

CPMS 2.0 · CARE

CPMS Workflow Guide

1 Enrol Patient

2 Upload Files

3 Add Participants

4 Open Discussion

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6 Close Discussion

1

Enrol Patient

ACC

CPMS 2.0 - CARE

Home

Patient Record

Add New Patient

Meetings

Supporting doc...

Advanced search

Welcome Greta Ginski!

Get ready to collaborate with clinicians across Europe to improve the diagnosis and treatment of rare diseases.

Next meeting

Title	Time	Date	Link	Actions
No upcoming meetings!				

Active discussions

View my patients only

Search for an active discussion by nickname or ID

Nickname	ID	Centre	Deadline	Actions
testest	P0000744	Universitätsklinikum Schleswig-Holstein	28 Mar 2025	
testtest	P0000504	Universitätsklinikum Schleswig-Holstein	-	
test	P0000694	Universitätsklinikum Schleswig-Holstein	-	
Walter Pearl 655	P0000685	Universitätsklinikum Schleswig-Holstein	-	

!OBTAIN CONSENT FIRST

Patient consent must be obtained before enrolment. Consent form templates are available in the [Supporting Documents](#) section.

Ginski Greta

Helpdesk

EN

View all

Endo-ERN · CPMS 2.0 Clinician Workflow Guide

Step 1 · Enrol Patient

1

Enrol Patient

0 - CARE

Ginski Greta
ERN Clinician

EN

Home > Add new patient

Add new patient

Create a record for a patient who doesn't yet exist in the system

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 registry export purposes

☐ Yes ☒ No

Identifying data

First Name *

Last Name *

Sex *

Date of birth *

Nationality *

System information

Nickname * ⓘ

The nickname must be unique

● This nickname is valid

- Set “Consent given” — this is required before you can proceed.
- The optional consents (education purposes, registry export) can be set independently.
- Enter the identifying data
- A nickname will be generated automatically
- You can change it using “Generate nickname” and validate it.

1

Enrol Patient

System information

Nickname * ⓘ
The nickname must be unique

Maier Maximus 625 Validate Generate nickname

● This nickname is valid

Healthcare provider details

ERN *

Endo-ERN

Lead * ⓘ

Greta Ginski

Healthcare provider *

Universitätsklinikum Schleswig-Holstein

Treatment country *

Germany

CPMS area *

CPMS areas

● Please select a CPMS area, maximum 3 values

CPMS sub-area

CPMS sub-areas

Cancel Add patient >

- Under Healthcare provider details, select ERN “Endo-ERN”.
- Confirm the Lead and the Healthcare provider / treatment country.
- Select the CPMS area(s) — i.e. the relevant MTG (maximum 3) — and any sub-area if needed (optional)
- Click “Add patient” to complete enrolment.

! Thematic Area = MTG

The CPMS area corresponds to the Endo-ERN Main Thematic Group. Please find more information on the MTGs on the [Endo-ERN website](#)

1

Enrol Patient

The screenshot displays the CPMS 2.0 - CARE web application. The left sidebar contains navigation links: Home, Patient Record, Add New Patient, Meetings, Supporting doc..., Advanced search, and Hospital Integrat... The main content area shows a search bar with 'Maier Maximus 625' and a 'Search for a record' button. Below the search bar, the patient's name 'Maier Maximus 625' is displayed, along with a 'Hide personal data' toggle and a 'No Discussion' button. A 'Meetings on this patient' button is also visible. The 'Details' tab is selected, showing 'Patient Details' and 'Healthcare provider details'. The 'Patient Details' section includes fields for Sex (Female), Age (0 Weeks - 1 Weeks), Record created (06 July 2026), and CPMS area and sub-area (Sexual development and maturation). The 'Healthcare provider details' section includes fields for ERN (Endo-ERN), Healthcare provider (Universitätsklinikum Schleswig-Holstein), Treatment country (Germany), and Lead (Greta Ginski). Buttons for 'Export patient data', 'Edit patient details', 'Extended details', and 'Edit healthcare provider details' are present.

