CPMS 2.0 Quick Start Guide for Clinicians

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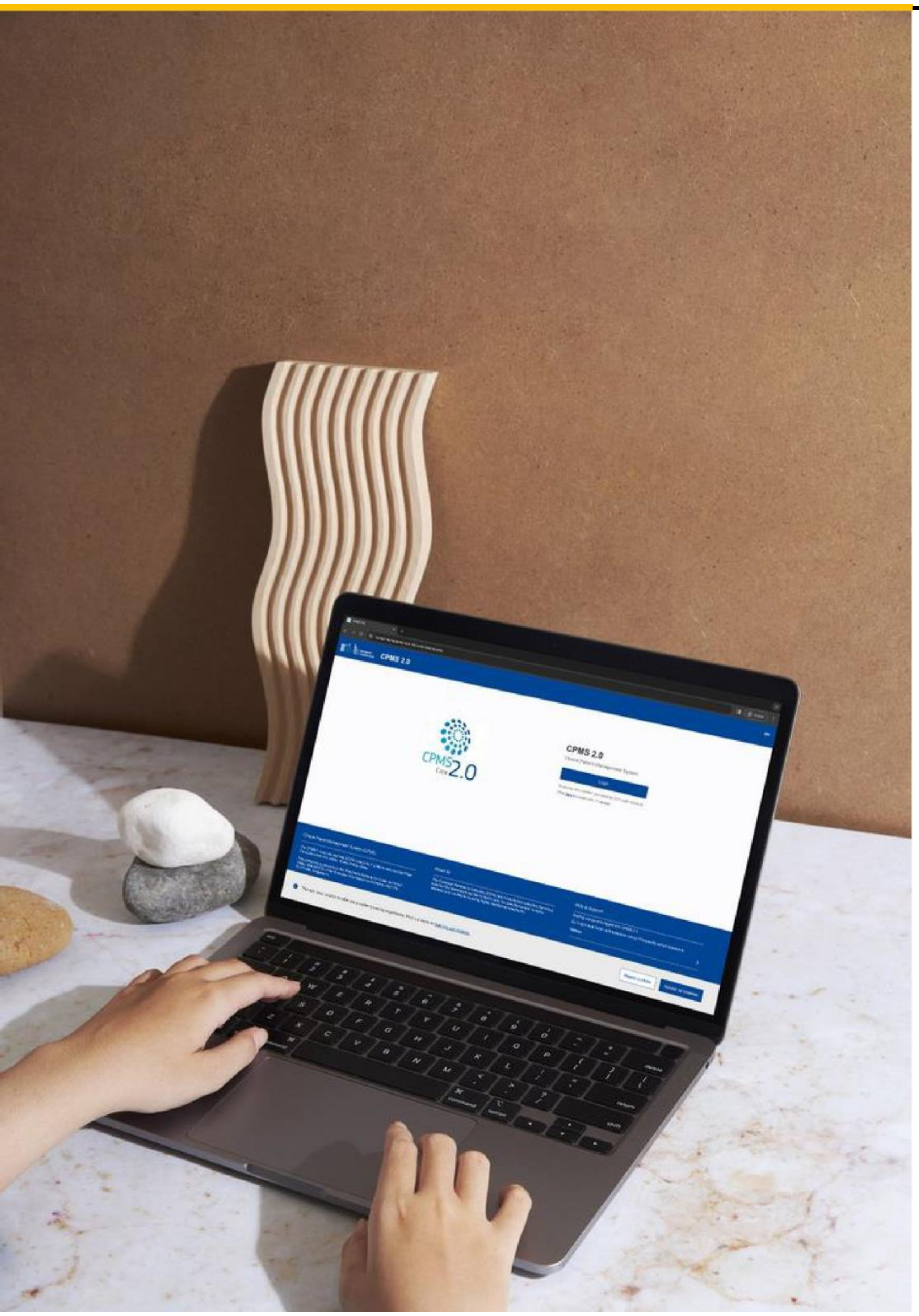


You can access the application by clicking on the following link: **https://cpms2.ern-net.eu**

Overview

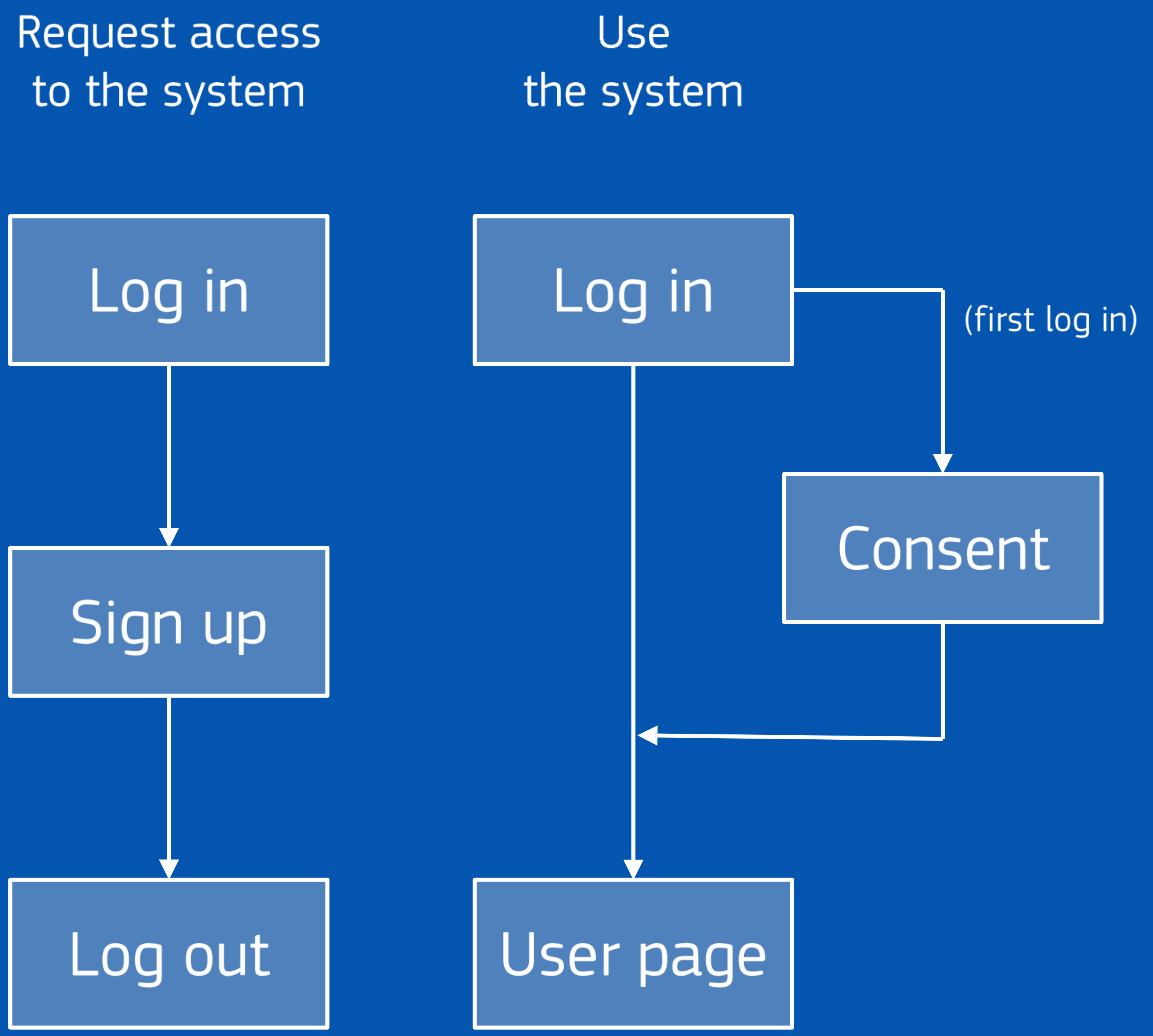
Initial steps for a new user:

