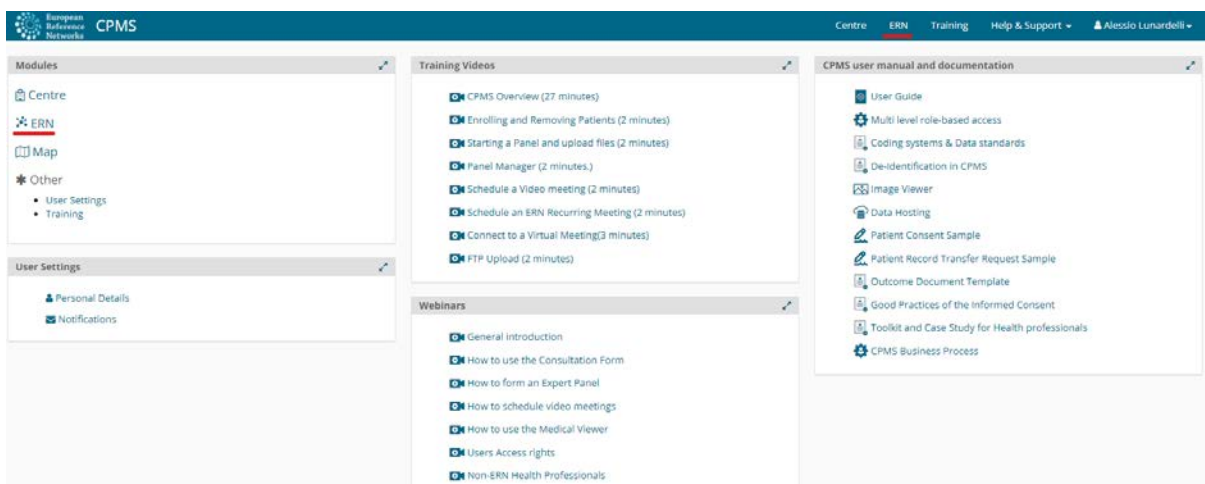


Como criar um novo painel

Para criar um novo Painel e solicitar a discussão do caso clínico, será necessário inscrever um novo doente.

Como inscrever um novo doente

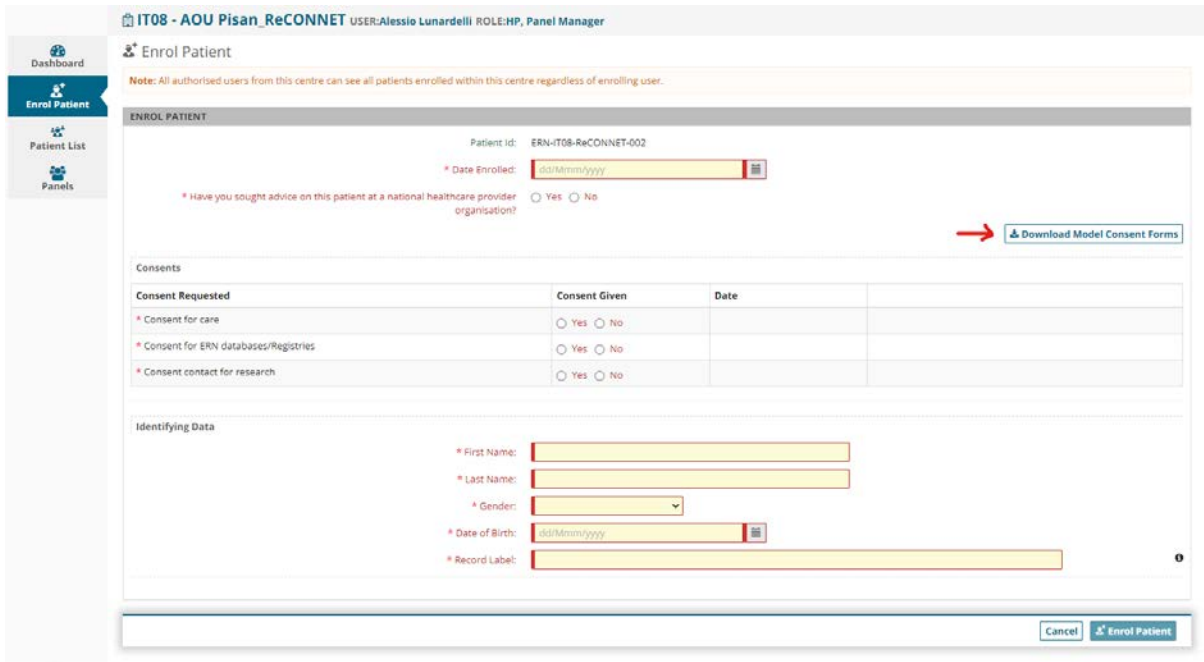
1. Faça login no CPMS no link a seguir usando a sua conta do EU login <https://cpms.ern-net.eu/login/>.
2. Clique no “Center” usando o menu rápido ou através do link da página inicial



