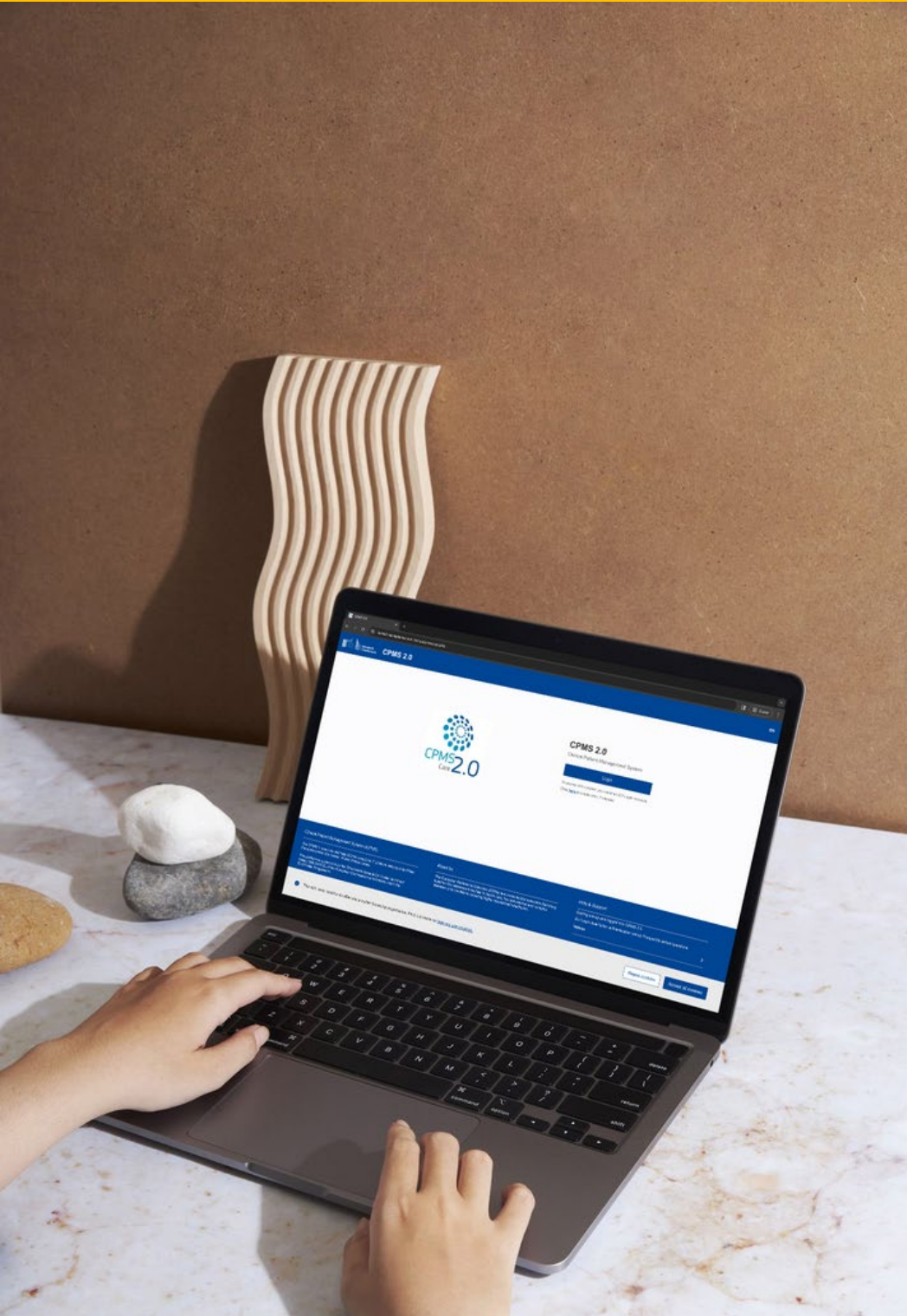


CPMS 2.0 Quick Start Guide for Clinicians



This document aims at assisting you in the first contacts with the CPMS 2.0 IT platform. A training environment has been set up to enable you to explore all the system's features without using real patient data.

When using the real system (with real patients), please make sure you always follow the data privacy procedures of your hospital.

[Link to full system](#)

[CPMS 2.0](#)

You can access the application for testing purposes by clicking on the following link:

[CPMS 2.0 Testing](#)

Overview

Initial steps for a new user:

1. [Create](#) an EU login account
2. [Configure](#) the account for 2FA (two-factor authentication)
3. Request access to the system (sign-up)
4. Use the system

Points 1, 2 and 3 are one-time actions. This quick start guide covers points 3 and 4.

Under point 3 you will learn how to request your ERN to give you access to the system. Under point 4 this guide covers your most common actions as a clinician:

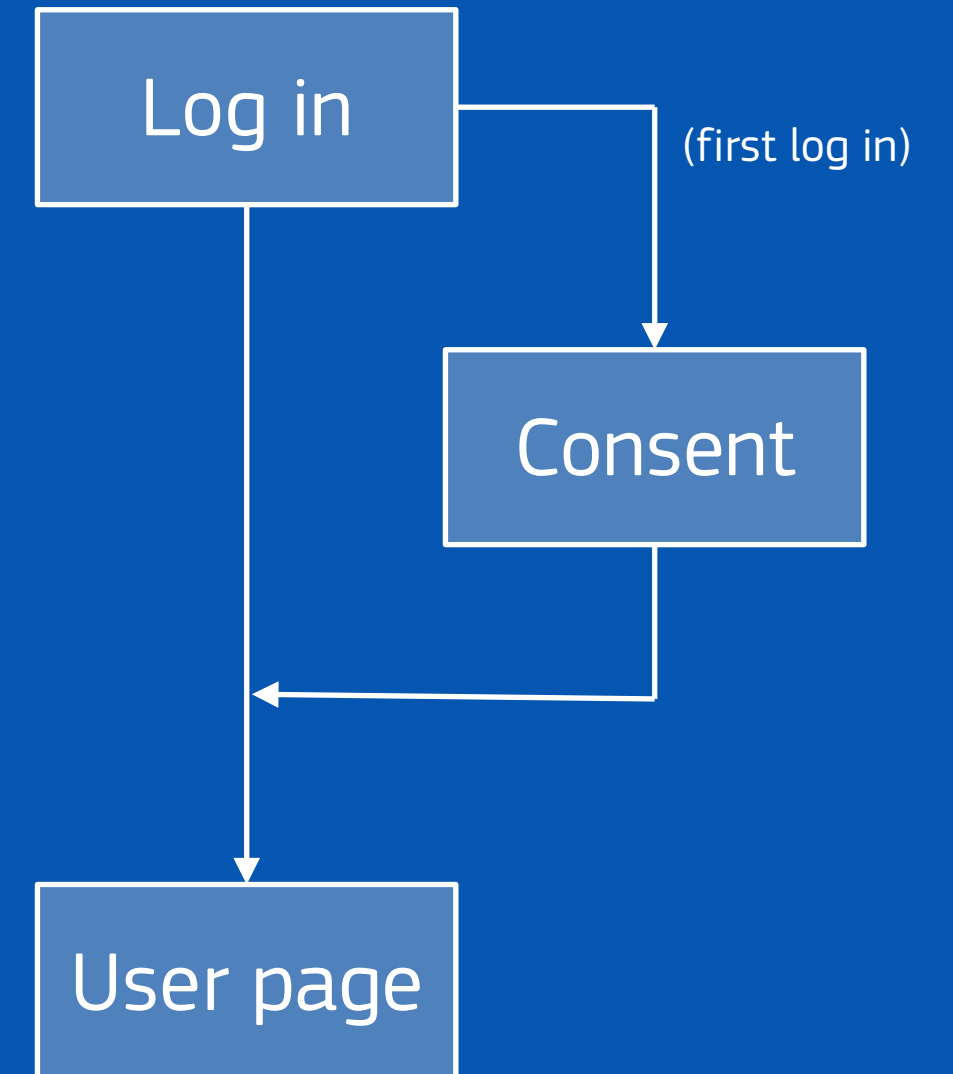
- Enroll a patient and enter a patient case
- Schedule and join a meeting
- Edit notification settings
- Consult a meeting summary
- Exit from a patient record

