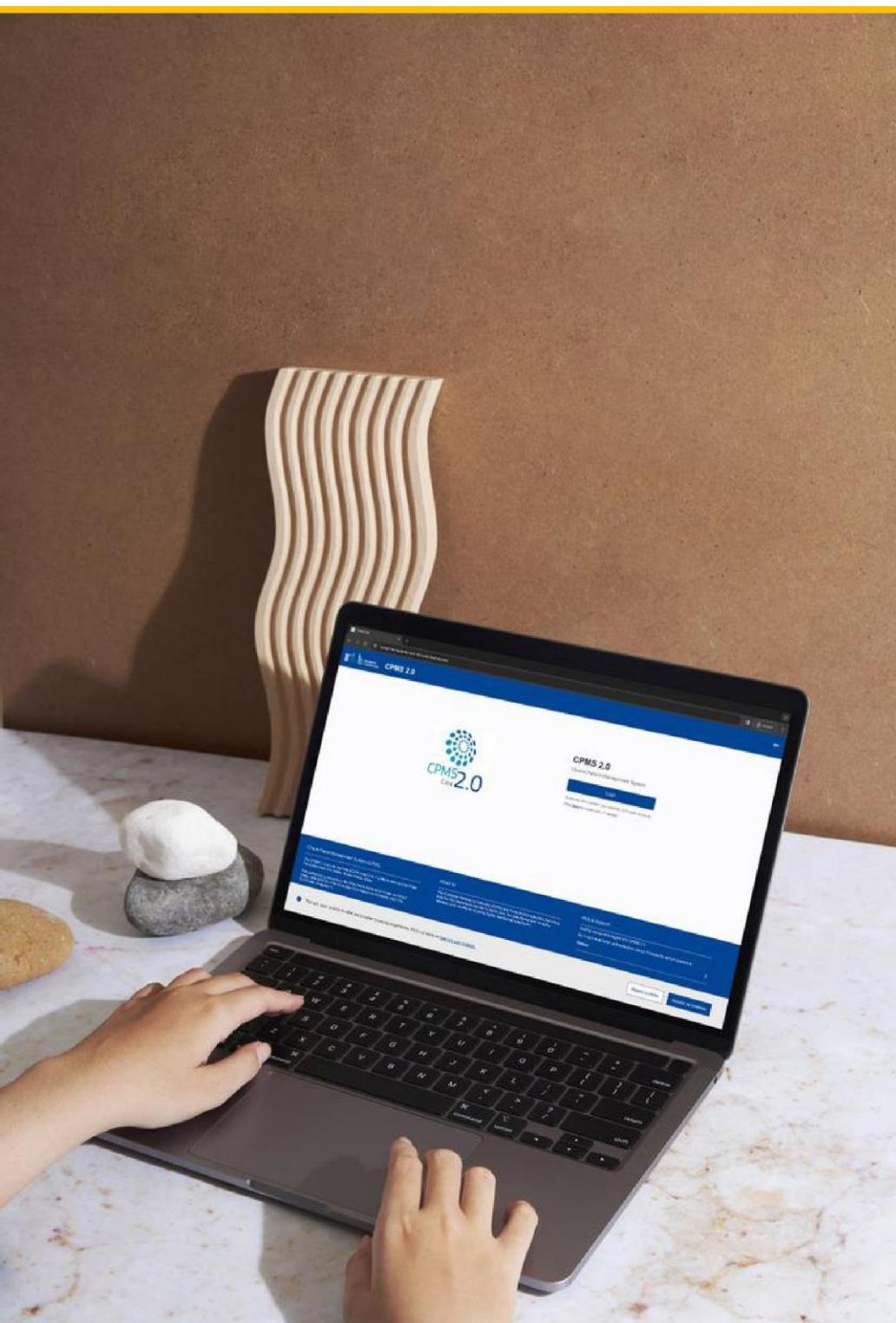


CPMS 2.0 Quick Start Guide for Clinicians

You can access the application by clicking on the following link: <https://cpms2.ernet.eu>



Overview

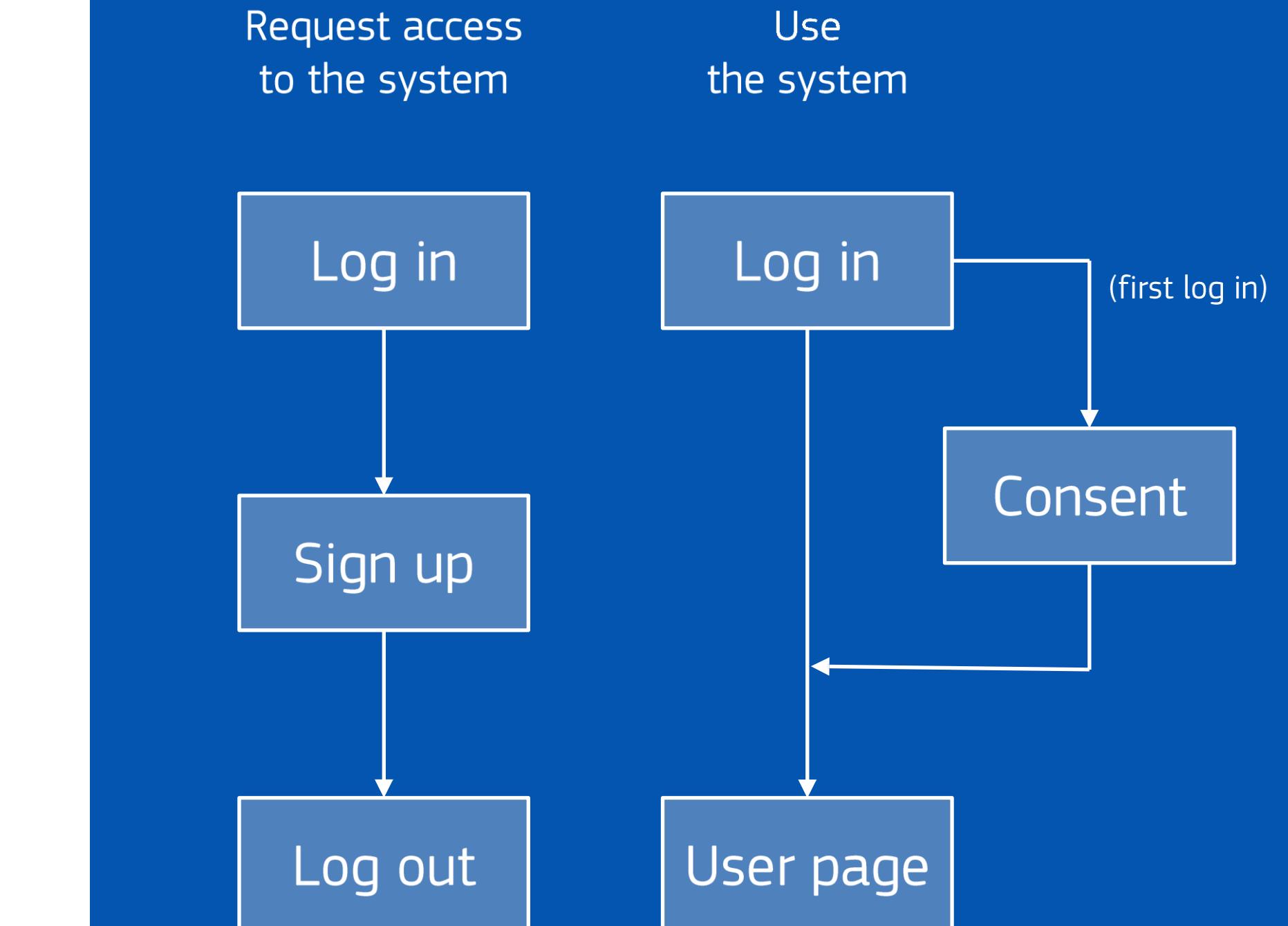
Initial steps for a new user:

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

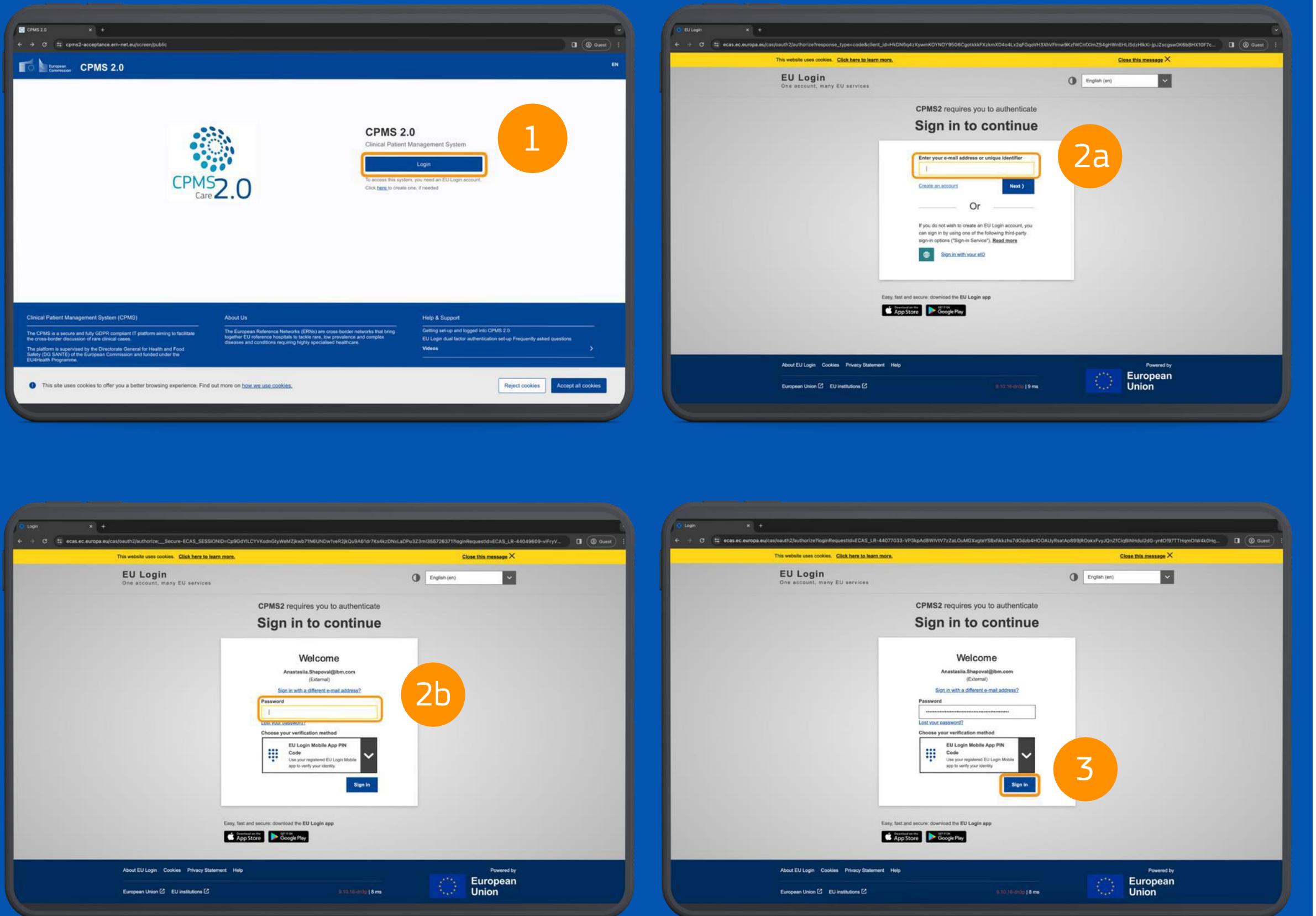
Points 1, 2 and 3 are one-time actions. This quick start guide covers points 3 and 4.