CPMS 2.0 - CARE

Search for a record > Maier Maximus 625

Maier Maximus 625

☐ Hide personal data

P0001277 No Discussion

Meetings on this patient

Details Files Participants History

Patient Details

Sex: Female Age: 0 Weeks - 1 Weeks

Record created: 06 July 2026

CPMS area and sub-area: Sexual development and maturation

Export patient data Edit patient details Extended details

Healthcare provider details

ERN: Endo-ERN

Healthcare provider: Universitätsklinikum Schleswig-Holstein

Treatment country: Germany

Lead: Greta Ginski

Edit healthcare provider details

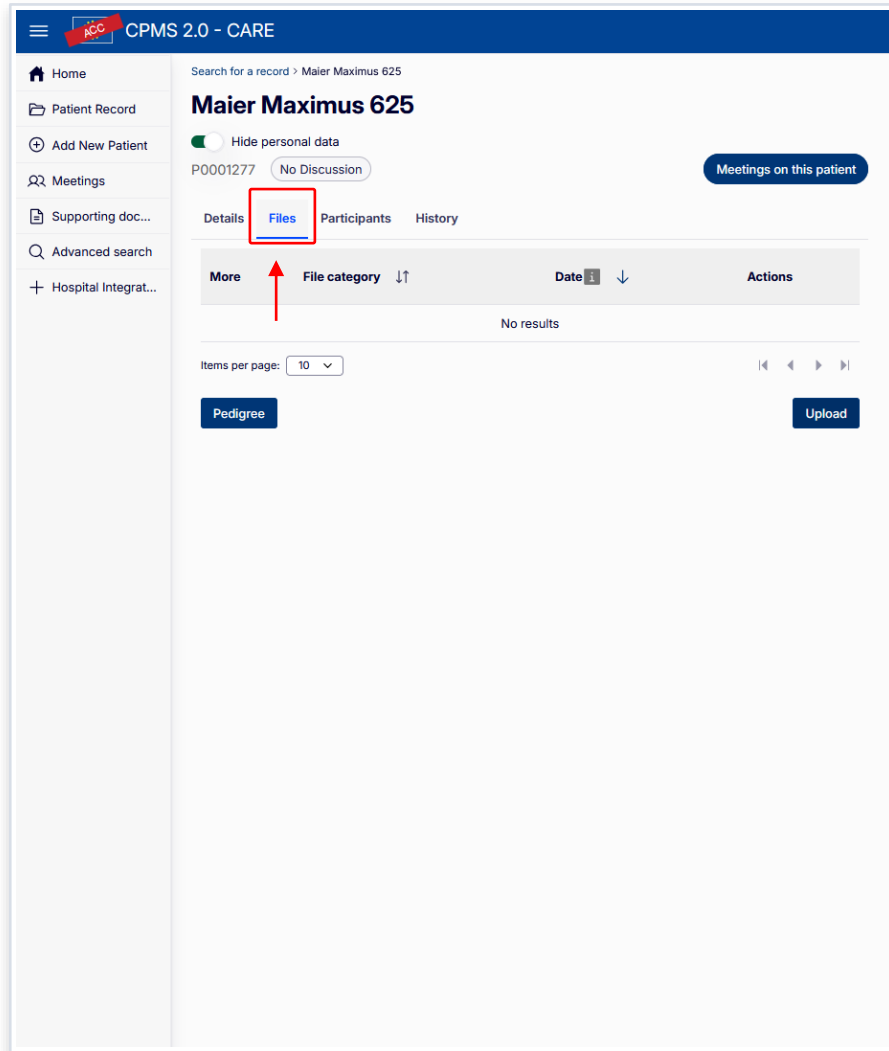
CPMS 2.0 - 1.86.1

- The patient case is now enrolled
- The record opens on the Details tab showing Patient Details and Healthcare provider details.
- From here you can Export patient data, Edit patient details, or open Extended details.
- The tabs Files, Participants and History give access to the rest of the workflow.

2

Upload Files

Attach documents, imaging or a pedigree to the record



- Open the Files tab of the patient record.
- Click “Upload” to attach a file



ANONYMISE BEFORE UPLOAD

No person-identifying data may be present in CPMS 2.0. Files must be anonymised accordingly before upload. DICOM files are anonymised automatically during the upload.

2

Upload Files

Upload File

Please note that only single file can be uploaded at once. If you need to attach Dicom you will need to zip the file upfront. [How to zip a file.](#)

CPMS 2.0 system only allows certain file extensions.

Choose file

Drag and drop file here

Here you can add details about this file:

File category

None

Investigation date

Select a date

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

- Choose a single file (drag & drop or “Choose file”). Zip DICOM files beforehand.
- Set the File category, an optional investigation date, and a description.
- Tick the confirmation checkbox that the file has been anonymised.
- Click “Upload”. Only certain file extensions are permitted.

2

Upload Files

Search for a record > Maier Maximus 625

Maier Maximus 625

Hide personal data

P0001277

No Discussion

Meetings on this patient

Details

Files

Participants

History

More

File category

↕

Date

i

↓

Actions

^

img

Other

→

👁

⋮

Items per page: 10

▼

Showing 1-1 of 1

⏪

⏩

1

⏪

⏩

Expand all

Pedigree

Upload

- When the action icon changes to an eye, the upload is complete and the file can be viewed.