2

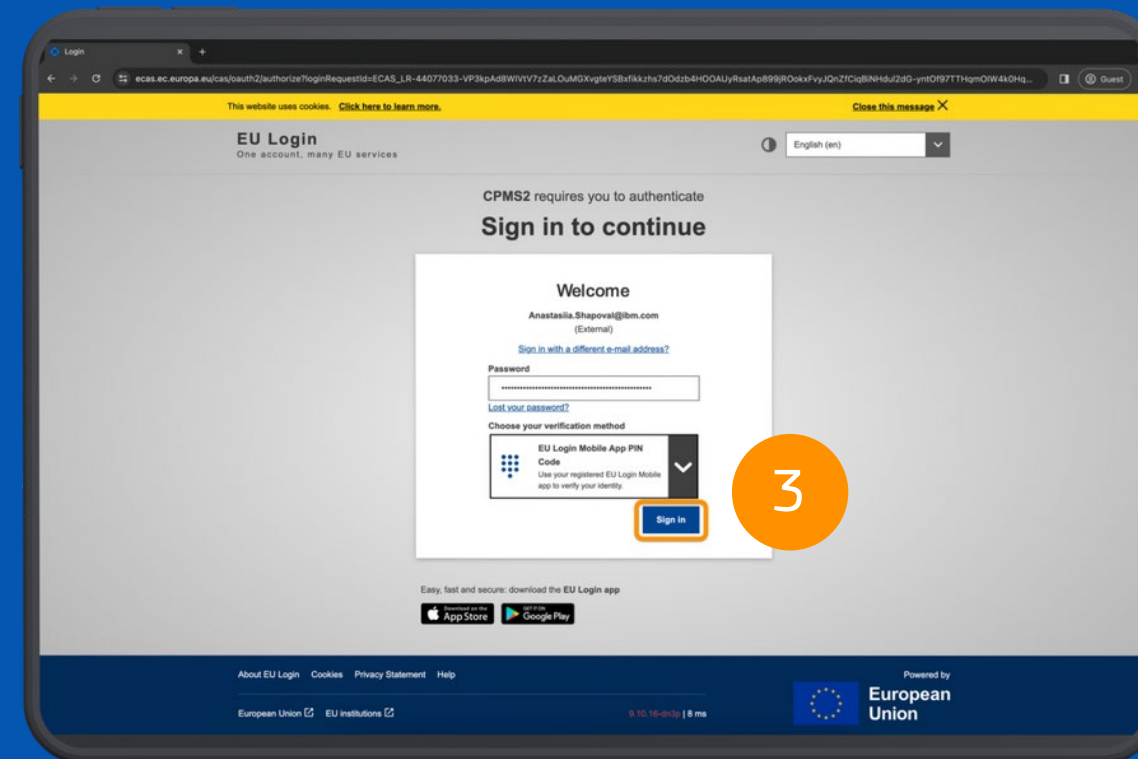
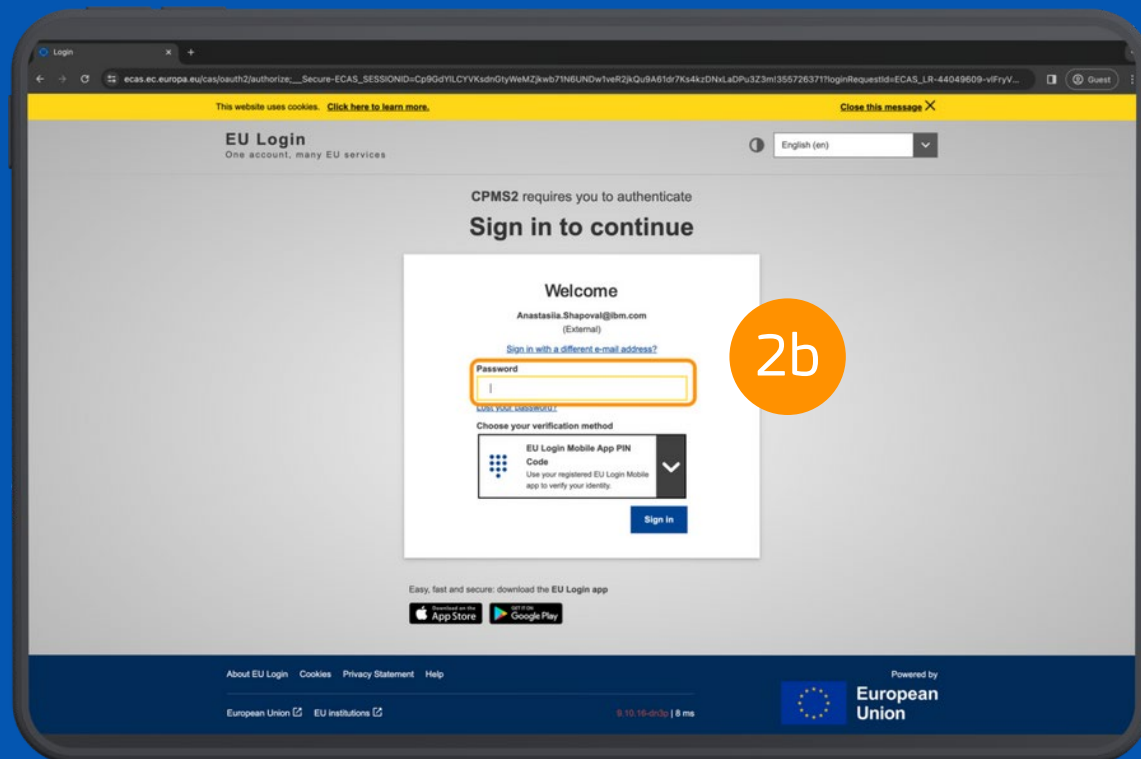
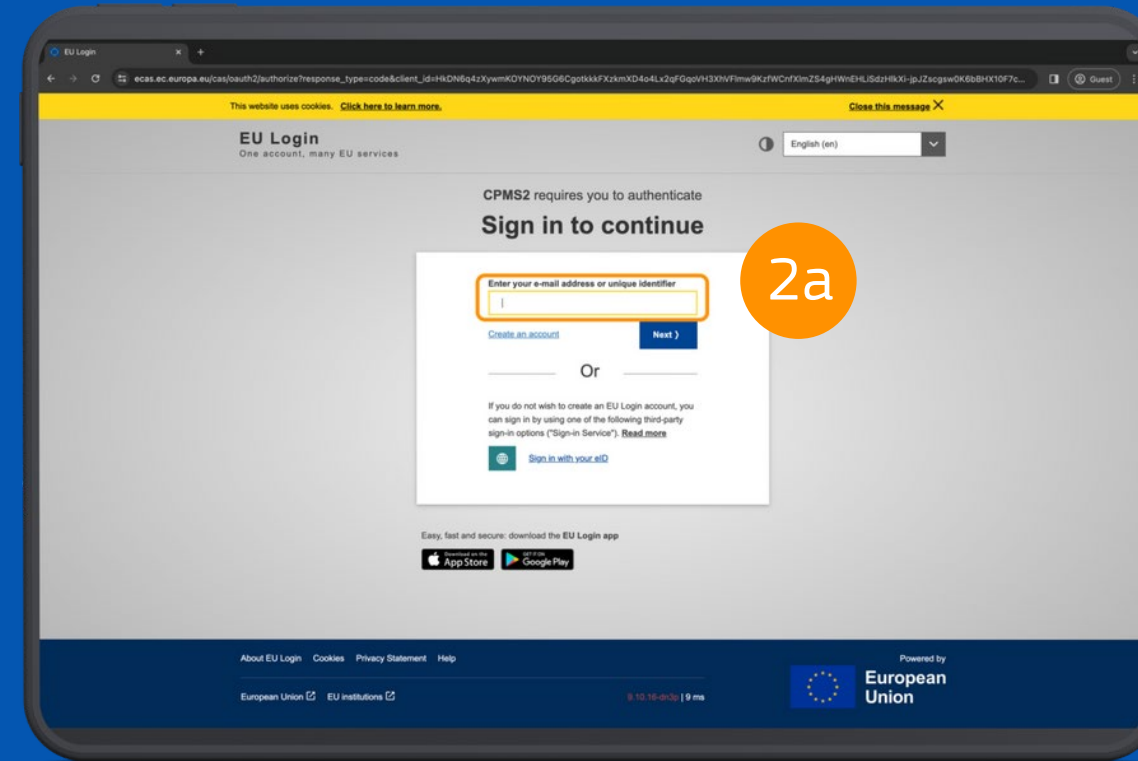
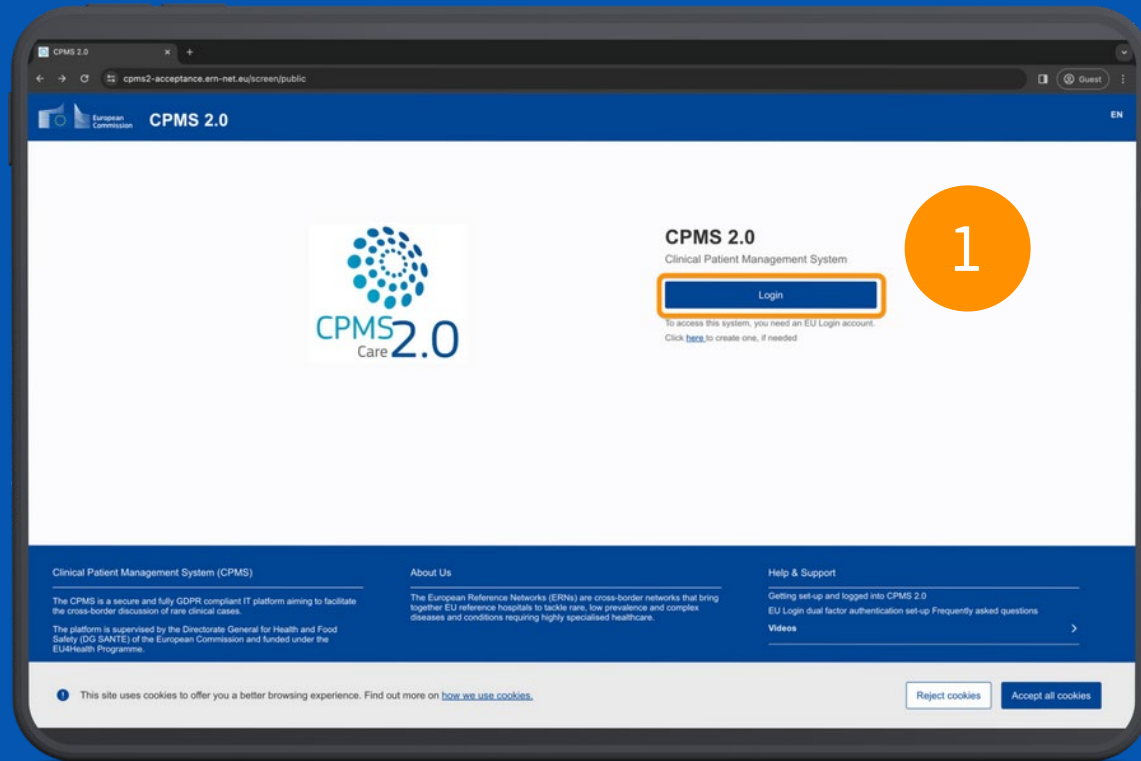
Request access
to the system



Use
the system



How to Log In?



Please remember:

You need a valid EU Login account

How to [create an account](#)

How to [configure two-factor authentication](#)

1

Click on the “Login” button

2

Enter your EU Login username and password

3

Click on the “Sign in” button

How to request access?

Once the Login process is completed, you are directed to the sign-up page. There, you need to:

- 1 Select your role as "Clinician" and proceed by specifying your ERN and hospital. Click "Next"
- 2 Describe your clinical focus: profession, thematic and sub-thematic areas, and an optional free text input. Click "Next"
- 3 Review the information provided. Click "Submit access request"

CPMS 2.0

Sign Up

Please complete these questions to request access to New CPMS.

Page 1 of 3

Which category best describes your role?

Please select

Clinician Assistant

Are you a member of ERN?

Please select

Yes No

Professional Information

Please select

Healthcare provider / hospital*

Please type the name of your health care provider / hospital

ERN*

<input type="checkbox"/> ERN BOND	<input type="checkbox"/> ERN CRANIO	<input type="checkbox"/> Endo-ERN
<input type="checkbox"/> ERN EpiCARE	<input type="checkbox"/> ERKNet	<input type="checkbox"/> ERN-RND
<input type="checkbox"/> ERNICA	<input type="checkbox"/> ERN LUNG	<input type="checkbox"/> ERN Skin
<input type="checkbox"/> ERN EURACAN	<input type="checkbox"/> ERN EuroBloodNet	<input type="checkbox"/> ERN eUROGEN
<input type="checkbox"/> ERN EURO-NMD	<input type="checkbox"/> ERN EYE	<input type="checkbox"/> ERN GENTURIS
<input type="checkbox"/> ERN GUARD-HEART	<input type="checkbox"/> ERN ITHACA	<input type="checkbox"/> Metab-ERN
<input type="checkbox"/> ERN PaedCan	<input type="checkbox"/> ERN RARE-LIVER	<input type="checkbox"/> ERN ReCONNECT
<input type="checkbox"/> ERN RITA	<input type="checkbox"/> ERN TRANSPLANT-CHILD	<input type="checkbox"/> VASCERN

CPMS 2.0

Sign Up

Please complete these questions to request access to New CPMS.

Page 2 of 3

Clinical Focus

Please enter some information about yourself and your areas of expertise.

Cares for*

Adult Pediatric

Please select

Profession*

Please select

Thematic Area*

Subthematic Area

In your own words, what is your specific clinical or research focus, for which you feel competent to give expert advice?

Please insert here, what is your specific clinical or research focus, for which you feel competent to give expert advice

CPMS 2.0

Sign Up

Please complete these questions to request access to New CPMS.

Page 3 of 3

Overview

Please review your information before submitting

Information from EU login

Name* Maria Byrne

Email* mariabyrne@mail.com

EU username* -

Professional Information

Role* Healthcare Professional

ERN* ERN LUNG

Healthcare provider / hospital* "Runit" Hospitals - Trieste

Clinical Focus

Cares for* -

Profession* Allied Health Professional

Thematic Area* G3: Rare neoplasm of the male genital organs, and of the urinary tract

Subthematic Area

Focus area* -

Your request is submitted to your ERN and you're logged out automatically.