3. Clique no “on enrol a patient”



- Preencha as informações do doente e lembre-se de fazer download e fornecer ao doente os Formulários de Consentimento (os formulários de consentimento informado estão disponíveis em diferentes idiomas da 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:

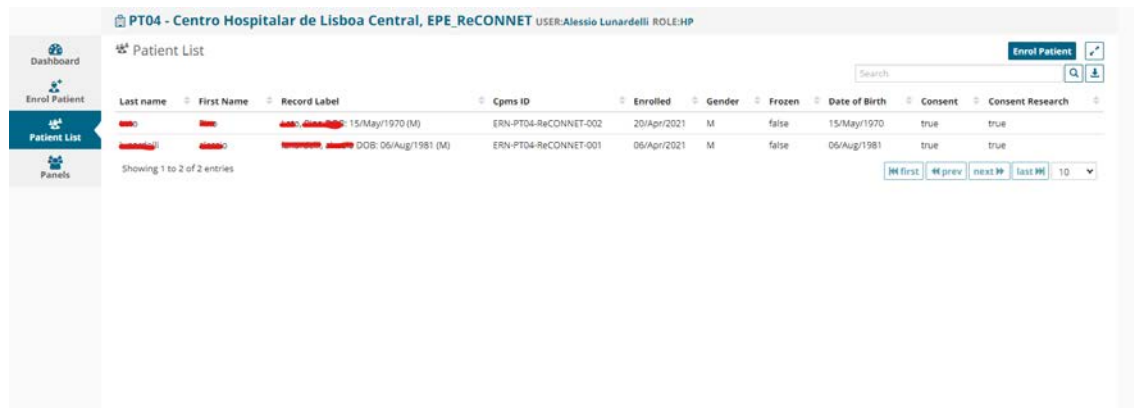
* Last Name:

* Gender:

* Date of Birth:

* Record Label:

- Assim que todas as informações clínicas estiverem incluídas nos formulários, clique no botão inferior “Enroll Patient” para guardar a documentação sobre o doente.



