

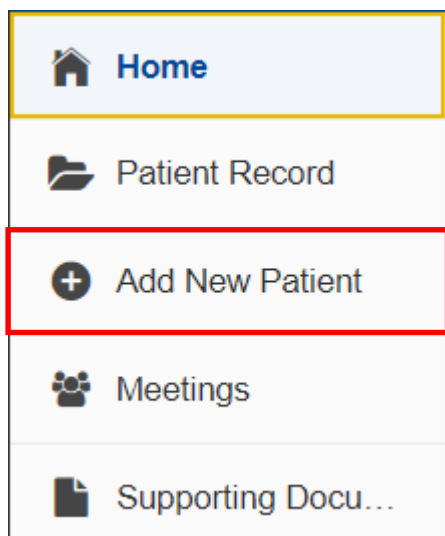
Creating a patient record in CPMS 2.0

!!!Please note, without consent a patient cannot be discussed in the system!!!

Please note, the following step-by-step guide uses only mock patient data that is not related to any real case to illustrate CPMS 2.0 functionality.

To create a patient record inside CPMS 2.0 follow these steps:

- Go to <https://cpms2.ern-net.eu/> and log in using your EU login credentials.
- Click on “Add New Patient” in the menu on the left:



A patient can only be added to the system if they have provided specific consent to discuss their case in the CPMS. To indicate the patient has given their consent, tick yes under “Consent given” (red box in the screenshot below).

Consent for care

Before you can add a patient to the system you must gain their consent.
Your hospital has a specific form or procedure to obtain consent from a patient for this system.
If you are unaware of this internal procedure, please contact your hospital Data Protection Officer (DPO) and/or ERN specific representative.

Consent given *

☐ Yes ☒ No

OPTIONAL - Consent for education purposes

☐ Yes ☒ No

OPTIONAL - Consent for inclusion in registries

☐ Yes ☒ No

Once the patient's consent has been confirmed, please provide the patient details. Please note, the data you input here will only be visible to other clinicians in CPMS 2.0 from your hospital.

Identifying data

First Name *	Last Name *
Enter first name	Enter last name
Sex *	Date of birth *
Please choose	dd/mm/yyyy
Nationality *	
Please choose	

Click the “Next” button at the bottom of the page to proceed to the next step.

In the next step, set up a nickname and details of the patient.

Please make sure all fields marked with * (mandatory) are filled with the relevant information.

Please indicate the thematic area (mandatory) and the subthematic area (optional, but highly recommended to fill in if possible) of the patient record as shown in box 2 in the screenshot below.

Page 2 of 3

System information

Nickname [?]

The nickname must be unique

Verstappen Wright 782

Validate

Generate nickname

This nickname is valid

Healthcare provider details

ERN *

Endo-ERN

Lead [?]

Greta Ginski

Healthcare provider *

Universitätsklinikum Schleswig-Holstein

Treatment country *

Germany

Thematic Area *

Sexual development and maturation X

Thematics

Subthematic Area

46,XY-DSD X

Subthematics

Cancel

Back

Next >

Click the “Next” button at the bottom of the page to proceed to the next step.

On the next page, an overview of all the patient information you have just entered is shown:

Page 3 of 3

Overview

Consent given *	Yes
Date of consent for Care *	03/09/2025
OPTIONAL - Consent for education purposes	No
Date of consent for Education	-
OPTIONAL - Consent for inclusion in registries	No
Date of consent for Inclusion	-
First Name *	testetst
Last Name *	test
Date of birth *	01/01/2004
Sex *	Female
Nationality *	German
Nickname *	Verstappen Wright 782
ERN *	Endo-ERN
Healthcare provider *	Universitätsklinikum Schleswig-Holstein
Treatment country *	Germany
Lead *	Greta Ginski
Thematic Area *	Sexual development and maturation
Subthematic Area	46,XY,DSD

Cancel

Edit details

Add patient >

(Please note, this screenshot was made in the test system and contains fake data)

Please check whether the information is correct and then click “Add patient >” at the bottom of the page to add the patient to the CPMS.

The main patient record page is now shown, including tabs for “Details”, “Files”, “Participants” and “History”:

Search for a record > Verstappen Wright 782

Verstappen Wright 782 Hide personal data

P0000972 No Discussion

Details Files Participants History

Patient Details

Sex: Female Age: 21 Years

Record created: 03 September 2025

Thematic and Sub-thematic area
Sexual development and maturation

Export patient data Edit patient details Extended details

Healthcare provider details

ERN
Endo-ERN

Healthcare provider
Universitätsklinikum Schleswig-Holstein

Lead
Greta Ginski

Edit healthcare provider details

Discussion topic
Currently there is no open discussion.

Open discussion

Currently no discussion is open. Open a new discussion to start messaging

(Please note, this screenshot was made in the test system and contains fake data)

- The “Details” tab shows the (non-identifiable) information you have just entered.
- The “Files” tab allows you to upload any files relevant to the patient record.
 - Files can be easily added using drag and drop or browse functions. Click the “Upload” button to open a popup window that allows you to upload files:

Upload File

Only 1 file can be uploaded at a time. Zip files must only contain DICOM files. ¹
CPMS 2.0 system only allows certain file extensions ²

Choose file Drag and drop file here

Here you can add details about this file:

File category: None Investigation date: dd/mm/yyyy

Description: Please insert the file description here

☐ By ticking this checkbox, you confirm that you have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.

Cancel Upload

Please note, the upload can only be completed if you tick the box in the bottom left of the upload window (red rectangle) to indicate that you have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.

A DICOM viewer is included and any DICOM files that are uploaded to the patient record will be recognised as such and can be viewed directly in the system.

- The “Participants” tab allows you to invite experts in
 - Click the “Add participant” button to open the participants popup window.
 - Select “Endo-ERN” under “ERN” and click the “Search” button to show only Endo-ERN experts:

Add participant

Search

Search by group



ERN

Name

Thematic Area

Centre

Profession

Cares for

Search

Select the relevant thematic group under “Thematic Area” and click search to find experts with specific expertise.

If you need help to find experts, please contact the CPMS 2.0 Operational Helpdesk of Endo-ERN (cpmshelpdesk@endo.ern-net.eu)

Go to 'Open discussion' on the right to ask the invited participants to contribute to your case.

- Briefly explain what you would like to discuss with the invited experts
- Give a deadline if necessary

The screenshot shows a web interface with a sidebar on the left containing patient data fields like 'Age' and a main content area on the right. In the top right of the main area, there is a section titled 'Discussion topic' with the text 'Currently there is no open discussion.' and a blue button labeled 'Open discussion'. A modal dialog box titled 'Open a discussion' is open in the center. It contains a text area for 'Write discussion topic' with a placeholder 'Write your comment here. This can be a sentence or a paragraph.' Below this is an 'Urgency' section with radio buttons for 'Not urgent' (selected) and 'Urgent'. Under 'Specify urgency', there is a date picker labeled 'Select a date'. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons. At the bottom of the main content area, a grey bar displays the message: 'Currently no discussion is open. Open a new discussion to start messaging'.

The case discussion is open now and the invited recipients will receive a notification on your case.

You can gather written feedback, or schedule a meeting to discuss the case via a virtual consultation with other experts.

If you have any questions, comments or bug reports, please contact the CPMS 2.0 Operational Helpdesk of Endo-ERN (cpmshelpdesk@endo.ern-net.eu).