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



How to Log In?



Please remember:

You need a valid EU Login account

How to [create an account](#)

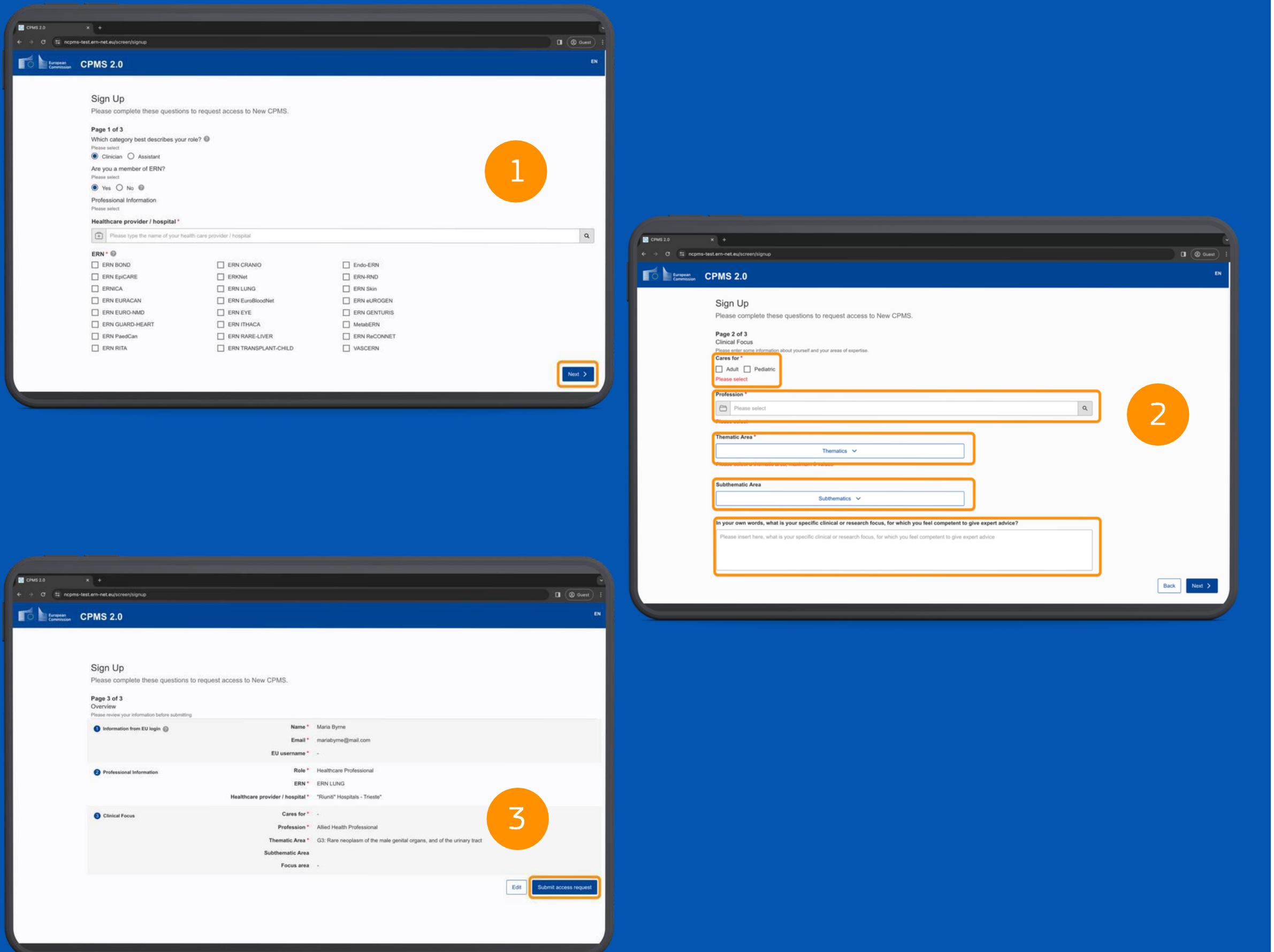
How to [configure two-factor authentication](#)

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?



The figure consists of three mobile device screenshots showing the CPMS 2.0 sign-up process. Each screenshot is numbered 1, 2, or 3 in an orange circle in the bottom right corner.

- Screenshot 1:** Shows the 'Sign Up' page. It asks for the user's role (Clinician or Assistant), whether they are a member of an ERN (Yes or No), and their healthcare provider/hospital. A list of ERNs is provided for selection. The 'Next >' button is highlighted with an orange box.
- Screenshot 2:** Shows the 'Sign Up' page, 'Page 2 of 3 Clinical Focus'. It asks for 'Cares for' (Adult or Pediatric), 'Profession' (selected as 'Please select'), 'Thematic Area' (selected as 'Thematics'), 'Subthematic Area' (selected as 'Subthematics'), and a 'Focus area' (selected as 'G3: Rare neoplasm of the male genital organs, and of the urinary tract'). The 'Next >' button is highlighted with an orange box.
- Screenshot 3:** Shows the 'Sign Up' page, 'Page 3 of 3 Overview'. It displays the user's information: Name (Maria Byrne), Email (mariabyrne@mail.com), EU username (empty), Role (Healthcare Professional), ERN (ERN LUNG), Healthcare provider/hospital (Riunite Hospitals - Trieste), Cares for (empty), Profession (Allied Health Professional), Thematic Area (G3: Rare neoplasm of the male genital organs, and of the urinary tract), and Subthematic Area (empty). The 'Submit access request' button is highlighted with an orange box.

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"

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.

