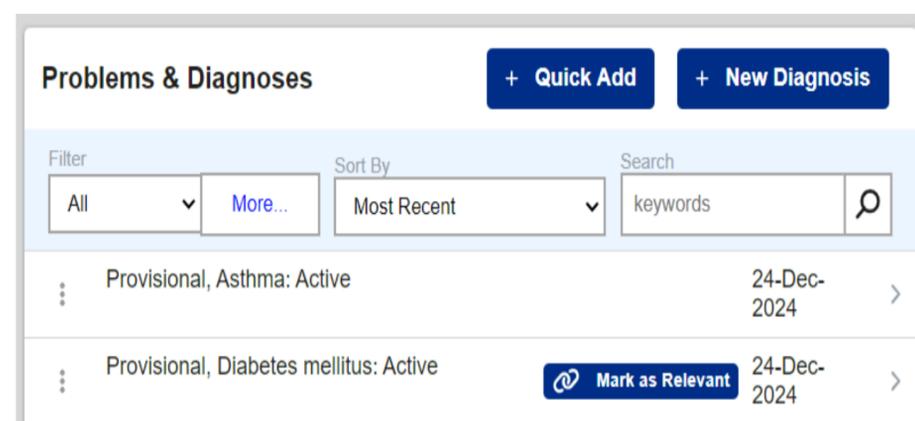
 [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

# Problems & Diagnoses

Any previous **Diagnoses** will appear in the **Problems and Diagnoses widget** in the **eOutcomes Dashboard**.

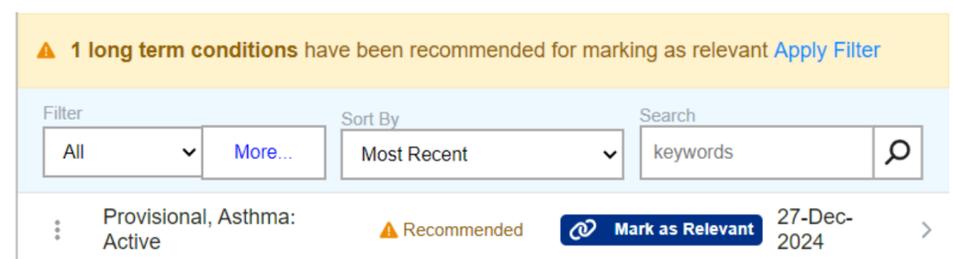
1

Please see the **Diagnosis user guide** to understand how to **add, edit** and **withdraw** a **Diagnosis** for a **Patient** via the **Problems & Diagnoses** widget by **Clicking Here**.



2

Within the **Problems & Diagnoses widget**, the system may **recommend Diagnoses/Conditions**, that have been recorded for the **Patient**, that may be **relevant to the Patient's current episode of care** and should be **considered to be marked as relevant**.



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3

Click on **Apply Filter**, to only see these **recommended Diagnoses/Conditions** only, in the **Problems & Diagnosis widget**.

▲ 1 long term conditions have been recommended for marking as relevant **Apply Filter**

4

Click on **Remove Filter**, to return to see all **Diagnoses/Conditions** in the **Problems & Diagnosis widget**.

▲ 1 long term conditions have been recommended for marking as relevant **Remove Filter**

5

You can mark any **Diagnosis/Condition** as **relevant to current episode of care**. Click on the **Mark as Relevant button** for a **Diagnosis/Condition** to do this.

 **Mark as Relevant**

In doing so, the **Diagnosis/Condition** will appear in the **Problems & Diagnoses widget** in the **dashboard** and will also appear in the **Diagnoses Relevant to current episode of care widget** in the **eOutcomes Dashboard**.

**Any other Dashboards with the Problems & Diagnoses widget and the Diagnosis Relevant to Episode of Care widget will also change to reflect any updates.**

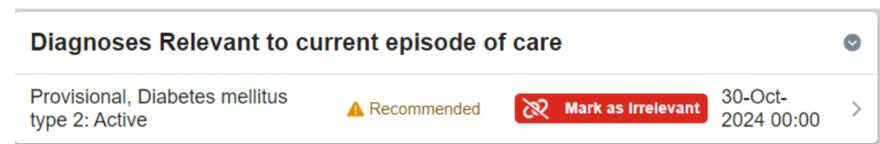
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# Diagnoses Relevant to Current Episode of Care

1

If any **Diagnoses/Conditions** have been **marked as relevant for the current episode of care**, it will appear in this **widget**. This includes **Diagnoses/Conditions** marked as relevant on previous admissions.



2

You can **Mark a Diagnosis/Condition as Irrelevant** for **the current episode of care** by clicking the **Mark as Irrelevant button** for a **Diagnosis/Condition** to remove it from the widget.



**Any other Dashboards with the Problems & Diagnoses widget and the Diagnosis Relevant to Episode of Care widget will also change to reflect any updates.**

For further information please contact:

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# Useful contacts

Please contact the **Implementation Team** for Digital Support & Training on PPM+ functionalities.

 [leedsth-tr.ImplementationTeam@nhs.net](mailto: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>

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.leedsth.nhs.uk/>**

**For further information please contact:**

 [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)