Endo-ERN · CPMS 2.0 Clinician Workflow Guide

Step 2 · Upload Files

3

Add Participants

The screenshot displays the CPMS 2.0 - CARE interface. The top navigation bar includes a menu icon, the text 'CPMS 2.0 - CARE', and user information for 'Ginski Greta, ERN Clinician'. The left sidebar contains navigation options: Home, Patient Record, Add New Patient, Meetings, Supporting doc..., Advanced search, and Hospital Integrat... The main content area shows the patient record for 'Maier Maximus 625'. The 'Participants' tab is selected and highlighted with a red box. Below the tab, a table lists participants, with 'Greta Ginski (Lead)' as the only entry. The 'Add participant' button is highlighted with a red box and an arrow. The right sidebar shows a 'Discussion topic' section with an 'Open discussion' button.

Search for a record > Maier Maximus 625

Maier Maximus 625

☒ Hide personal data

P0001277 No Discussion Meetings on this patient

Details Files **Participants** History

Participant Name	Actions
Greta Ginski (Lead)	

Items per page: 10 Showing of 1

1 Total Participants

Add participant

Discussion topic i

Currently there is no open discussion.

Open discussion

- Open the Participants tab of the patient record.
- Click “Add participant” to search for and invite additional people.

3

Add Participants

Add participant

Search by group

General search

You can search by multiple criteria, using "+" as delimiter

Q

General search

Name

Q

test

Search

ERN

Search by ern

CPMS area

Search by CPMS area

HCP

Search by HCP

Profession

Search by profession

Cares for

Search

Filters: test Clear all

7 results found

Name	ERN	HCP	Profession
☐ TestUser IB	ERN-LUNG, BOND, MetabERN, EpiCARE, Endo-ERN, ReCONNET, EURACAN, EuroBloodNet	AOUI Verona	Audiology and Speech Pathology
☐ FirstTester SZYSZPI	RARE-LIVER, ERNICA, ERN-LUNG, ERKNet, Endo-ERN	General Hospital of Vienna	Hepatologist
☐ TestUser Assistant	ERN-LUNG, Endo-ERN	AOUI Verona	Biologist
☐ Test rudolf	BOND, RITA, EpiCARE	Aarhus University Hospital	Dermatologist
☐ test TEST	RITA	St. Anna Kinderspital & St. Anna Kinderkrebsforschung	Paediatrician
☐ ADNS Test	EpiCARE	AOUI Verona	Other
☐ Adis Automation Testuser	RITA, PaedCAN	St. Anna Kinderspital & St. Anna Kinderkrebsforschung	Neurosurgeon

Cancel

Add participant

FOR ENDO-ERN

Search via "Groups" for the most up to date MTG group

- Search for individual users via the filters: General search, ERN, Name, HCP, Profession or "Cares for".
- Toggle "Search by group" to add an entire group at once.
- Tick the people you need, then click "Add participant".

Endo-ERN · CPMS 2.0 Clinician Workflow Guide

Step 3 · Add Participants

4

Open Discussion

ACC

CPMS 2.0 - CARE

Home

Patient Record

Add New Patient

Meetings

Supporting doc...

Advanced search

Hospital Integrat...

Search for a record > Maier Maximus 625

Maier Maximus 625

Hide personal data

P0001277

No Discussion

Meetings on this patient

Details

Files

Participants

History

Participant Name

↓↑

Actions

Greta Ginski (Lead)

Items per page: 10

Showing of 1

1 Total Participants

Add participant

Discussion topic

Currently there is no open discussion.

Open discussion

Click “Open discussion” on the right-hand panel to begin the consultation for this patient.

4

Open Discussion

- Write the discussion topic: the purpose of the consultation
- Set the urgency — “Not urgent” or “Urgent”.
- Click “Confirm” to open the discussion.

Search for a record > Maier Maximus 625

Maier Maximus 625

☒ Hide personal data

P0001277 No Discussion Meetings on this patient

Details Files **Participants** History

Participant Name	Actions
Greta Ginski (Lead)	

Items per page: 10 Showing of 1

1 Total Participants

Discussion topic

Currently there is no open discussion.

Open discussion

Open a discussion

Write discussion topic *

Below you can state discussion purpose, along with details about the patient and their medical history

Write your comment here. This can be a sentence or a paragraph.

Urgency *

Is this discussion urgent?

☒ Not urgent ☐ Urgent

Cancel Confirm

4

Open Discussion

The screenshot displays the CPMS 2.0 - CARE interface. The top navigation bar includes a menu icon, a red 'ACC' badge, the text 'CPMS 2.0 - CARE', and user information for Ginski Greta (ERN Clinician) with a profile icon, a bell icon, a search icon, a chat icon, and a language selector set to 'EN'.

The left sidebar contains the following navigation items: Home, Patient Record, Add New Patient, Meetings, Supporting doc..., Advanced search, and Hospital Integrat....