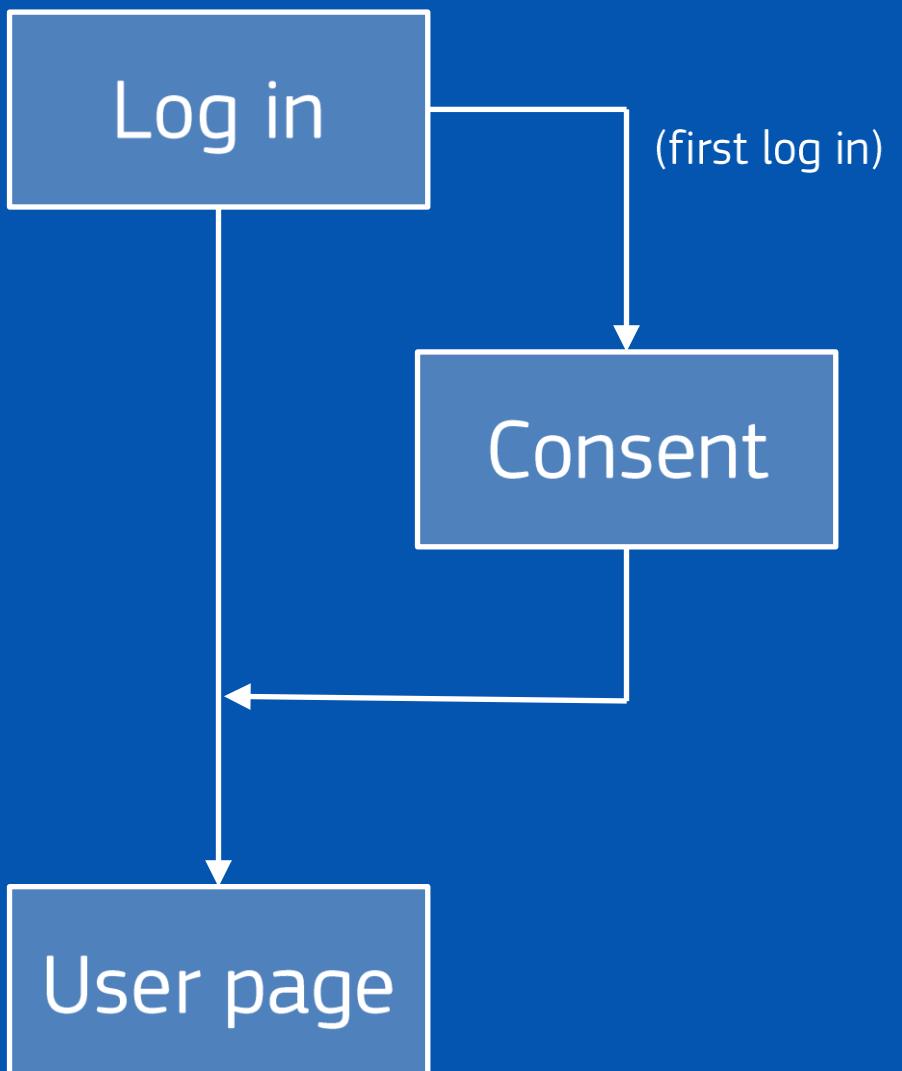
This field is required

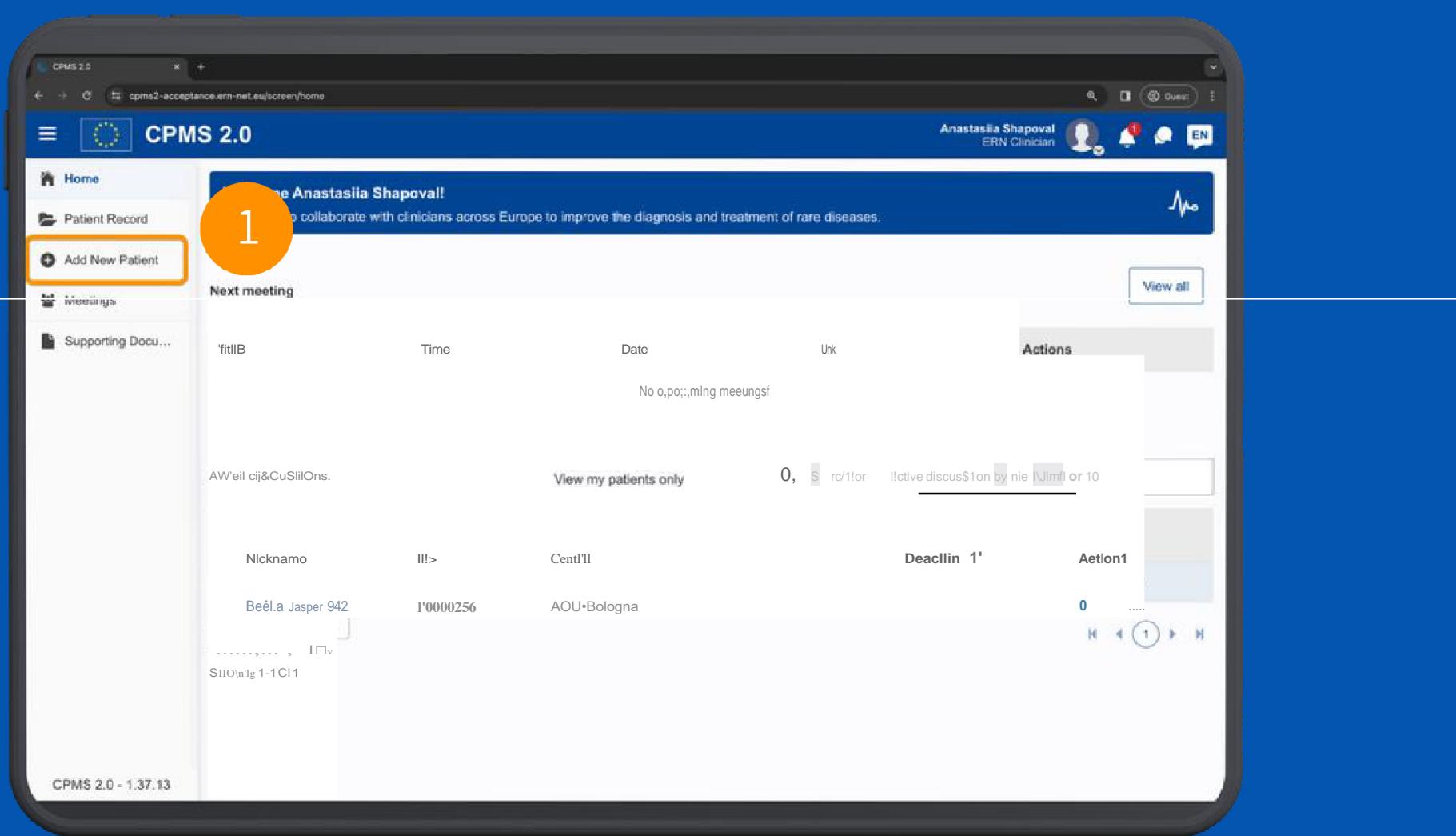
I consent that, if I participate in a clinical discussion of a patient from a country outside the EU, the outcome report (with my name and affiliation on it) may be downloaded by a clinician of that country.

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



A screenshot of the 'Add New Patient' form. The top section is 'Consent for care' with 'Consent given' (radio buttons for Yes and No, with No selected) and 'Consent for inclusion in registries' (radio buttons for Yes and No, with No selected). The main section is 'Identifying data' containing fields for 'First Name' (placeholder 'Enter first name'), 'Last Name' (placeholder 'Enter last name'), 'Sex' (placeholder 'Please choose'), 'Date of birth' (placeholder 'dd-mm-yyyy'), and 'Nationality' (placeholder 'Please choose'). The 'First Name' and 'Last Name' fields are highlighted with an orange border. A green circle with the number 3 is at the bottom right, pointing to the 'Next >' button.

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

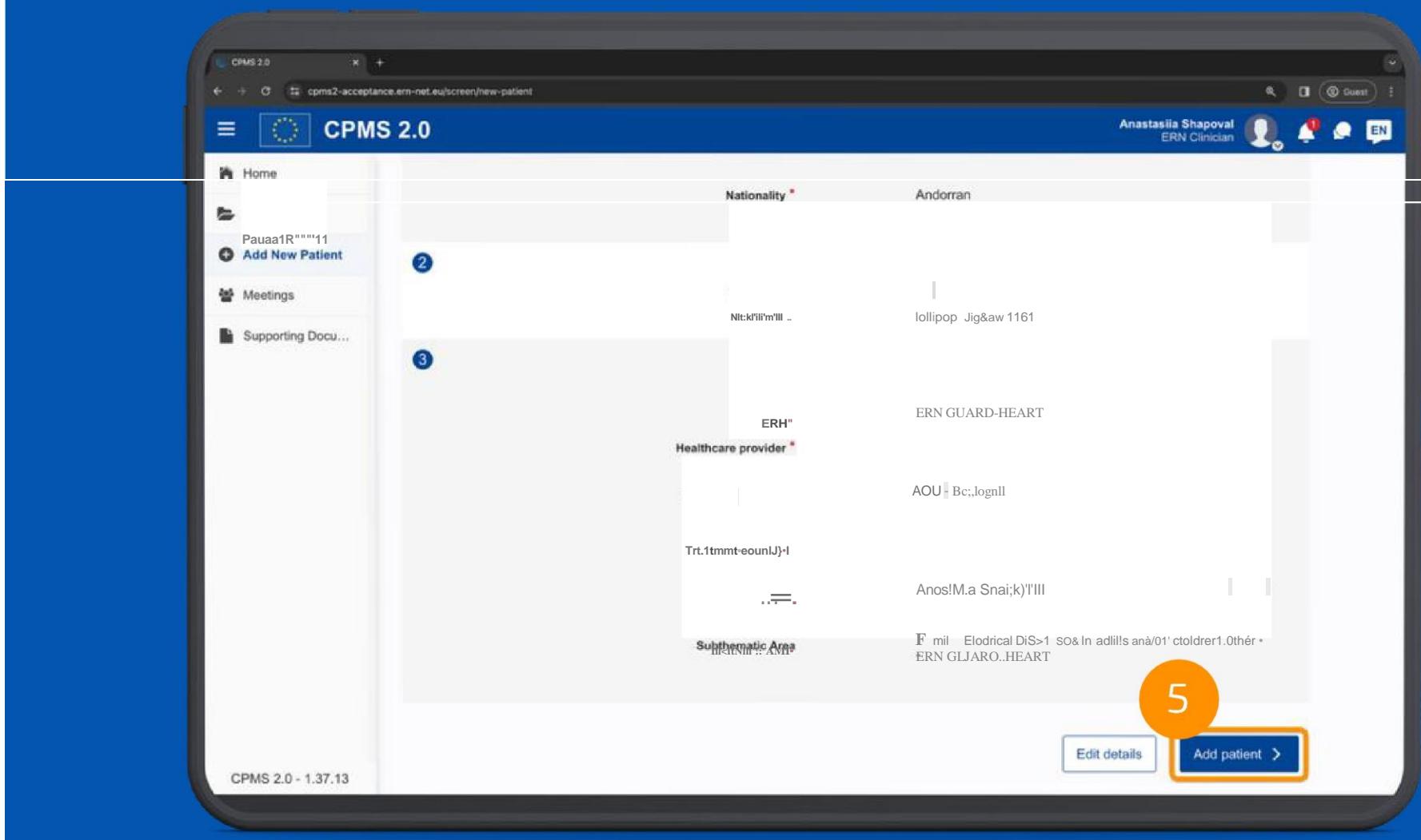
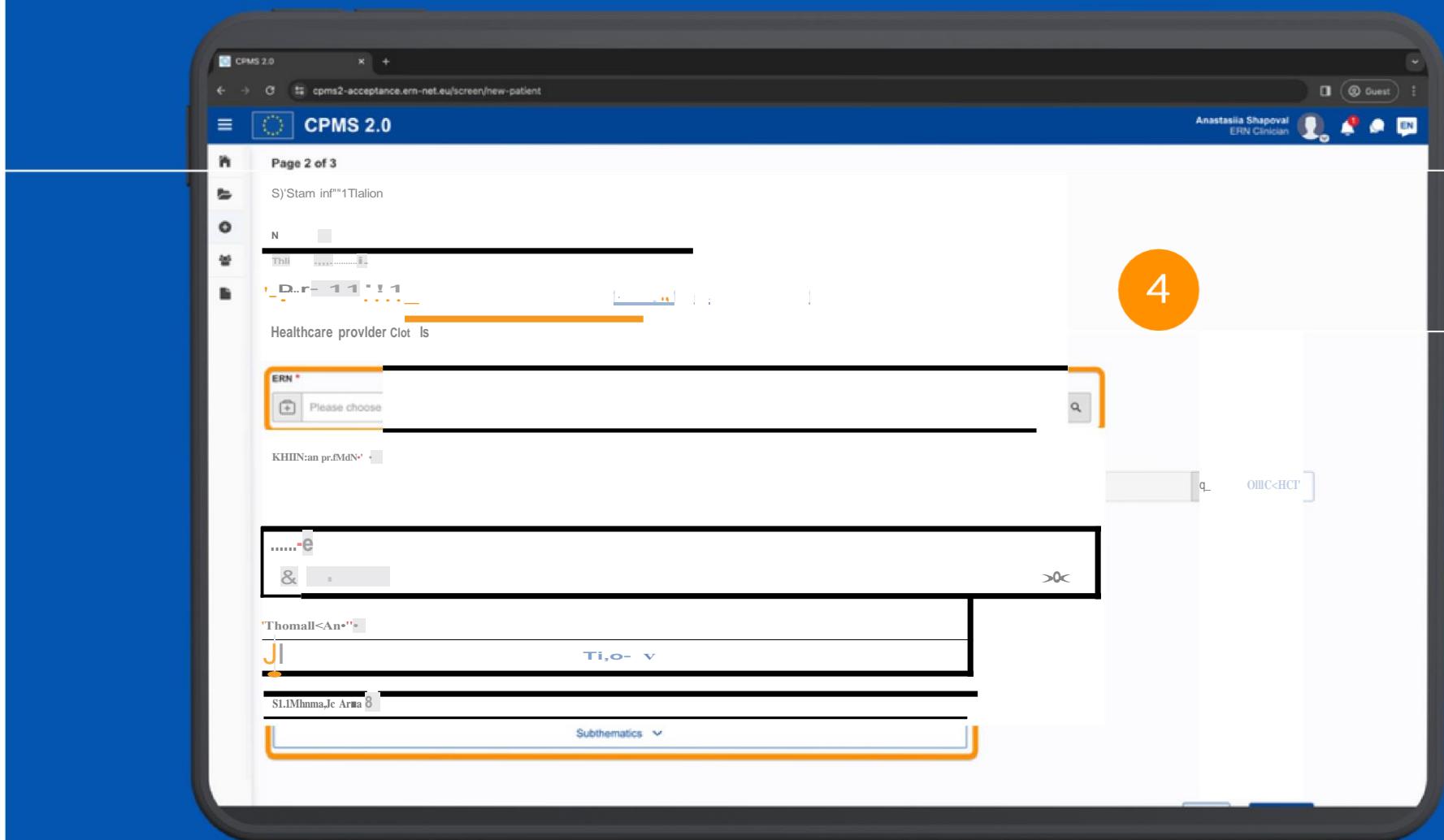
How ta enroll a patient?

