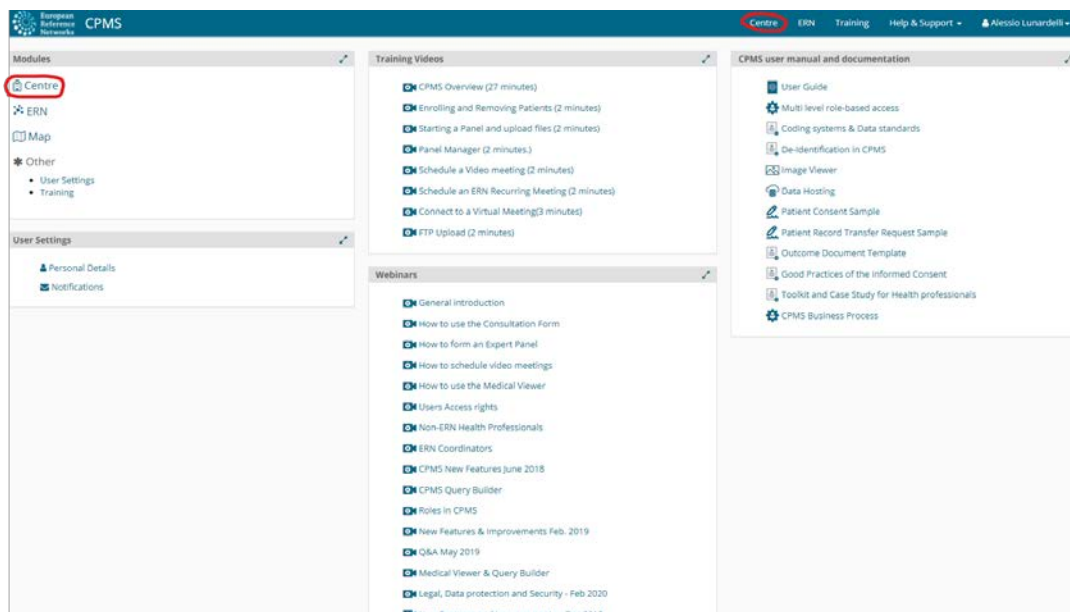


## How to create a new Panel

In order to create a new Panel and request the discussion of the clinical case, you will have to enrol a new patient.

## How to enrol a new patient

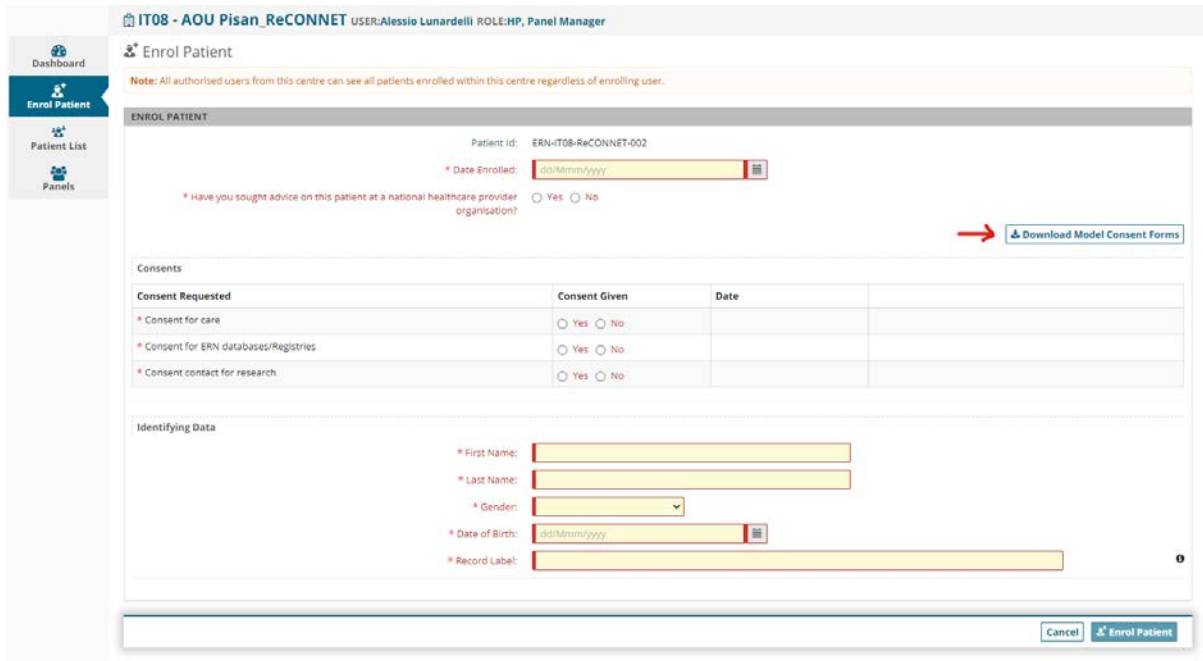
1. Login into CPMS at the following link using your EU Login account <https://cpms.ern-net.eu/login/>.
2. Go to “Center” either using the quick menu or via homepage link:



3. Click on enrol a patient.



- Fill the patient information and remember to download and provide the patient with the Consent Forms (the consent form are available in different EU languages).



IT08 - AOU Pisan, ReCONNET USER:Alessio Lunardelli ROLE:HP, Panel Manager

Enrol Patient

Note: All authorised users from this centre can see all patients enrolled within this centre regardless of enrolling user.

ENROL PATIENT

Patient ID: ERN-IT08-ReCONNET-002

\* Date Enrolled:

\* Have you sought advice on this patient at a national healthcare provider organisation?  Yes  No

[Download Model Consent Forms](#)

| Consent Requested                      | Consent Given                                      | Date |
|--|--|------|
| * Consent for care                     | <input type="radio"/> Yes <input type="radio"/> No |      |
| * Consent for ERN databases/Registries | <input type="radio"/> Yes <input type="radio"/> No |      |
| * Consent contact for research         | <input type="radio"/> Yes <input type="radio"/> No |      |

Identifying Data

\* First Name:

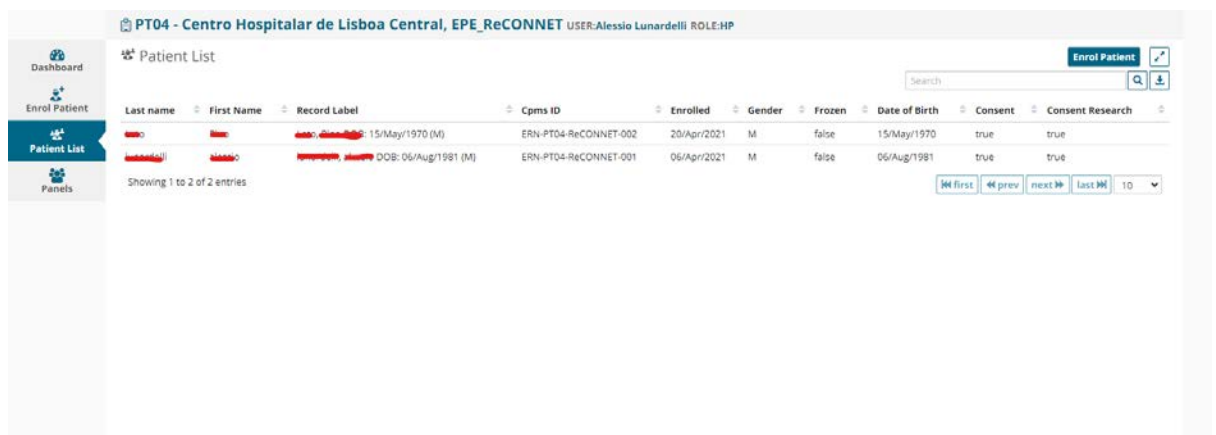
\* Last Name:

\* Gender:

\* Date of Birth:

\* Record Label:

- Once all the clinical information is included in the forms, click on the bottom button Enrol Patient to save the patient.



