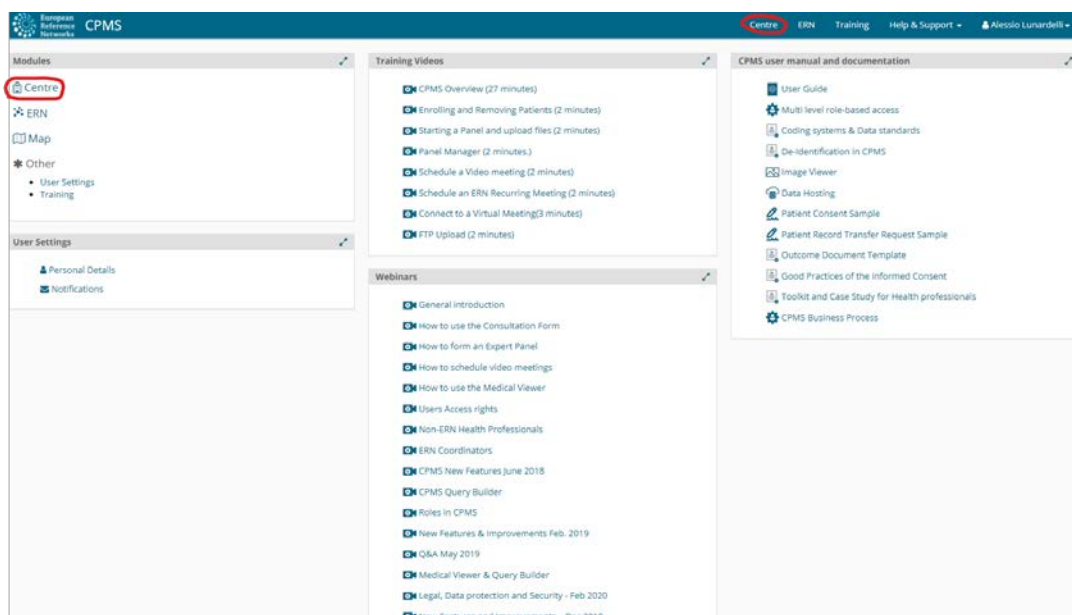


## Créer un nouveau panel

Afin de créer un nouveau Panel et de demander la discussion du cas clinique, vous devrez inscrire un nouveau patient.

## Inscrire un nouveau patient

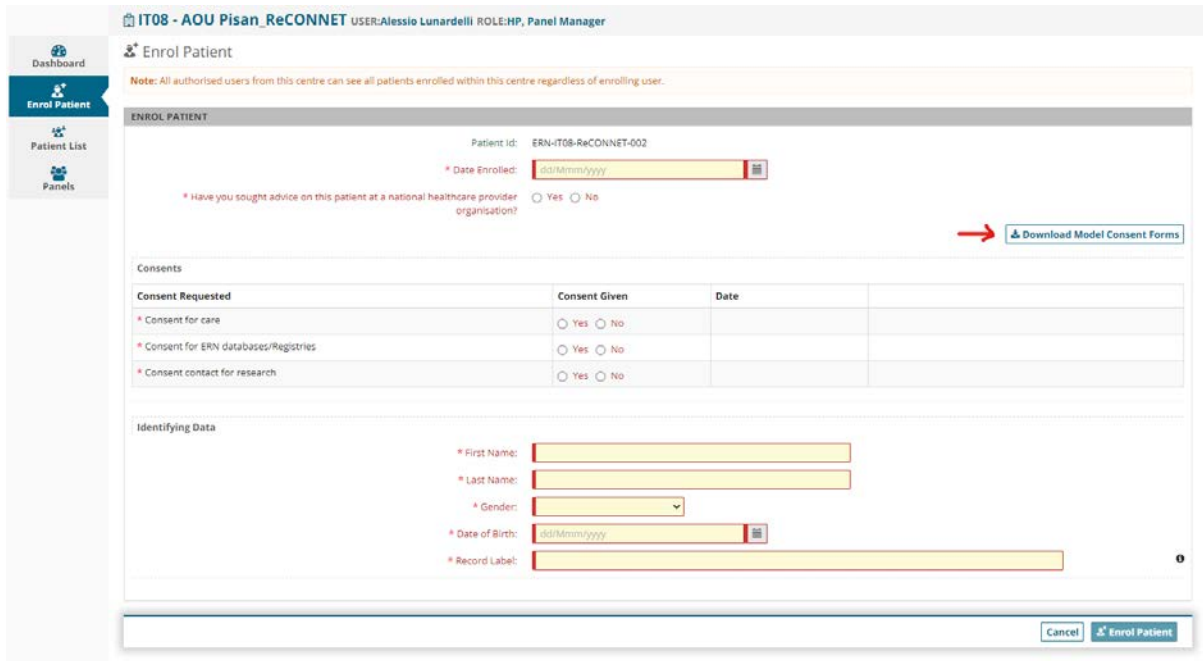
1. Connectez-vous au CPMS au lien suivant en utilisant votre EU Login <https://cpms.ern-net.eu/login/>.
2. Cliquez sur “Centre” dans le menu rapide ou dans la page d'accueil.



3. Cliquez sur “enrol a patient”.



- Remplissez les informations du patient et n'oubliez pas de télécharger et de fournir au patient les formulaires de consentement ("Consent Forms", disponibles dans les différentes langues de l'UE).



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:

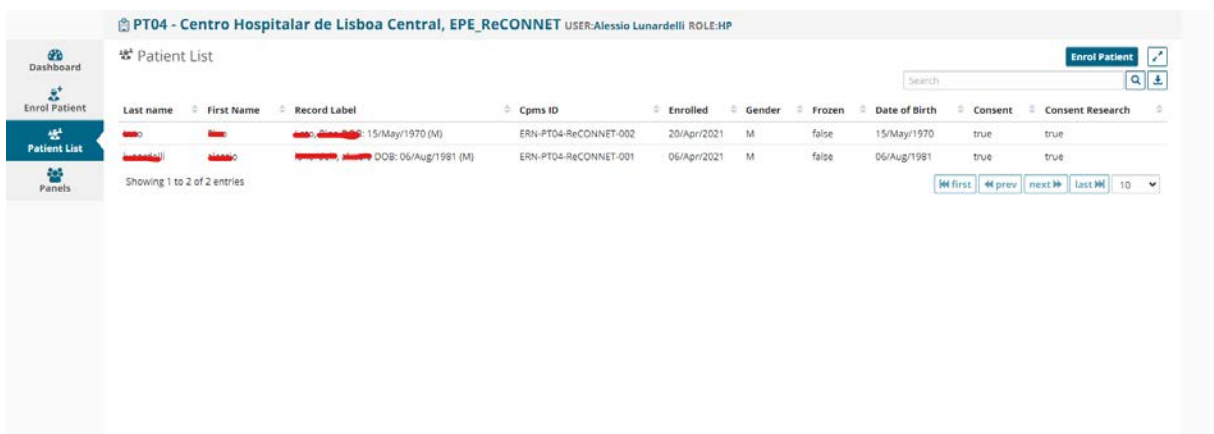
\* Last Name:

\* Gender:

\* Date of Birth:

\* Record Label:

- Quand toutes les informations cliniques sont incluses dans les formulaires, cliquez sur le bouton en bas du "Enrol Patient" pour enregistrer le patient.



