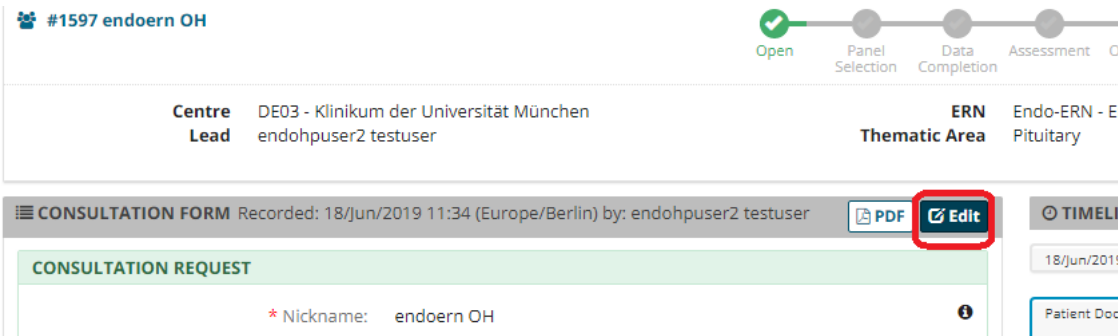


Stage Open and stage Data completion: **Upload document in patient consultation form**

- Login via <https://cpms.ern-net.eu/login/>
- Go to your patient panel and click on the button 'Edit', right next to Consultation form (if you have already made a consultation form, in stage open or data completion) (see below)



- Option 1: Tick in the checkbox of 'Episode Description' and click on 'Episode Description' to automatically scroll down (see below)

CONSULTATION FORM

Recorded: 07
Edited: 07/Jul

☒ **Consultation Request**
☒ Patient Information
☒ Episode Description
☐ Rare Disease Diagnosis
☐ Comorbidities
☐ Phenotype/Genetic Features and Biobanks
☐ Family History
☐ Health Behaviours
☐ Allergies and Other Adverse Reactions
☐ History of Past Illness and Disorders
☐ Special Treatment Intervention
☐ Surgical Procedures
☐ Transplantation History
☐ Medication Summary
☐ Others
☐ Medical Documents

CONSULTATION REQUEST

Is

* Is this a repeat of a pre

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* Consulta

- After scrolling down you will find 'Episode description – Other information'. Click on the blue button '+Add other information' (see below)

☒ **Episode Description**
☐ Rare Disease Diagnosis
☐ Comorbidities
☐ Phenotype/Genetic Features and Biobanks
☐ Family History
☐ Health Behaviours
☐ Allergies and Other Adverse Reactions
☐ History of Past Illness and Disorders
☐ Special Treatment Intervention
☐ Surgical Procedures
☐ Transplantation History
☐ Medication Summary
☐ Others
☐ Medical Documents

Episode Description - Current Treatments

+ Add current treatment

Episode Description - Exam Findings

+ Add exam finding

Episode Description - Laboratory Findings

+ Add laboratory finding

Episode Description - Imaging Findings

+ Add imaging finding

Episode Description - Other Findings

+ Add other finding

Episode Description - Clinical Trial Participation

+ Add previous clinical trial participation

Episode Description - Other Information

+ Add other information

Version 1 / December, 2020

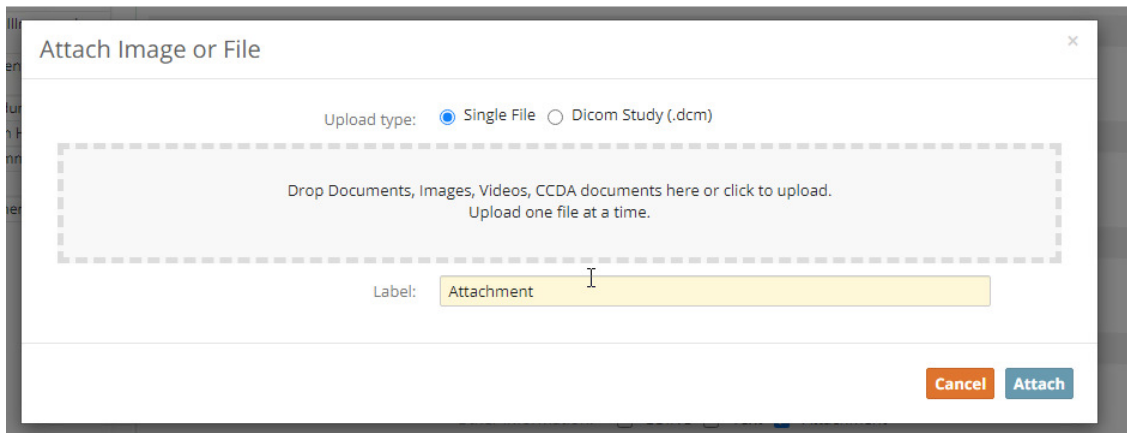
- Tick on the checkbox 'Attachment' and click on 'Attach file/Image' (see below)