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



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

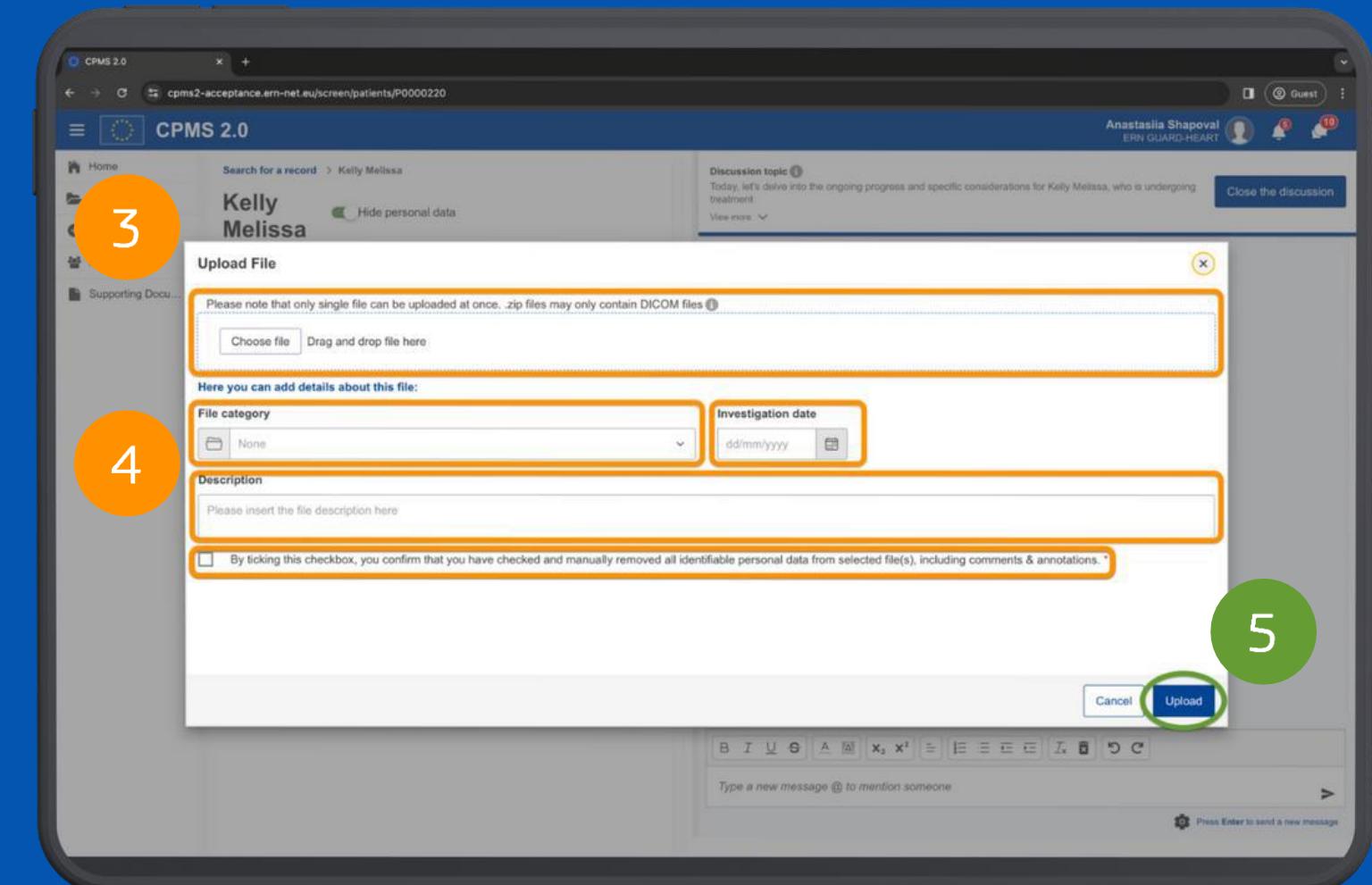
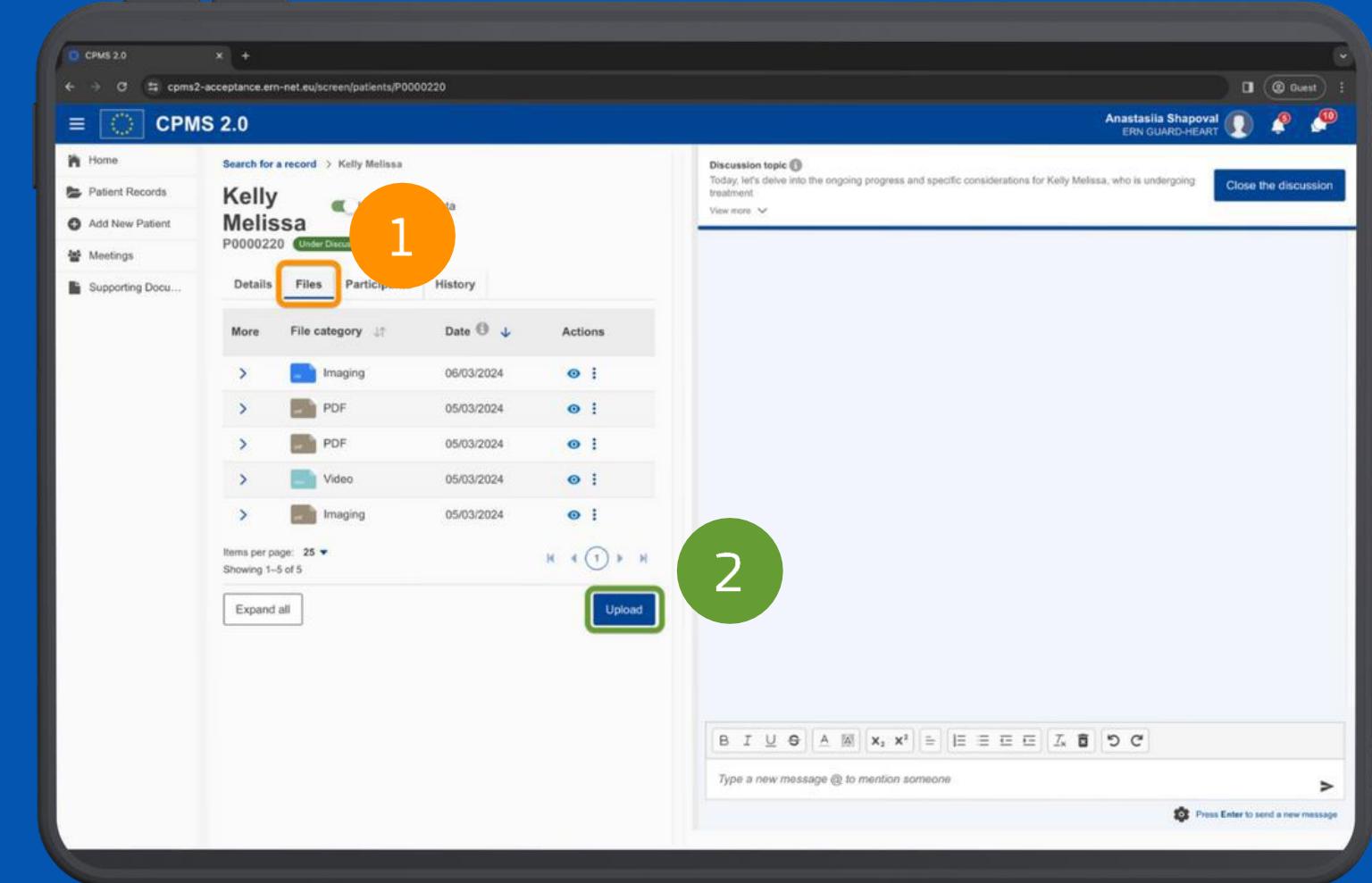
Click on the "Choose file" button and choose the file you want to upload

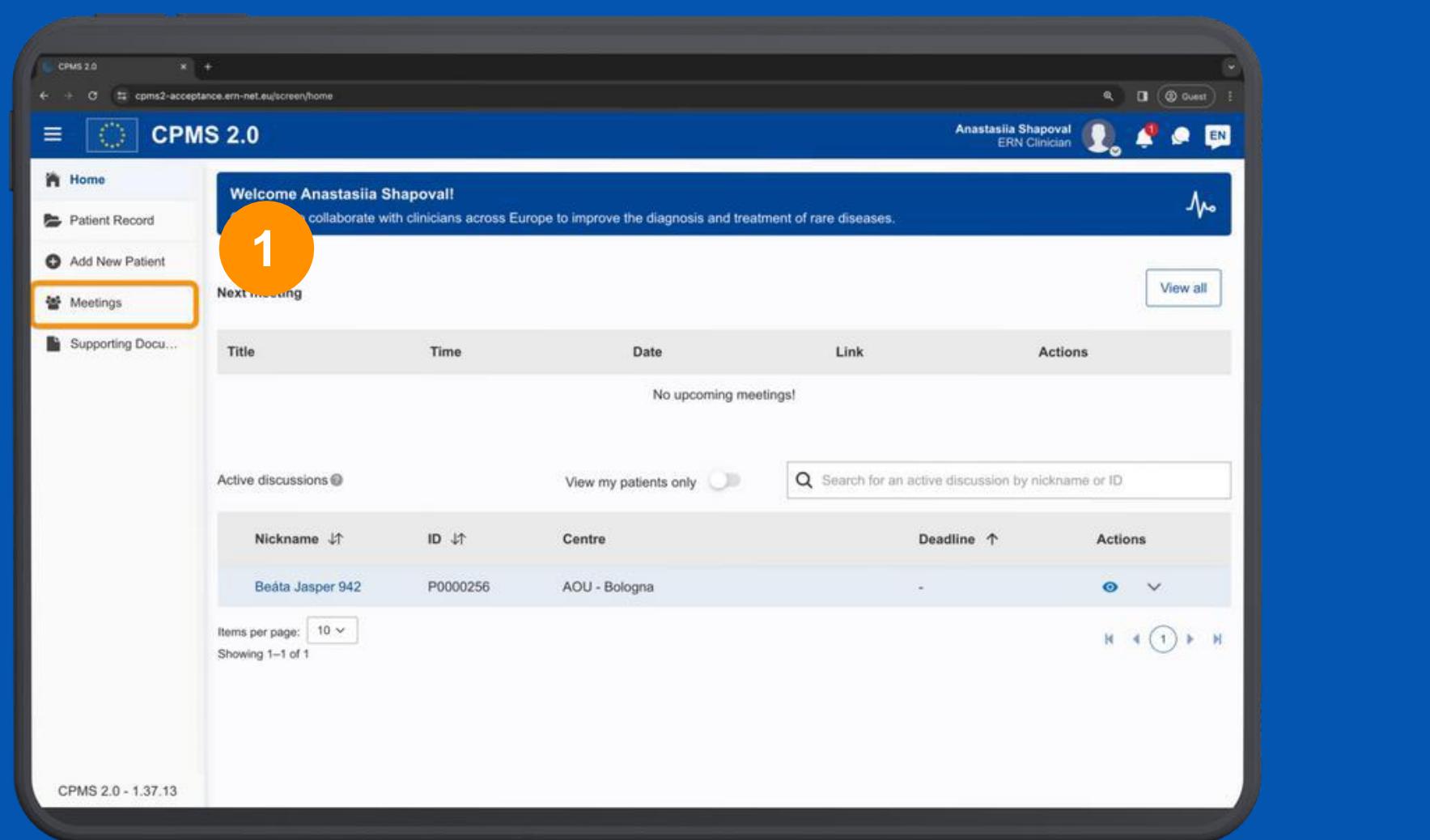
4

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





CPMS 2.0

Welcome Anastasia Shapoval!