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

Patient List

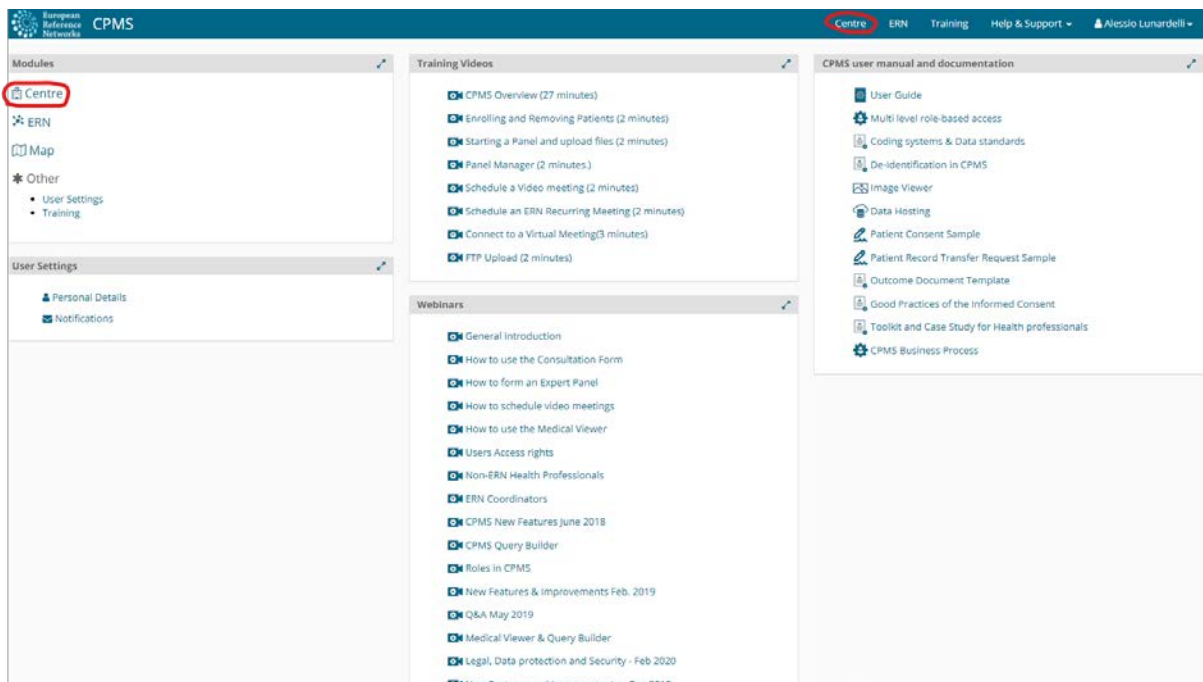
Last name	First Name	Record Label	CPMS ID	Enrolled	Gender	Frozen	Date of Birth	Consent	Consent Research
		DOB: 15/May/1970 (M)	ERN-PT04-ReCONNET-002	20/Apr/2021	M	false	15/May/1970	true	true
		DOB: 06/Aug/1981 (M)	ERN-PT04-ReCONNET-001	06/Apr/2021	M	false	06/Aug/1981	true	true

Showing 1 to 2 of 2 entries

- Maintenant, votre patient est ajouté à la liste des patients de votre centre. Ensuite, vous pouvez demander une consultation via le CPMS.

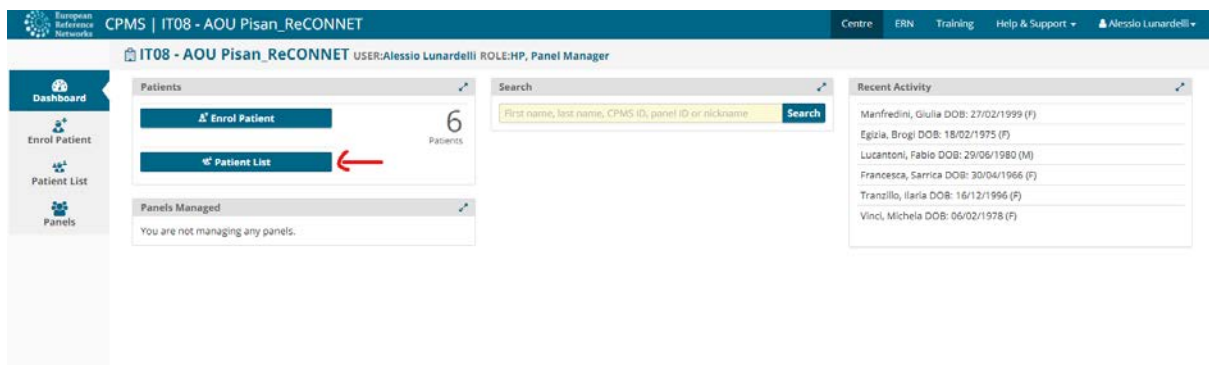
## Créer un nouveau panel

1. Connectez-vous au CPMS au lien suivant en utilisant votre EU Login <https://cpms.ern-net.eu/login/>.
2. Cliquez sur “Centre” dans le menu rapide ou dans la page d'accueil



The screenshot shows the CPMS 'Centre' interface. The left sidebar has a 'Centre' menu item circled in red. The main area is divided into three columns: 'Modules' (with 'Centre' selected), 'Training Videos' (listing various CPMS overview and management videos), and 'Webinars' (listing various CPMS training sessions). The right sidebar contains 'CPMS user manual and documentation' links.

3. Cliquez sur “Patient List”.



The screenshot shows the CPMS 'Patient List' page. The left sidebar has a 'Patient List' menu item highlighted with a red arrow. The main content area includes a search bar, a 'Patient List' button, and a 'Recent Activity' table with the following data:

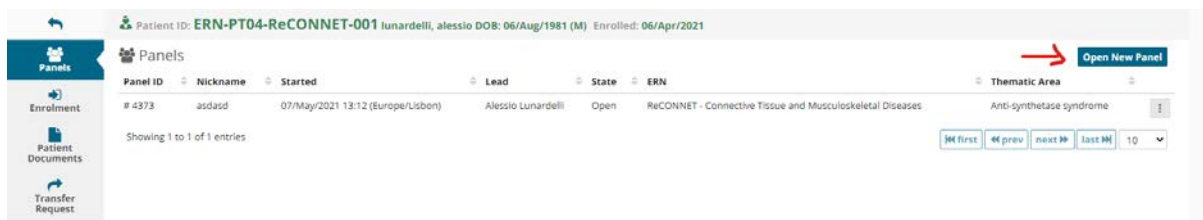
Recent Activity
Manfredini, Giulia DOB: 27/02/1999 (F)
Egizia, Brogi DOB: 18/02/1975 (F)
Lucantoni, Fabio DOB: 29/06/1980 (M)
Francesca, Sarrica DOB: 20/04/1966 (F)
Tranzillo, Iaria DOB: 16/12/1996 (F)
Vinci, Michela DOB: 06/02/1978 (F)