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



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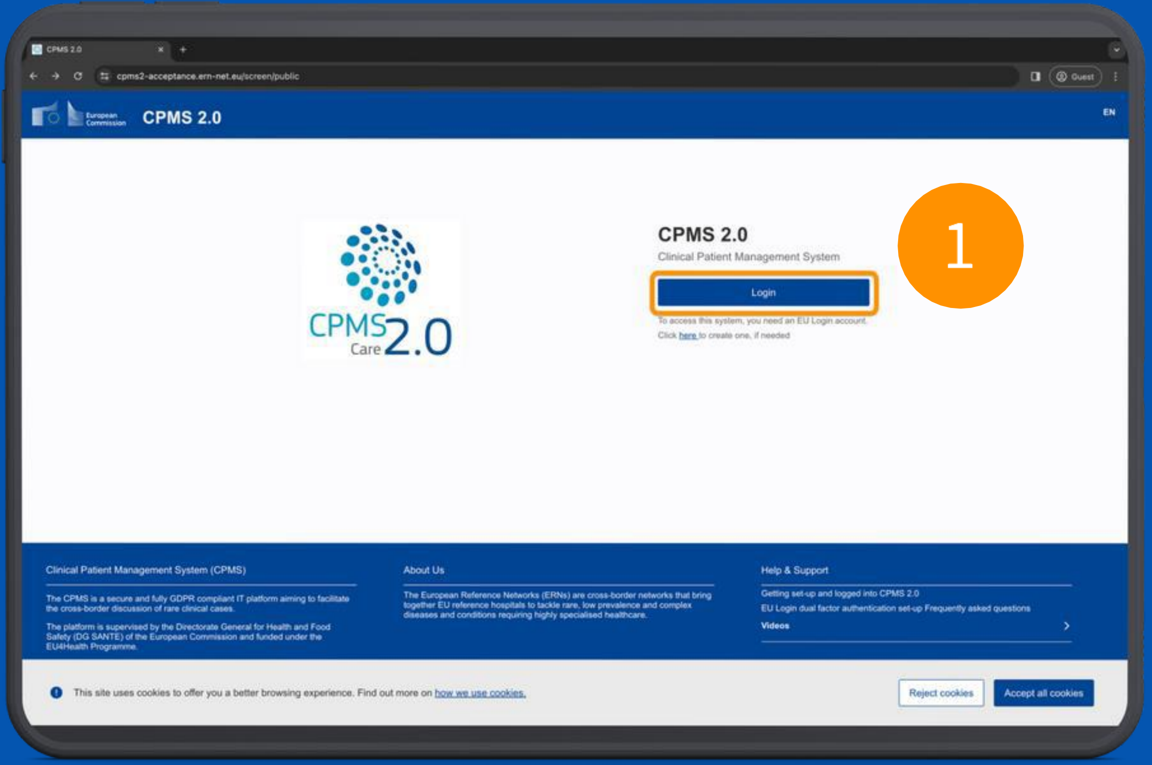
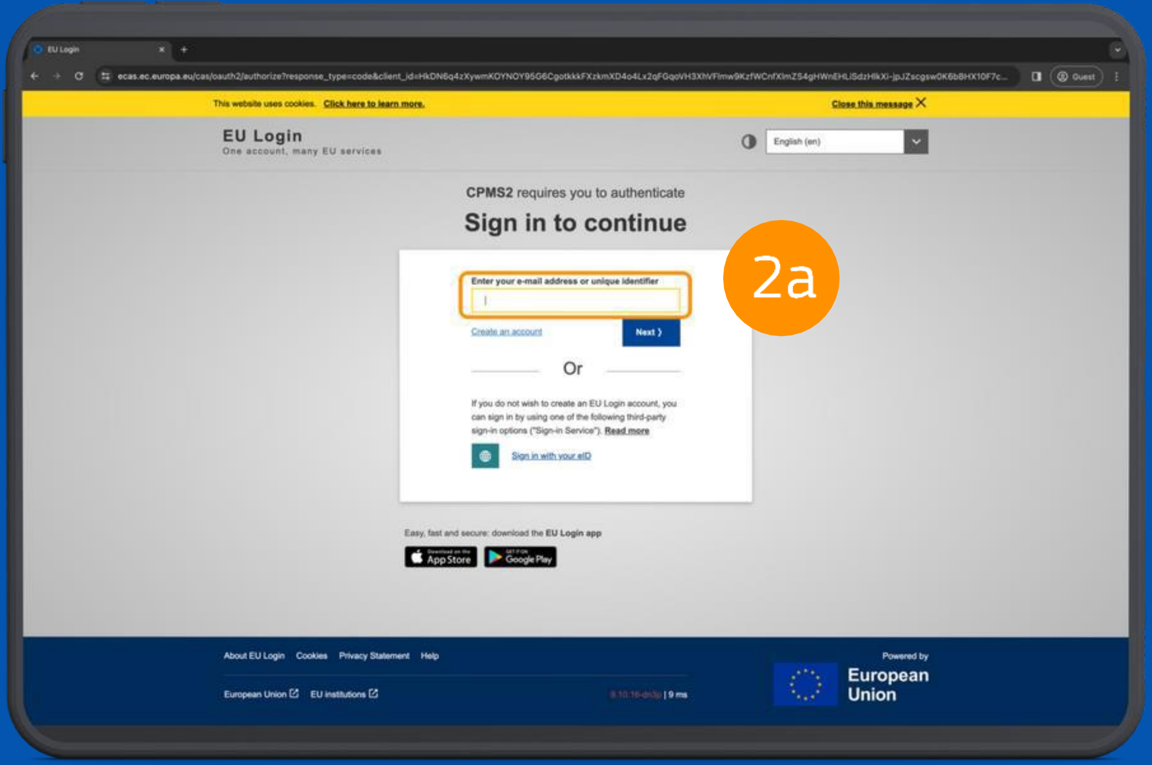
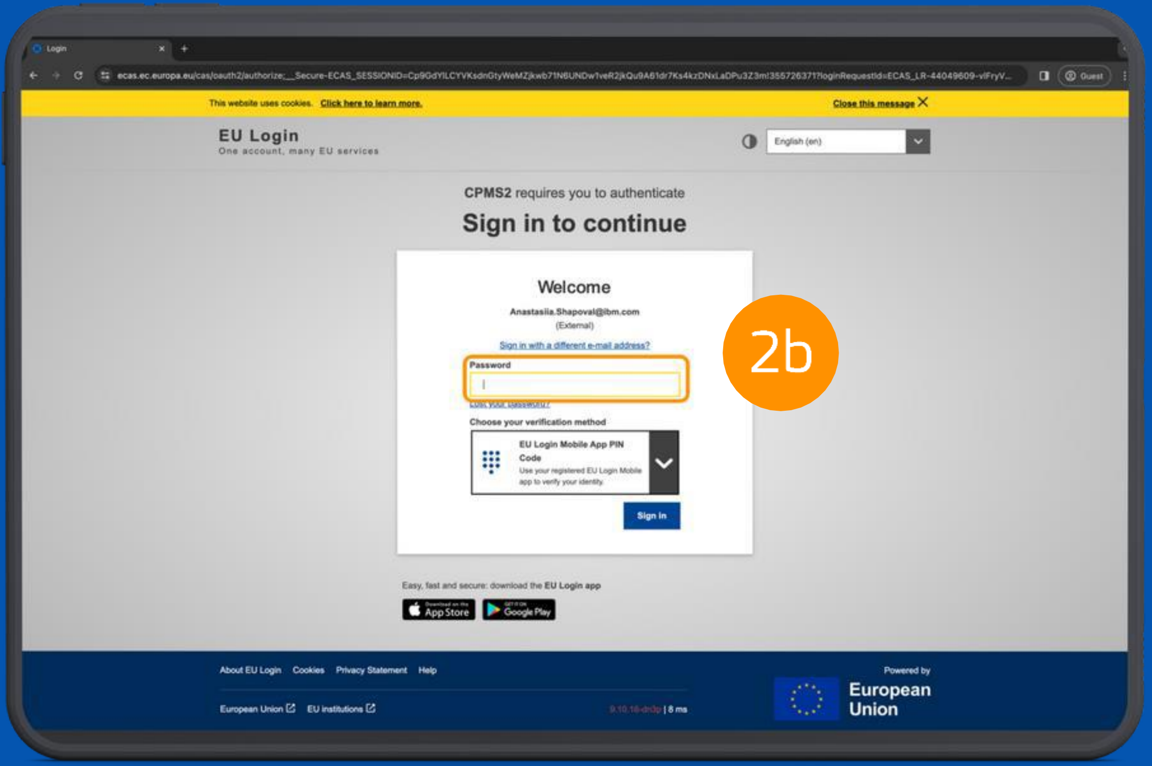
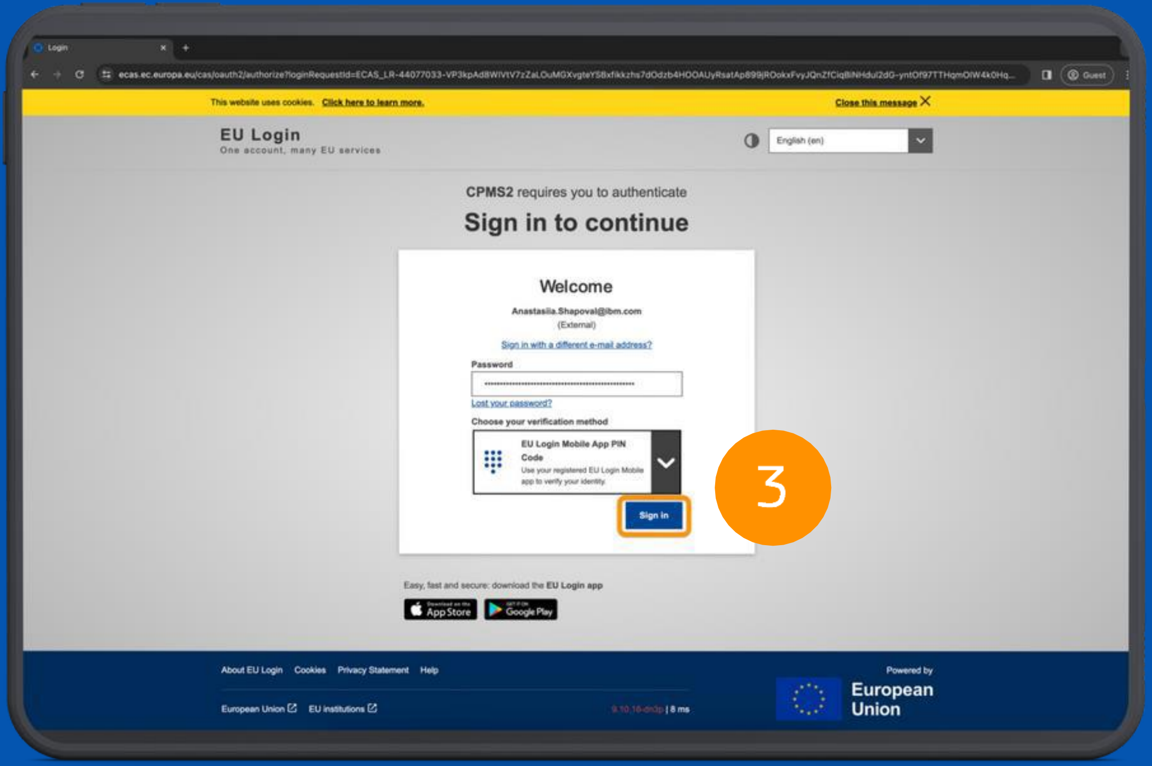
How to Log In?









Please remember:

You need a valid EU Login account

How to [create an account]

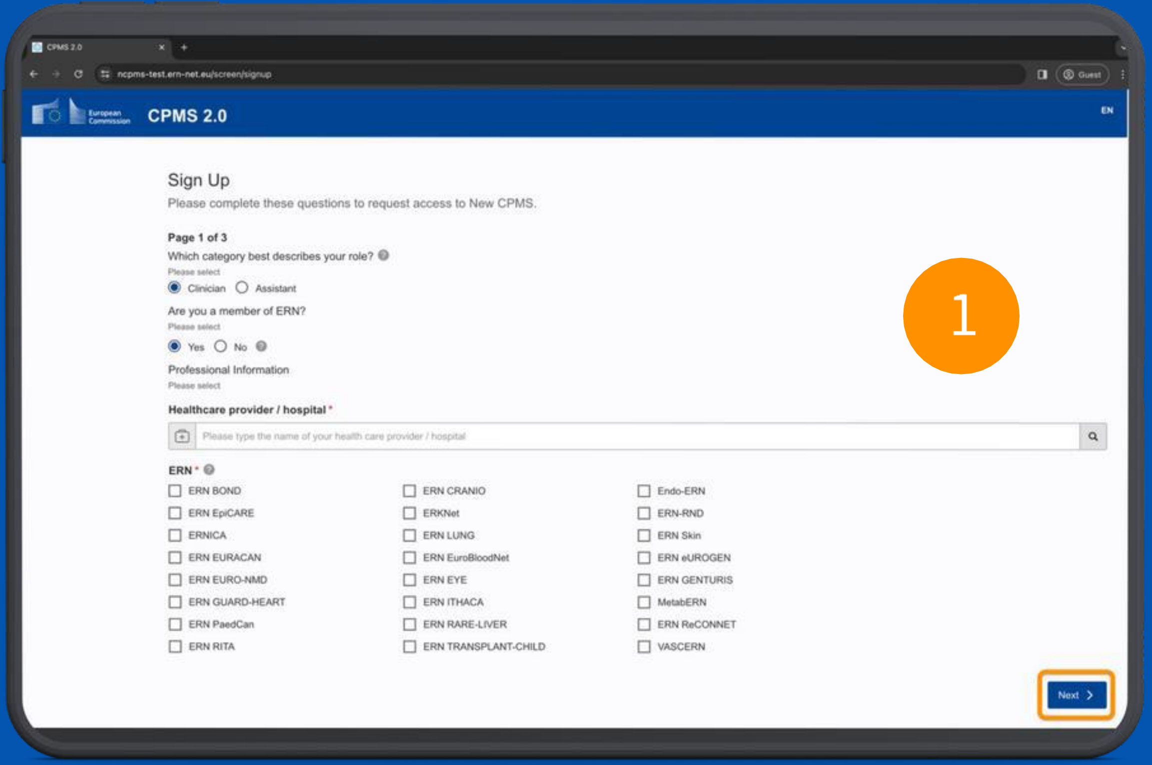
How to [configure two-factor authentication]

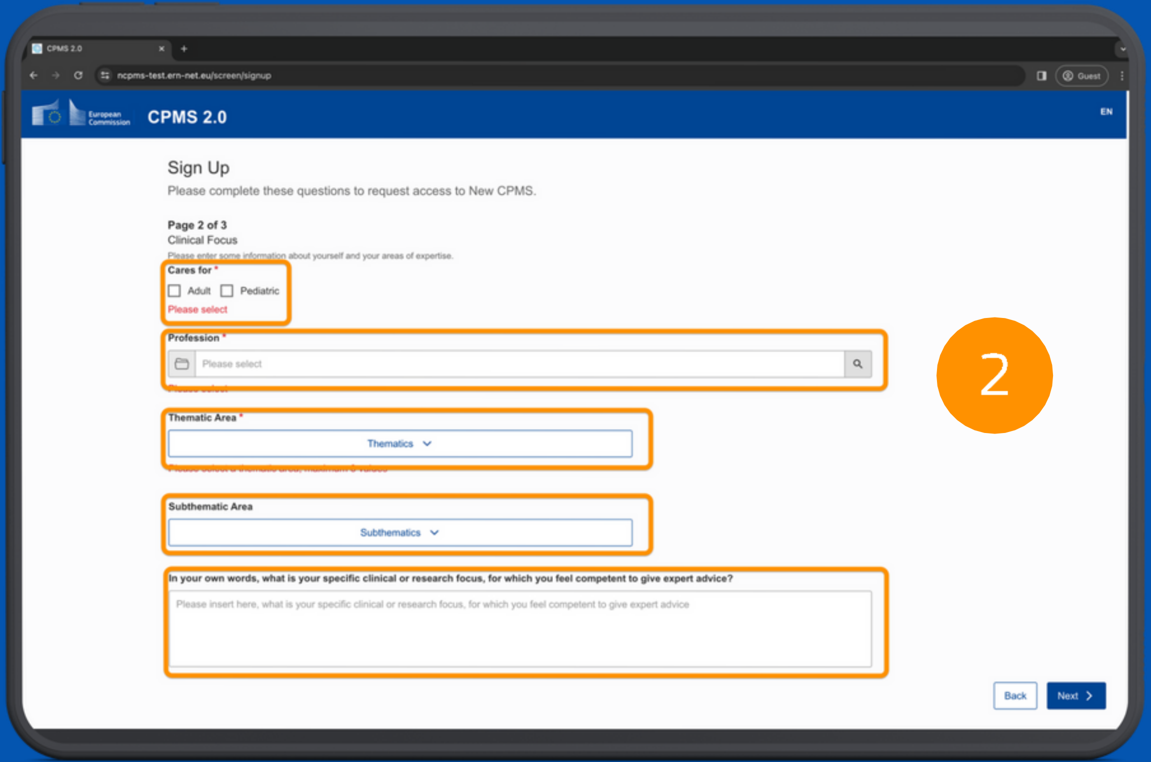
1 Click on the “Login” button

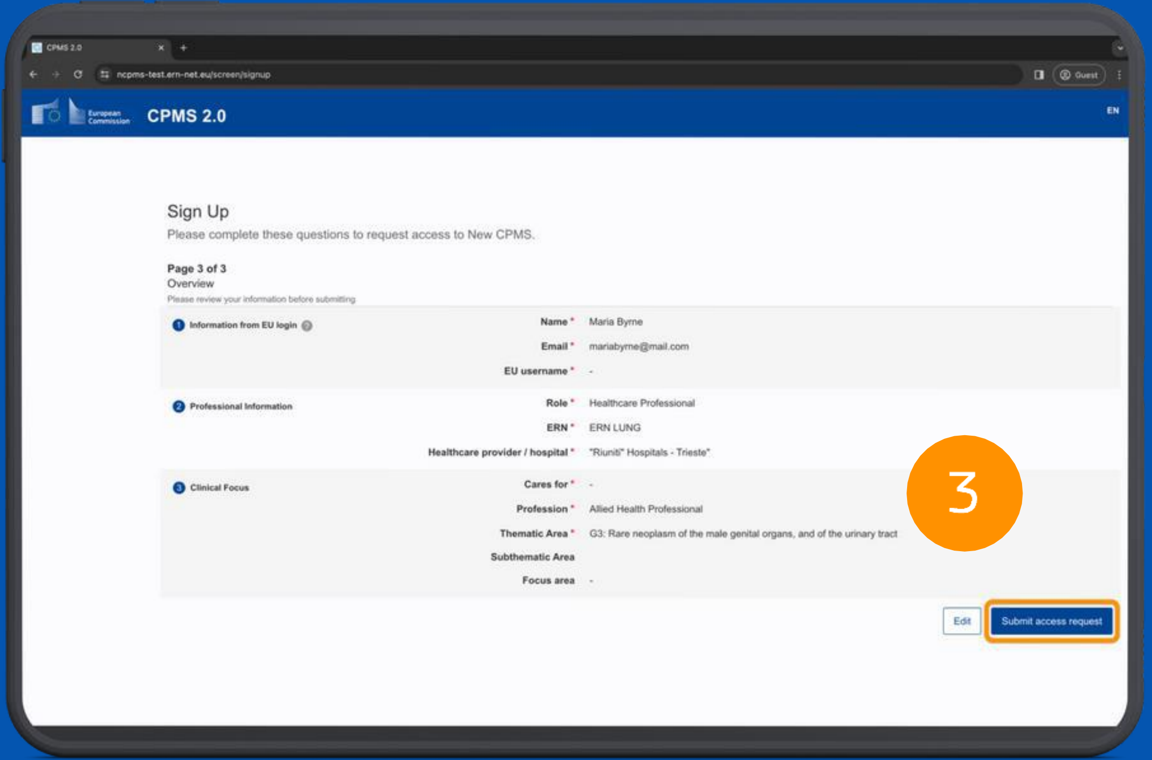
2 Enter your EU Login username and password

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"

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.