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

Next meeting

View all

Meetings

Supporting Docu...

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

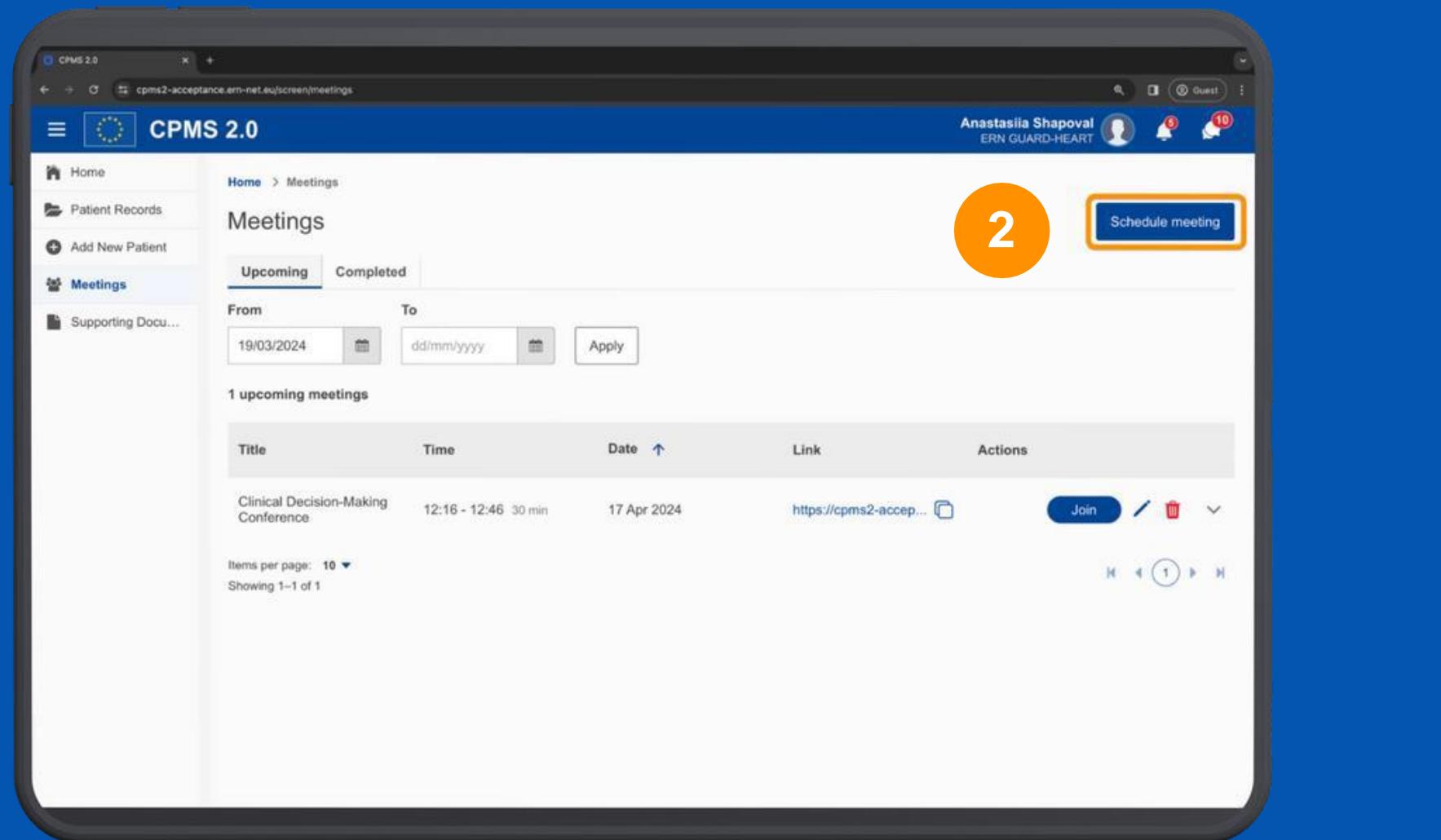
Beáta Jasper 942 P0000256 AOU - Bologna

Items per page: 10

Showing 1–1 of 1

CPMS 2.0 - 1.37.13

A screenshot of the CPMS 2.0 web interface. The top navigation bar includes the CPMS 2.0 logo, a user profile for 'Anastasia Shapoval (ERN Clinician)', and a language switch to 'EN'. The left sidebar has links for 'Home', 'Patient Record', 'Add New Patient', and 'Meetings' (which is highlighted with an orange circle and the number '1'). The main content area shows a 'Welcome' message and a table for 'Active discussions'. The table has columns for Nickname, ID, Centre, Deadline, and Actions. One row is shown: 'Beáta Jasper 942' with ID 'P0000256' and Centre 'AOU - Bologna'. Below the table are pagination controls and a note showing 1–1 of 1 items per page.



CPMS 2.0

Anastasia Shapoval (ERN GUARD-HEART)

Home > Meetings

Meetings

Schedule meeting

Upcoming Completed

From To

19/03/2024 dd/mm/yyyy Apply

1 upcoming meetings

Title Time Date ↑ Link Actions

Clinical Decision-Making Conference 12:16 - 12:46 30 min 17 Apr 2024 https://cpms2-accep... Join Edit Delete

Items per page: 10

Showing 1–1 of 1

A screenshot of the 'Meetings' page. The top navigation bar shows the user profile 'Anastasia Shapoval (ERN GUARD-HEART)' with notification counts of 5 and 10. The left sidebar shows 'Meetings' selected. The main content area shows a table of '1 upcoming meetings'. The table has columns for Title, Time, Date, Link, and Actions. One row is shown: 'Clinical Decision-Making Conference' with a time of '12:16 - 12:46 30 min', date '17 Apr 2024', a link 'https://cpms2-accep...', and actions 'Join', 'Edit', and 'Delete'. Below the table are pagination controls and a note showing 1–1 of 1 items per page.

How to schedule a meeting?



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

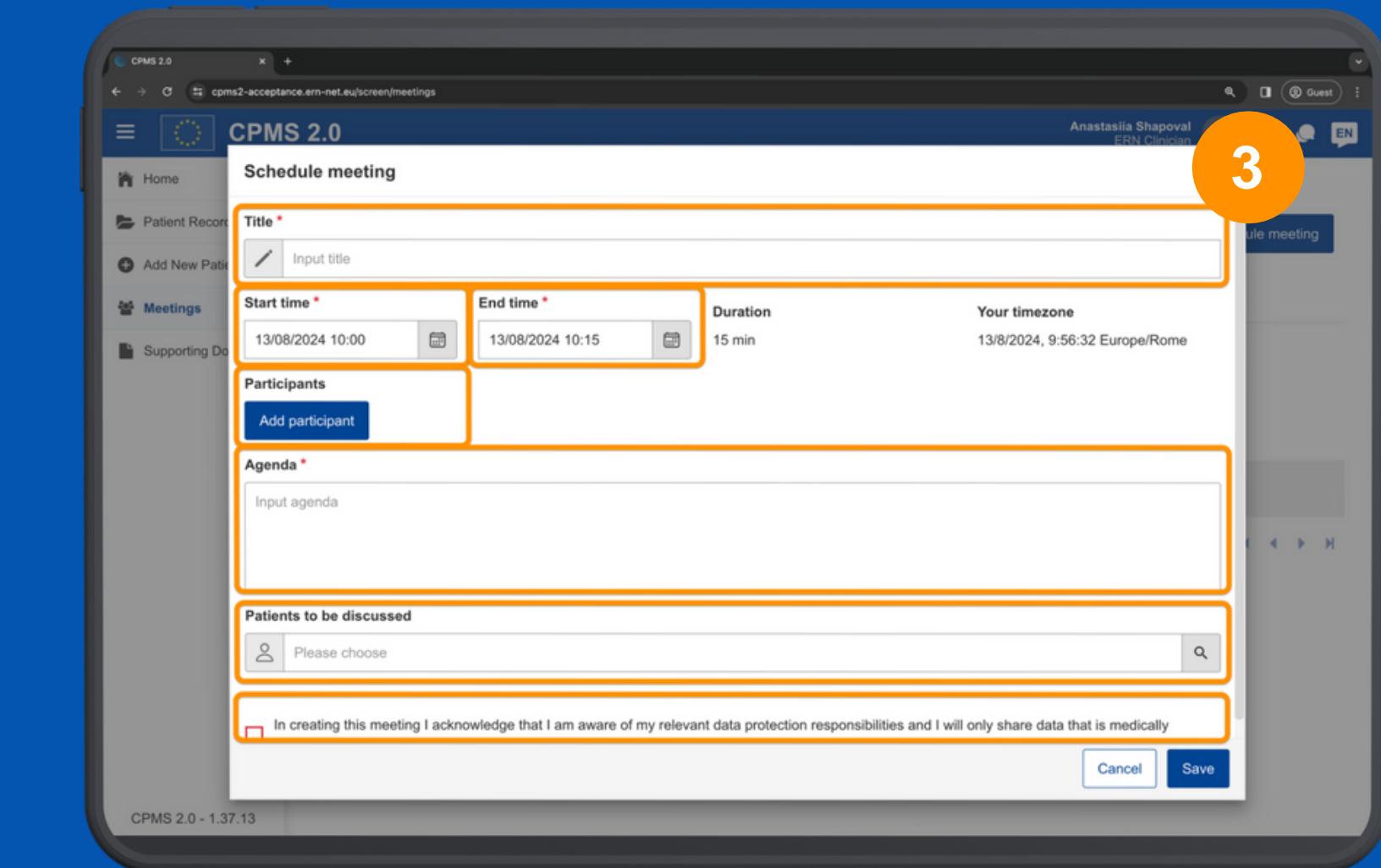


Click on the "Schedule Meeting" button located on the right upper corner

How to schedule a meeting?