4. Vous verrez la liste de tous les patients de votre centre ERN.



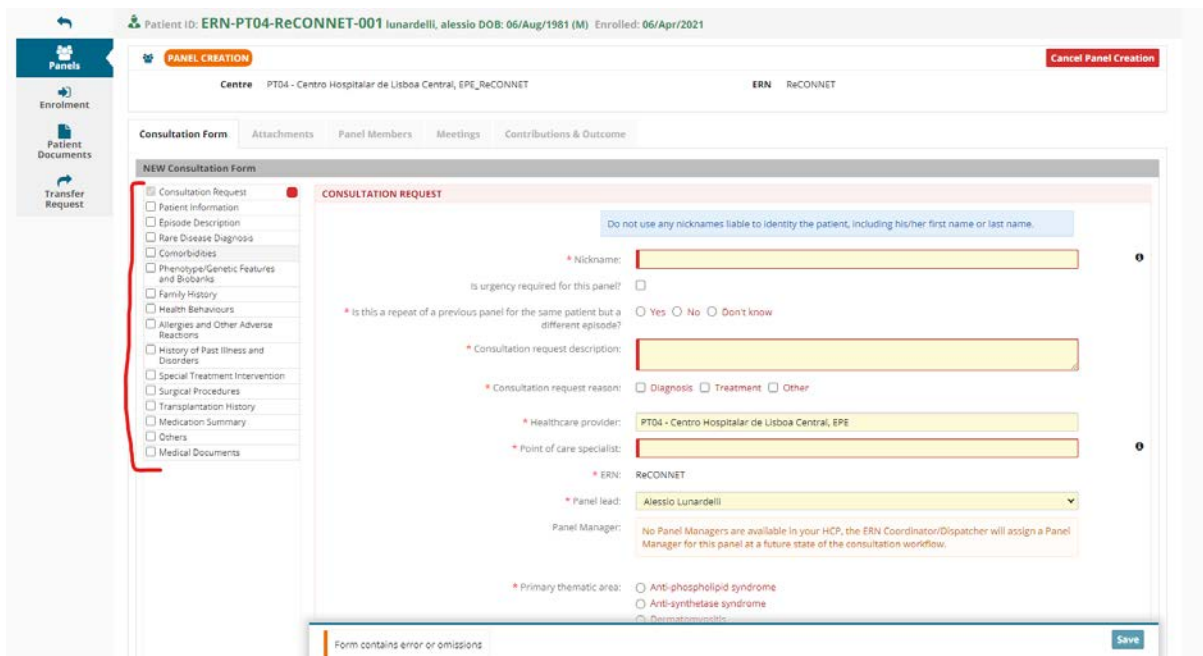
Last name	First Name	Record Label	Cpmis ID	Enrolled	Gender	Frozen	Date of Birth	Consent	Consent Research
[REDACTED]	[REDACTED]	[REDACTED] 15/May/1970 (M)	ERN-PT04-ReCONNET-002	20/Apr/2021	M	false	15/May/1970	true	true
[REDACTED]	[REDACTED]	[REDACTED] DOB: 06/Aug/1981 (M)	ERN-PT04-ReCONNET-001	06/Apr/2021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

5. En cliquant sur chaque patient, vous verrez tous les panels créés pour ce patient et vous pouvez également créer un nouveau panel en cliquant sur “open new panel”.



Panel ID	Nickname	Started	Lead	State	ERN	Thematic Area
# 4373	asdasd	07/May/2021 13:12 (Europe/Lisbon)	Alessio Lunardelli	Open	ReCONNET - Connective Tissue and Musculoskeletal Diseases	Anti-synthetase syndrome

6. Après avoir cliqué sur “Open New Panel”, vous verrez cet écran:



**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:

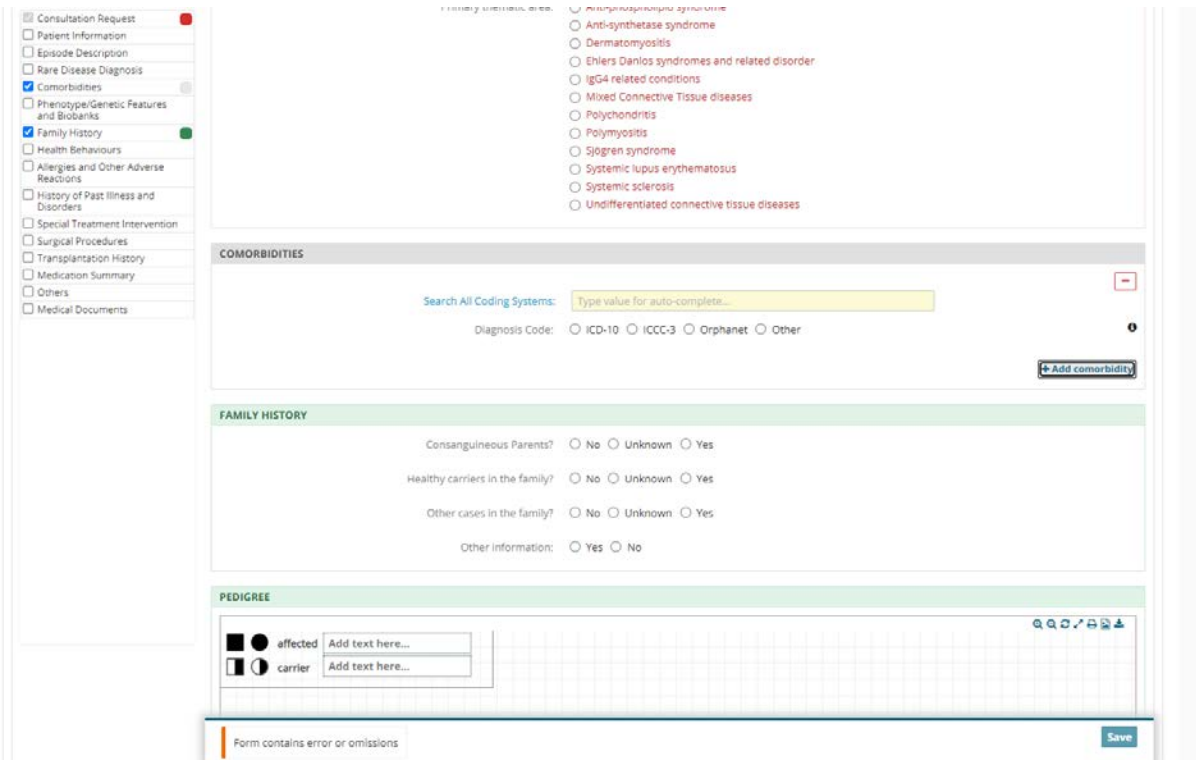
\* Panel lead:

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  Dermatomyositis

Form contains error or omissions Save

À gauche, vous trouverez une section d'informations supplémentaires facultatives que vous pouvez ajouter dans le panel en cliquant dessus (c'est-à-dire, les comorbidités ou les antécédents familiaux). A droite vous trouverez le formulaire dans lequel vous pouvez entrer les informations de base et les informations supplémentaires facultatives.