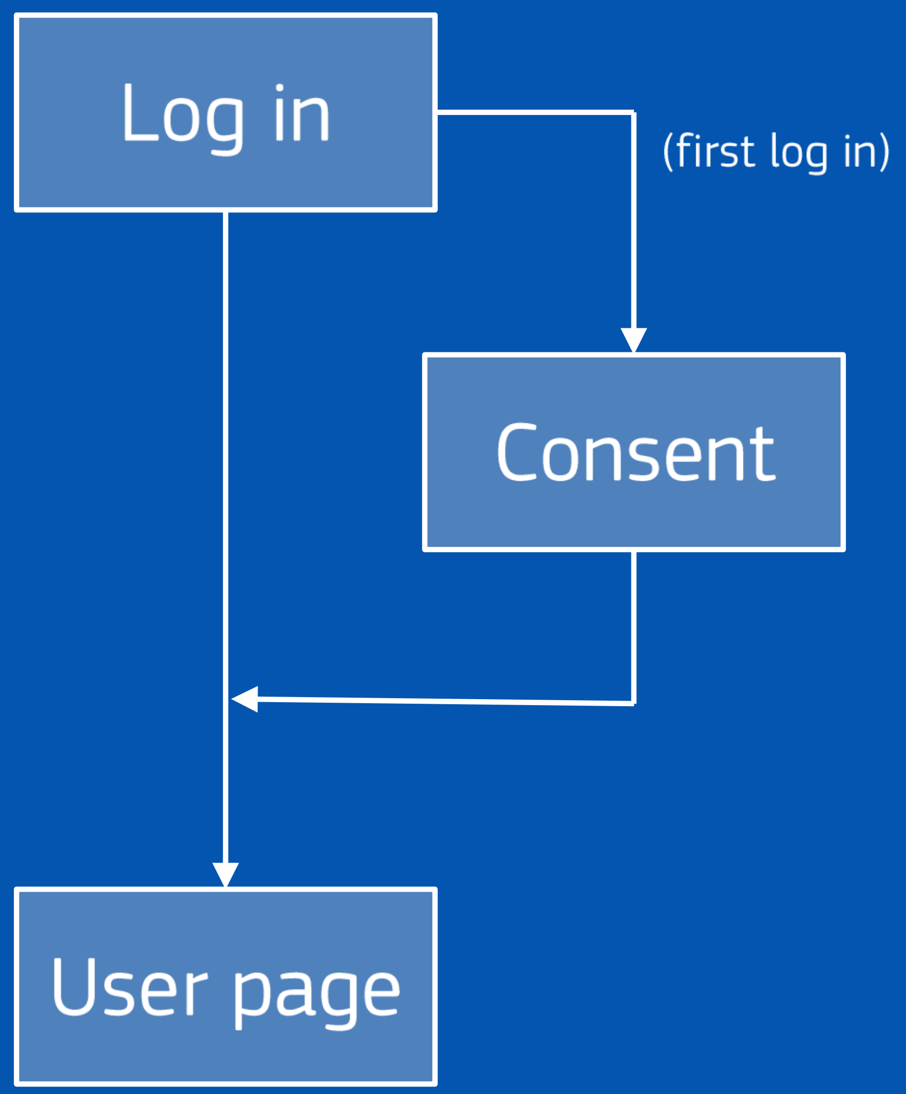
This field is required

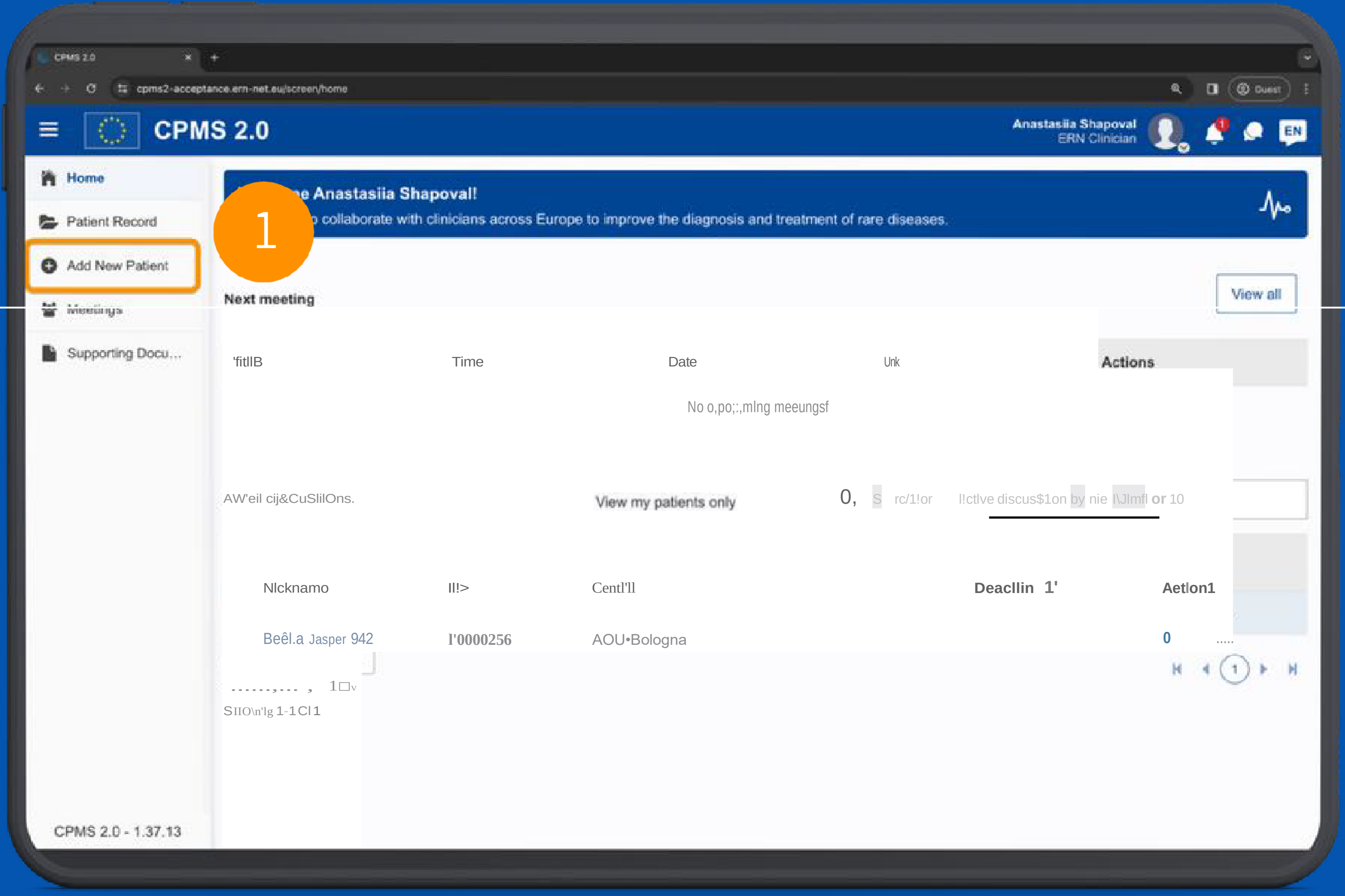
☐ I consent that, if I participate in a clinical discussion of a patient from a country outside the EU, the outcome report (with my name and affiliation on it) may be downloaded by a clinician of that country.

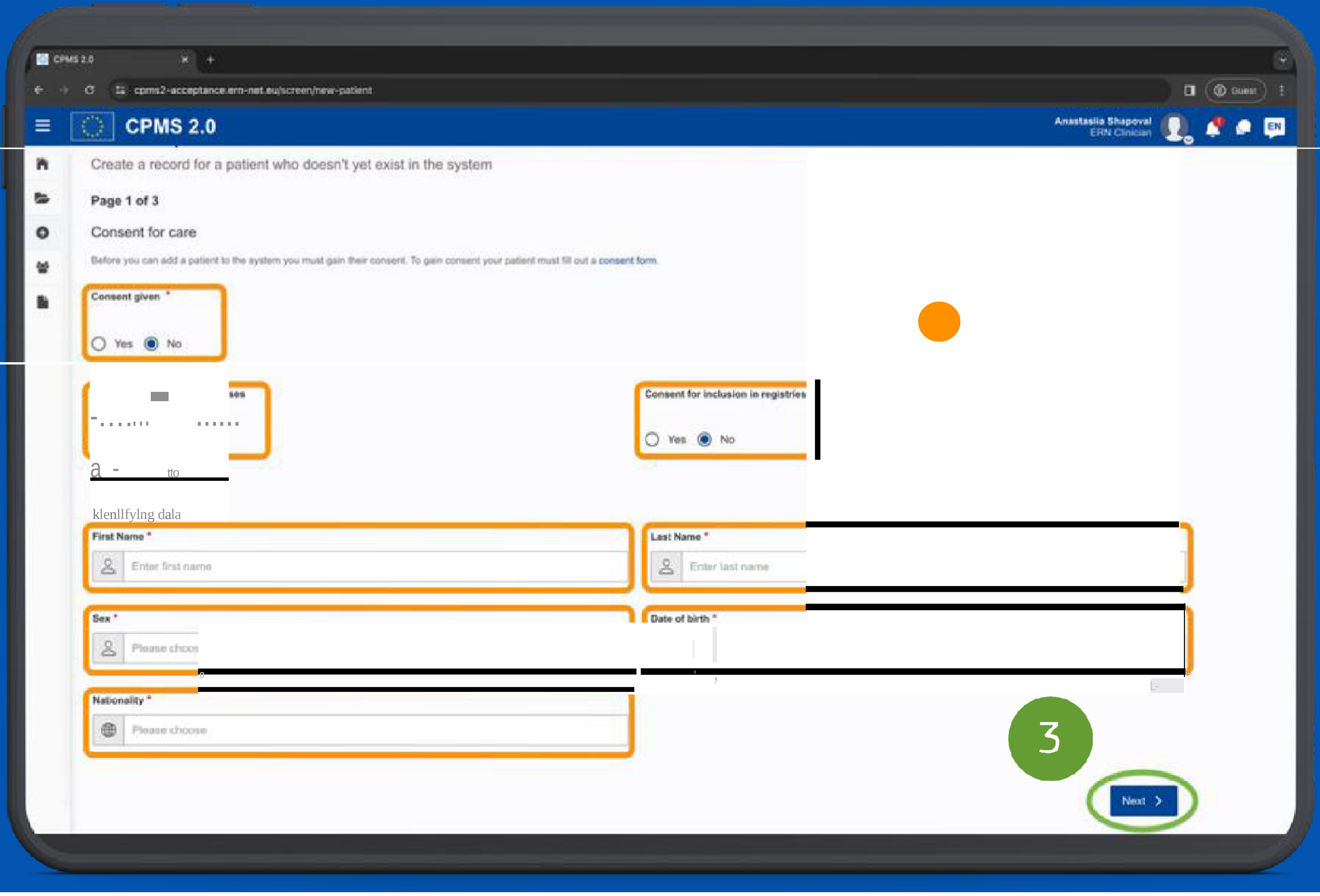
This field is required

- 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 ta enroll a patient?