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

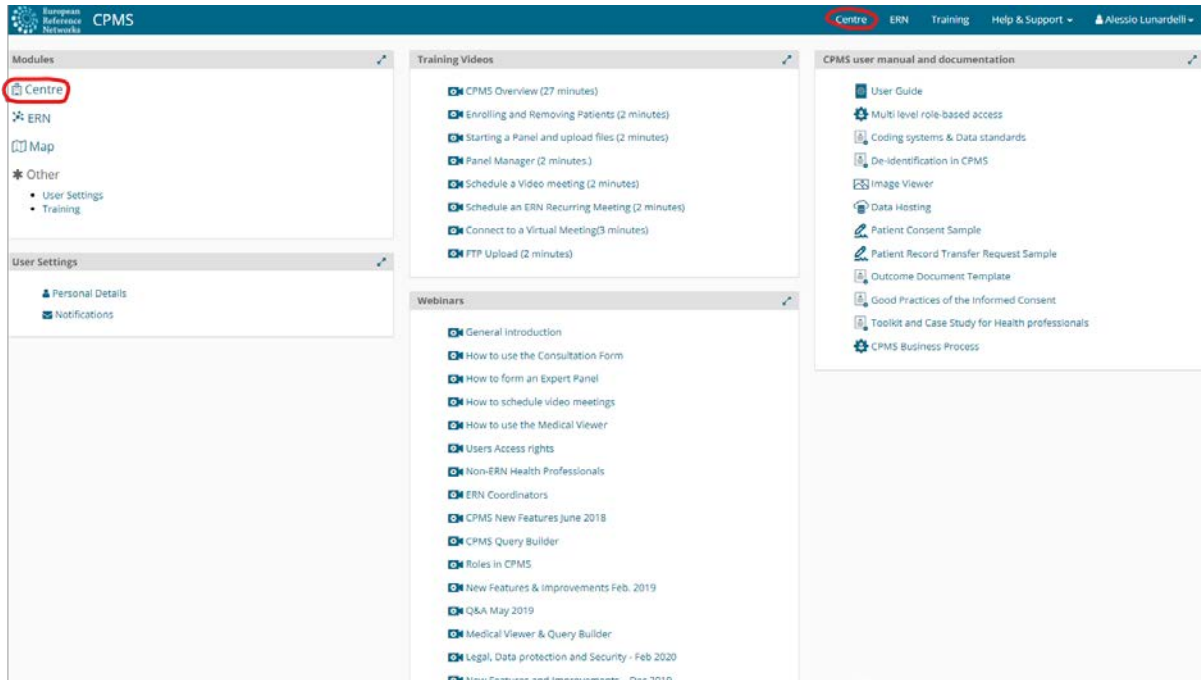
Showing 1 to 2 of 2 entries

10

- Agora o doente está adicionado à lista dos doentes do seu centro e pode solicitar uma consulta através do CPMS.

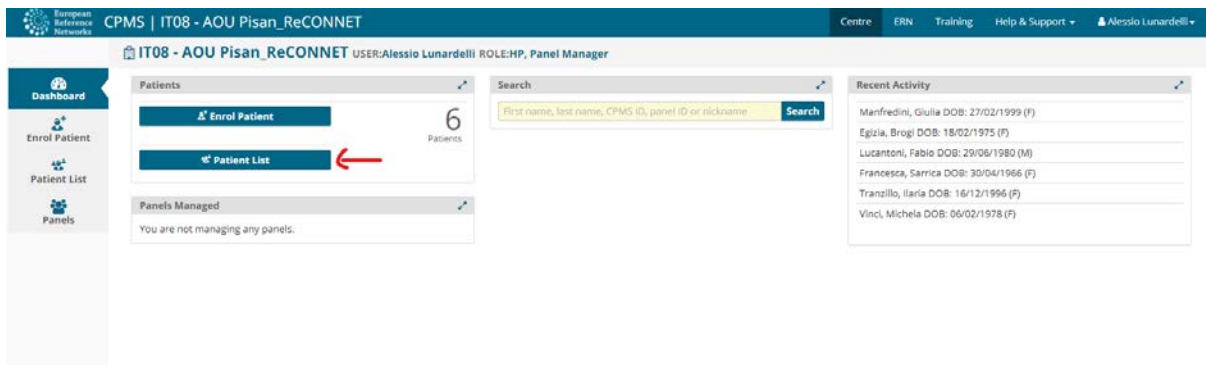
Como criar um novo painel

1. Faça login no CPMS no link <https://cpms.ern-net.eu/login/> usando o seu EU login
2. Vá ao seu Centro usando o menu rápido ou através do link da página inicial



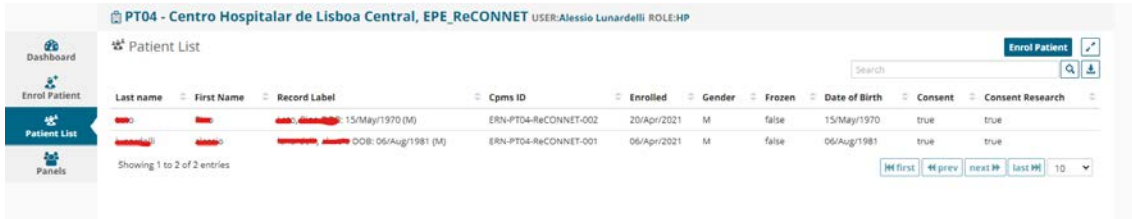
The screenshot shows the CPMS main menu. The 'Centre' option in the 'Modules' section is highlighted with a red circle. The 'Training Videos' section lists various training modules such as 'CPMS Overview (27 minutes)', 'Enrolling and Removing Patients (2 minutes)', and 'Starting a Panel and upload files (2 minutes)'. The 'Webinars' section lists various webinar topics like 'General Introduction', 'How to use the Consultation Form', and 'How to form an Expert Panel'. The 'CPMS user manual and documentation' section lists various documents like 'User Guide', 'Multi level role-based access', and 'Coding systems & Data standards'.