The screenshot displays a web-based form for data entry. On the left is a sidebar menu with the following items:

- 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

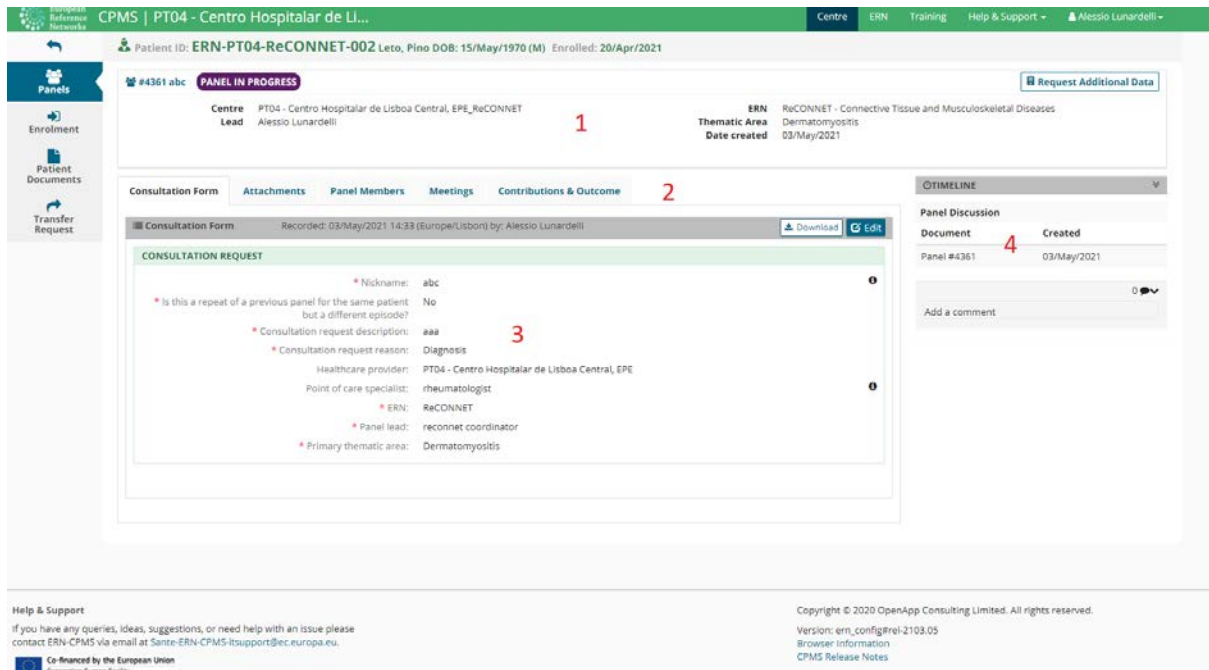
The main content area is divided into several sections:

- COMORBIDITIES:** Features a search bar labeled "Search All Coding Systems:" with a placeholder "Type value for auto-complete...". Below it are radio buttons for "Diagnosis Code:" with options: ICD-10, ICC3-3, Orphanet, and Other. An "Add comorbidity" button is located at the bottom right of this section.
- FAMILY HISTORY:** Contains three questions with radio button options:
  - Consanguineous Parents?  No  Unknown  Yes
  - Healthy carriers in the family?  No  Unknown  Yes
  - Other cases in the family?  No  Unknown  Yes
  - Other information:  Yes  No
- PEDIGREE:** Includes a legend for "affected" (black square) and "carrier" (white square with black circle) with "Add text here..." input fields. To the right is a grid for drawing the pedigree chart, with icons for search, zoom, and other tools.

At the bottom of the form, there is a message "Form contains error or omissions" and a "Save" button.

## Aperçu du panel

Quand vous avez ouvert le panel, vous verrez cet écran-ci:

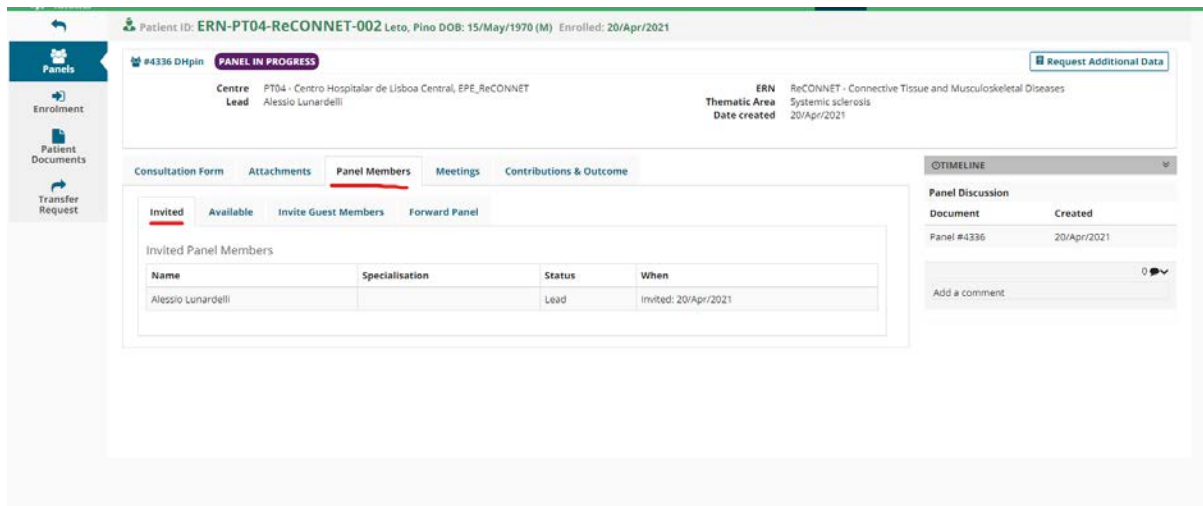


The screenshot displays the ERN ReCONNET interface for a patient panel. The top navigation bar includes 'CPMS | PT04 - Centro Hospitalar de U...', 'Centre', 'ERN', 'Training', 'Help & Support', and the user name 'Alessio Lunardelli'. The patient ID is 'ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021'. The panel is titled '#4361 abc' and is in 'PANEL IN PROGRESS' status. The main content area is divided into several sections: 'Centre Lead' (PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET, Alessio Lunardelli), 'ER N Thematic Area' (Dermatomyositis), and 'Date created' (03/May/2021). A navigation menu on the left includes 'Panels', 'Enrollment', 'Patient Documents', and 'Transfer Request'. The main content area has tabs for 'Consultation Form', 'Attachments', 'Panel Members', 'Meetings', and 'Contributions & Outcome'. The 'Consultation Form' is selected, showing a 'CONSULTATION REQUEST' form with fields for 'Nickname', 'Is this a repeat of a previous panel...', 'Consultation request description', 'Diagnosis', 'Healthcare provider', 'Point of care specialist', 'ER N', 'Panel lead', and 'Primary thematic area'. The 'Timeline' section on the right shows a 'Panel Discussion' document created on 03/May/2021. Red numbers 1, 2, 3, and 4 highlight specific features: 1 points to the panel header information, 2 to the navigation tabs, 3 to the consultation request details, and 4 to the panel discussion document.