PT04 - Centro Hospitalar de Lisboa Central, EPE ReCONNET USER:Alessio Lunardelli ROLE:HP

Patient List

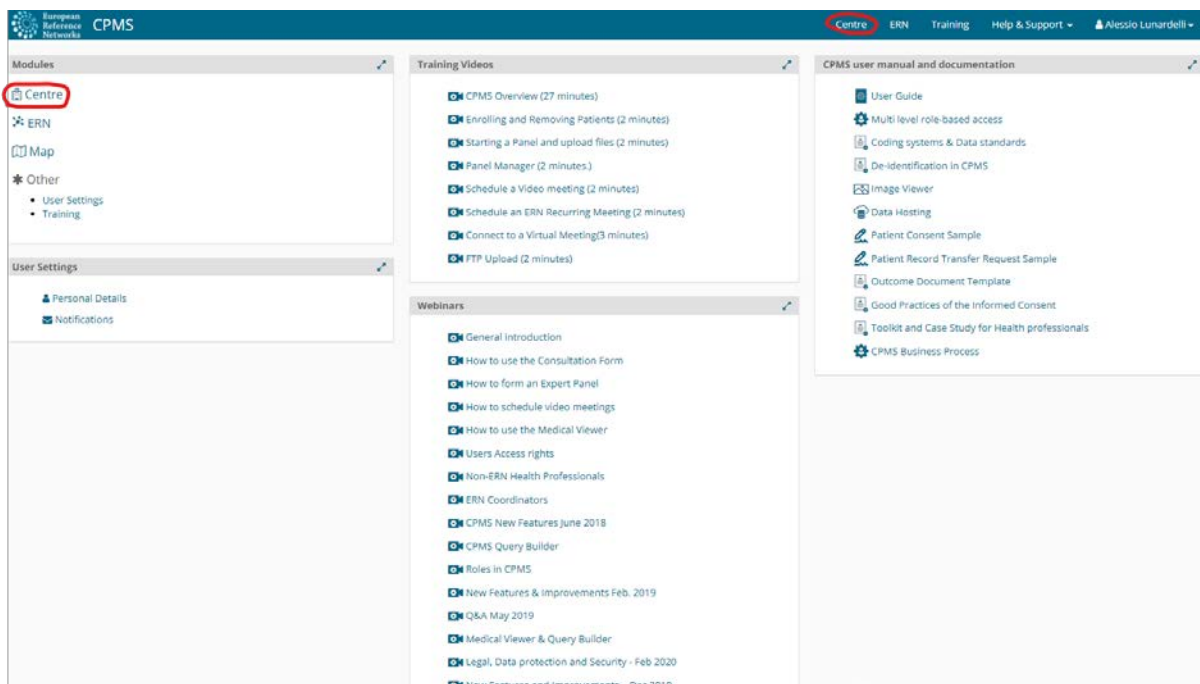
| Last name | First Name | Record Label         | Cpm ID                | Enrolled    | Gender | Frozen | Date of Birth | Consent | Consent Research |
|-----------|------------|----------------------|-----------------------|-------------|--------|--------|---------------|---------|------------------|
|           |            | DOB: 15/May/1970 (M) | ERN-PT04-ReCONNET-002 | 20/Apr/2021 | M      | false  | 15/May/1970   | true    | true             |
|           |            | DOB: 06/Aug/1981 (M) | ERN-PT04-ReCONNET-001 | 06/Apr/2021 | M      | false  | 06/Aug/1981   | true    | true             |

Showing 1 to 2 of 2 entries

- Now the patient is added in the patient list of your centre and you can request a consultation via the CPMS.

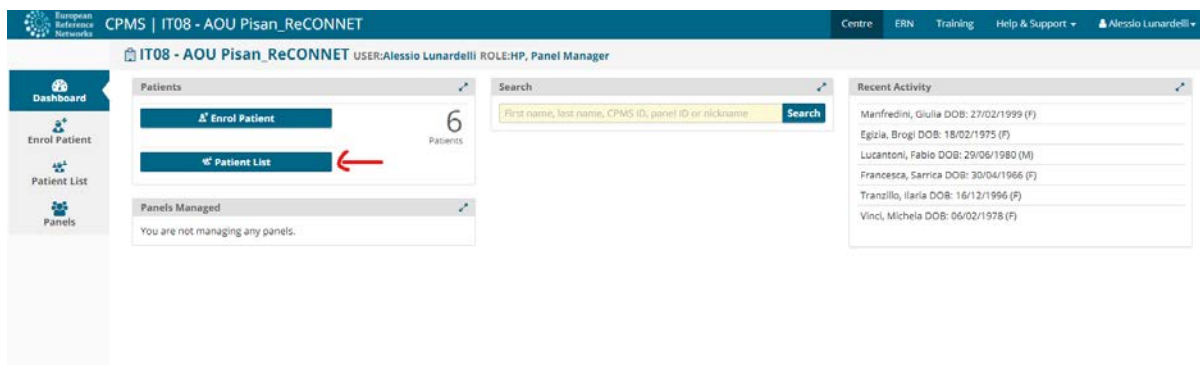
## How to create a new Panel

1. Login into CPMS at link <https://cpms.ern-net.eu/login/> using your EU Login
2. Go to your Center either using the quick menu or via homepage link:




The screenshot shows the CPMS dashboard interface. The top navigation bar includes 'Centre', 'ERN', 'Training', and 'Help & Support'. The left sidebar contains a 'Modules' section with 'Centre' highlighted in red, along with 'ERN', 'Map', and 'Other' options. Below this is a 'User Settings' section with 'Personal Details' and 'Notifications'. The main content area is divided into three columns: 'Training Videos' (listing various CPMS overview and management videos), 'Webinars' (listing various CPMS training sessions), and 'CPMS user manual and documentation' (listing various user guides and manuals).