The main content area is titled 'Maier Maximus 625' and includes a search bar with the text 'Search for a record > Maier Maximus 625'. Below the title, there is a toggle for 'Hide personal data' and a status indicator 'Under Discussion' in a green box. A button 'Meetings on this patient' is located to the right. The 'Participants' tab is selected, showing a table with the following data:

Participant Name	Actions
Greta Ginski (Lead)	

Below the table, there is a pagination control showing 'Items per page: 10' and 'Showing of 1'. A button 'Add participant' is located at the bottom right of the participants list.

The right sidebar is titled 'Discussion topic' and shows the topic 'open'. It includes three buttons: 'View topic details', 'Schedule meeting', and 'Close the discussion'.

A large text box on the right contains the following instructions:

- The patient status changes to “Under Discussion”.
- Use the message field at the bottom to communicate with participants (“@” to mention someone).

At the bottom of the interface, there is a message field with a rich text editor toolbar (bold, italic, underline, link, code, quote, list, indent) and a placeholder text 'Type a new message @ to mention someone'. A button 'Press Enter to send a new message' is located at the bottom right.

5

Meeting

Search for a record > Maier Maximus 625

Maier Maximus 625

Hide personal data

P0001277 Under Discussion

Details

Files

Participants

History

Participant Name

↓↑

Actions

Greta Ginski (Lead)

Items per page: 10

Showing of 1

1 Total Participants

Add participant

Discussion topic

open

View topic details

Schedule meeting

Close the discussion

Type a new message @ to mention someone

Press Enter to send a new message

- **Regular meetings** are held in Endo-ERN per MTG. Please find an overview of the upcoming dates [here](#). Contact @cpmshelpdesk@endo.ern-net.eu to take a slot in the regular meetings
- You can also schedule an **individual meeting** from the panel via “Schedule meeting”.

6

Close Discussion

The screenshot shows the CPMS 2.0 - CARE interface. The top navigation bar includes a menu icon, the ACC logo, and the text 'CPMS 2.0 - CARE'. On the right, there is a user profile for 'Ginski Greta, ERN Clinician' and a notification bell with a red '1'. The left sidebar contains navigation links: Home, Patient Record, Add New Patient, Meetings, Supporting doc..., Advanced search, and Hospital Integrat... The main content area displays the patient record for 'Maier Maximus 625' with a search bar and a 'Hide personal data' toggle. Below this, there are tabs for 'Details', 'Files', 'Participants', and 'History'. The 'Participants' tab is active, showing a table with one participant: 'Greta Ginski (Lead)'. A 'Meetings on this patient' button is also visible. On the right, the 'Discussion topic' is 'open', and there are buttons for 'View topic details', 'Schedule meeting', and 'Close the discussion'. A modal dialog box titled 'Close the discussion' is open in the center. It contains a text area for a 'Conclusion comment' with the placeholder text 'Write your comment here. This can be a sentence or a paragraph.' At the bottom of the dialog are two buttons: 'Preview outcome document' and 'SignOff'.

Close the discussion

Conclusion comment *

Write your comment here. This can be a sentence or a paragraph.

Preview outcome document SignOff

- In the discussion panel, click “Close the discussion”.
- Enter a Conclusion comment summarising the outcome — this text is included in the Outcome Document.
- Use “Preview outcome document” to check it first.
- Click “SignOff” to close the discussion permanently.

!

You can always open a new discussion on a patient

6

Close Discussion

The screenshot displays the CPMS 2.0 - CARE interface. The top navigation bar includes a menu icon, the ACC logo, and the text 'CPMS 2.0 - CARE'. The right side of the header shows the user profile 'Ginski Greta, ERN Clinician' and various icons for help, search, and language settings.

The left sidebar contains navigation options: Home, Patient Record, Add New Patient, Meetings, Supporting doc..., Advanced search, and Hospital Integrat....

The main content area shows the patient record for 'Maier Maximus 625'. The search bar indicates 'Search for a record > Maier Maximus 625'. The patient ID is 'P0001277' and the status is 'Discussed'. A 'Meetings on this patient' button is visible.

The 'History' tab is highlighted with a red box and an arrow. The timeline shows the following events:

- 06/07/2026: DISCUSSION SIGN-OFF (View Discussion, Outcome Document)
- 06/07/2026: DISCUSSION OPENED
- 06/07/2026: PATIENT CREATED (Action by GRETA GINSKI)

The right sidebar shows the 'Discussion topic' section with the message 'Currently there is no open discussion.' and an 'Open discussion' button.

A red box on the right contains the following instructions:

- Open the History tab to see the full timeline
- Use “Outcome Document” to download the signed-off outcome.

Full workflow

Enrol → Upload → Add Participants → Open Discussion → Schedule Meeting → Close Discussion

1 Enrol Patient

2 Upload Files

3 Add Participants

4 Open Discussion

5 Meeting

6 Close Discussion

Need help?

Contact the Endo-ERN CPMS Helpdesk (cpmshelpdesk@endo.ern-net.eu) for onboarding, access or case-handling questions.