1. Informations générales sur le panel
2. Menu de navigation pour naviguer dans les différentes sections du panel.
3. Zone de contenu où une section est affichée en fonction de votre navigation (via le menu de navigation)
4. Chronologie du panel où vous voyez toutes les invitations, les commentaires des participants et l'état du panel.

## Panel – inviter des membres

Dans la section “Panel Membres”, vous pouvez voir et inviter des membres à participer à un 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  
Systemic sclerosis  
Date created 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

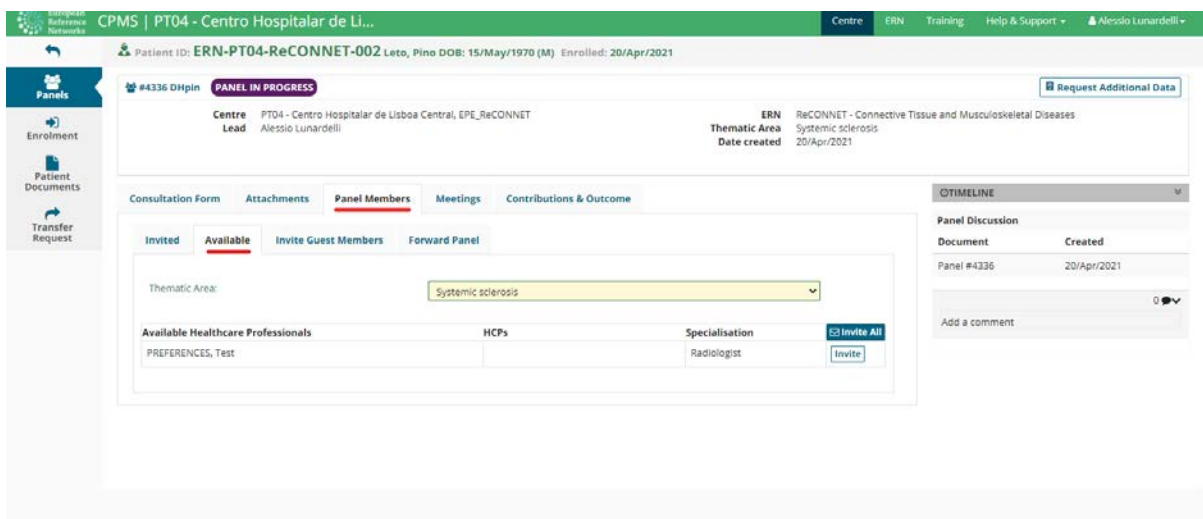
Panel Discussion

Document	Created
Panel #4336	20/Apr/2021

Add a comment

Dans la section “Panel Members” il y a 4 subsections différentes:

1. “Invited” – affiche tous les membres invités à un panel.
2. “Available” – montre tous les membres disponibles de votre 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  
Systemic sclerosis  
Date created 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	<input type="checkbox"/> Invite All
PREFERENCES, Test		Radiologist	<input type="button" value="Invite"/>

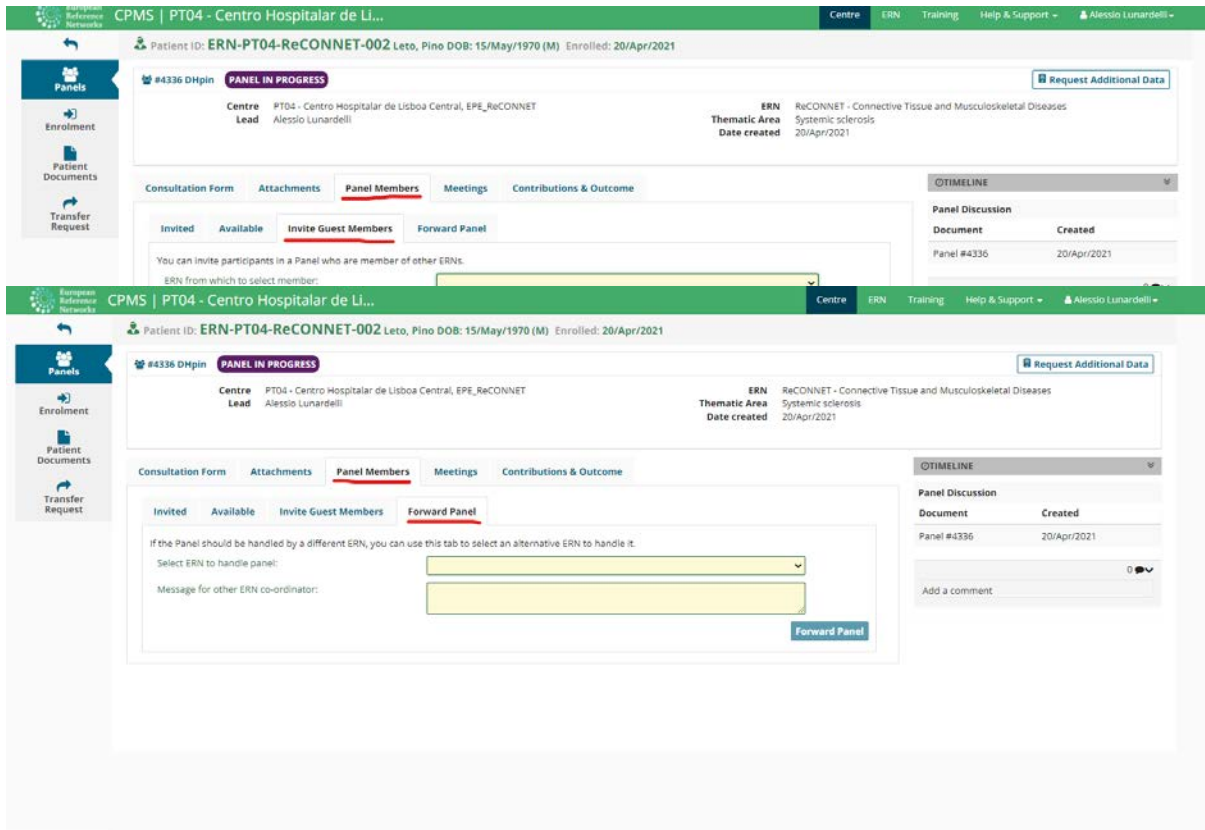
OTIMELINE

Panel Discussion

Document	Created
Panel #4336	20/Apr/2021

Add a comment

3. “Invite guest members”: pour inviter des membres d'un ERN différent à participer au panel, en sélectionnant d'abord l'ERN et puis les members, que vous pouvez inviter comme “guest”.