3. Click on Patient list



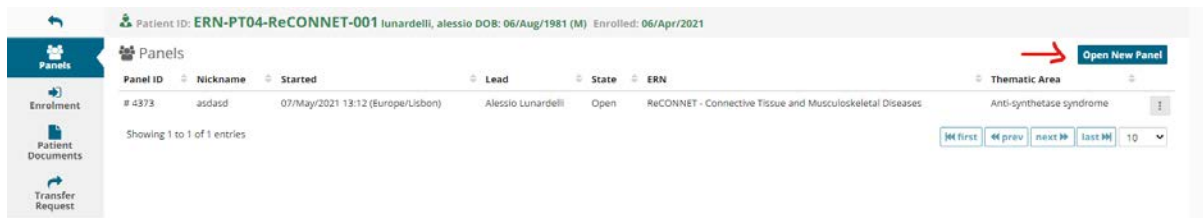
The screenshot shows the CPMS dashboard for 'IT08 - AOU Pisan\_ReCONNET'. The top navigation bar includes 'Centre', 'ERN', 'Training', and 'Help & Support'. The left sidebar contains a 'Dashboard' section with 'Enrol Patient', 'Patient List', and 'Panels' options. The main content area is divided into three columns: 'Patients' (showing '6 Patients' and a 'Patient List' button highlighted with a red arrow), 'Search' (with a search bar and 'Search' button), and 'Recent Activity' (listing various patient records with their names and dates of birth).

4. Once clicked you will see the list of all patient of your ERN Centre.



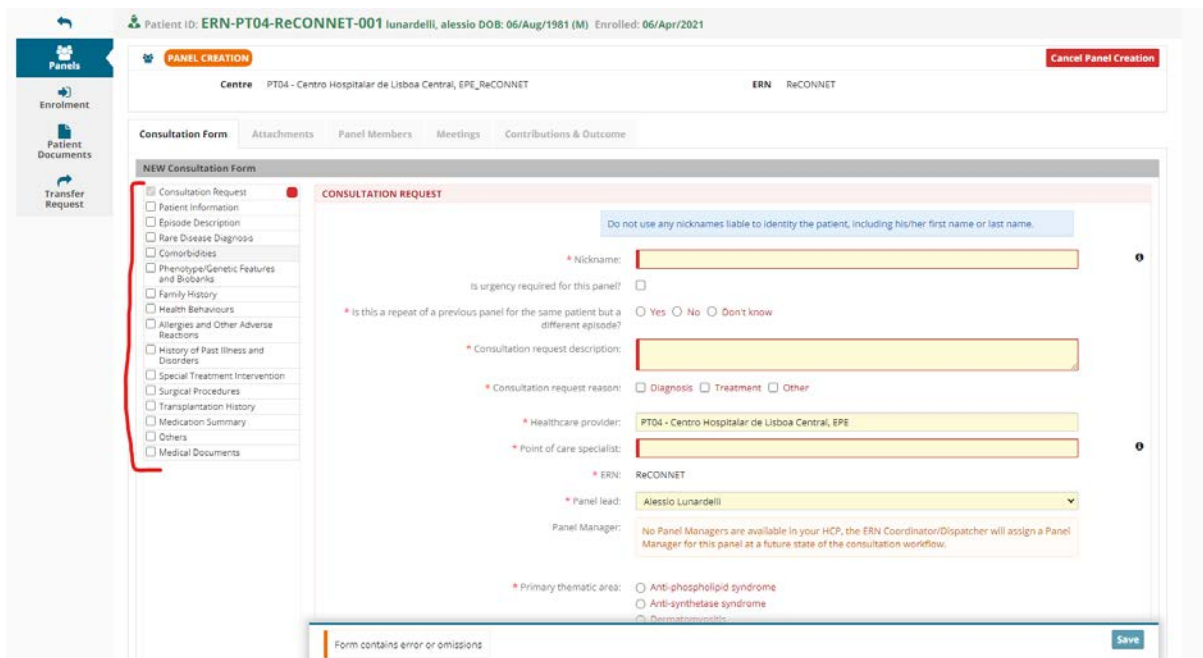
| Last name  | First Name | Record Label                    | Cpmis ID              | Enrolled    | Gender | Frozen | Date of Birth | Consent | Consent Research |
|------------|------------|---------------------------------|-----------------------|-------------|--------|--------|---------------|---------|------------------|
| [REDACTED] | [REDACTED] | [REDACTED] 15/May/1970 (M)      | ERN-PT04-ReCONNET-002 | 20/Apr/2021 | M      | false  | 15/May/1970   | true    | true             |
| [REDACTED] | [REDACTED] | [REDACTED] DOB: 06/Aug/1981 (M) | ERN-PT04-ReCONNET-001 | 06/Apr/2021 | M      | false  | 06/Aug/1981   | true    | true             |

5. Clicking on each patient, you will see all the panels created for that patient and you can also create a new panel by clicking “open new panel”.



| Panel ID | Nickname | Started                           | Lead               | State | ERN   | Thematic Area            |
|----------|----------|-----------------------------------|--------------------|-------|---|--------------------------|
| # 4873   | asdasd   | 07/May/2021 13:12 (Europe/Lisbon) | Alessio Lunardelli | Open  | ReCONNET - Connective Tissue and Musculoskeletal Diseases | Anti-synthetase syndrome |

6. By clicking on “Open New Panel” you will see this screen.



**NEW Consultation Form**

- 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**

Do not use any nicknames liable to identify the patient, including his/her first name or last name.

\* Nickname:

Is urgency required for this panel?

\* Is this a repeat of a previous panel for the same patient but a different episode?  Yes  No  Don't know

\* Consultation request description:

\* Consultation request reason:  Diagnosis  Treatment  Other

\* Healthcare provider:

\* Point of care specialist:

\* ERN:

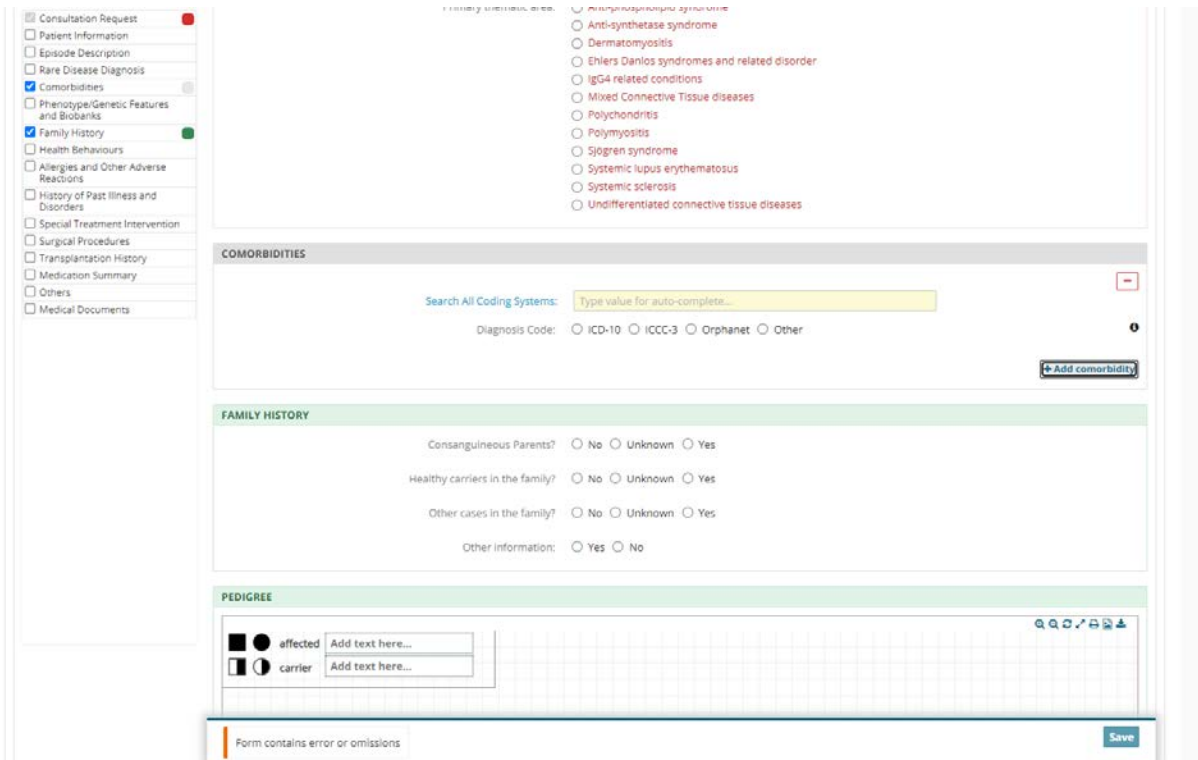
\* Panel lead:

Panel Manager: No Panel Managers are available in your HCP, the ERN Coordinator/Dispatcher will assign a Panel Manager for this panel at a future state of the consultation workflow.

\* Primary thematic area:  Anti-phospholipid syndrome  Anti-synthetase syndrome  Connective tissue disease

Form contains error or omissions Save

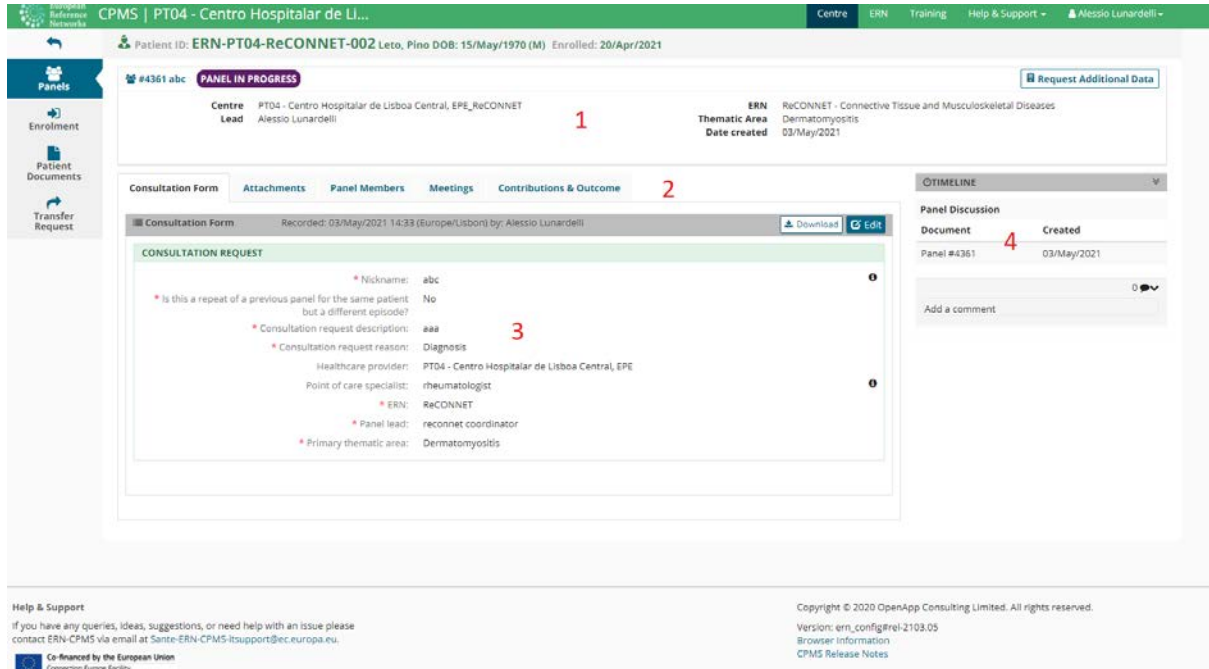
On the left you have optional additional information section you can click to add for the panel (i.e. comorbidities or Family history) and on the right the form for entering the basic information for the panel plus the eventual additional optional section.



The screenshot displays the ERN ReCONNET form interface. On the left, a navigation menu lists various sections: Consultation Request, Patient Information, Episode Description, Rare Disease Diagnosis, Comorbidities (checked), Phenotype/Genetic Features and Biobanks, Family History (checked), Health Behaviours, Allergies and Other Adverse Reactions, History of Past Illness and Disorders, Special Treatment Intervention, Surgical Procedures, Transplantation History, Medication Summary, Others, and Medical Documents. The main form area is divided into three sections: **COMORBIDITIES**, **FAMILY HISTORY**, and **PEDIGREE**. The Comorbidities section includes a search bar for coding systems (ICD-10, ICCC-3, Orphanet, Other) and a list of conditions such as Anti-synthetase syndrome, Dermatomyositis, Ehlers Danlos syndromes and related disorder, etc. The Family History section contains questions about consanguineous parents, healthy carriers, and other cases in the family. The Pedigree section features a grid for drawing family trees with legends for affected and carrier status. A 'Save' button is located at the bottom right, and a message at the bottom left indicates 'Form contains error or omissions'.