3. Clique no “patient list”



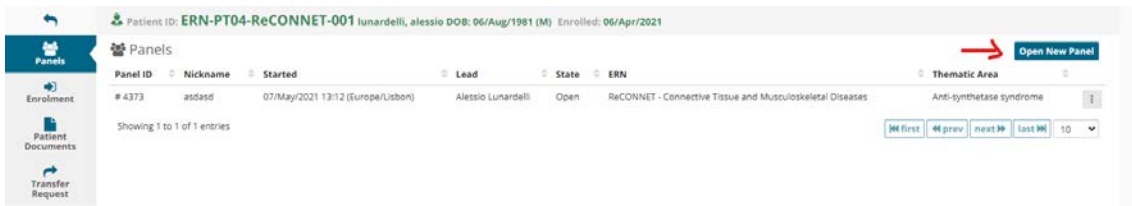
The screenshot shows the CPMS dashboard for the user Alessio Lunardelli, who is a Panel Manager. The dashboard includes a 'Patients' section with an 'Enrol Patient' button and a 'Patient List' button, which is highlighted with a red arrow. The 'Patients' section shows 6 patients. The 'Panels Managed' section shows that the user is not managing any panels. The 'Search' section has a search bar and a 'Search' button. The 'Recent Activity' section lists recent activities, including 'Manfredini, Giulia DOB: 27/02/1999 (F)', 'Egizia, Brogi DOB: 18/02/1975 (F)', 'Lucantonio, Fabio DOB: 29/06/1980 (M)', 'Francesca, Sarrica DOB: 30/04/1966 (F)', 'Tranzillo, Ilaria DOB: 16/12/1966 (F)', and 'Vinci, Michela DOB: 06/02/1978 (F)'.

4. Uma vez clicado, verá a lista de todos os doentes do seu Centro de ERN.



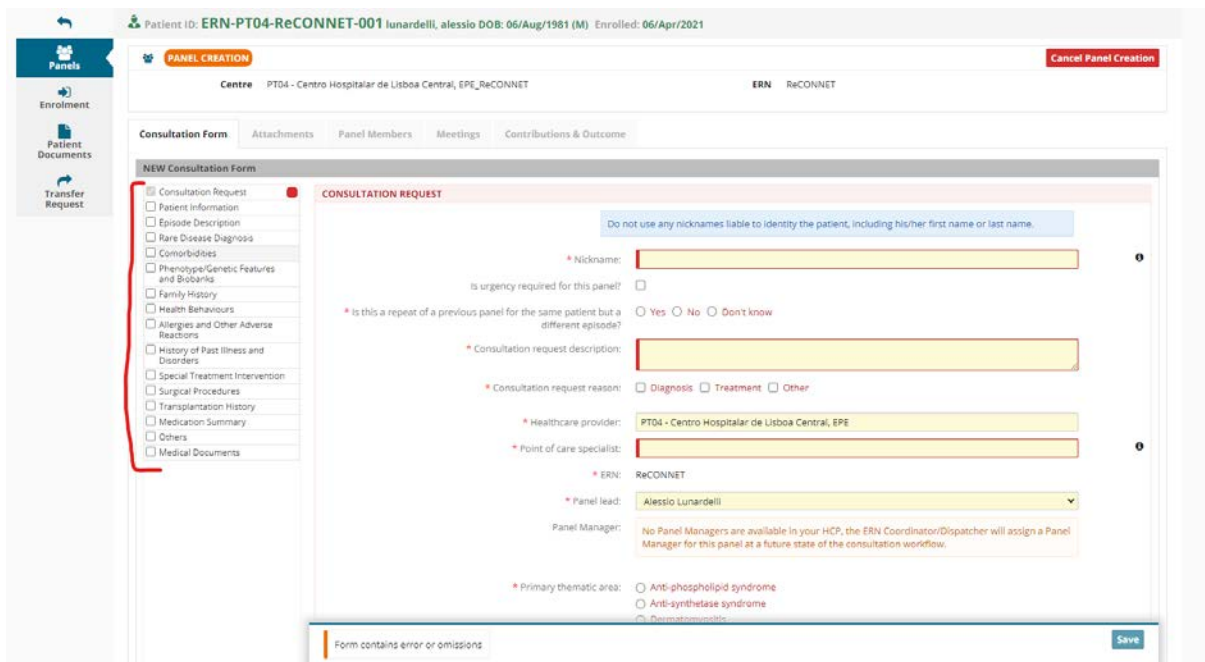
Last name	First Name	Record Label	Cpts ID	Enrolled	Gender	Frozen	Date of Birth	Consent	Consent Research
[REDACTED]	[REDACTED]	[REDACTED] 15/May/1970 (M)	ERN-PT04-ReCONNET-002	20/Apr/2021	M	false	15/May/1970	true	true
[REDACTED]	[REDACTED]	[REDACTED] DOB: 06/Aug/1981 (M)	ERN-PT04-ReCONNET-001	06/Apr/2021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