3

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



CPMS 2.0

Schedule meeting

Title *

Start time * End time * Duration Your timezone

Participants

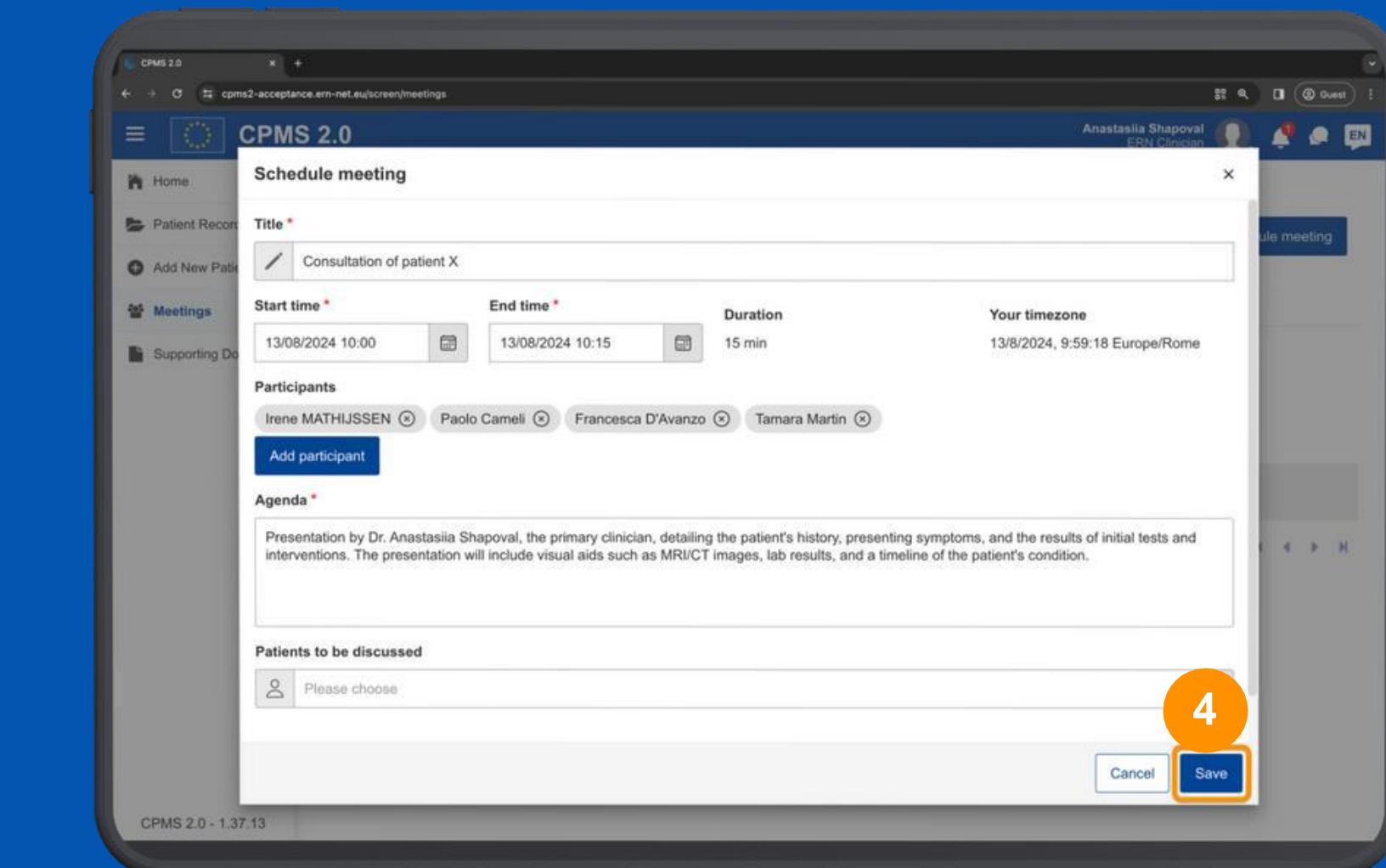
Agenda *

Patients to be discussed

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 necessary.

4

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



CPMS 2.0

Schedule meeting

Title *

Start time * End time * Duration Your timezone

Participants

Agenda *

Patients to be discussed

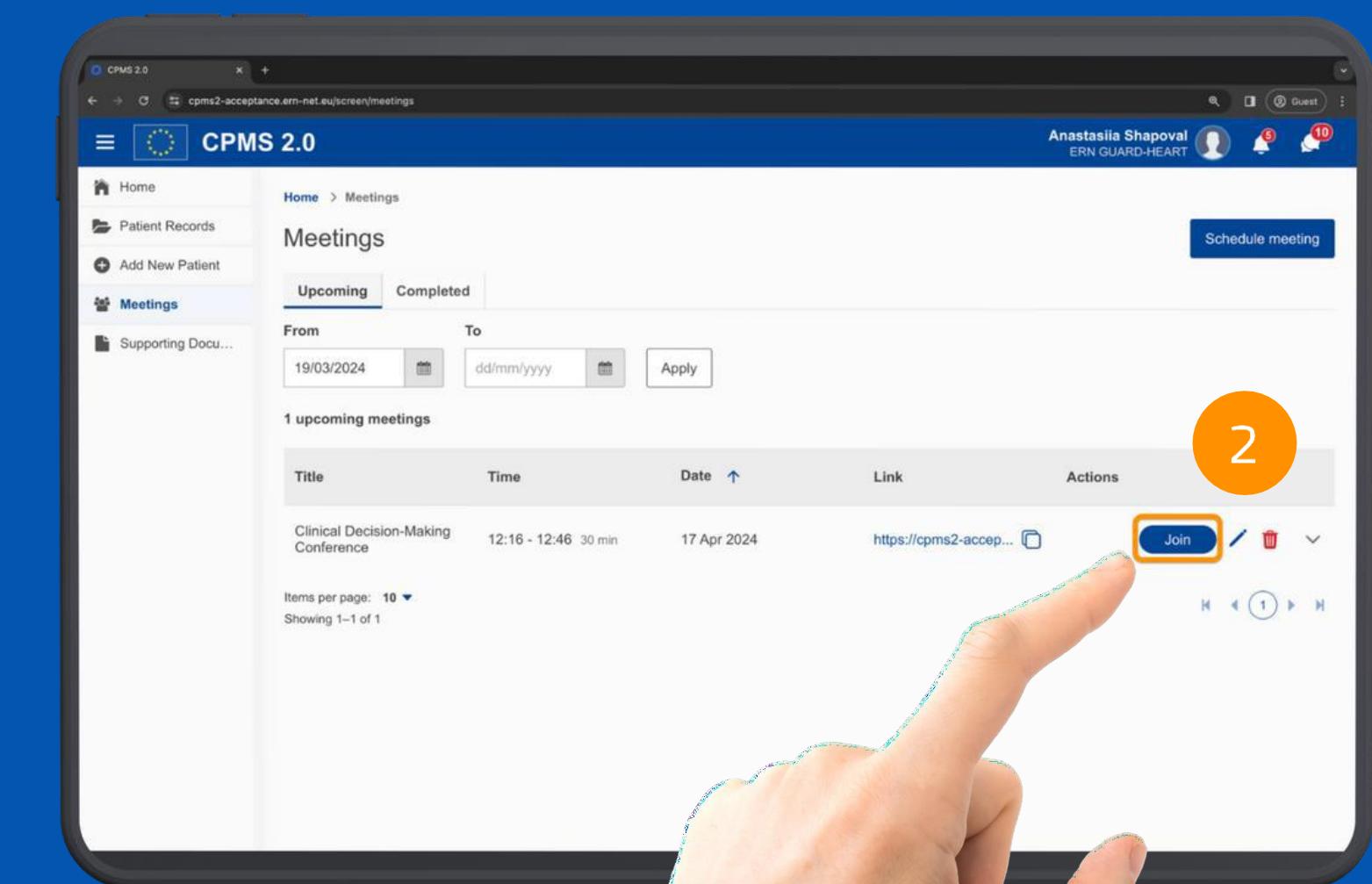
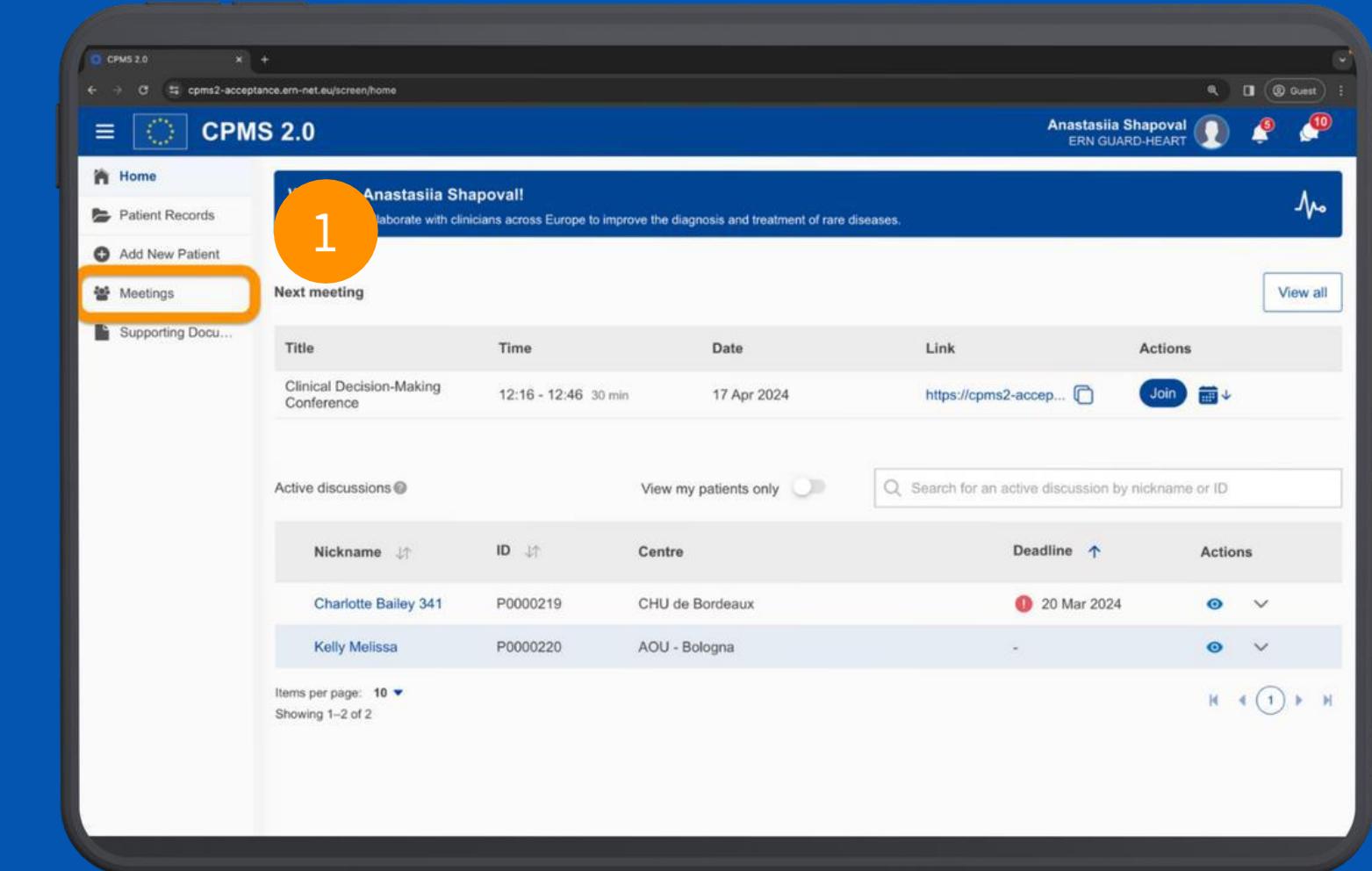
How to join a meeting?