## Panel Overview

Once you open a panel (create or get invited) you will see this screen

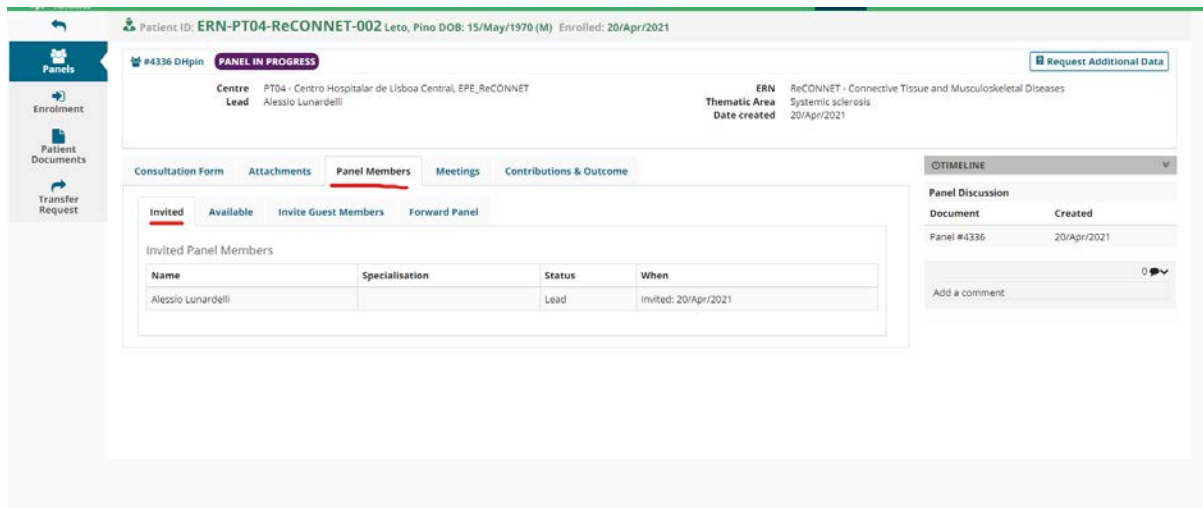


The screenshot displays the ERN ReCONNET Panel Overview interface. At the top, the patient ID is ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021. The panel is currently in progress. The center lead is PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET, led by Alessio Lunardelli. The ERN Thematic Area is Dermatomyositis, and the date created is 03/May/2021. The navigation menu on the left includes Panels, Enrolment, Patient Documents, and Transfer Request. The main content area shows the Consultation Form, which is recorded on 03/May/2021 at 14:33 (Europe/Lisbon) by Alessio Lunardelli. The consultation request details include: Nickname: abc; Is this a repeat of a previous panel for the same patient but a different episode?: No; Consultation request description: aaa; Diagnosis: Dermatomyositis; Healthcare provider: PT04 - Centro Hospitalar de Lisboa Central, EPE; Point of care specialist: rheumatologist; ERN: ReCONNET; Panel lead: reconnet coordinator; Primary thematic area: Dermatomyositis. The right-hand timeline section shows a Panel Discussion document created on 03/May/2021.

1. General information about the panel
2. Navigation menu' to navigate the different panel sections.
3. Content area where a section is displayed according to your navigation (via navigation menu')
4. Timeline of the panel where you see all invitation, participants comments and state of the panel.

## Panel – How to invite members

In the panel member section, you can see and invite members to participate in a panel.



Panel ID: ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021

#4336 DHpin **PANEL IN PROGRESS** [Request Additional Data](#)

Centre: PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET  
Lead: Alessio Lunardelli

ERN Thematic Area: ReCONNET - Connective Tissue and Musculoskeletal Diseases  
Date created: Systemic sclerosis 20/Apr/2021

Consultation Form Attachments **Panel Members** Meetings Contributions & Outcome

Invited Available Invite Guest Members Forward Panel

Invited Panel Members

| Name               | Specialisation | Status | When                 |
|--------------------|----------------|--------|----------------------|
| Alessio Lunardelli |                | Lead   | Invited: 20/Apr/2021 |

OTIMELINE

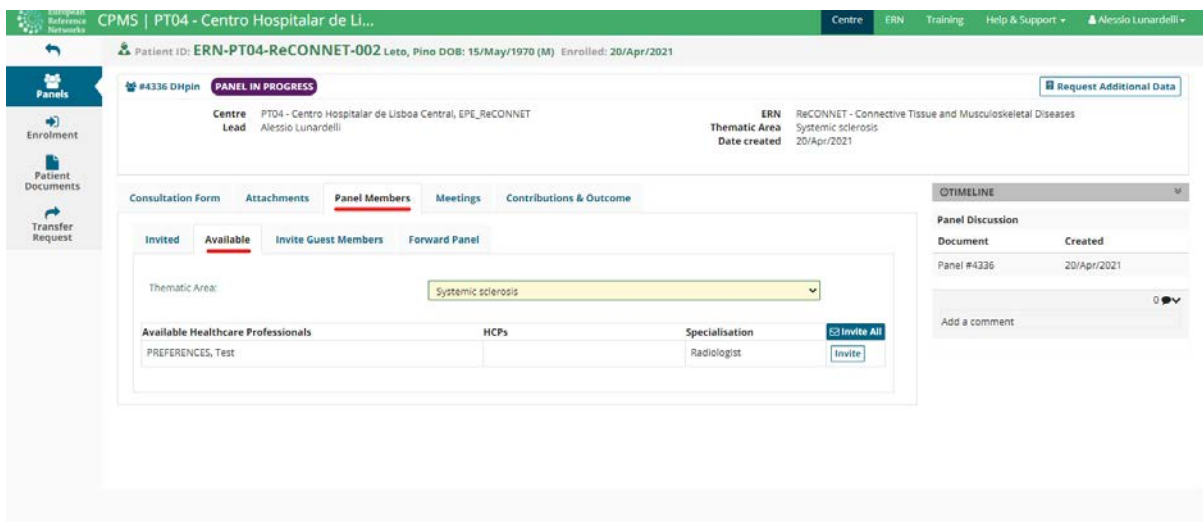
Panel Discussion

| Document    | Created     |
|-------------|-------------|
| Panel #4336 | 20/Apr/2021 |

Add a comment

Panel members section has 4 different sub sections:

1. Invited – display all members invited to a panel.
2. Available – See all member available to invite from within you ERN.



CPMS | PT04 - Centro Hospitalar de Li...

Centre: ERN Training Help & Support Alessio Lunardelli

Patient ID: ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021

#4336 DHpin **PANEL IN PROGRESS** [Request Additional Data](#)

Centre: PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET  
Lead: Alessio Lunardelli

ERN Thematic Area: ReCONNET - Connective Tissue and Musculoskeletal Diseases  
Date created: Systemic sclerosis 20/Apr/2021

Consultation Form Attachments **Panel Members** Meetings Contributions & Outcome

Invited **Available** Invite Guest Members Forward Panel

Thematic Area: Systemic sclerosis

| Available Healthcare Professionals | HCPs | Specialisation | <a href="#">Invite All</a> |
|------------------------------------|------|----------------|----------------------------|
| PREFERENCES, Test                  |      | Radiologist    | <a href="#">Invite</a>     |