You'll be notified by email when:

- your request is submitted
- your request is approved by your ERN

User consent

After your request for access has been approved by your ERN local helpdesk, you can use the system.

- Upon your first login you must read the privacy policy and give the required consents:

I have read the [privacy policy](#) of the CPMS 2.0 platform. I consent that my profile data is stored in the system and can be used to generate reports on my activity on the platform. I am aware that if I participate in clinical discussions, my name and affiliation will be visible in the outcome reports. I understand that the medical liability is always on the treating doctors and an outcome report expresses only the opinion of the experts participating in the discussion. I know that I can withdraw my consent at any time by editing my user profile.

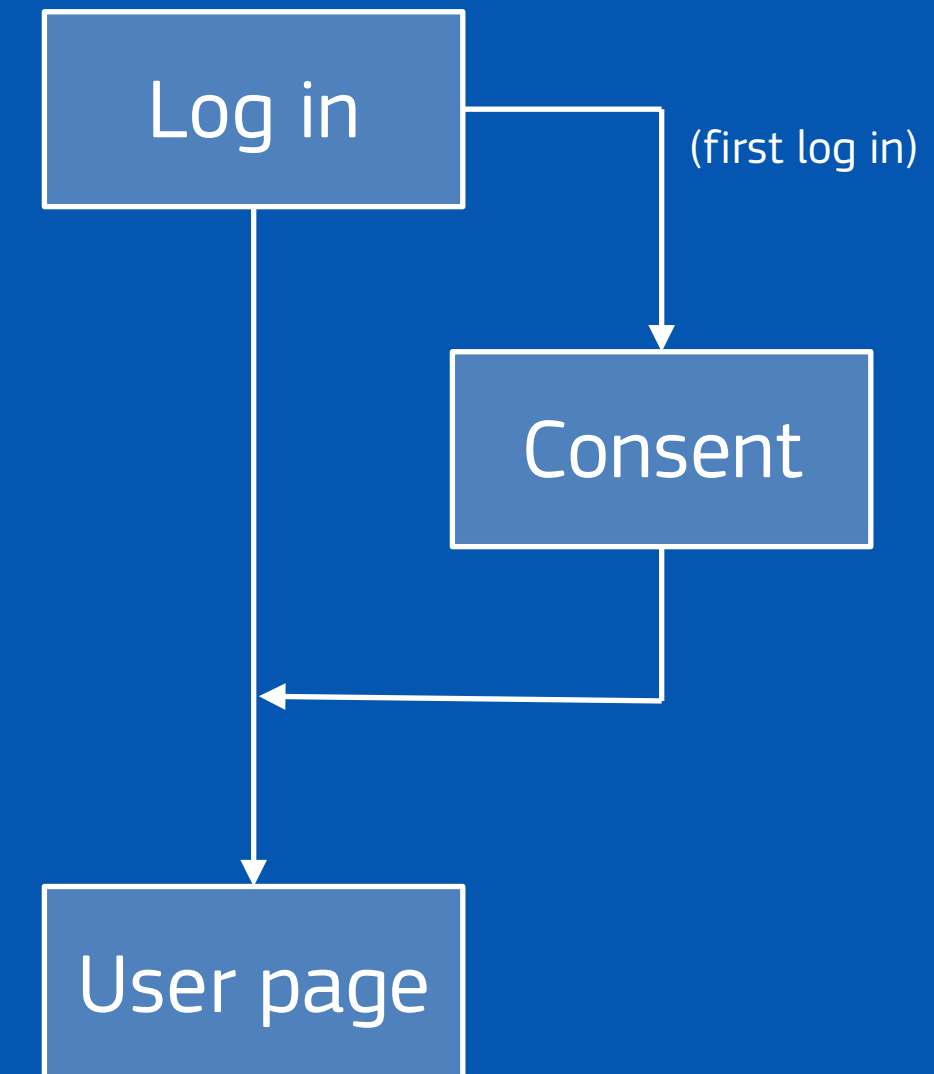
This field is required

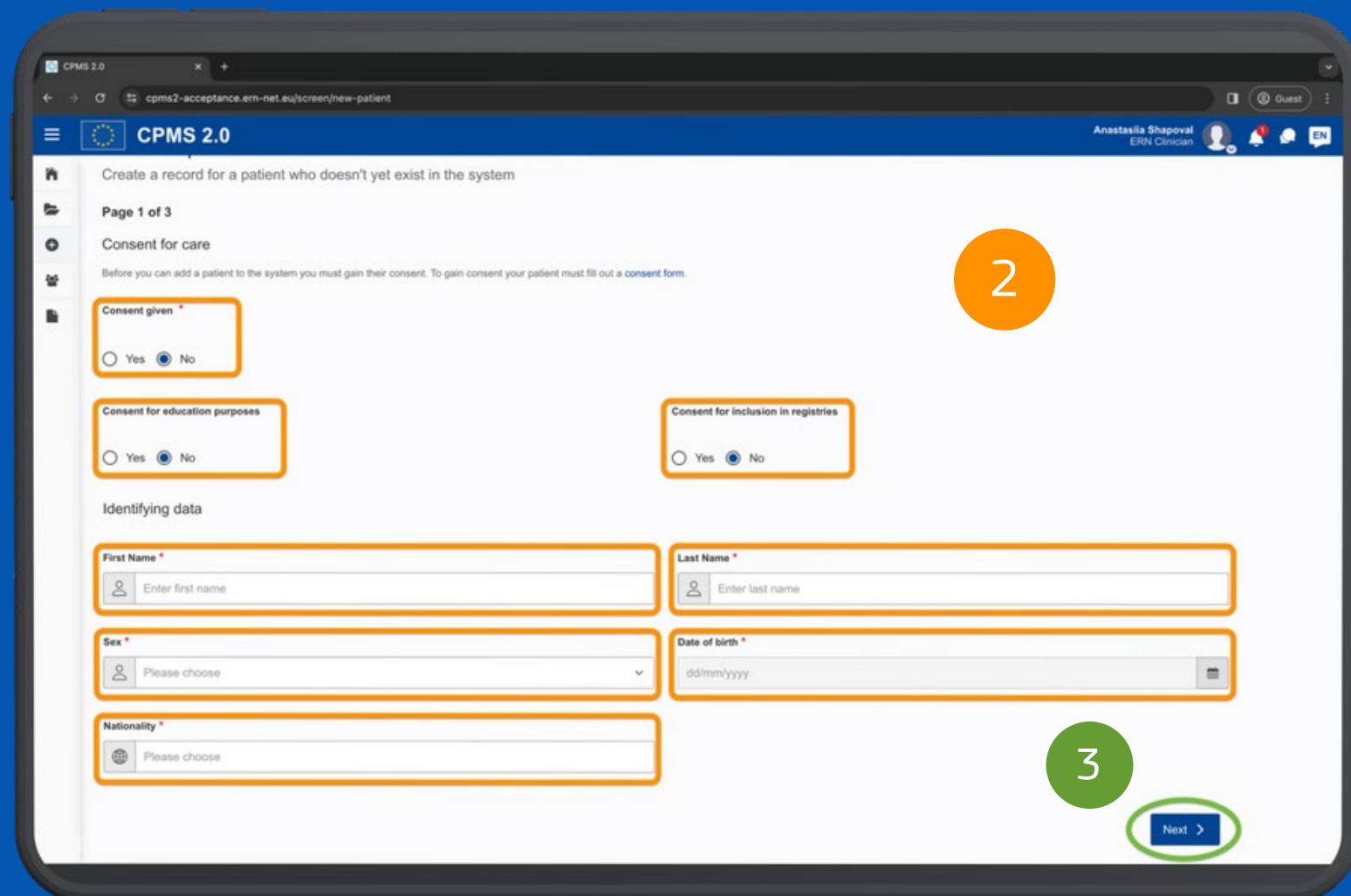
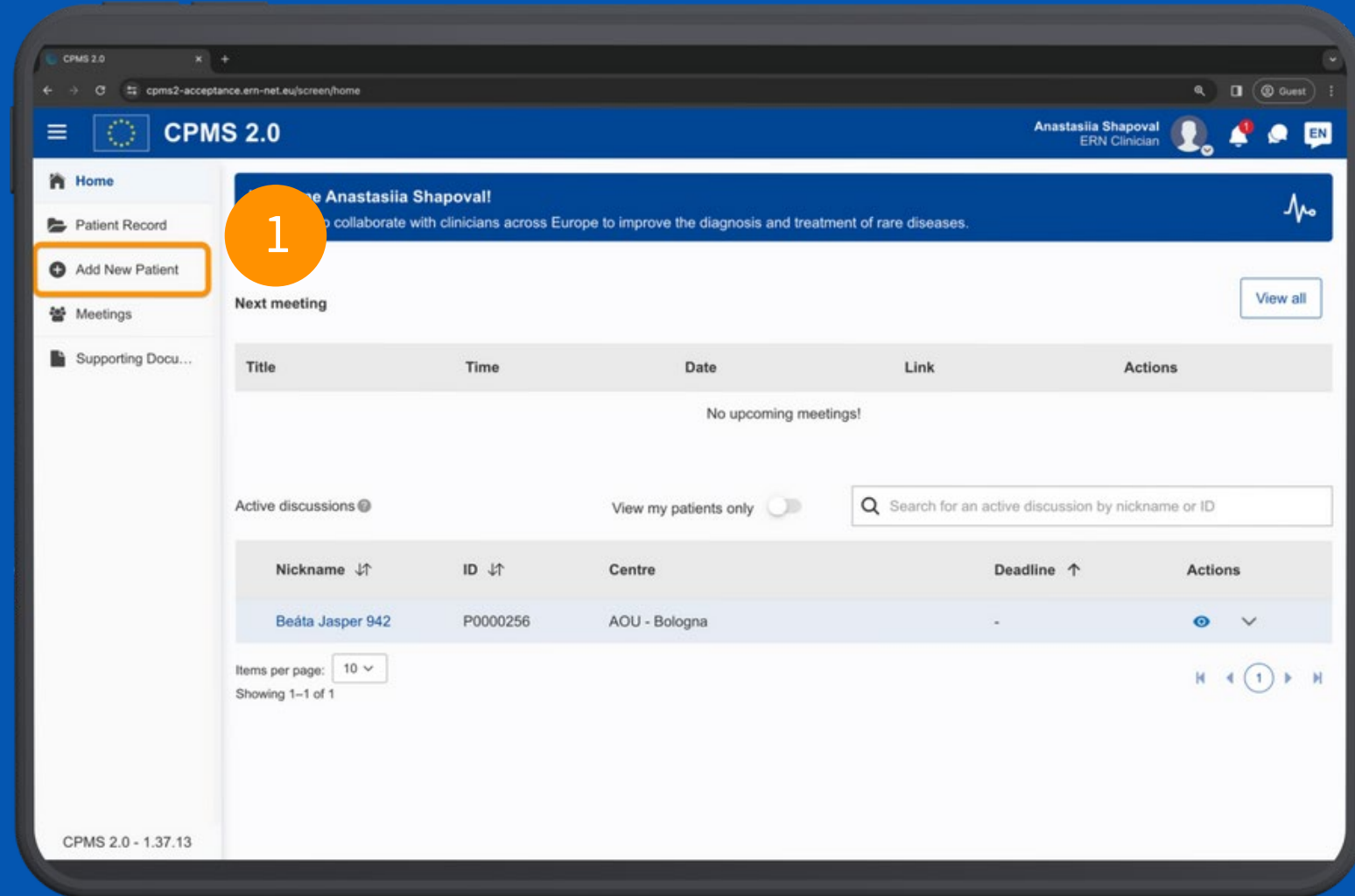
I consent that, if I participate in a clinical discussion of a patient from a country outside the EU, the outcome report (with my name and affiliation on it) may be downloaded by a clinician of that country.