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

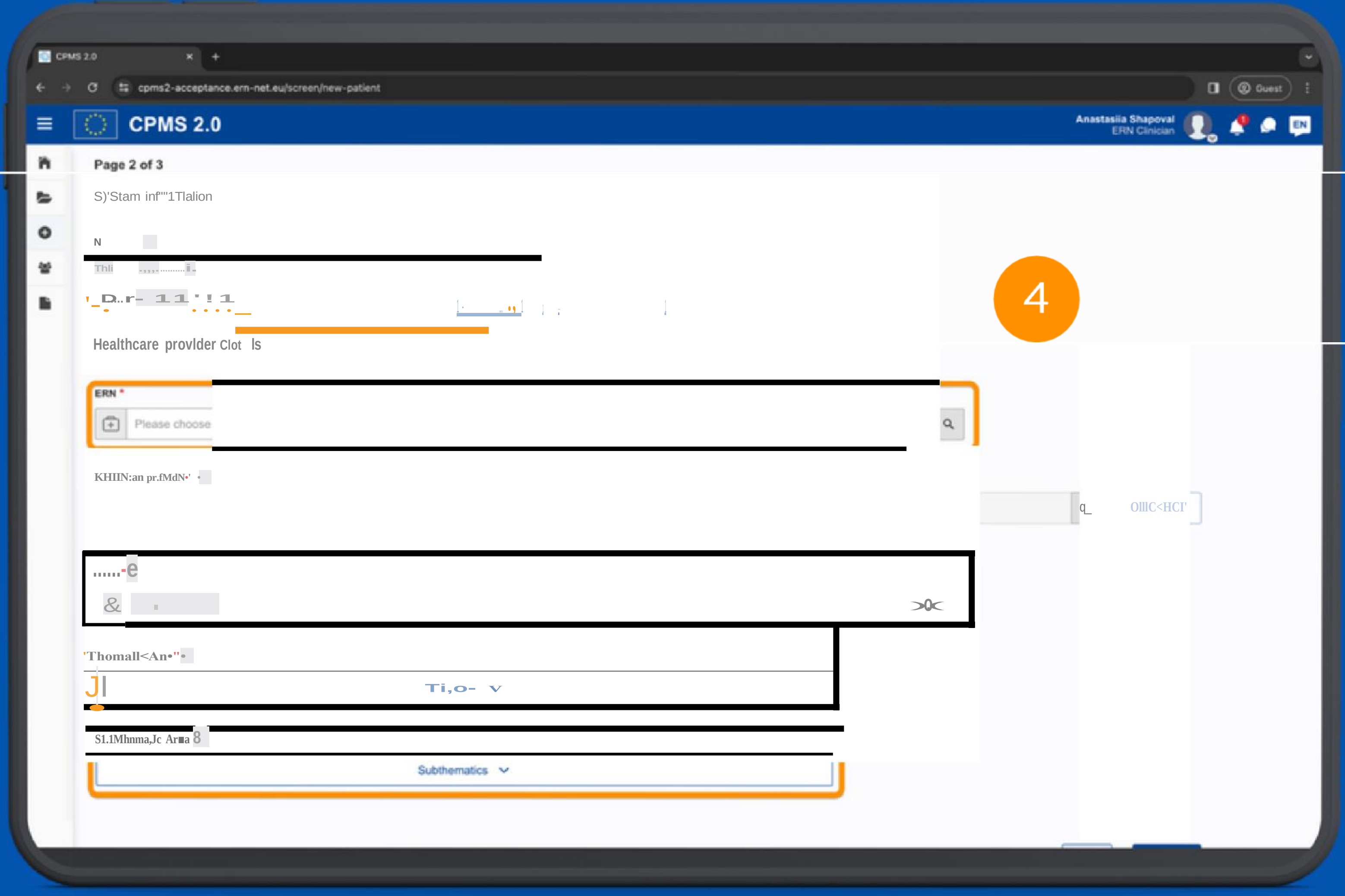
2. Fill in the patient's identifying data like first name, last name, sex, date of birth and nationality

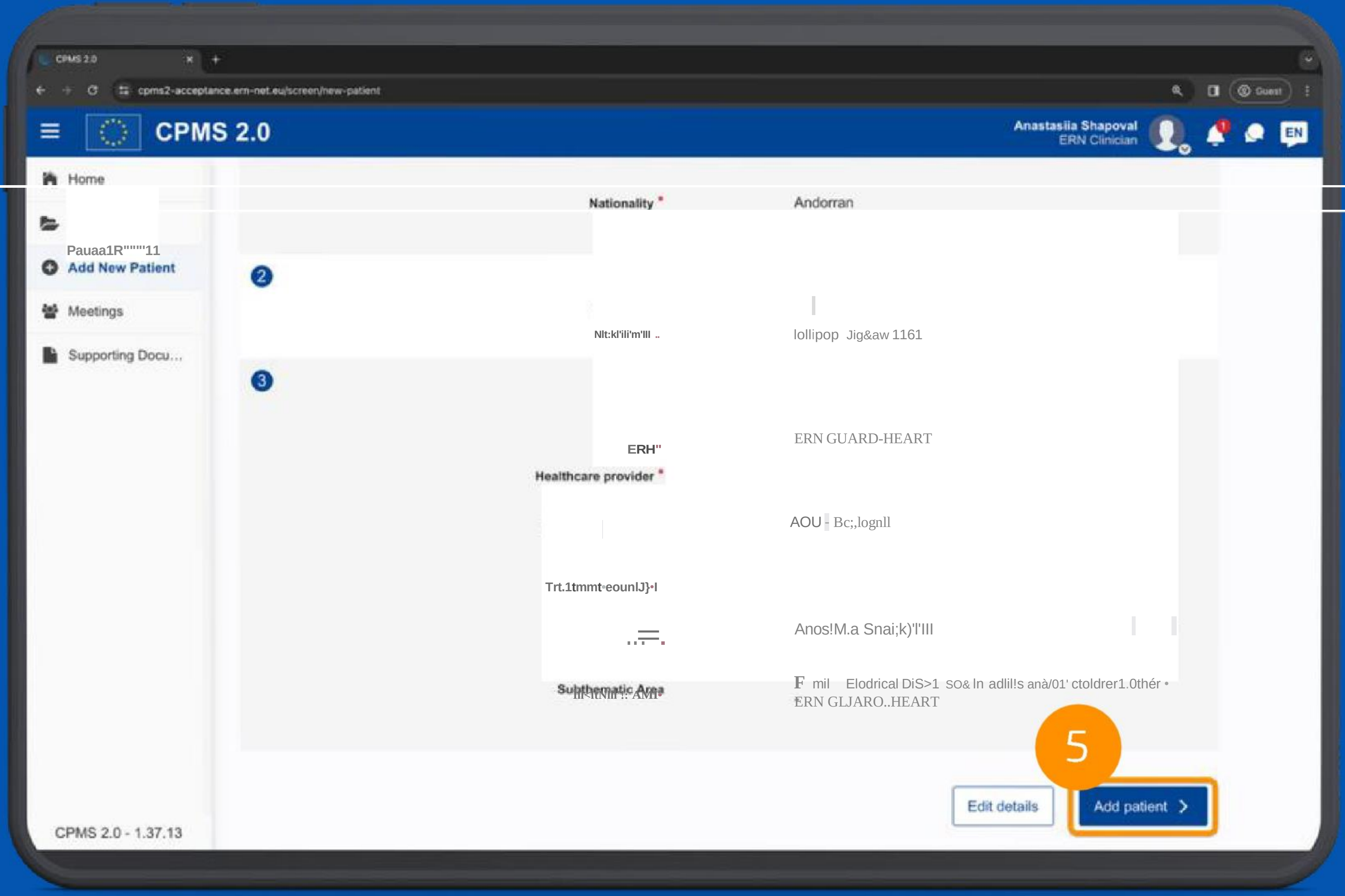
3. Click on the "Next" button

How ta enroll a patient?

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

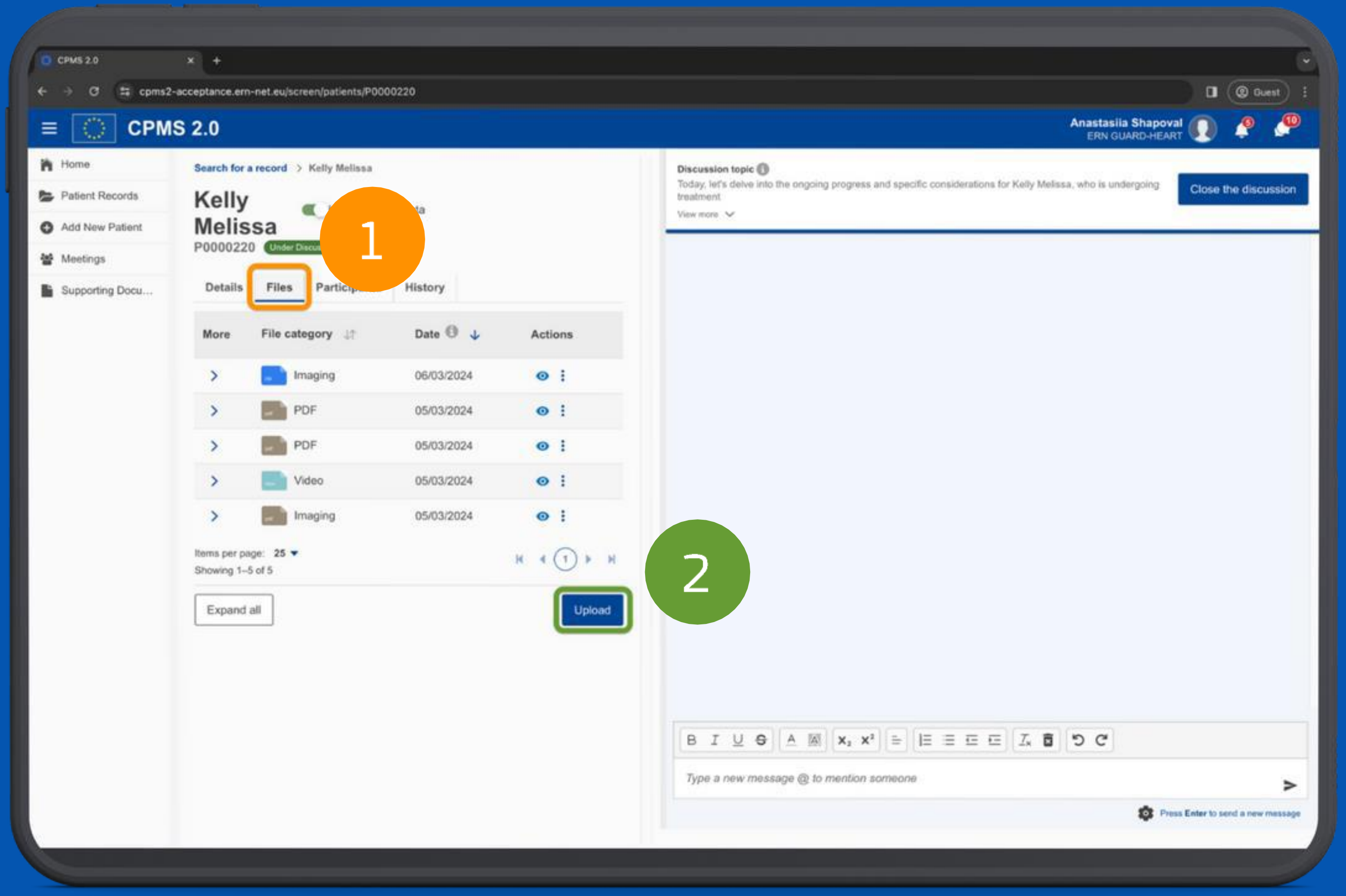
5 Review the overview page and confirm the patient creation