OTIMELINE

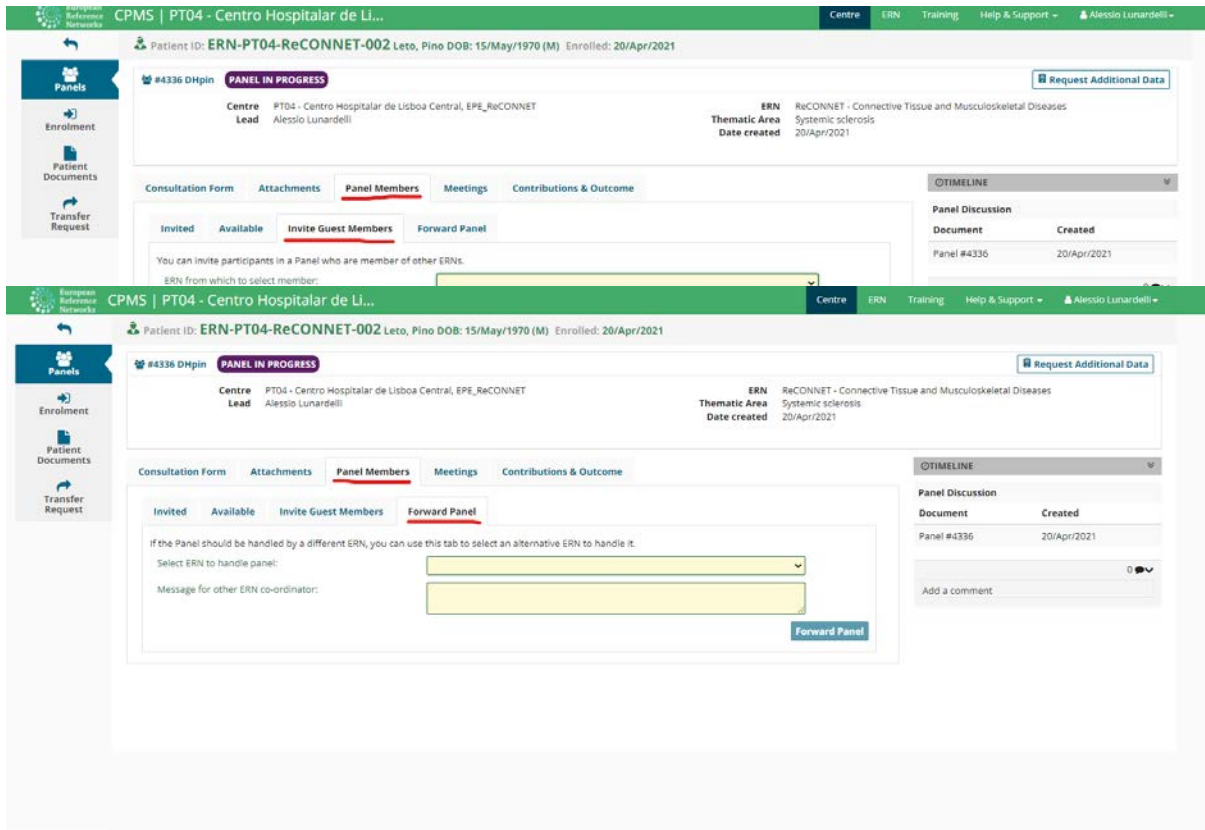
Panel Discussion

| Document    | Created     |
|-------------|-------------|
| Panel #4336 | 20/Apr/2021 |

Add a comment



3. Invite guest members: invite members from a different ERN to participate in the panel. Selecting first the ERN then members and invite as guest.



The screenshot shows the CPMS interface for a patient panel. The top navigation bar includes 'Centre', 'ERN', 'Training', and 'Help & Support'. The patient ID is ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021. The panel is in progress, and the centre lead is Alessio Lunardelli. The ERN is ReCONNET - Connective Tissue and Musculoskeletal Diseases, with a thematic area of Systemic sclerosis. The date created is 20/Apr/2021.

The 'Panel Members' tab is active, showing options to 'Invite Guest Members' and 'Forward Panel'. A message states: 'You can invite participants in a Panel who are member of other ERNs. ERN from which to select member:'. Below this, there is a dropdown menu for selecting an ERN and a text input field for a message to the other ERN co-ordinator. A 'Forward Panel' button is also visible.

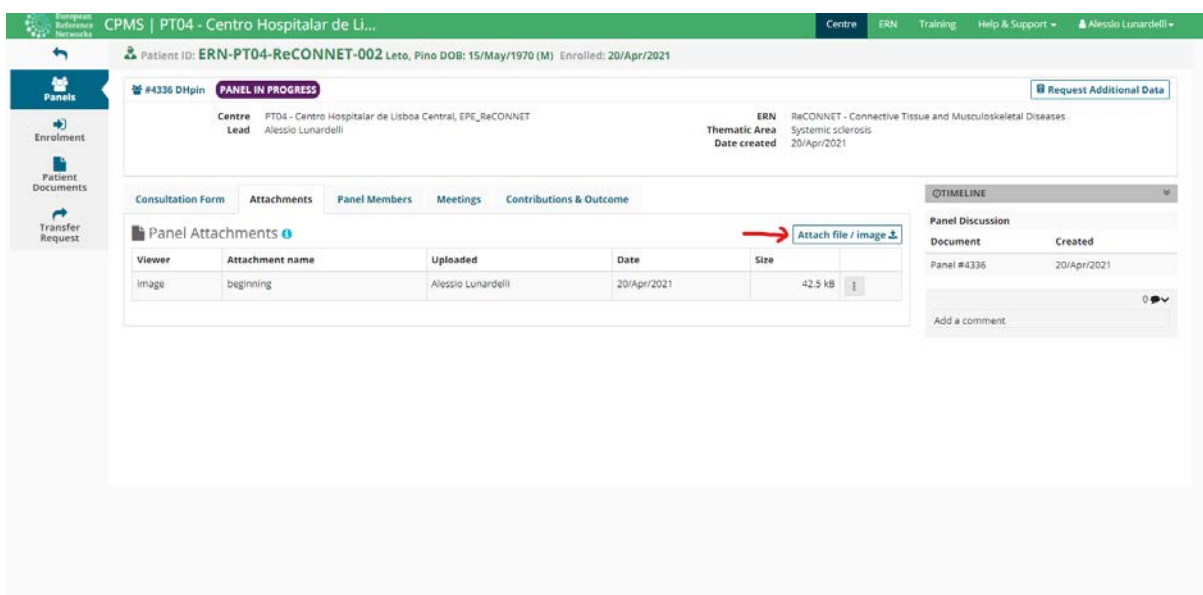
4. Forward panel: The CPMS allows to forward a panel to a different ERN. We encourage you if this is the case to contact first the helpdesk via email [helpdesk.reconnet@ao-pisa.toscana.it](mailto:helpdesk.reconnet@ao-pisa.toscana.it) or directly the ERN ReCONNET at [ern.reconnet@ao-pisa.toscana.it](mailto:ern.reconnet@ao-pisa.toscana.it).



## How to create a Panel – Attachments

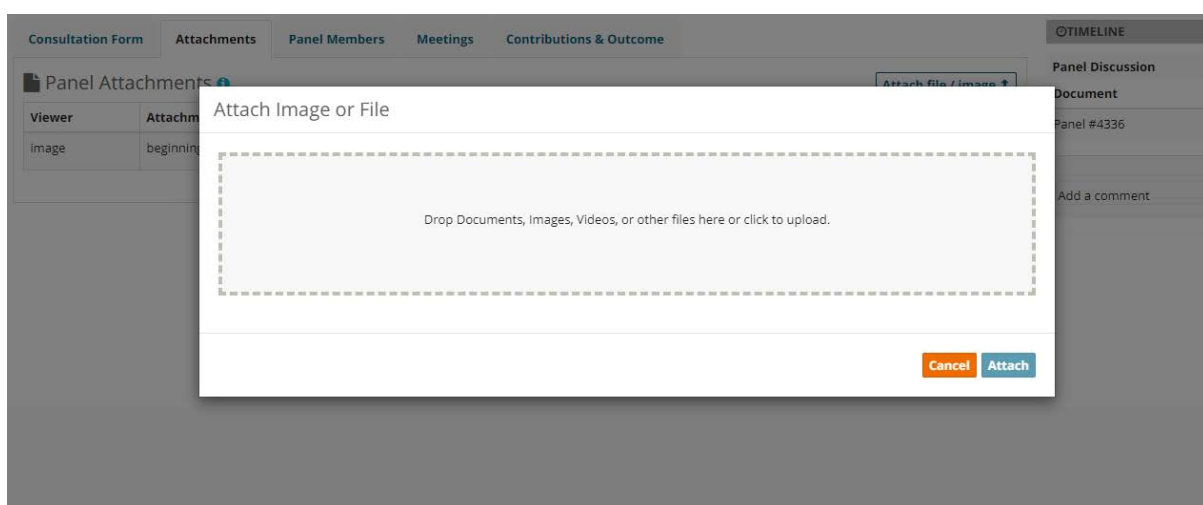
In the attachments section you can see all files uploaded to a panel and by clicking on “attach file / image” button you can upload a new file to a panel.