This field is required

- Giving consent is a one-time action.
- You have the right to withdraw the consent at any moment by going to your user profile.

Use
the system





How to enroll a patient?

1

From the left-hand side menu, select "Add New Patient"

2

Fill in the patient's identifying data like first name, last name, sex, date of birth and nationality

3

Click on the "Next" button

How to enroll a patient?

4

Generate or validate a nickname, select ERN, lead, thematic area, and sub thematic area

5

Review the overview page and confirm the patient creation

CPMS 2.0
Page 2 of 3
System information

Nickname
The nickname must be unique
Dreamer Sequoia 179 Validate Generate nickname

Healthcare provider details
ERN *
Please choose

Healthcare provider *
Please choose Other HCP

Lead *
Anastasia Shapoval

Thematic Area *
Thematics

Subthematic Area *
Subthematics

CPMS 2.0
Nationality * Andorran

Nickname * Lollipop Jigsaw 861

ERN * ERN GUARD-HEART

Healthcare provider * AOU - Bologna

Treatment country * Italy

Lead * Anastasia Shapoval

Thematic Area * Familial Electrical Diseases in adults and/or children, Other - ERN GUARD-HEART

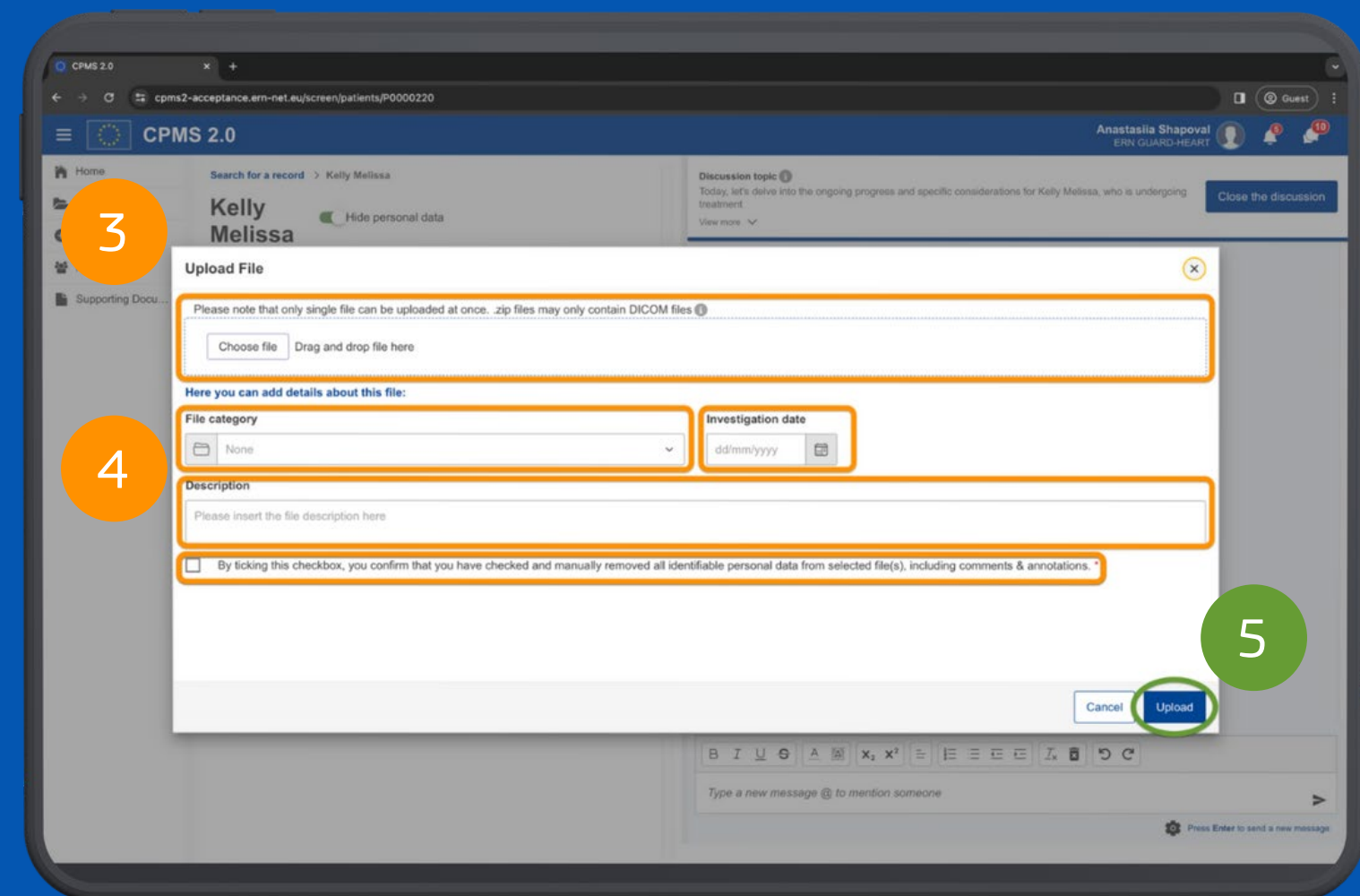
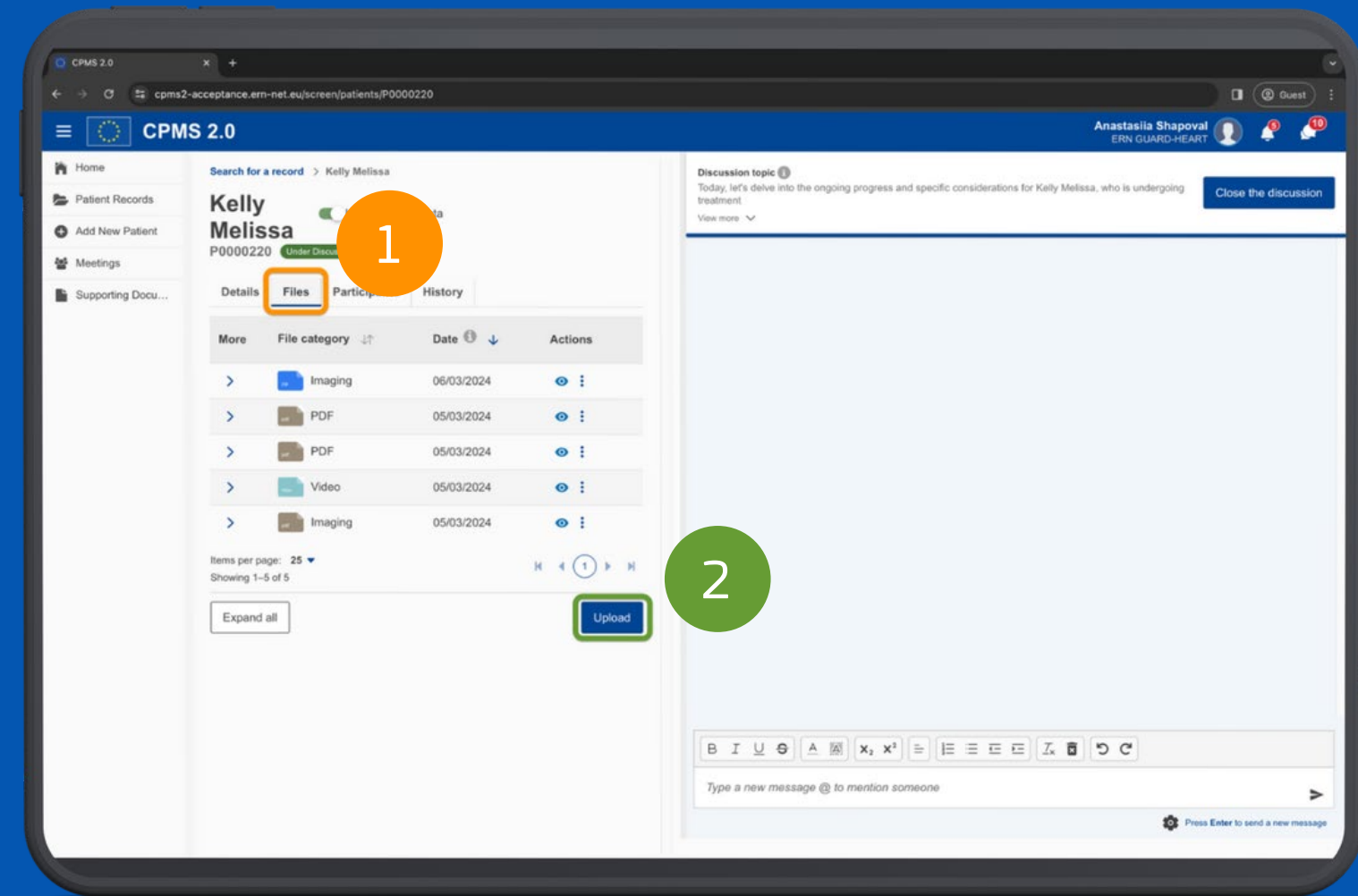
Subthematic Area -