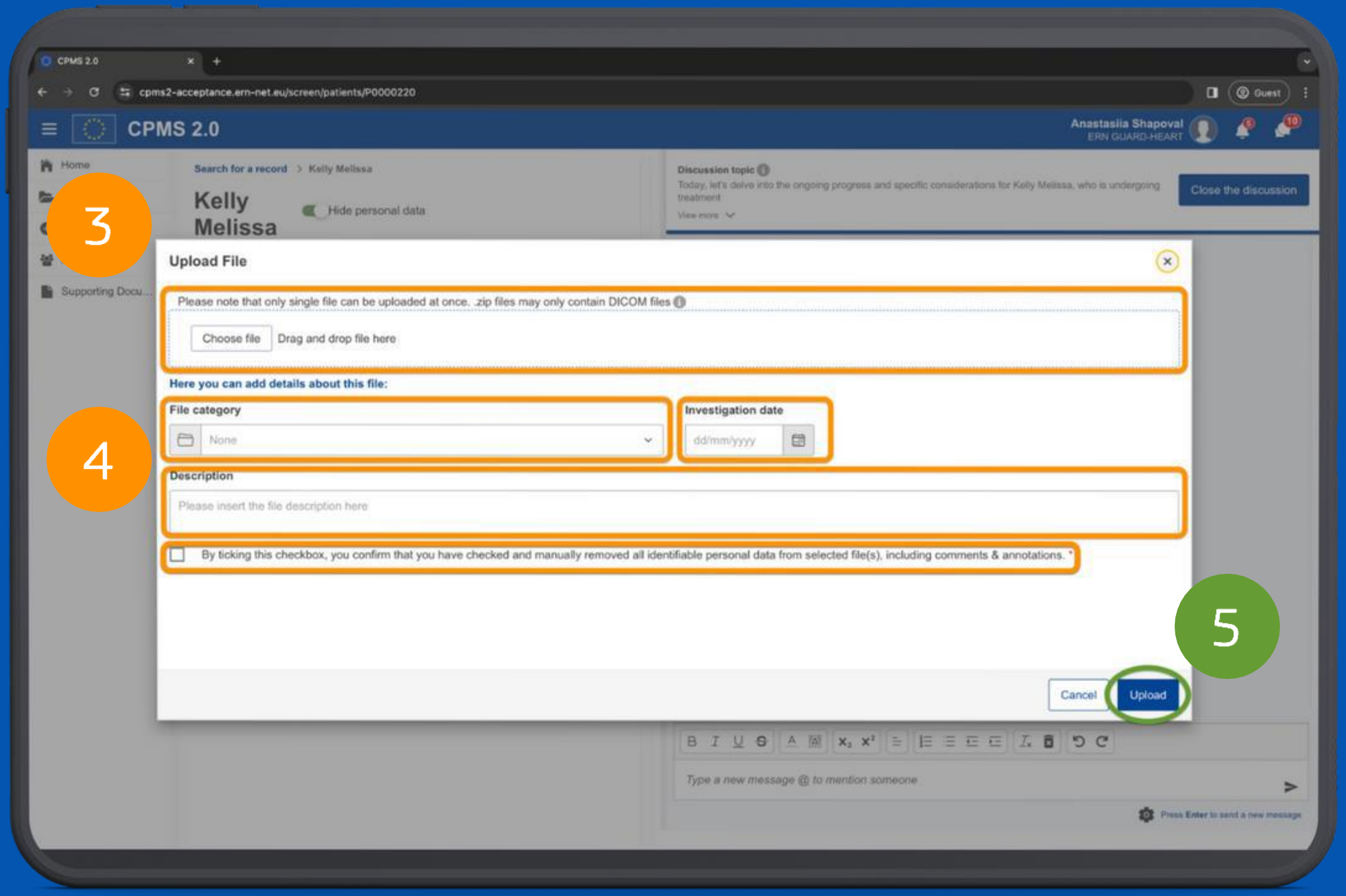


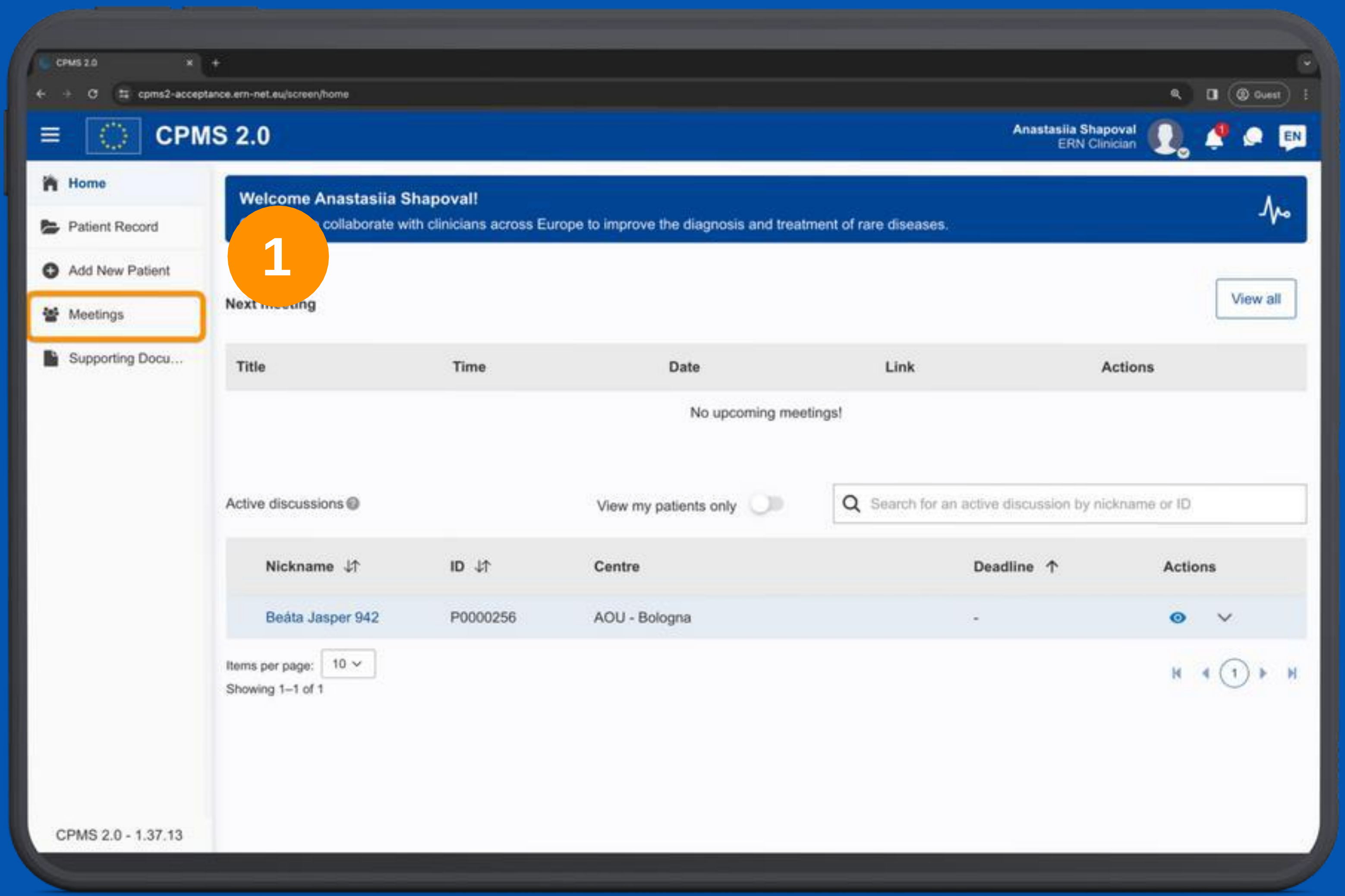


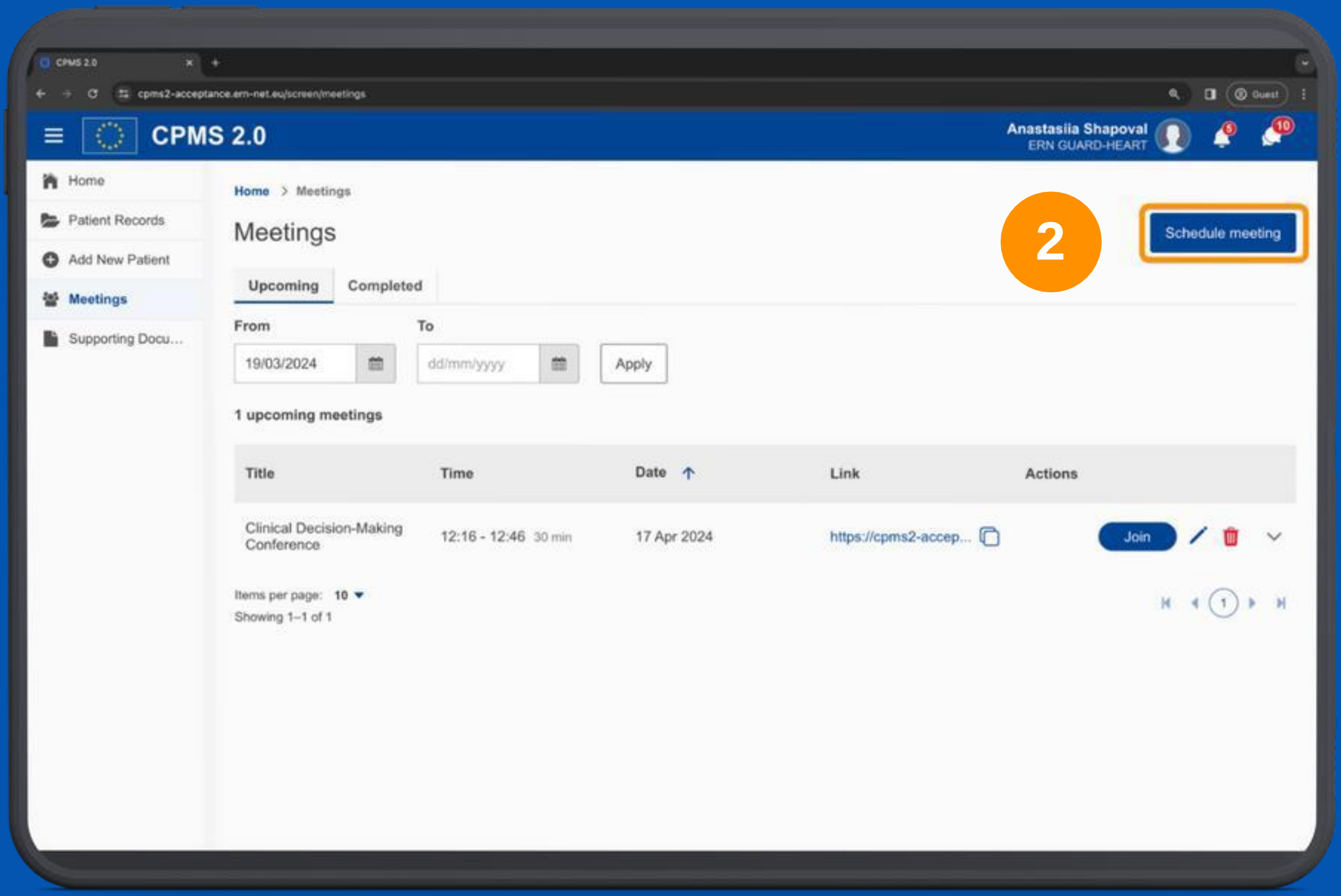
How to add patient files?

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









How to schedule a meeting?

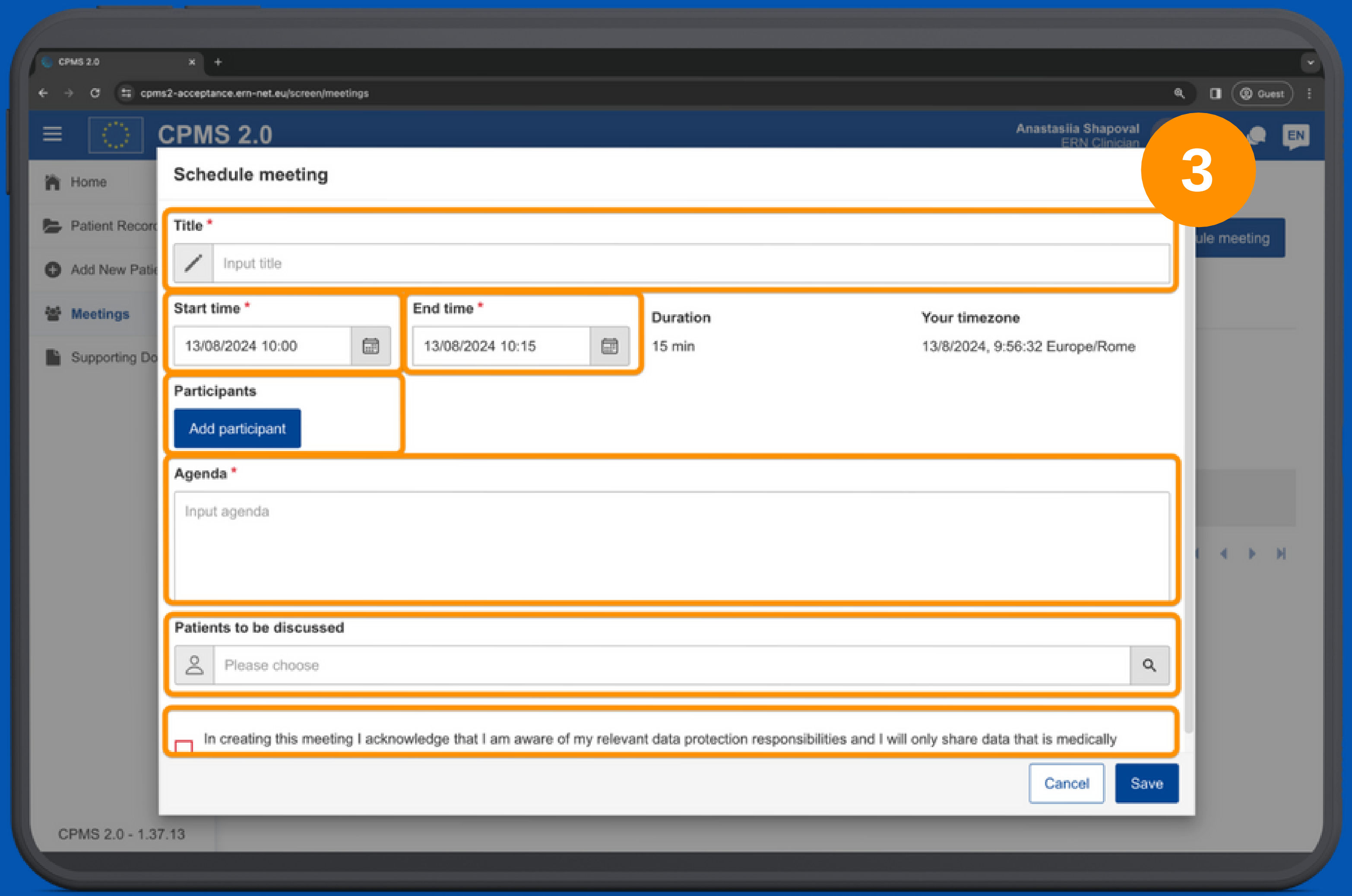
1. From the left-hand side menu, select "Meetings"