5. Clicando em cada doente, verá todos os painéis criados para aquele doente e também pode criar um novo painel clicando em “open new panel”.



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

6. Ao clicar em “open new panel” verá isto no seu ecrã.



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:

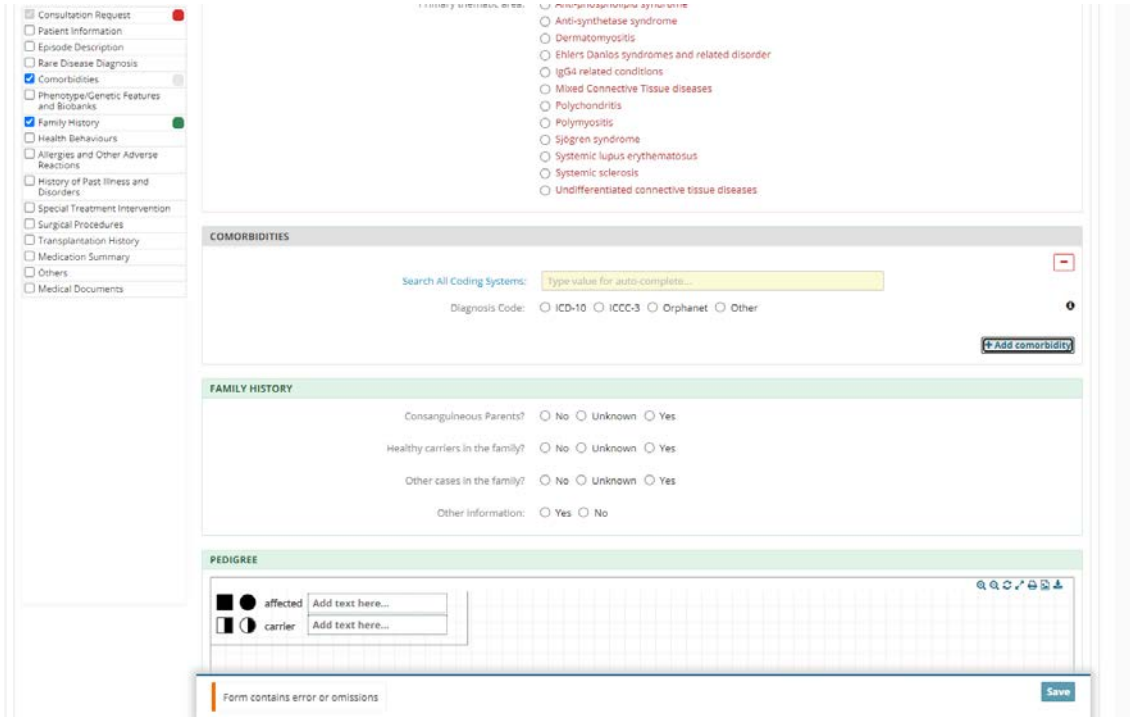
* Panel lead:

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

Form contains error or omissions

À esquerda, tem a secção de informações opcionais adicionais que pode clicar para adicionar ao painel (ou seja, comorbilidades ou história familiar) e à direita o formulário para inserir as informações básicas para o painel mais a eventual secção opcional adicional.