The screenshot shows the CPMS interface for a patient with ID ERN-PT04-ReCONNET-002. The interface is divided into several sections:

- Header:** CPMS | PT04 - Centro Hospitalar de Lisboa Central, EPE\_ReCONNET. Centre: ERN, Training, Help & Support. User: Alessio Lunardelli.
- Patient Information:** Patient ID: ERN-PT04-ReCONNET-002 Leto, Pino DOB: 15/May/1970 (M) Enrolled: 20/Apr/2021.
- Panel Information:** #4336 DHpin, PANEL IN PROGRESS. Centre Lead: Alessio Lunardelli. ERN Thematic Area: Systemic sclerosis. Date created: 20/Apr/2021.
- Navigation:** Consultation Form, Attachments, Panel Members (selected), Meetings, Contributions & Outcome.
- Panel Members Section:**
  - Invited, Available, Invite Guest Members (selected), Forward Panel.
  - Text: "You can invite participants in a Panel who are member of other ERNs. ERN from which to select member:"
  - A dropdown menu for selecting an ERN.
  - A text input field for a message to the other ERN co-ordinator.
  - Forward Panel button.
- OTIMELINE:** Panel Discussion, Document, Created. Panel #4336, 20/Apr/2021.

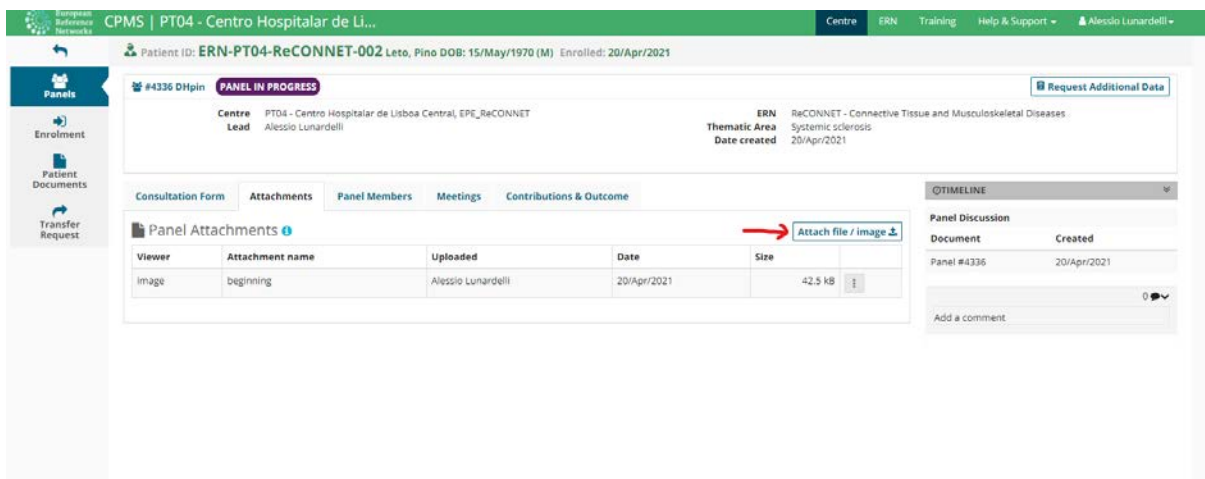
4. “Forward panel”: le CPMS permet d’envoyer un panel à un autre ERN. Dans ce cas, nous vous encourageons à contacter d'abord le bureau d'aide par e-mail [helpdesk.reconnet@ao-pisa.toscana.it](mailto:helpdesk.reconnet@ao-pisa.toscana.it) ou directement l’ERN ReCONNET : [ern.reconnet@ao-pisa.toscana.it](mailto:ern.reconnet@ao-pisa.toscana.it).



## Créer un panel – annexes

Dans la section “attachments” vous pouvez voir tous les fichiers téléchargés sur un panel et en cliquant sur le bouton “attach file / image”, vous pouvez télécharger vous-même un nouveau fichier.

Après la fenêtre modale s’est ouverte, vous pouvez déposer des fichiers de votre ordinateur pour télécharger dans la liste des annexes du panel.



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

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

Panel Attachments [Attach file / image](#)

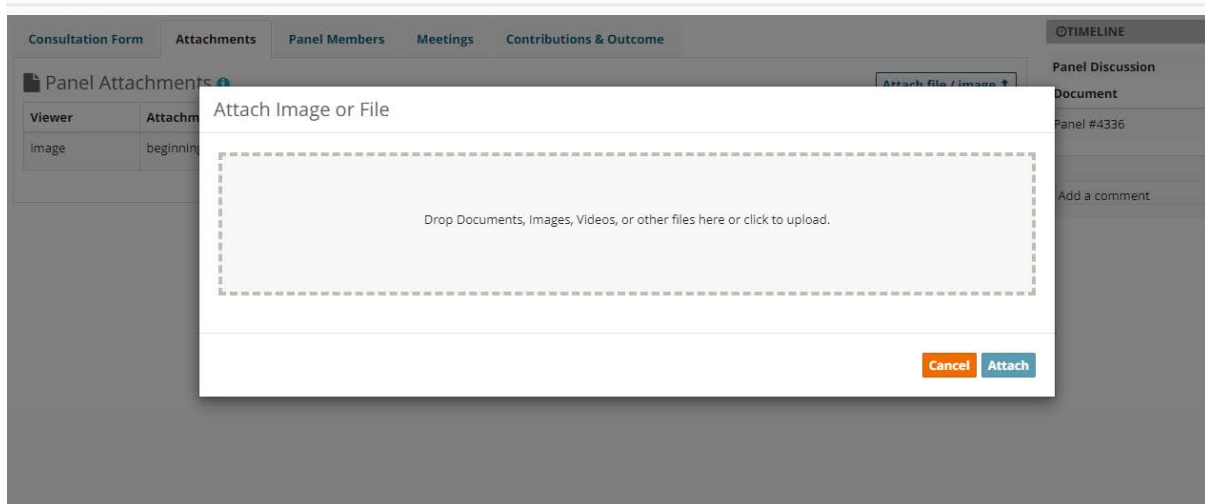
Viewer	Attachment name	Uploaded	Date	Size
Image	beginning	Alessio Lunardelli	20/Apr/2021	42.5 kB

OTIMELINE

Panel Discussion

Document	Created
Panel #4336	20/Apr/2021

Add a comment



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

Panel Attachments [Attach file / image](#)