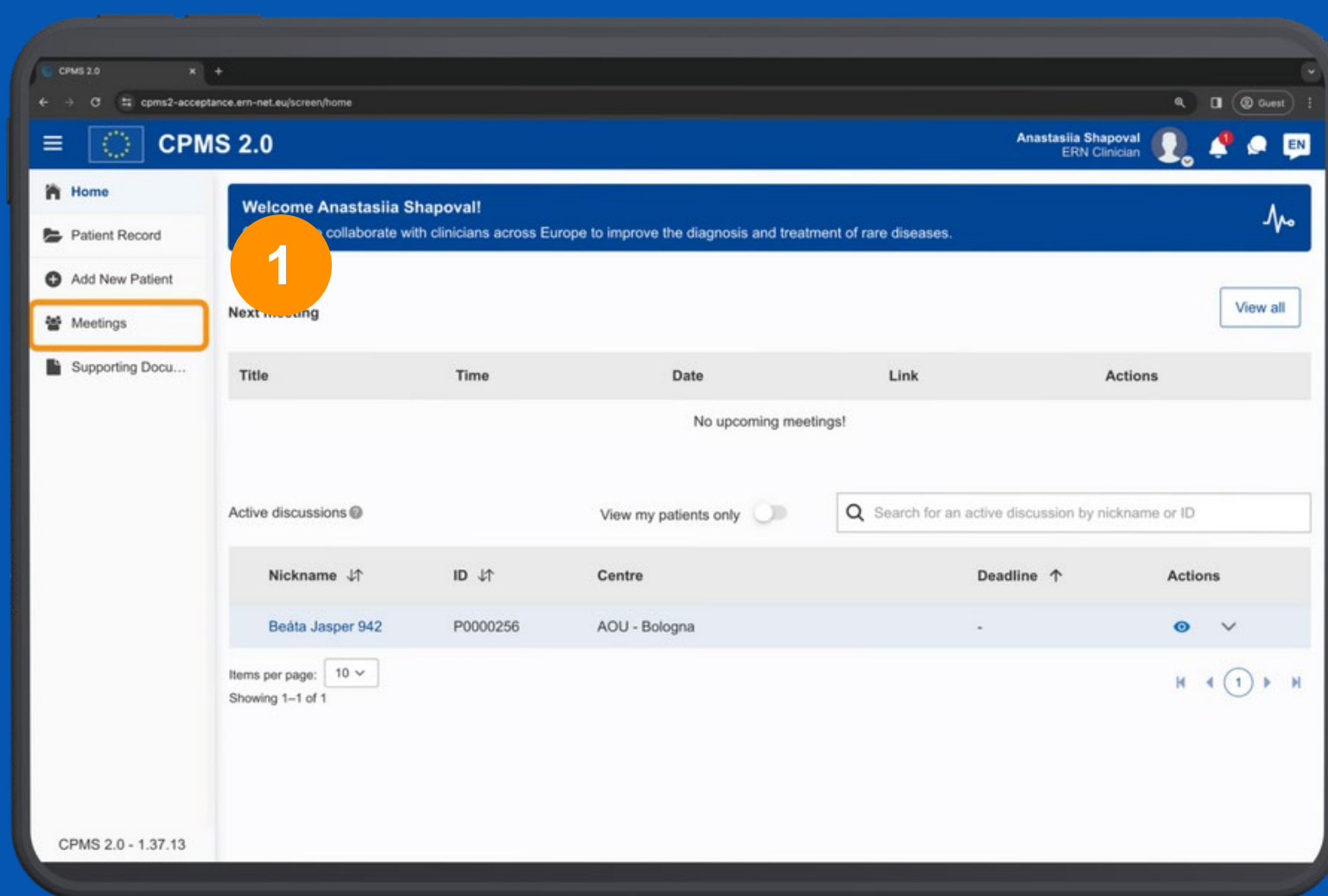
Edit details Add patient >

CPMS 2.0 - 1.37.13

How to add patient files?

- 1 Inside the patient record, go to the "Files" tab. This is where you can view all the files
- 2 Click on the "Upload File" button, and a pop-up will appear
- 3 Click on the "Choose file" button and choose the file you want to upload
- 4 Once the file is selected, you'll be prompted to fill in details such as the file category, investigation date, and a free-text description
- 5 After completing the file details, initiate the upload process by pressing the "Upload" button

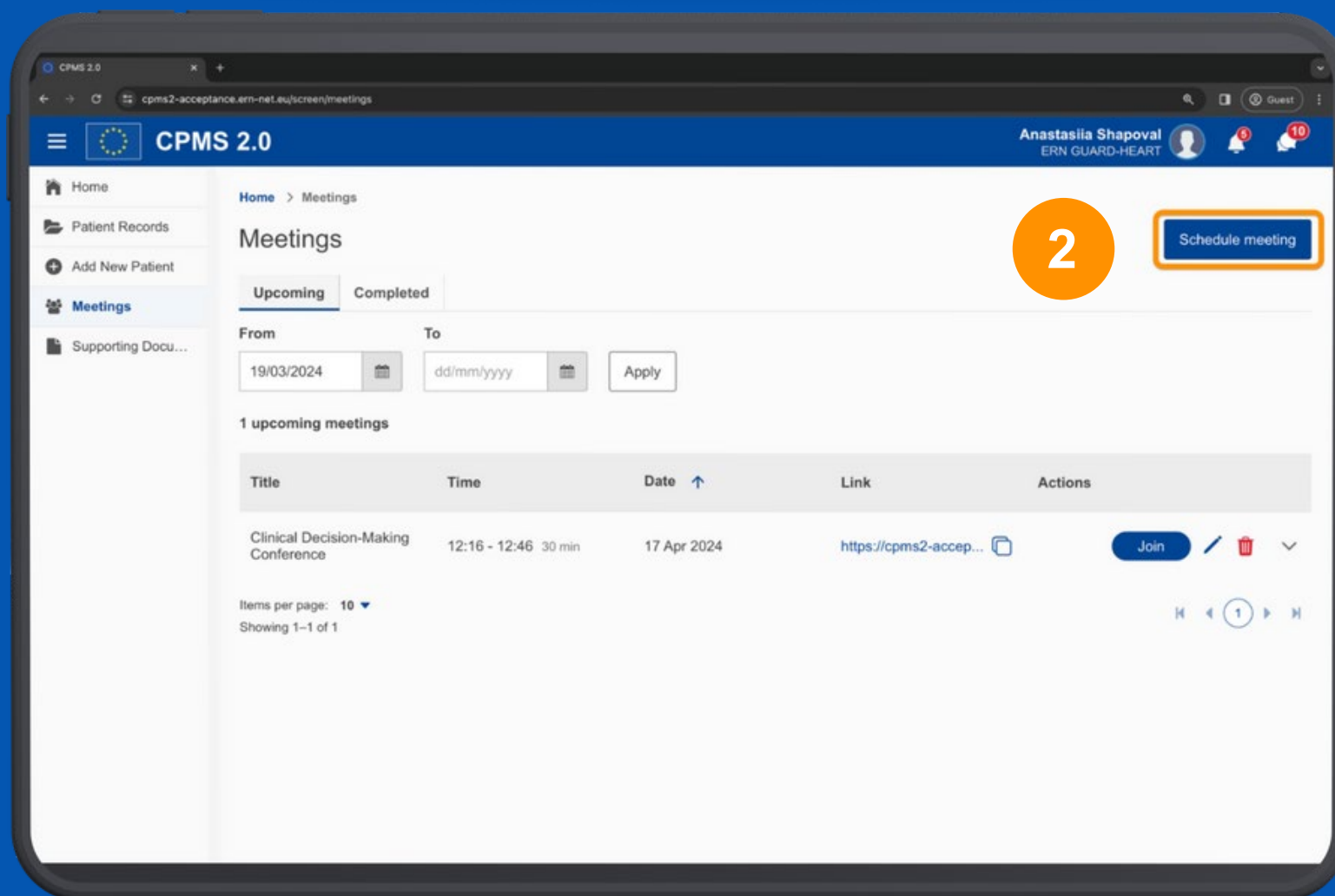




How to schedule a meeting?

1

From the left-hand side menu, select "Meetings"



2

Click on the "Schedule Meeting" button located on the right upper corner

How to schedule a meeting?

3

Fill in the details for the meeting, including title, time, date, and agenda. Check the disclaimer

4

Click on the "Save" button to view the scheduled meeting in the "Upcoming Meetings" tab

The screenshot shows the 'Schedule meeting' form in the CPMS 2.0 interface. The form is titled 'Schedule meeting' and contains several fields: 'Title *' (input field), 'Start time *' (13/08/2024 10:00), 'End time *' (13/08/2024 10:15), 'Duration' (15 min), and 'Your timezone' (13/8/2024, 9:56:32 Europe/Rome). Below these are 'Participants' (with an 'Add participant' button), 'Agenda *' (input field), and 'Patients to be discussed' (with a search field). At the bottom, there is a checkbox for a disclaimer: 'In creating this meeting I acknowledge that I am aware of my relevant data protection responsibilities and I will only share data that is medically'. The 'Save' button is highlighted with an orange circle containing the number 3.

The screenshot shows the 'Schedule meeting' form in the CPMS 2.0 interface, now filled out. The 'Title *' field contains 'Consultation of patient X'. The 'Start time *' is 13/08/2024 10:00, 'End time *' is 13/08/2024 10:15, 'Duration' is 15 min, and 'Your timezone' is 13/8/2024, 9:59:18 Europe/Rome. The 'Participants' field shows four names: Irene MATHJUSSEN, Paolo Cameli, Francesca D'Avanzo, and Tamara Martin. The 'Agenda *' field contains the text: 'Presentation by Dr. Anastasiia Shapoval, the primary clinician, detailing the patient's history, presenting symptoms, and the results of initial tests and interventions. The presentation will include visual aids such as MRI/CT images, lab results, and a timeline of the patient's condition.' The 'Patients to be discussed' field is empty. The 'Save' button is highlighted with an orange circle containing the number 4.