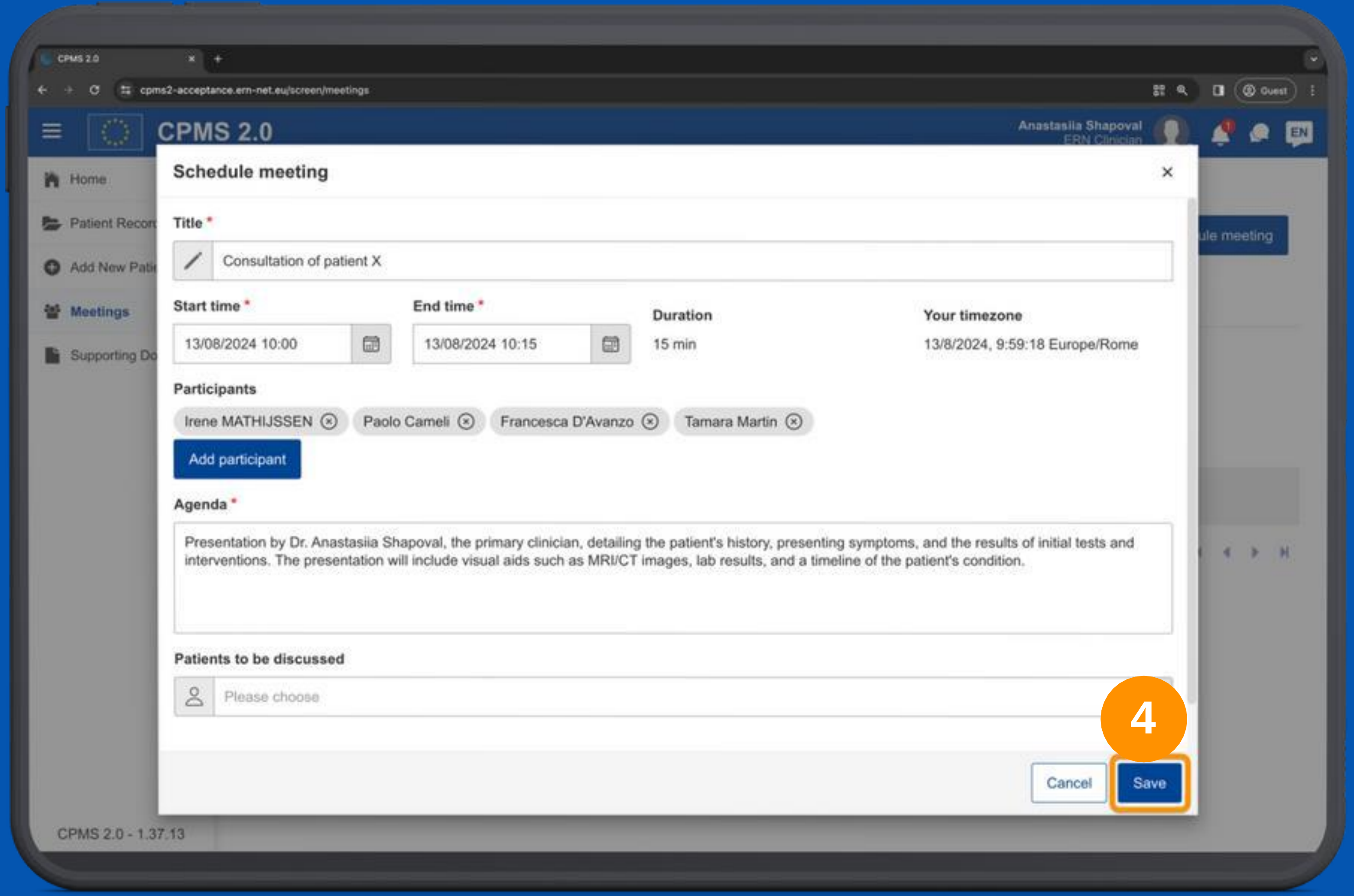
2. Click on the "Schedule Meeting" button located on the right upper corner

How to schedule a meeting?

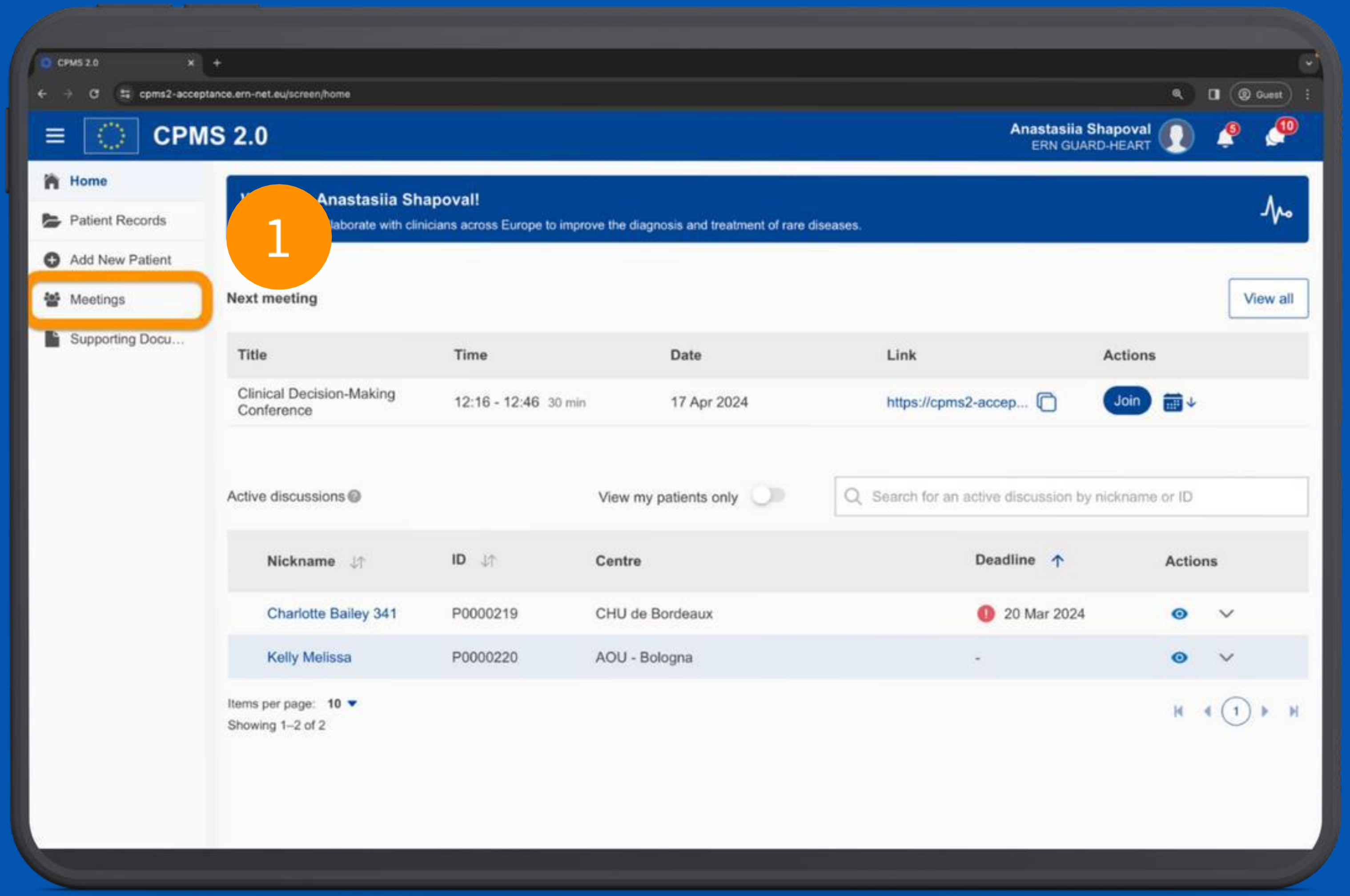
3 Fill in the details for the meeting, including title, time, date, and agenda. Check the disclaimer

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



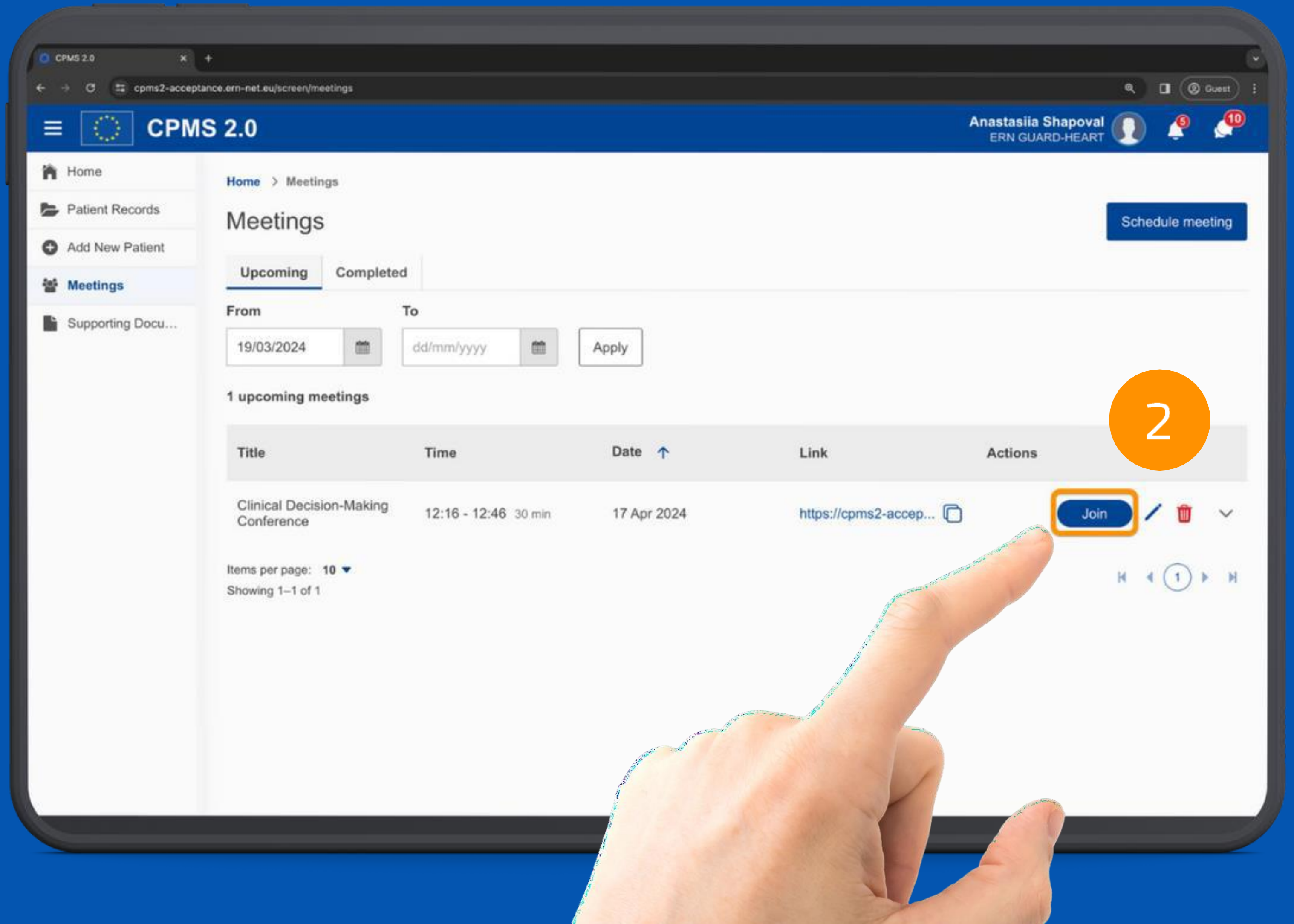


How to join a meeting?