Once the modal window opens, you can drag and drop files from your computer folder directly on it to upload them to the panel attachments list.



The screenshot shows the ERN ReCONNET interface for a patient panel. The top navigation bar includes 'CPMS | PT04 - Centro Hospitalar de Li...', 'Centre', 'ERN', 'Training', 'Help & Support', and the user name 'Alessio Lunardelli'. The patient ID is 'ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021'. The panel is titled '#4336 DHPin' and is in 'PANEL IN PROGRESS' status. The 'Attachments' tab is selected, showing a table of panel attachments. A red arrow points to the 'Attach file / image' button. The table has columns for Viewer, Attachment name, Uploaded, Date, and Size. The table contains one row: Viewer: image, Attachment name: beginning, Uploaded: Alessio Lunardelli, Date: 20/Apr/2021, Size: 42.5 kB. To the right, there is a 'Panel Discussion' section with a table of documents and a comment area.

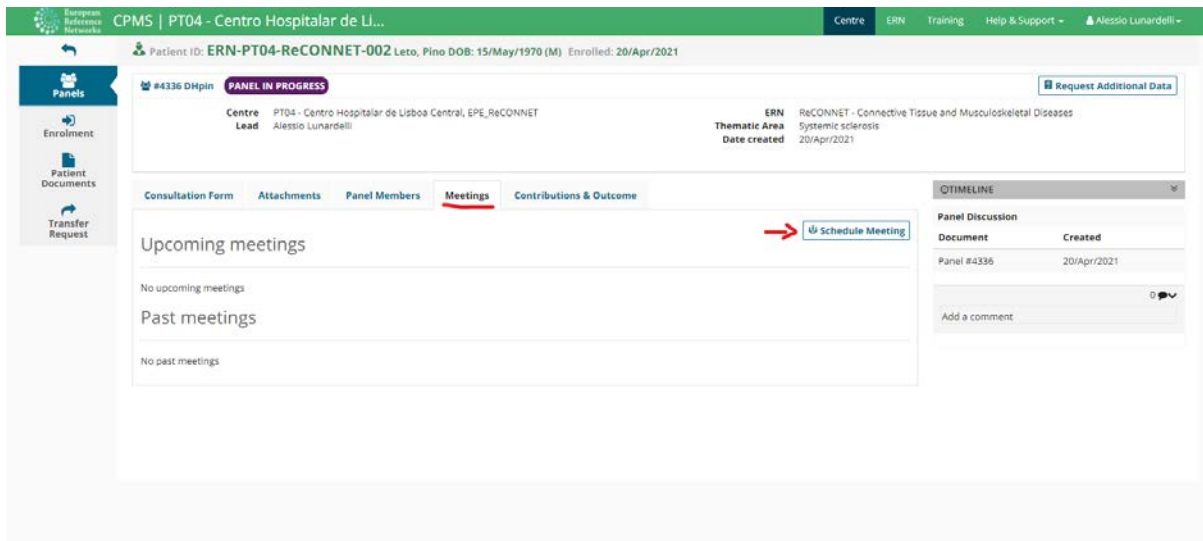
| Viewer | Attachment name | Uploaded           | Date        | Size    |
|--------|-----------------|--------------------|-------------|---------|
| image  | beginning       | Alessio Lunardelli | 20/Apr/2021 | 42.5 kB |



The screenshot shows the 'Attach Image or File' modal window. The window has a title bar 'Attach Image or File' and a large dashed box for dropping files. Below the box, it says 'Drop Documents, Images, Videos, or other files here or click to upload.' At the bottom right, there are 'Cancel' and 'Attach' buttons.

## How to set up Meetings

The CPMS allows you to organise a meeting in order to discuss your clinical case via the web-conferencing tool integrated with the CPMS.

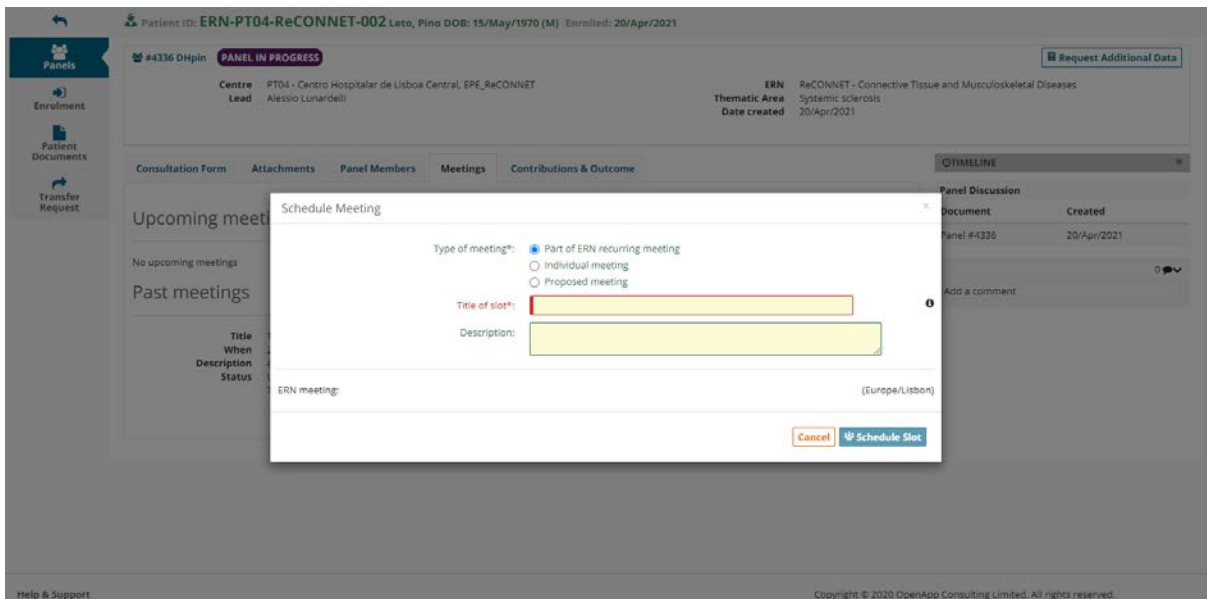


The screenshot displays the CPMS interface for a patient with ID ERN-PT04-ReCONNET-002. The 'Meetings' tab is selected, showing 'Upcoming meetings' and 'Past meetings' sections. A 'Schedule Meeting' button is present in the 'Upcoming meetings' section. The right sidebar shows a 'TIMELINE' section with a 'Panel Discussion' table.

| Document    | Created     |
|-------------|-------------|
| Panel #4336 | 20/Apr/2021 |

In the meeting section you can see all scheduled meetings and schedule new meetings. You can schedule 3 different types of meetings:

1. ERN recurring meeting: schedule a recurring meeting with invited members.
2. Individual meeting for a specific time slot with invited members.
3. Proposed meeting: propose different time slots available for the meeting, so invited members can choose the best timeslot for themselves.