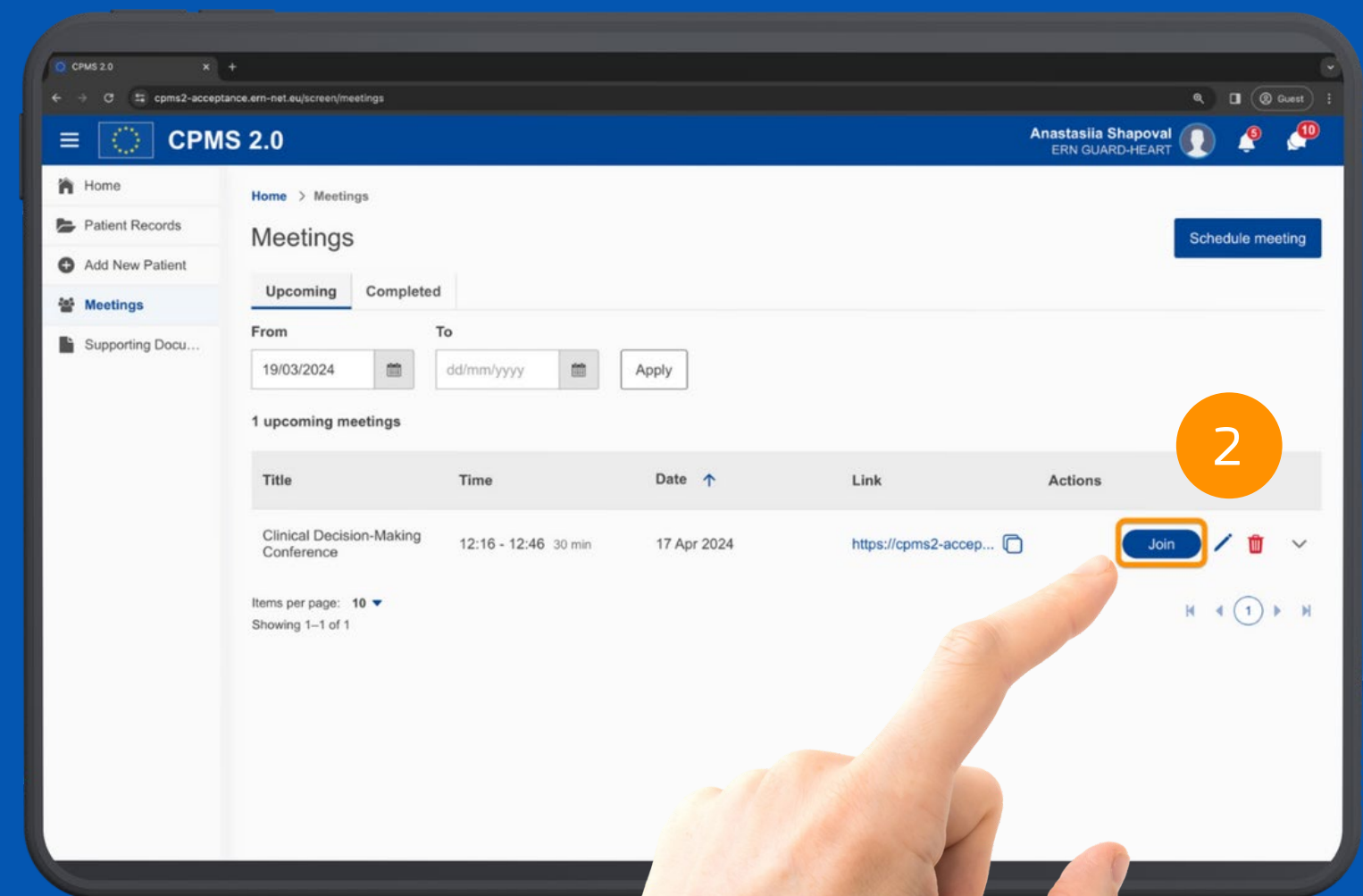
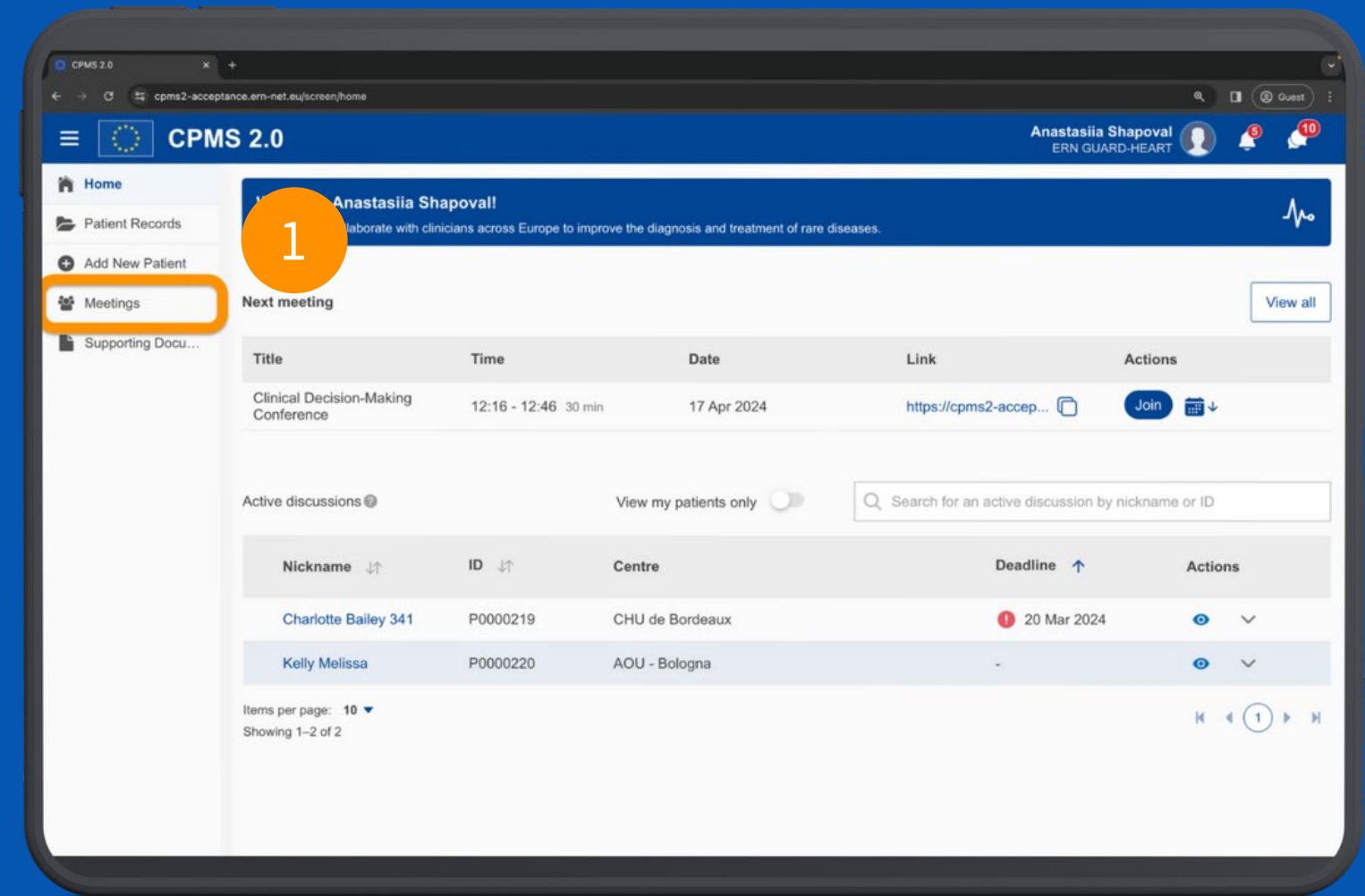
How to join a meeting?

1

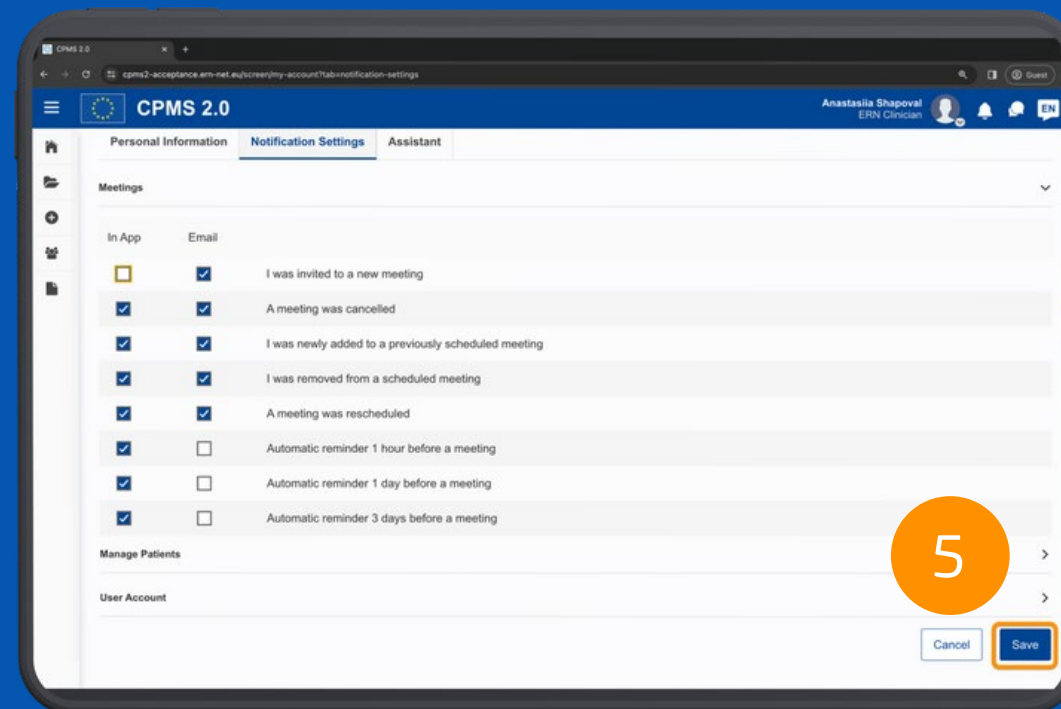
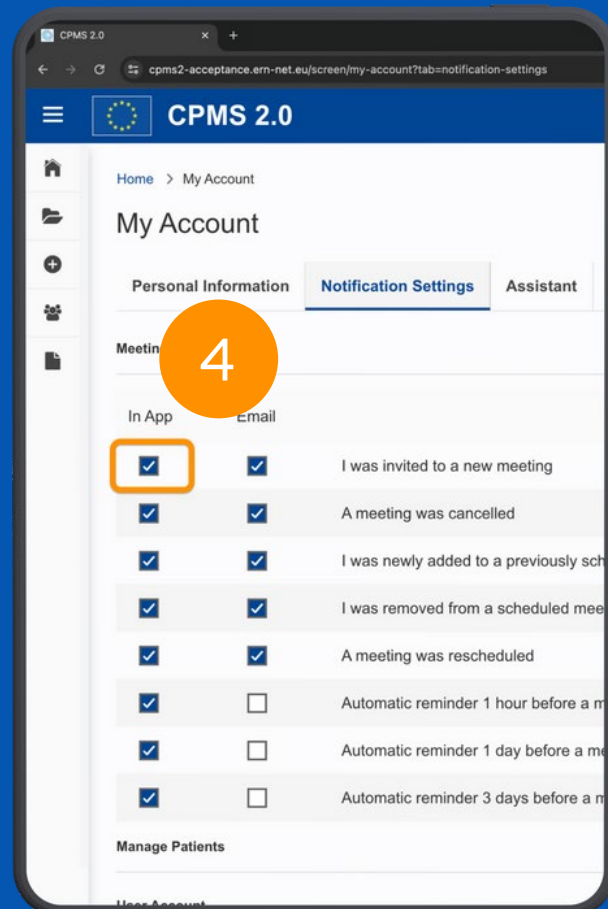
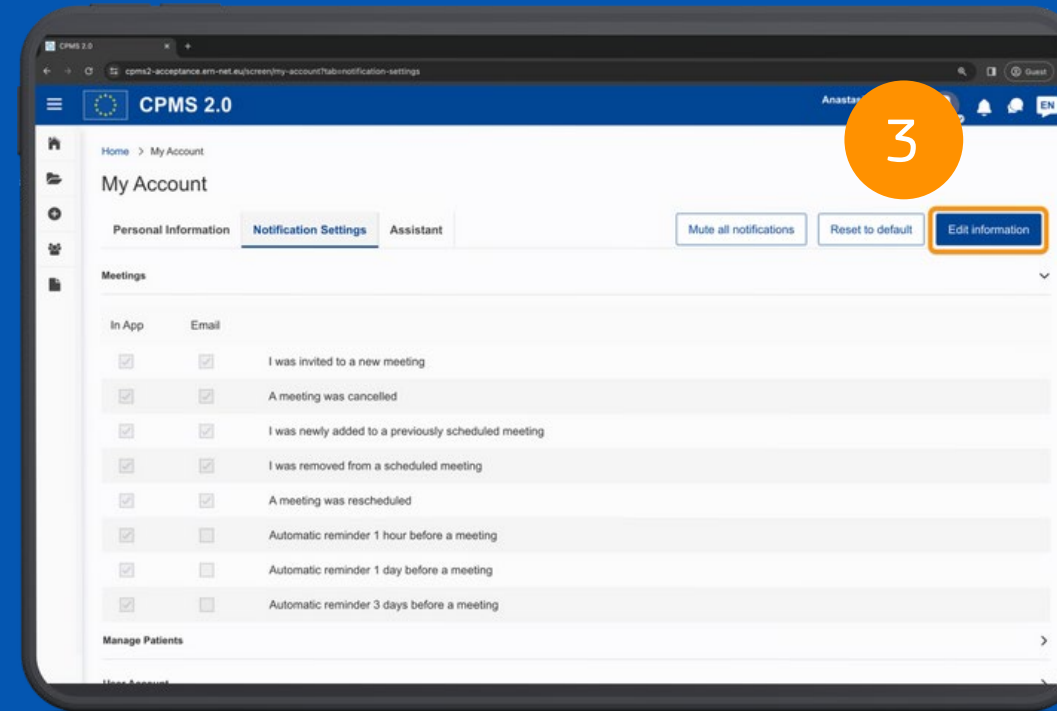
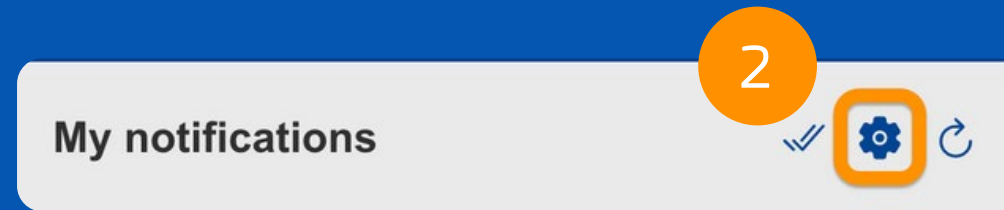
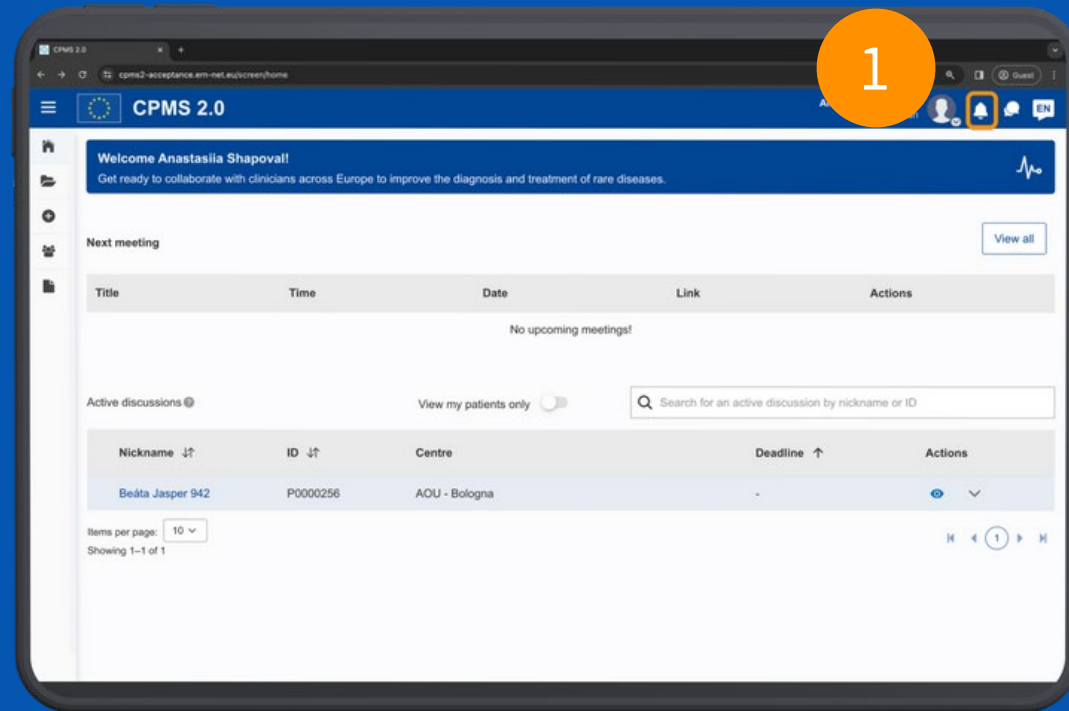
From the left-hand side menu, select “Meetings”