1

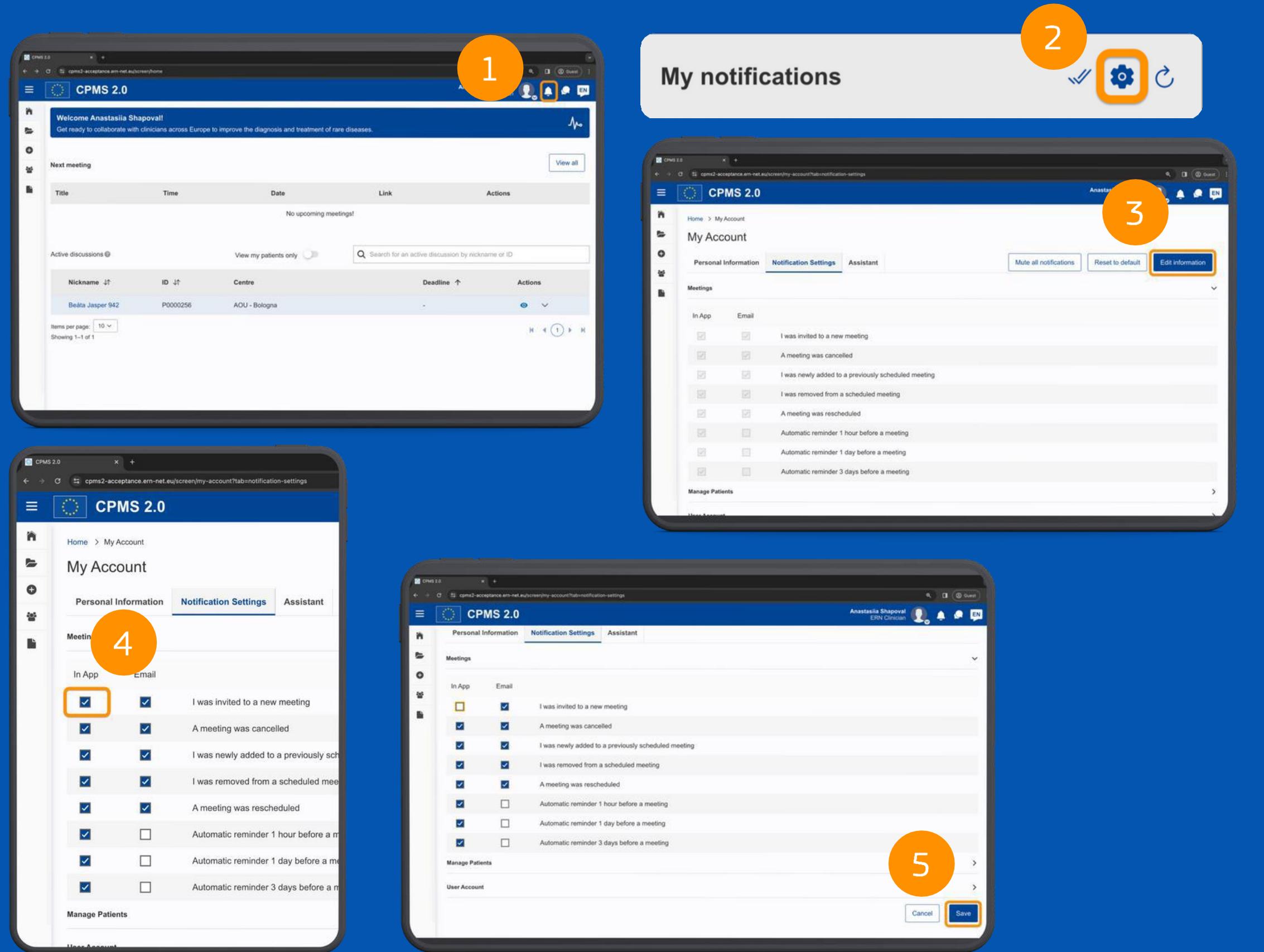
From the left-hand side menu, select
“Meetings”

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

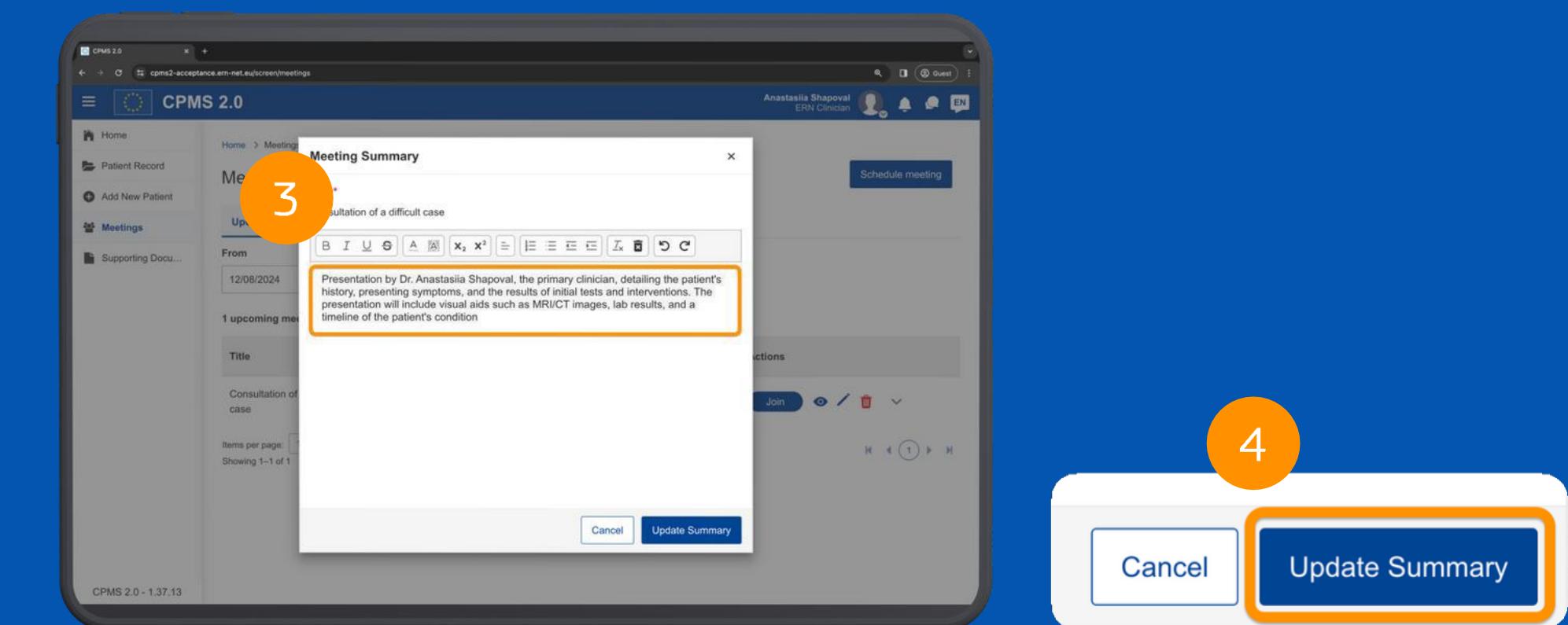
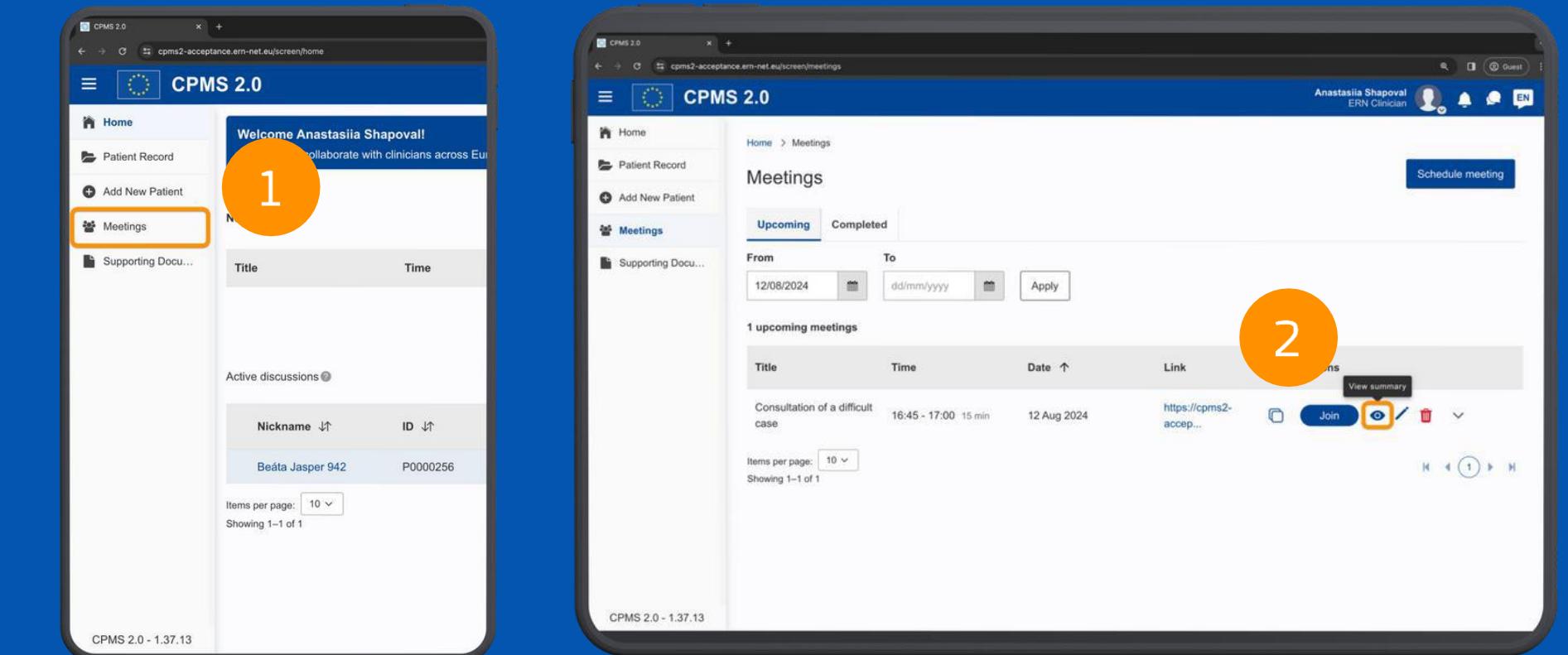
4 You can turn the switch on or off to enable or disable in-app notifications for each notification event. Select the relevant checkbox