ERIN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021

#4336 DHpin **PANEL IN PROGRESS**

Centre Lead PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET Alessio Lunardelli

ERN Thematic Area ReCONNET - Connective Tissue and Musculoskeletal Diseases Systemic sclerosis Date created 20/Apr/2021

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

**Schedule Meeting**

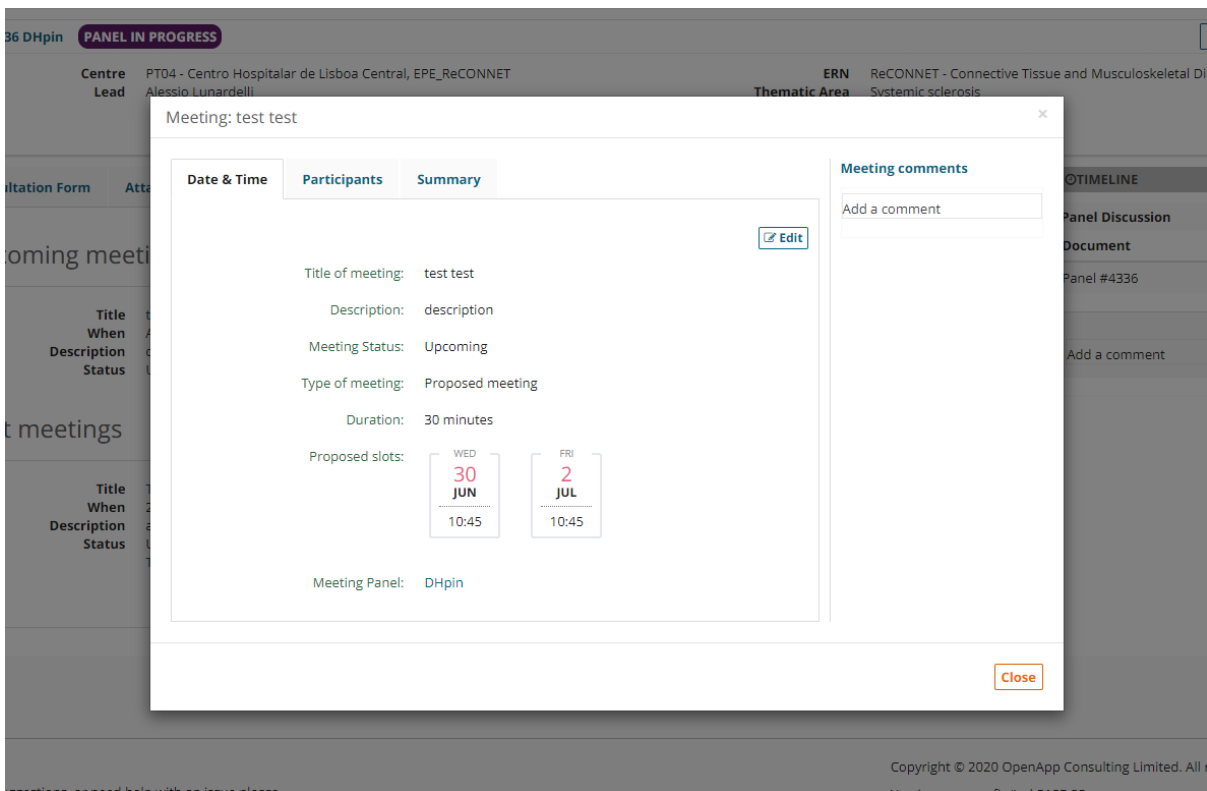
Type of meeting\*:  Part of ERN recurring meeting  Individual meeting  Proposed meeting

Title of slot\*:

Description:

ERN meeting: (Europe/Lisbon)

Cancel Schedule Slot



Meeting: test test

Date & Time Participants Summary Meeting comments

Add a comment

Edit

Title of meeting: test test

Description: description

Meeting Status: Upcoming

Type of meeting: Proposed meeting

Duration: 30 minutes

Proposed slots: WED 30 JUN 10:45 FRI 2 JUL 10:45

Meeting Panel: DHpin

Close

Once you create the meeting you can then invite members from Participants section and leave comments also for the meeting.

#4336 DHPin **PANEL IN PROGRESS**

Centre PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET  
Lead Alessio Lunardelli

ERN ReCONNET - Connective Tissue and Musculoskeletal Diseases  
Thematic Area Systemic sclerosis  
Date created 20/Apr/2021

Meeting: test test

**Date & Time** **Participants** **Summary**

Meeting participants

| Name               | Invited                           | Status |
|--------------------|-----------------------------------|--------|
| Alessio Lunardelli | 29/Jun/2021 09:45 (Europe/Lisbon) | Host   |

Invite the members of your ERN

Thematic Area: Systemic sclerosis

| Available Healthcare Professionals | HCPs | Specialisation | <input checked="" type="checkbox"/> Invite All |
|------------------------------------|------|----------------|--|
| PREFERENCES, Test                  |      | Radiologist    | <input type="button" value="Invite"/>          |

Meeting comments

Add a comment

Copyright © 2020 OpenApp Consulting Limited. All rights reserved.  
Version: ern\_config#rel-2103.05  
Browser Information

You can also use the Summary section to write a summary for the meeting.

## Contributions and Outcome

In the contributions and outcome you can write your contribution to the panel along with attaching files for your contribution.

▲ There are requests for additional data [View](#)

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

### Contributions

[Request Contributions](#)

**Alessio Lunardelli**

Test contribution 2 Test  
teste  
test

Recorded: 07/May/2021

Or attach file: [Select file](#) Nessun file selezionato  
Download: Screenshot 2021-05-05 101758.jpg

How much time did you spend on this Assessment?  
1 HRS 0 MINS

[Record Contribution](#)

### Outcome

No outcome drafted

[Edit](#) [Sign-off](#)

### TIMELINE

#### Contributions

| Member               | Status                   |
|----------------------|--------------------------|
| reconnet coordinator | Contributed: 07/May/2021 |

4

**Alessio Lunardelli** 07/May/2021 13:16  
reconnet coordinator recorded a contribution

**Alessio Lunardelli** 07/May/2021 13:17  
reconnet coordinator uploaded a contribution (Screenshot 2021-05-05 101758.jpg)

**Alessio Lunardelli** 07/May/2021 13:17  
reconnet coordinator recorded a contribution

**Requested: Alessio Lunardelli**  
Request more data please 07/May/2021 13:19 [Action](#)

Add a comment

#### Panel Discussion

| Document    | Created     |
|-------------|-------------|
| Panel #4373 | 07/May/2021 |

Additional data requests

| By                   | Requested   | Completed |
|----------------------|-------------|-----------|
| reconnet coordinator | 07/May/2021 |           |

Add a comment

Once the panel members reach to a conclusion the panel manager can write a general Outcome for the panel editing the panel outcome section. This will leave a summary for the closed panel for future reference.