2

Click on the “Join” button inside the action column in the table for the desired meeting



How to edit notifications settings?



1

Click on the “Bell” icon that is located in the top menu

2

Click on the Settings wheel for notifications settings

3

Click on the “Edit information” button

4

You can turn the switch on or off to enable or disable in-app notifications for each notification event. Select the relevant checkbox

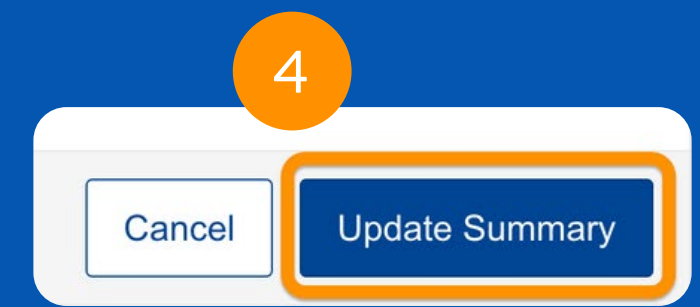
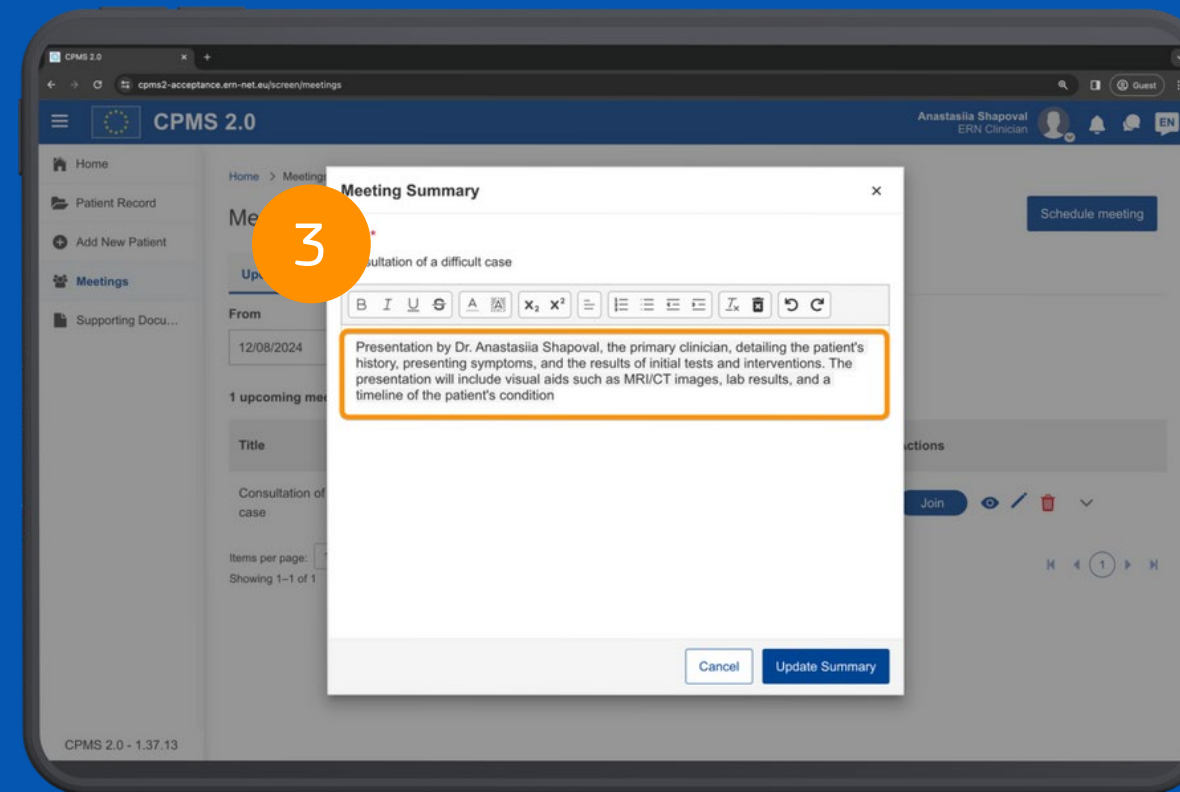
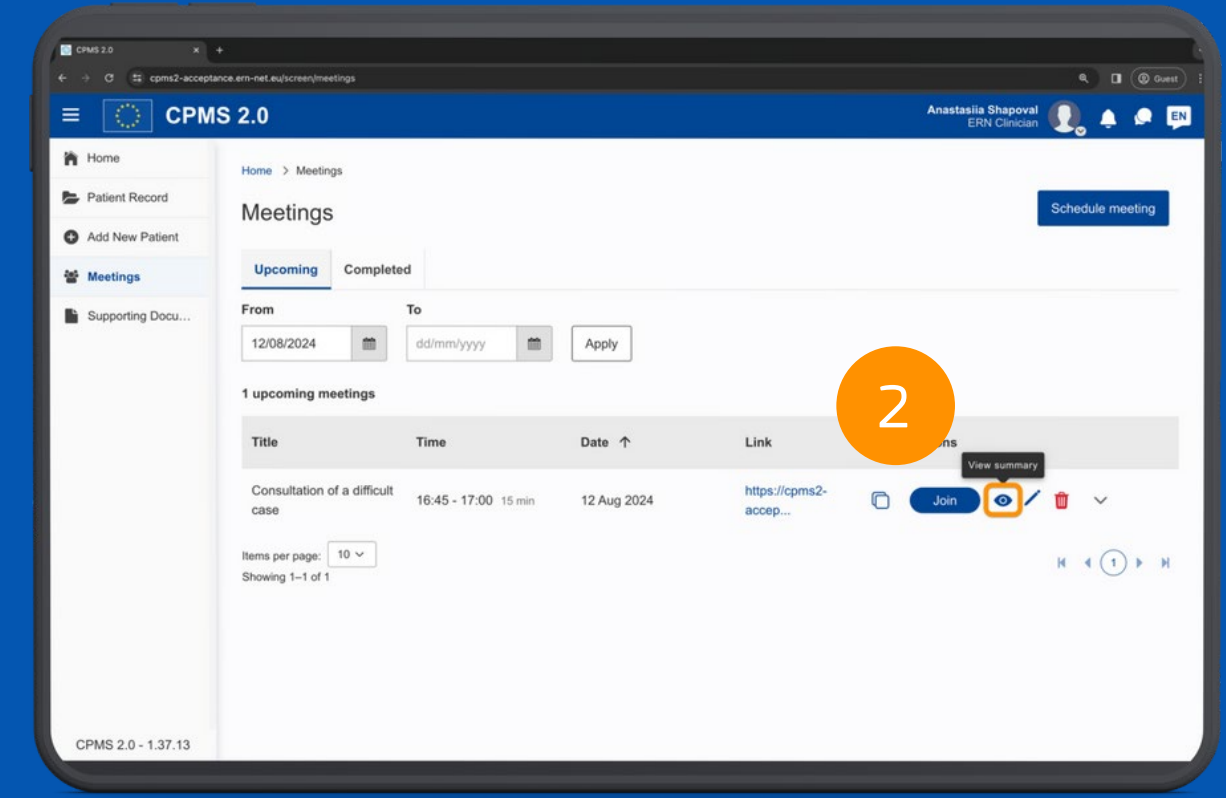
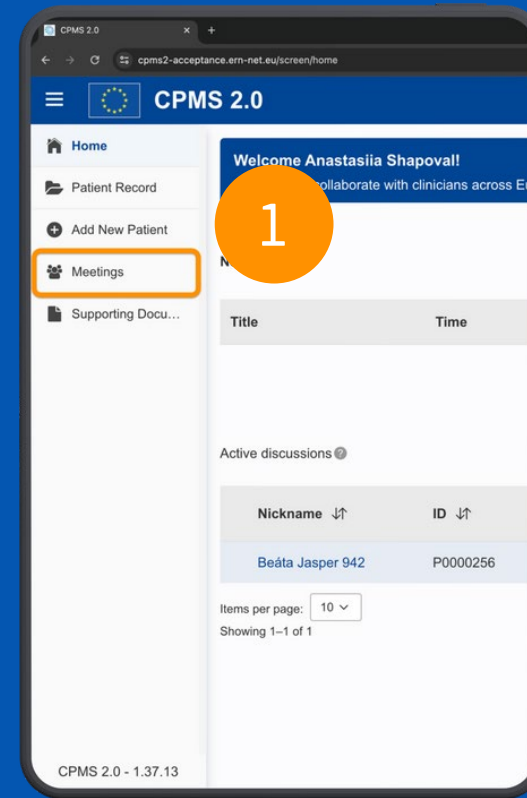
5