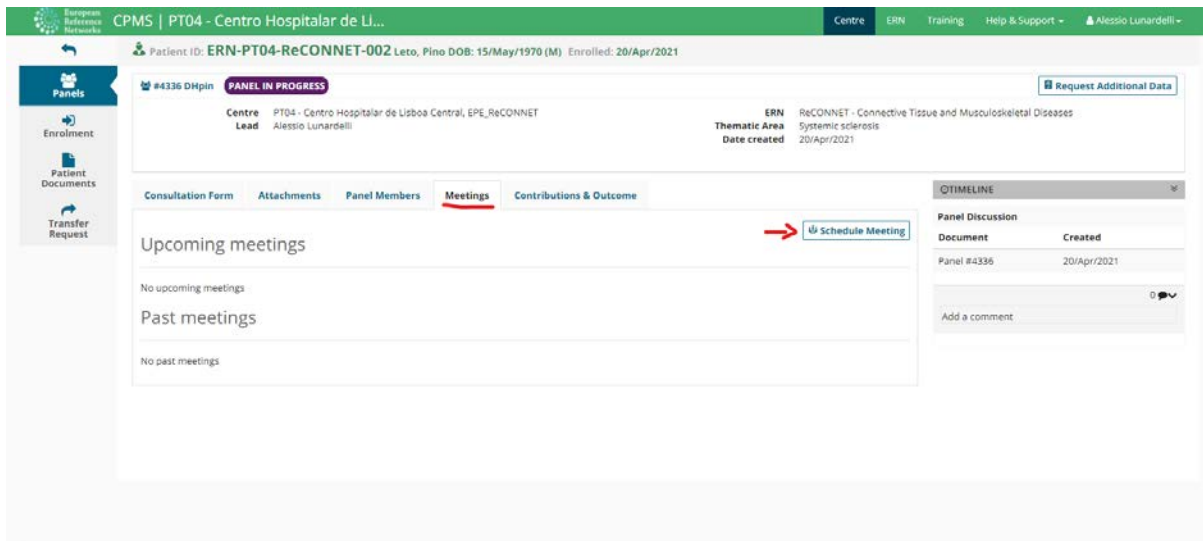
Attach Image or File

Drop Documents, Images, Videos, or other files here or click to upload.

Cancel Attach

## Organiser des réunions

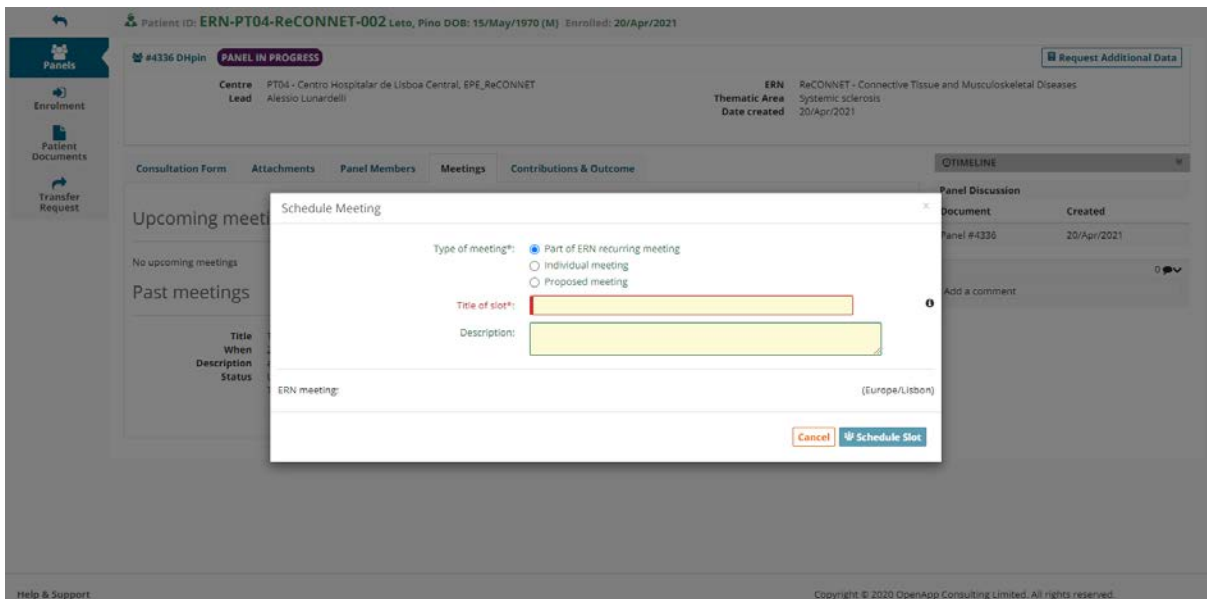
Le CPMS vous permet d'organiser une réunion afin d'échanger sur votre cas clinique via l'outil de web-conférence intégré au CPMS.



The screenshot shows the CPMS interface for a patient panel. 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 'Meetings' tab is selected, showing 'Upcoming meetings' and 'Past meetings' sections, both currently empty. A 'Schedule Meeting' button is visible. The 'Panel Discussion' section on the right shows a table with columns 'Document' and 'Created', listing 'Panel #4336' created on '20/Apr/2021'. There is also an 'Add a comment' field.

Dans la section “meetings”, vous pouvez voir toutes les réunions programmées et programmer de nouvelles réunions vous-même. Vous pouvez programmer 3 types de réunions différents:

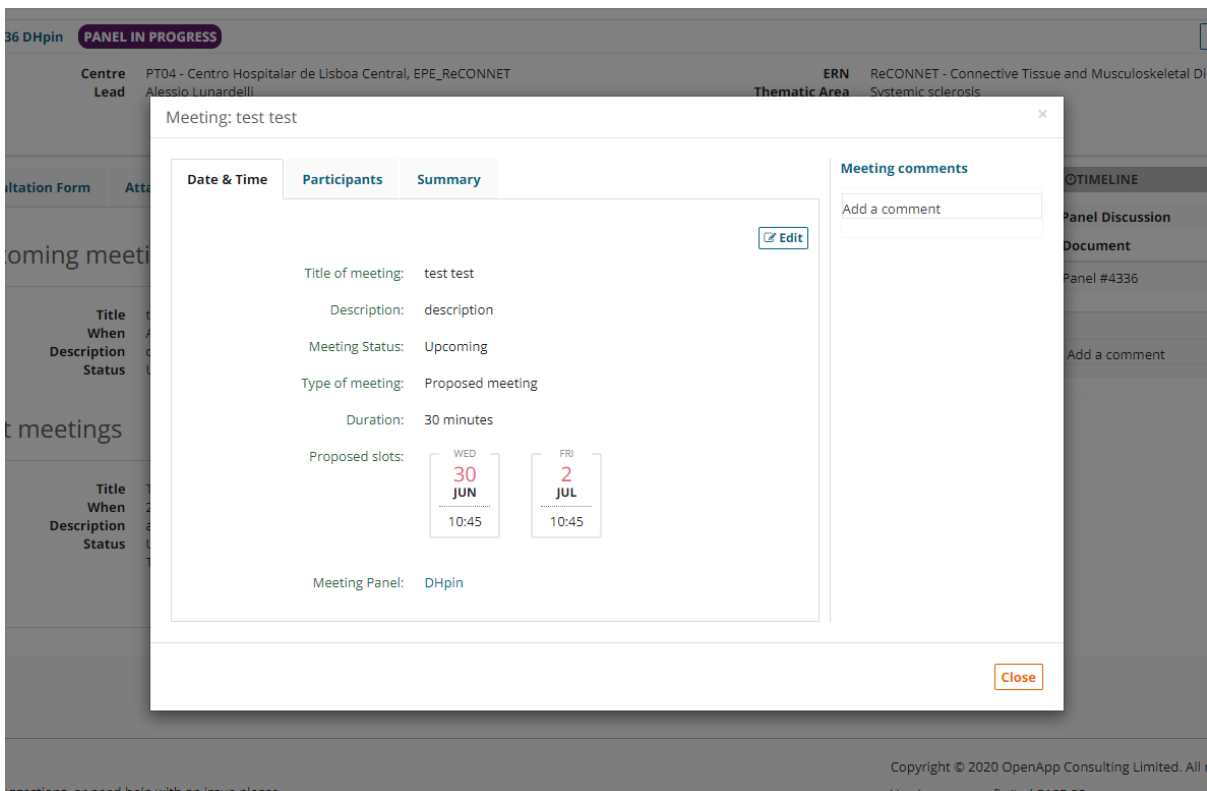
1. “ERN recurring meeting”: une réunion récurrente avec les membres invités.
2. “Individual meeting”: sur un moment spécifique avec les membres invités.
3. “Proposed meeting”: proposez différents moments disponibles pour la réunion, afin que les membres invités puissent choisir un moment préféré.