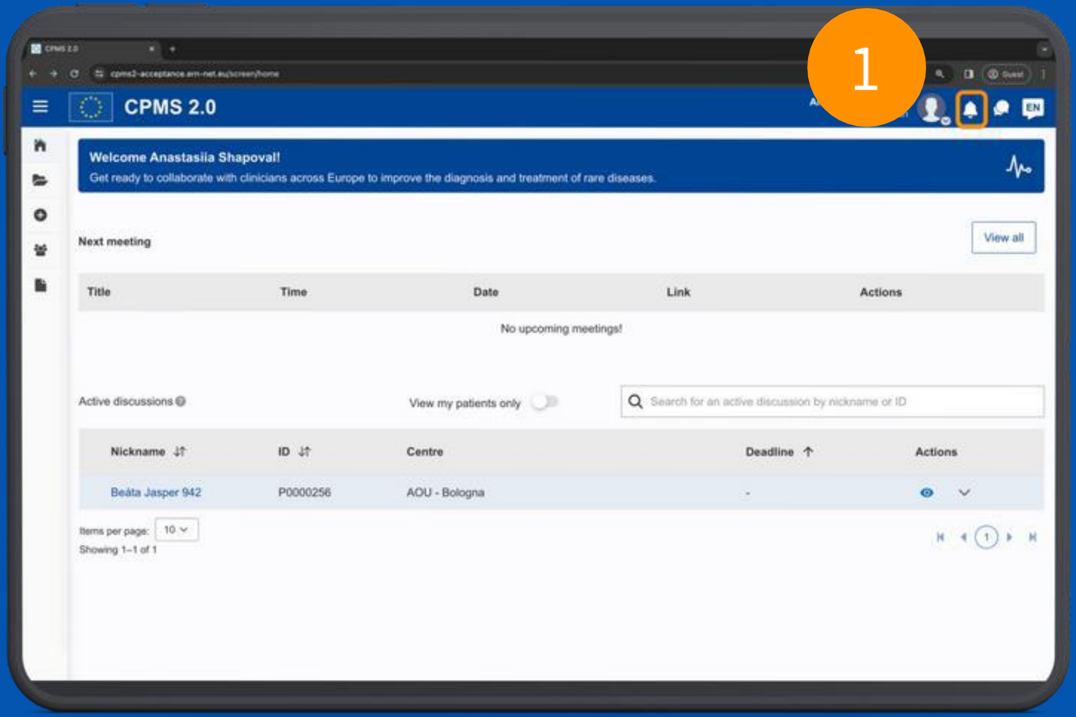


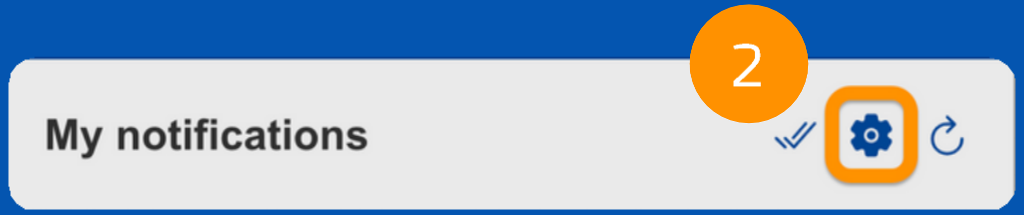
1 From the left-hand side menu, select "Meetings"

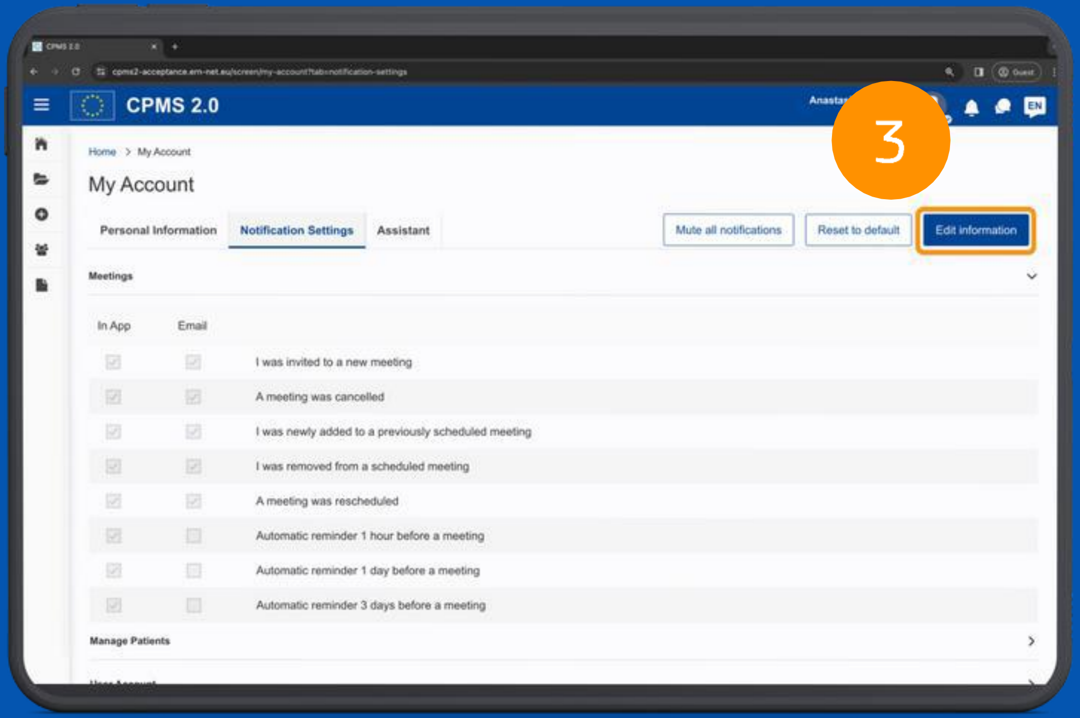
2 Click on the "Join" button inside the action column in the table for the desired meeting

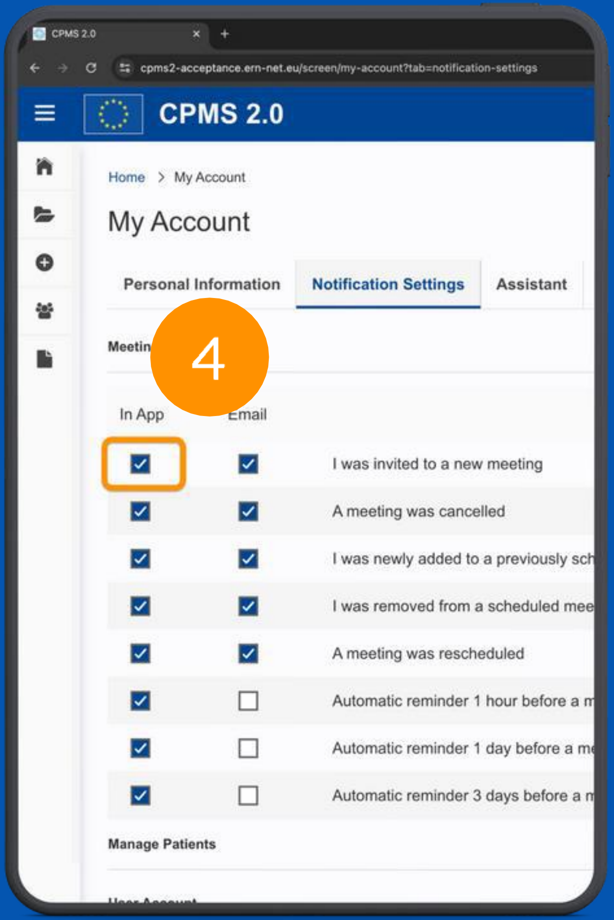


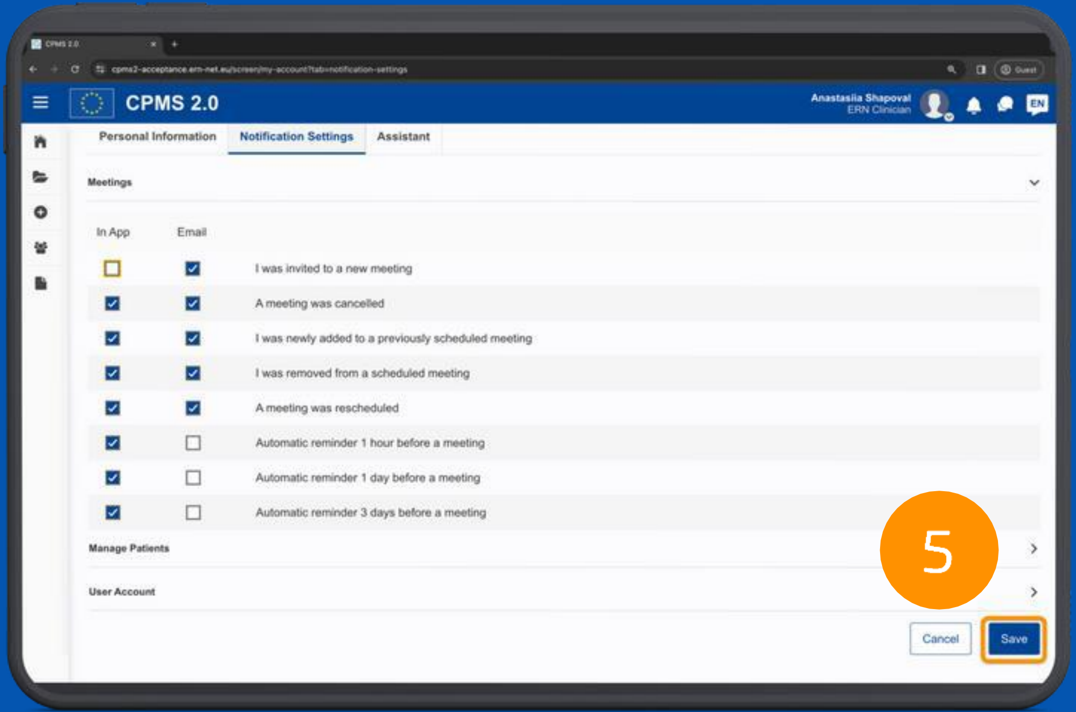
How to edit notifications settings?











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

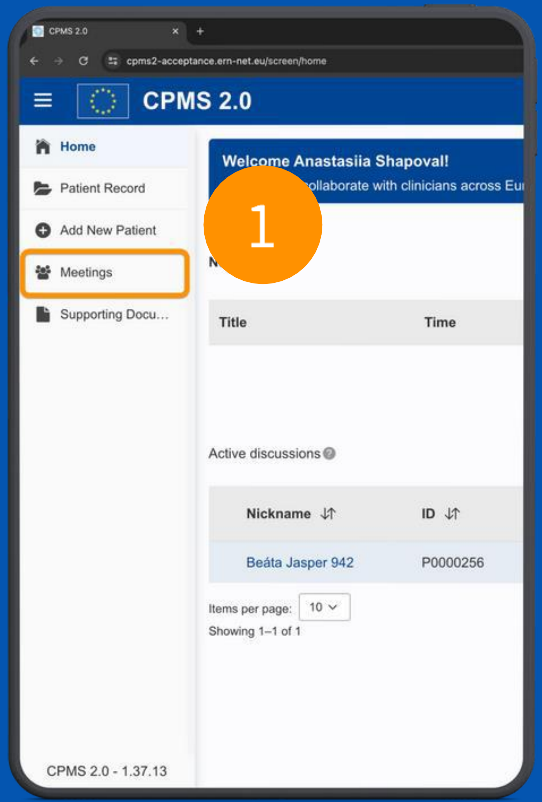
4 You can turn the switch on or off to enable or disable in-app notifications for each notification event. Select the relevant checkbox