Click on the “Save” button

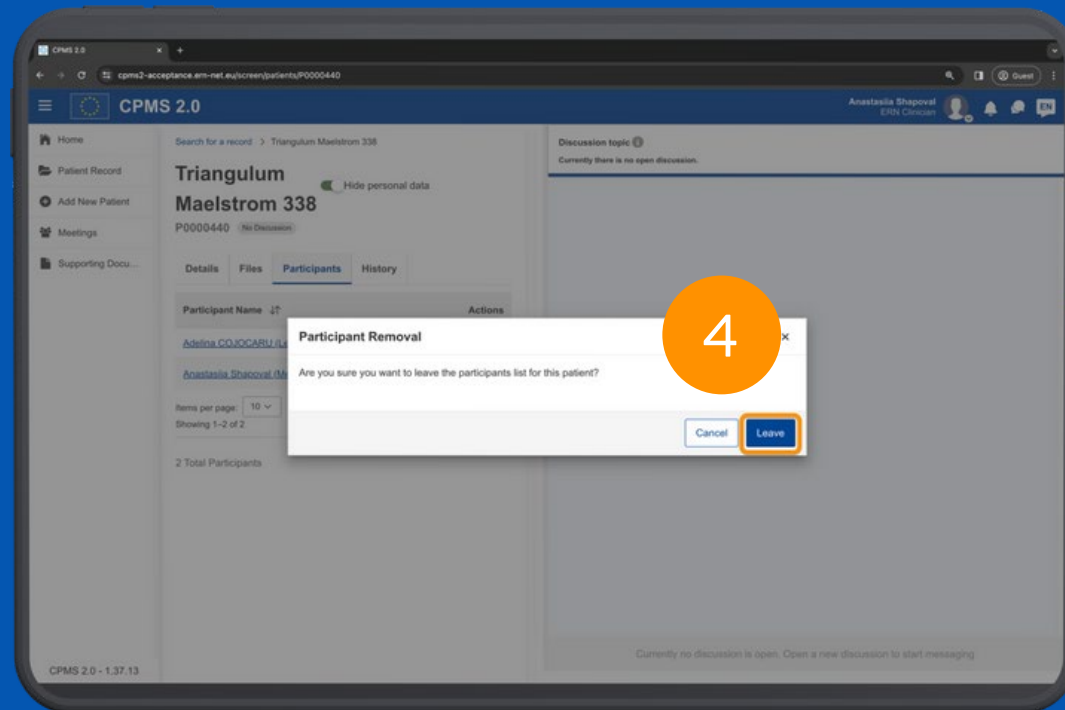
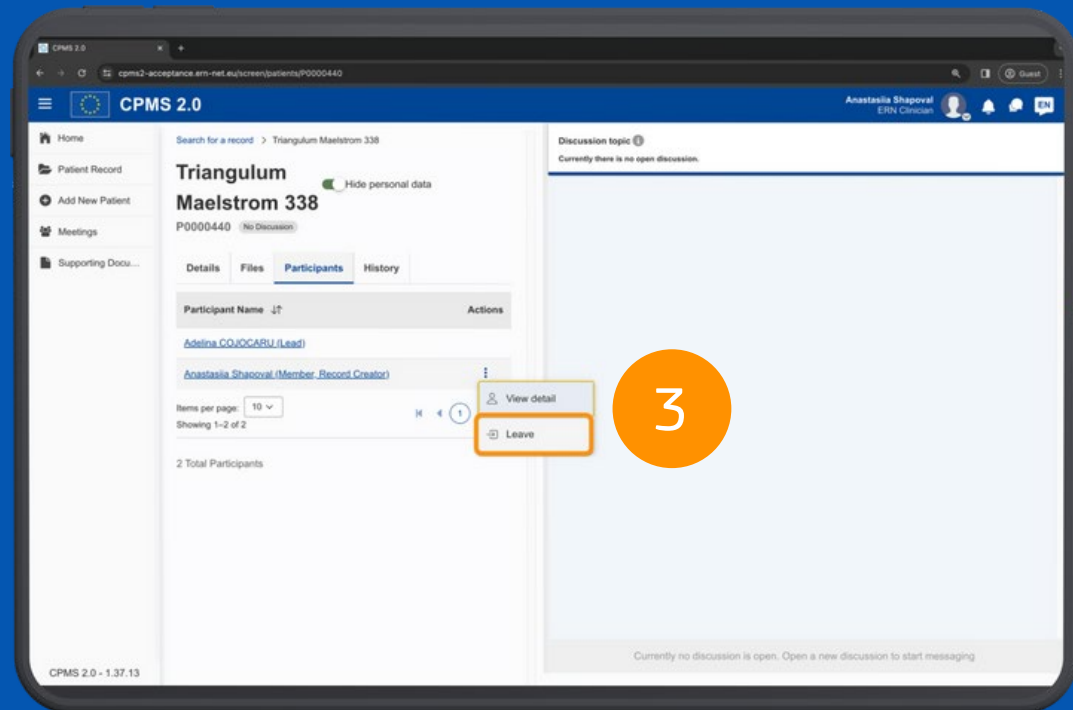
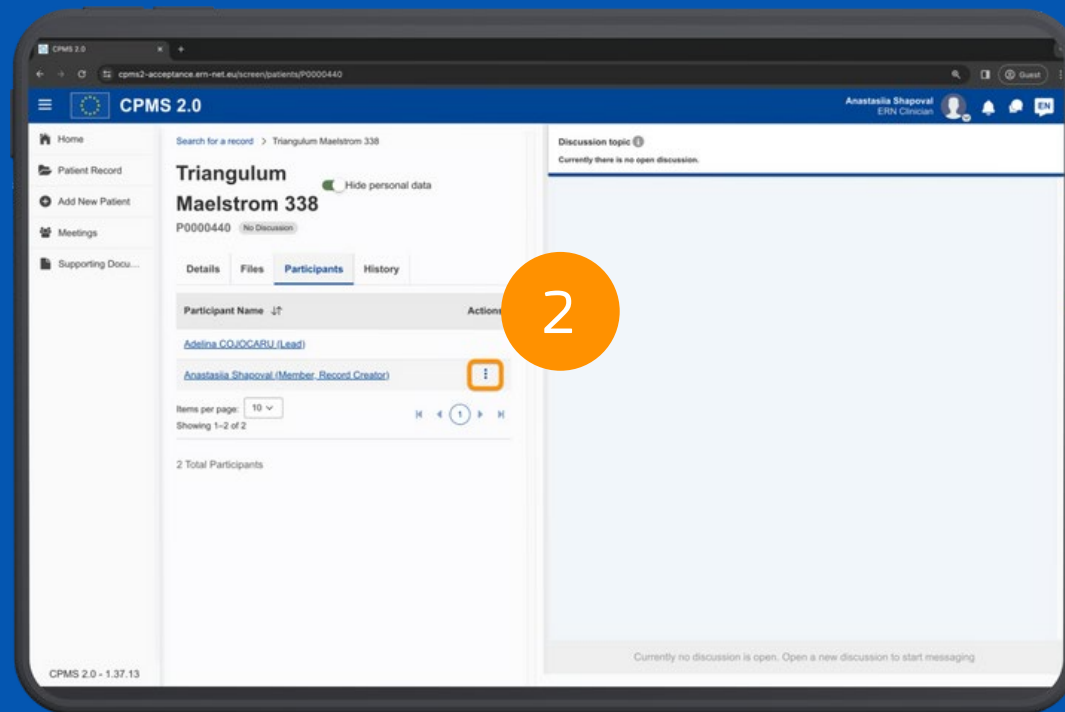
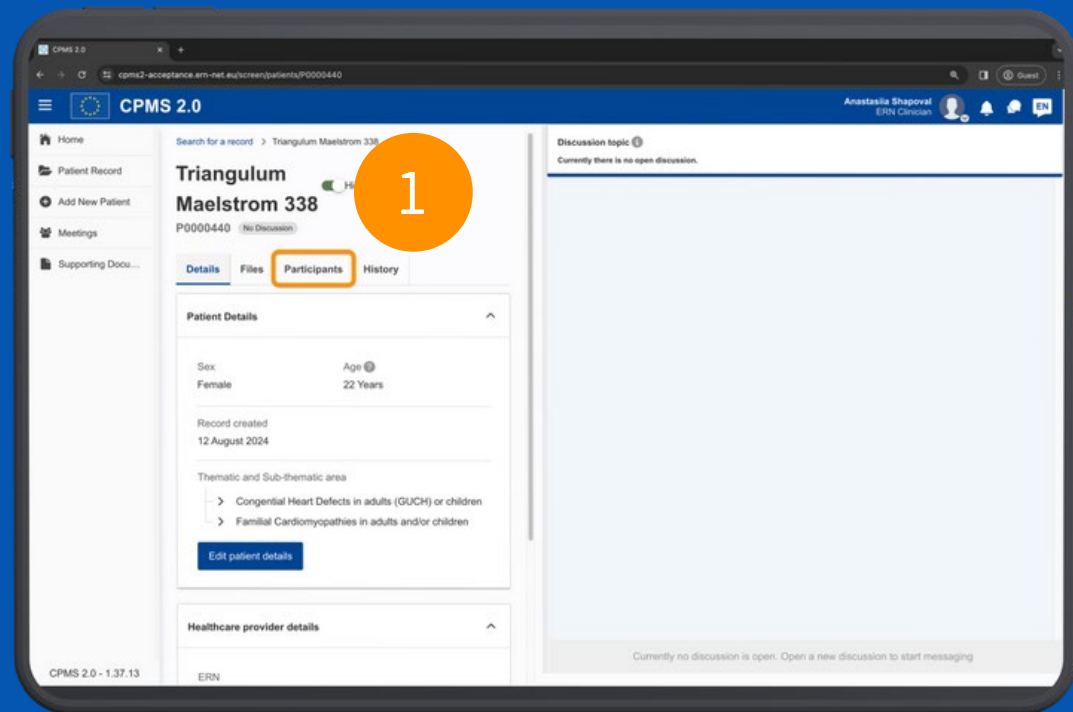
Where to consult/edit a meeting summary?

Any meeting attendee can see and edit the meeting summary, as per request

- 1 From the left-hand side menu, select “Meetings”
- 2 Click on the “Eye” icon inside the action column in the table for the desired meeting
- 3 Update meeting summary inside the message box
- 4 Click on the “Update Summary” button



How to exit a patient record as participant?



1

Click on the “Participants” tab within the patient profile

2

After accessing the “Participants” tab, click on the three dots

3

Click on the “Leave” option

4

Click on the “Leave” button inside the confirmation pop-up

Thank you!

Now try the system by yourself! If you have technical questions, please contact the central helpdesk

SANTE-ERN-CPMS-ITSUPPORT@ec.europa.eu