The screenshot shows a form titled 'Episode Description' with a sidebar on the left containing various checkboxes. The 'Attachment' checkbox is selected. The main form area has several sections: 'Episode Description - Exam Findings', 'Episode Description - Laboratory Findings', 'Episode Description - Imaging Findings', 'Episode Description - Other Findings', 'Episode Description - Clinical Trial Participation', and 'Episode Description - Other Information'. The 'Other Information' section has three checkboxes: 'LOINC', 'Text', and 'Attachment'. The 'Attachment' checkbox is selected and highlighted with a red box. Below it, the 'Attach file / image' button is highlighted with a red arrow.

- Confirm that your file only contains **anonymous** data (see below)

The screenshot shows a dialog box titled 'Attach Image or File'. It contains a section titled 'About attached files' with the following text: 'The software will de-identify DICOM images. The software will remove identifying sections from attached CDA documents. However, it may be unable to remove data completely. The software will not attempt to modify other document types. When you share this Panel with ERN members, the attachments will be shared automatically.' Below this text is a checkbox labeled 'By ticking this checkbox, you confirm that no identifiable personal data are present in the uploaded file. If you do not want to upload files, you can share them in a virtual meeting by sharing your screen with other participants.' The checkbox is currently unchecked. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Attach'.

- Attach your document(s) (see below)



Attach Image or File

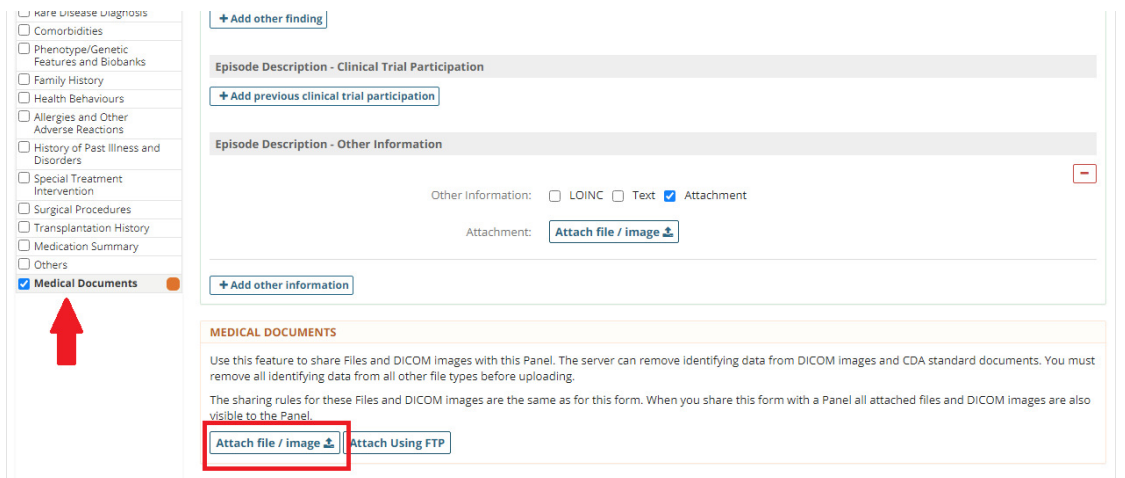
Upload type: ☒ Single File ☐ Dicom Study (.dcm)

Drop Documents, Images, Videos, CCDA documents here or click to upload.
Upload one file at a time.

Label: Attachment

Cancel Attach

- Option 2: Tick in the checkbox of 'Medical Documents' and click on 'Medical Documents' to automatically scroll down (see below)



☐ Rare Disease Diagnosis
☐ Comorbidities
☐ Phenotype/Genetic Features and Biobanks
☐ Family History
☐ Health Behaviours
☐ Allergies and Other Adverse Reactions
☐ History of Past Illness and Disorders
☐ Special Treatment Intervention
☐ Surgical Procedures
☐ Transplantation History
☐ Medication Summary
☐ Others
☒ **Medical Documents**

[+ Add other finding](#)

Episode Description - Clinical Trial Participation

[+ Add previous clinical trial participation](#)

Episode Description - Other Information

Other information: ☐ LOINC ☐ Text ☒ Attachment

Attachment: [Attach file / image](#)

[+ Add other information](#)

MEDICAL DOCUMENTS

Use this feature to share Files and DICOM Images with this Panel. The server can remove identifying data from DICOM images and CDA standard documents. You must remove all identifying data from all other file types before uploading.

The sharing rules for these Files and DICOM images are the same as for this form. When you share this form with a Panel all attached files and DICOM images are also visible to the Panel.

[Attach file / image](#) [Attach Using FTP](#)

- Continue with the steps already described above