5 Click on the “Save” button

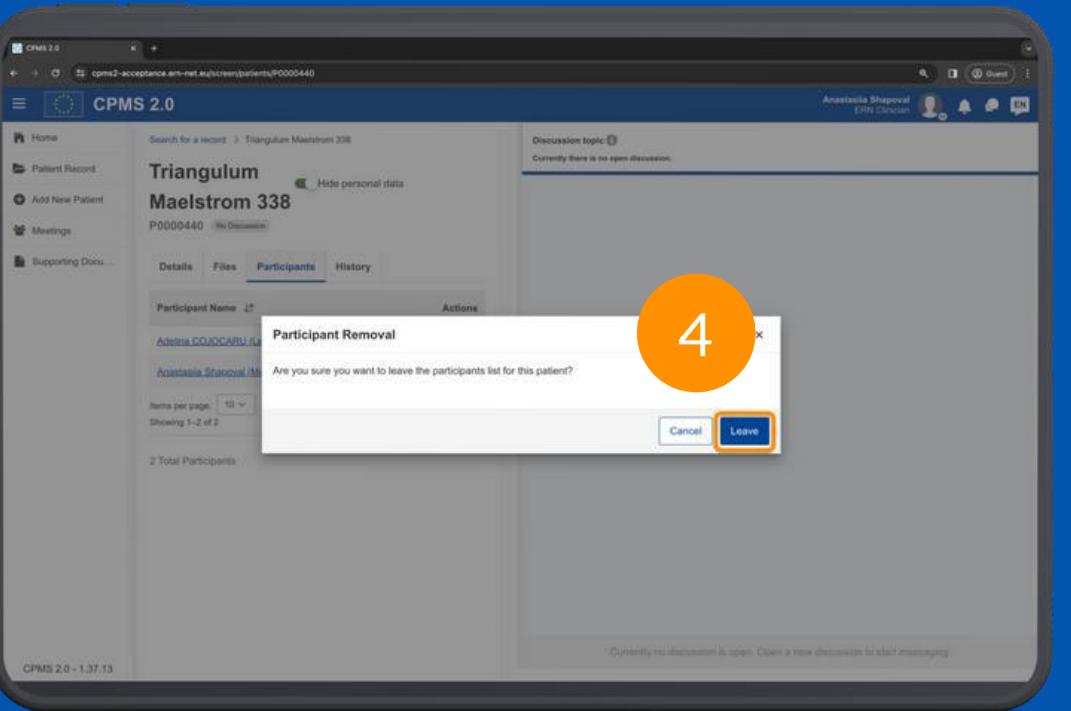
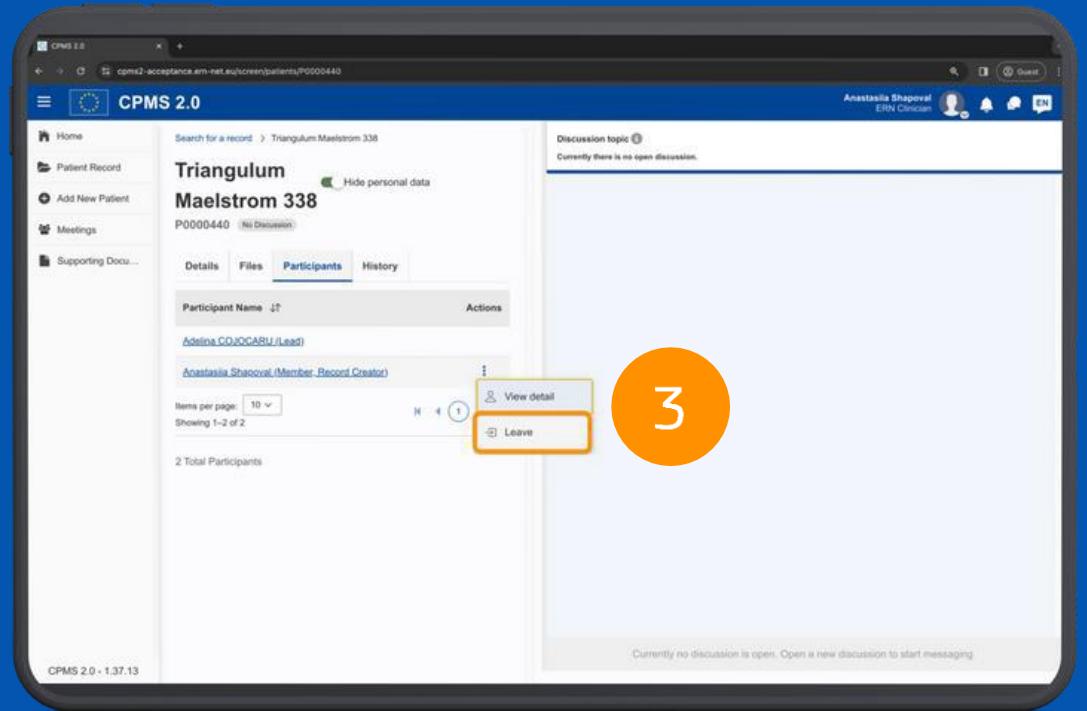
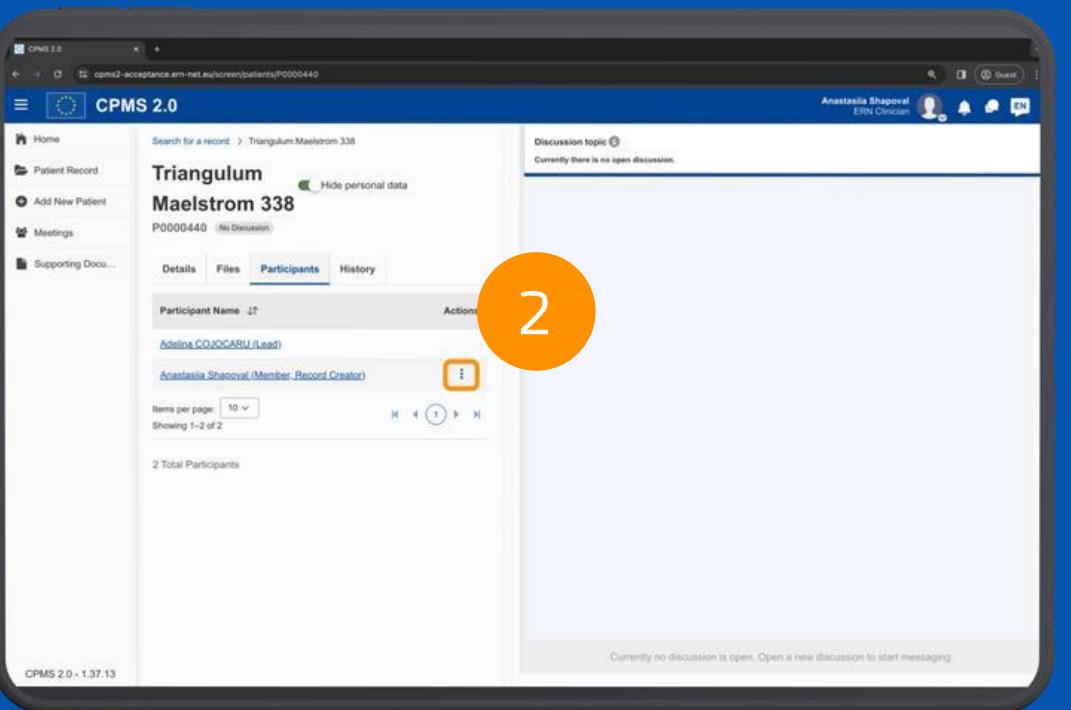
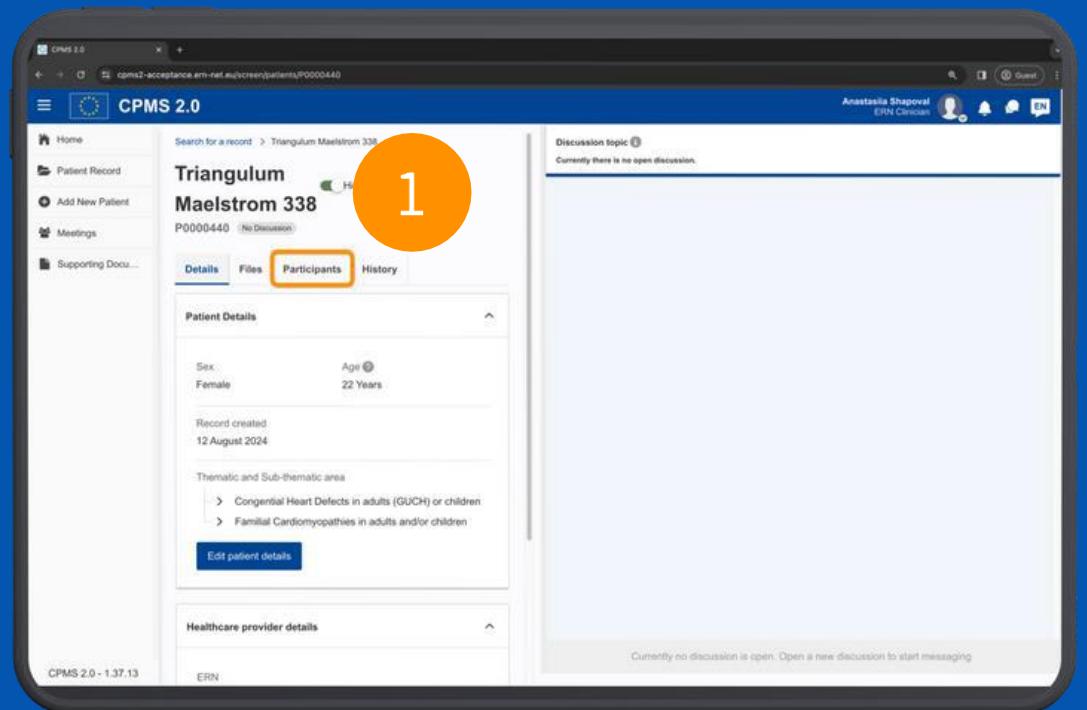
Where to consult/edit a meeting summary?

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