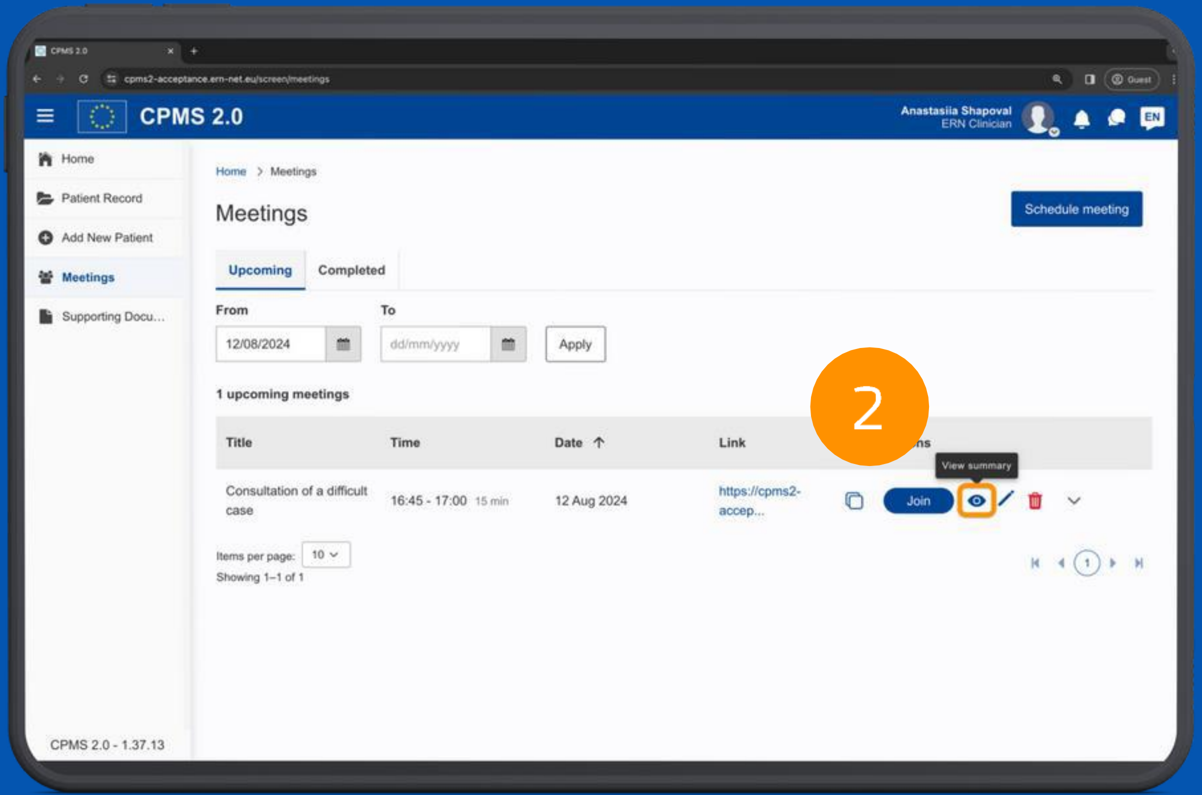
5 Click on the “Save” button

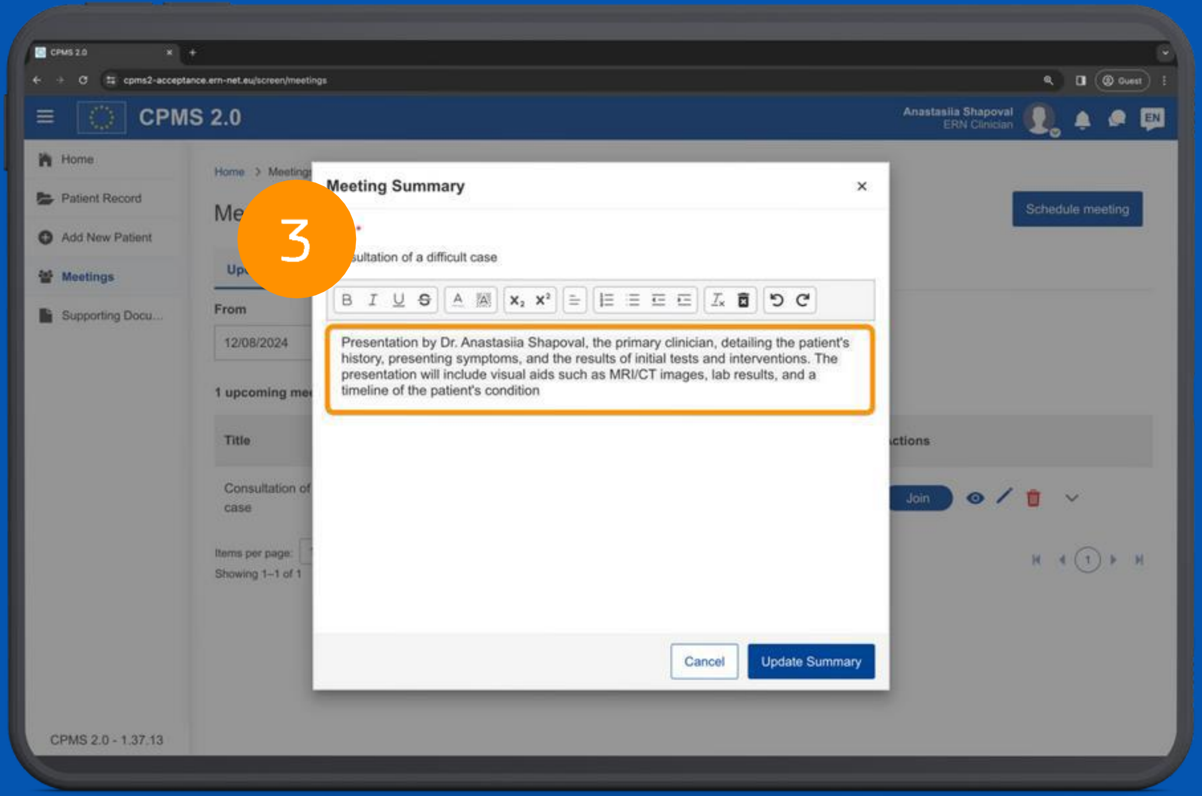
Where to consult/edit a meeting summary?

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

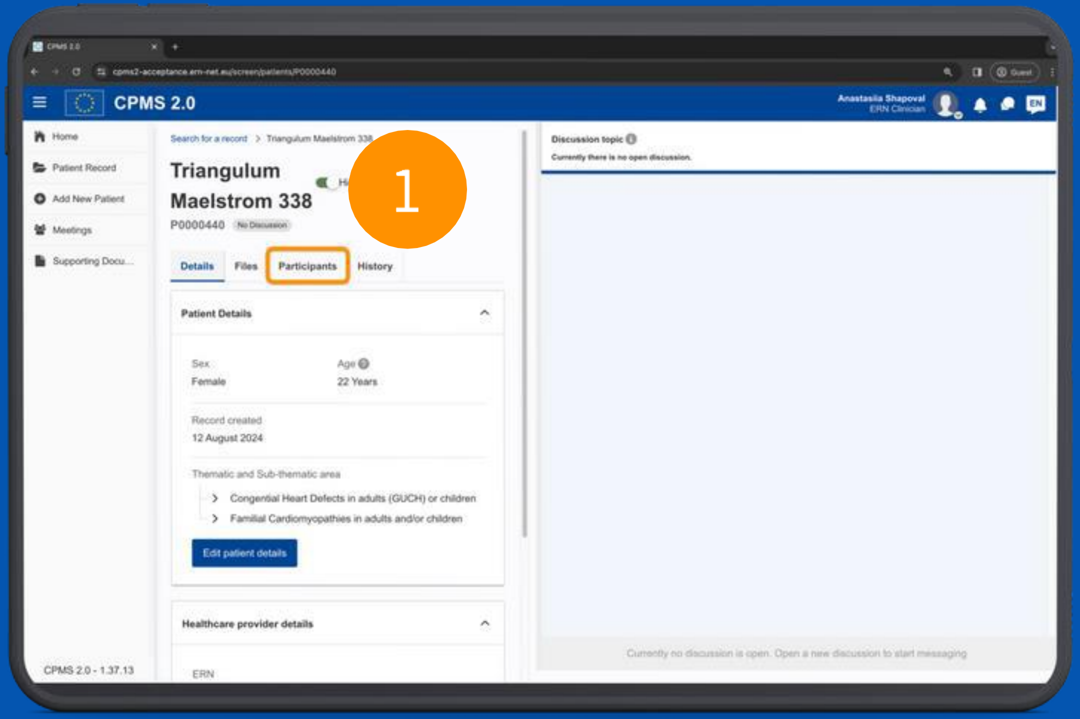
1. From the left-hand side menu, select "Meetings"
2. Click on the "Eye" icon inside the action column in the table for the desired meeting
3. Update meeting summary inside the message box
4. Click on the "Update Summary" button

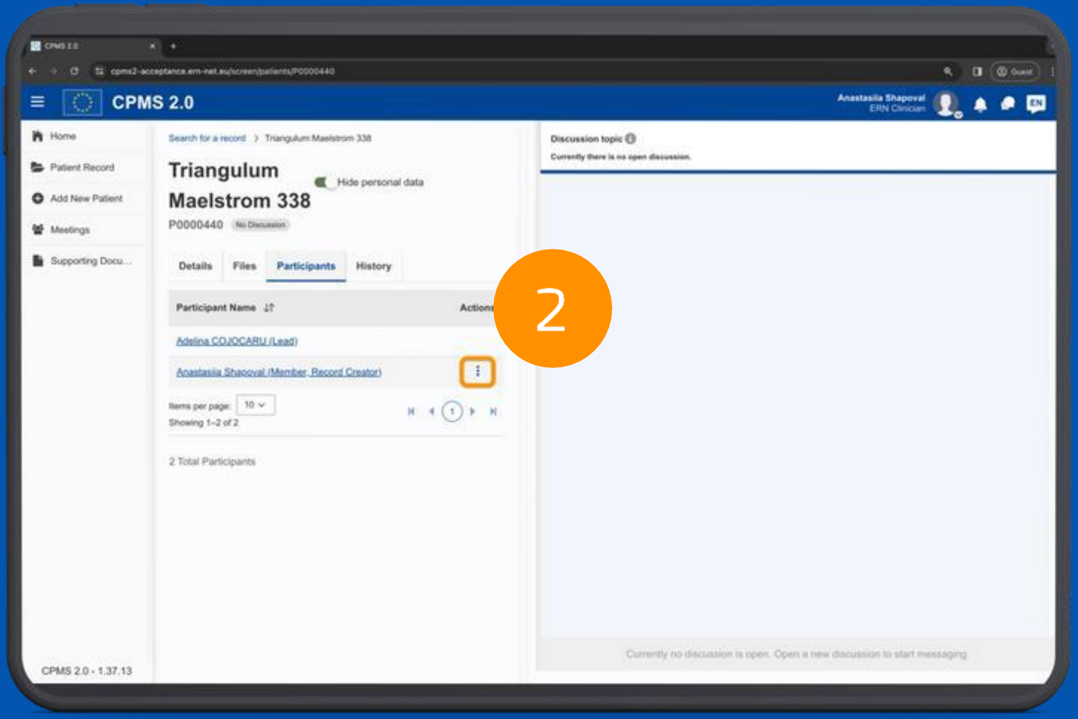


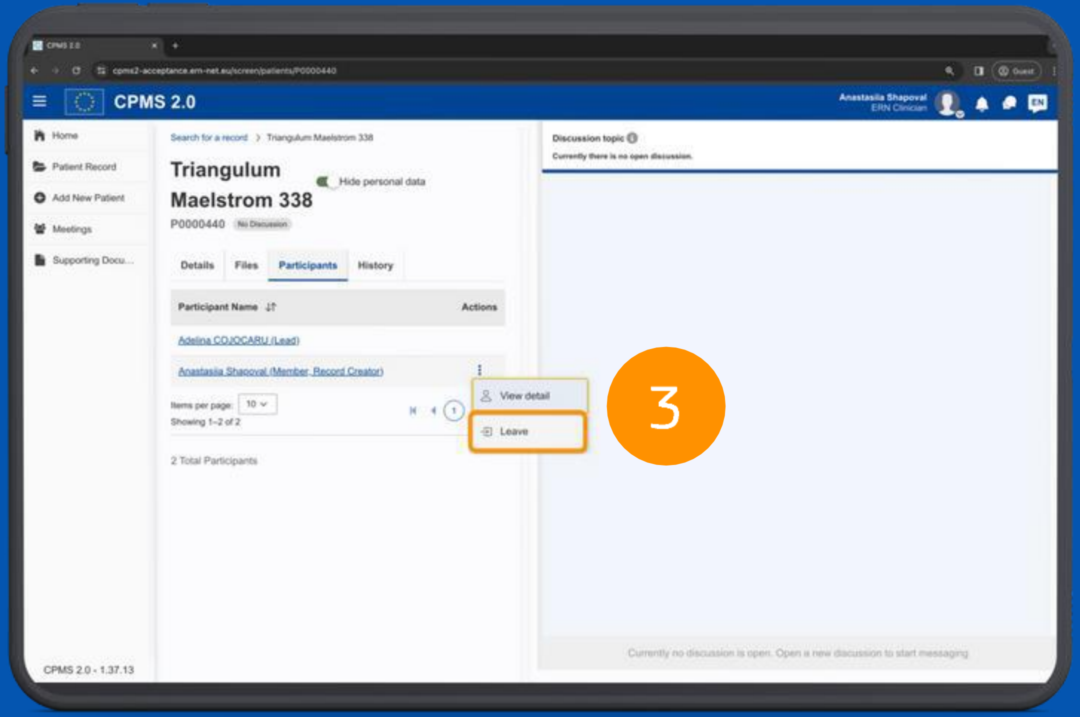


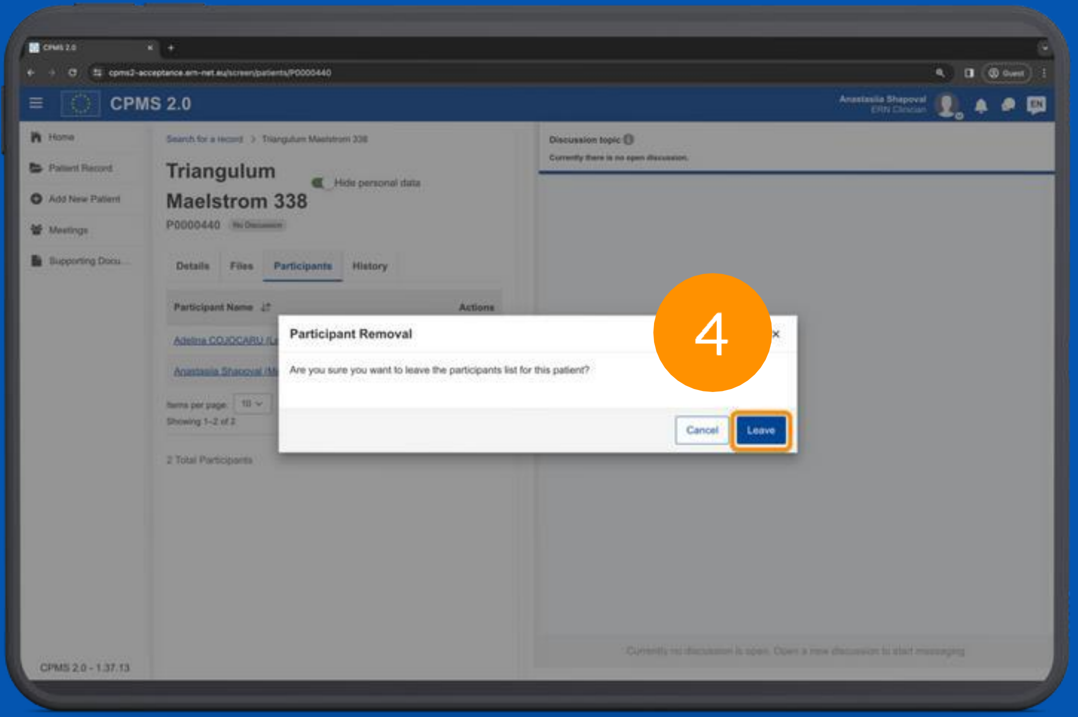


How to exit a patient record as participant?









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