The screenshot shows the ERN ReCONNET interface for a patient with ID ERN-PT04-ReCONNET-002. A 'Schedule Meeting' dialog box is open, allowing the user to create a new meeting. The dialog includes the following fields and options:

- Type of meeting\*:** Radio buttons for 'Part of ERN recurring meeting' (selected), 'Individual meeting', and 'Proposed meeting'.
- Title of slot\*:** A text input field.
- Description:** A text area.
- ERN meeting:** A dropdown menu currently showing '(Europe/Lisbon)'.
- Buttons:** 'Cancel' and 'Schedule Slot'.

The background interface shows the patient's profile, including the centre lead (Alessio Lunardelli) and the ERN thematic area (Systemic sclerosis). A 'Timeline' section is also visible on the right.



The screenshot shows the 'Meeting: test test' details dialog box. It is divided into several sections:

- Date & Time:** A tab for viewing the meeting's schedule.
- Participants:** A tab for managing meeting attendees.
- Summary:** A tab for editing meeting details. It includes:
  - Title of meeting:** test test
  - Description:** description
  - Meeting Status:** Upcoming
  - Type of meeting:** Proposed meeting
  - Duration:** 30 minutes
  - Proposed slots:** Two calendar slots are shown: WED 30 JUN 10:45 and FRI 2 JUL 10:45.
  - Meeting Panel:** DHpin
- Meeting comments:** A section for adding comments to the meeting.
- Buttons:** 'Edit' (with a pencil icon) and 'Close'.

Après avoir créé la réunion, vous pouvez inviter des membres dans la section “Participants”, ou vous pouvez également ajouter des commentaires pour la réunion.

#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 type="checkbox"/> Invite All
PREFERENCES, Test		Radiologist	<input type="button" value="Invite"/>

Meeting comments

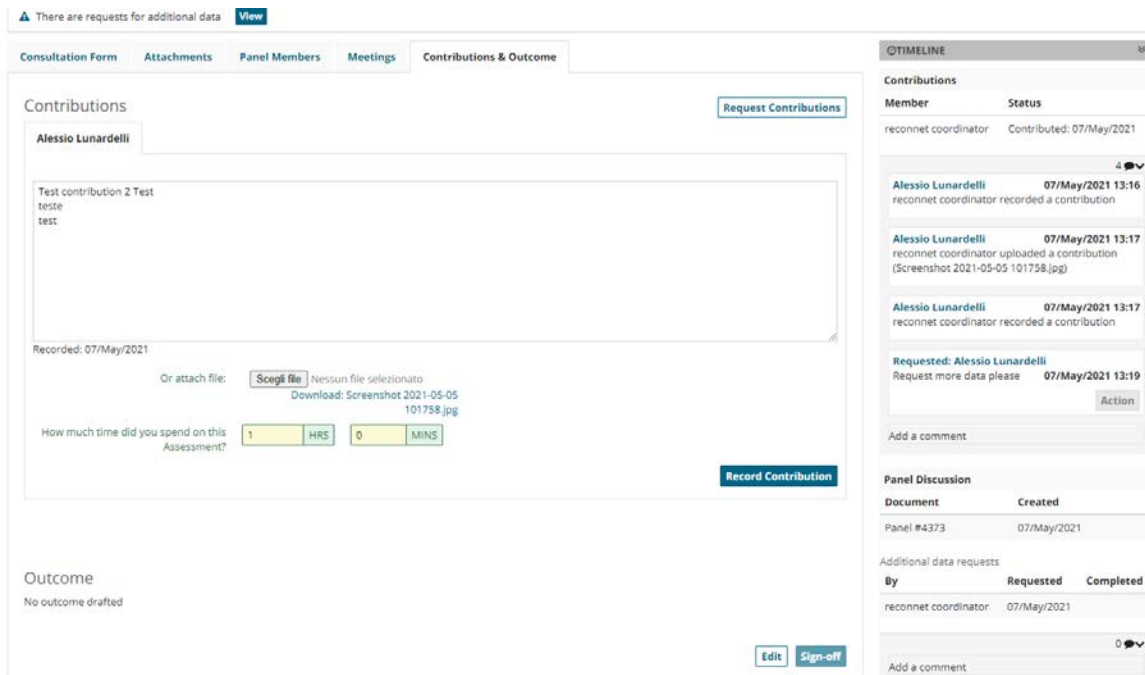
Add a comment

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

Vous pouvez aussi utiliser la section “Summary” pour rédiger un résumé de la réunion.

## Contributions et résultats

Dans “contributions and outcome” vous pouvez écrire votre contribution au panel et aussi télécharger des fichiers.



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

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

### Contributions

**Alessio Lunardelli** [Request Contributions](#)

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?  HRS  MINS

[Record Contribution](#)

### Outcome

No outcome drafted

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

### TIMELINE

#### Contributions

Member	Status
reconnet coordinator	Contributed: 07/May/2021
<b>Alessio Lunardelli</b>	<b>07/May/2021 13:16</b> reconnet coordinator recorded a contribution
<b>Alessio Lunardelli</b>	<b>07/May/2021 13:17</b> reconnet coordinator uploaded a contribution (Screenshot 2021-05-05 101758.jpg)
<b>Alessio Lunardelli</b>	<b>07/May/2021 13:17</b> reconnet coordinator recorded a contribution
<b>Requested: Alessio Lunardelli</b>	<b>Request more data please 07/May/2021 13:19</b> <a href="#">Action</a>

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

Après avoir parvenus à une conclusion, le responsable du panel peut rédiger un résultat général en modifiant la section “panel outcome”. Cela laissera un résumé du panel terminé pour référence future.