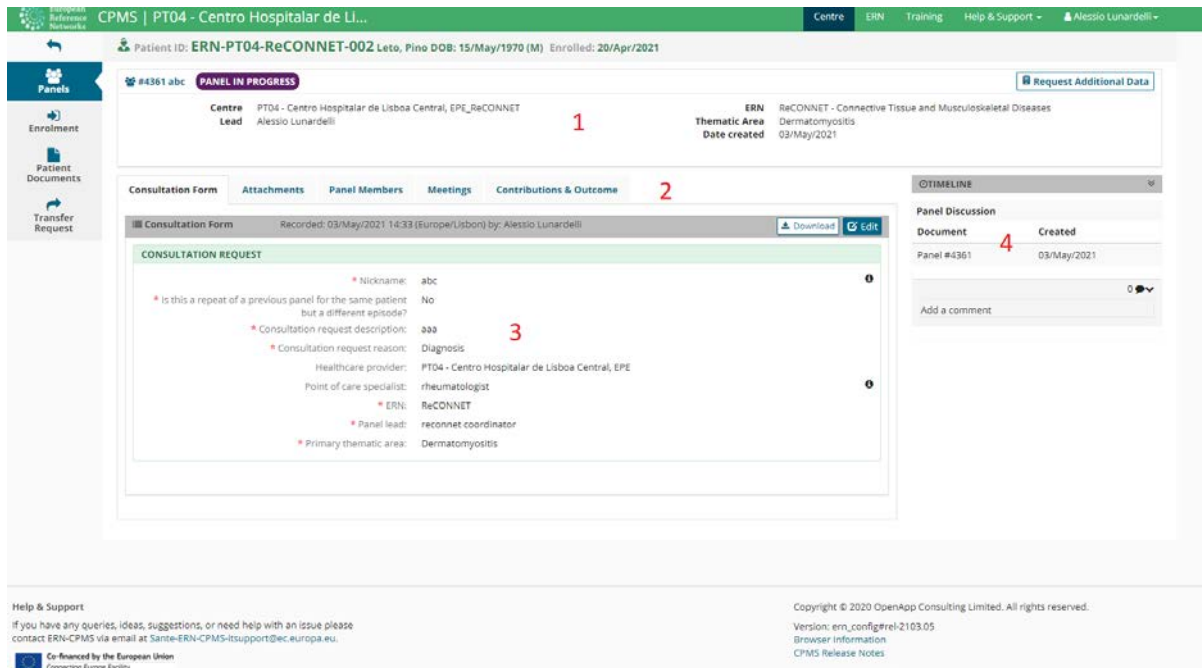
The screenshot displays a web-based form for data entry. On the left is a sidebar with a list of sections: Consultation Request, Patient Information, Episode Description, Rare Disease Diagnosis, Comorbidities (checked), Phenotype/Genetic Features and Biobanks, Family History (checked), Health Behaviours, 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 content area is divided into several sections:

- COMORBIDITIES:** Features a search bar for coding systems (ICD-10, ICCC-3, Orphanet, Other) and an "Add comorbidity" button.
- FAMILY HISTORY:** Contains radio button questions: "Consanguineous Parents?", "Healthy carriers in the family?", "Other cases in the family?", and "Other information?".
- PEDIGREE:** Includes a legend for "affected" (black square) and "carrier" (white square with black circle) and a grid for drawing the pedigree.

At the bottom, a message states "Form contains error or omissions" and a "Save" button is visible.

Resumo geral do painel

Depois de abrir um painel (criar ou ser convidado), verá este ecrã



The screenshot displays the CPMS interface for a patient panel. At the top, the patient ID is ERN-PT04-ReCONNET-002, with details for Leto, Pino (DOB: 15/May/1970, M, Enrolled: 20/Apr/2021). The panel is currently in progress. The interface is divided into several sections:

- 1:** Panel status and general information, including the Centre Lead (Alessio Lunardelli) and the ERN Thematic Area (Dermatomyositis).
- 2:** A navigation menu with tabs for Consultation Form, Attachments, Panel Members, Meetings, and Contributions & Outcome.
- 3:** The Consultation Form, which includes a consultation request with fields for nickname, repeat status, description, reason, healthcare provider, specialist, ERN, panel lead, and primary thematic area.
- 4:** The Timeline section, showing a document created on 03/May/2021.

Help & Support: If you have any queries, ideas, suggestions, or need help with an issue please contact ERN-CPMS via email at Sarah.ERN-CPMS-itsupport@ec.europa.eu.

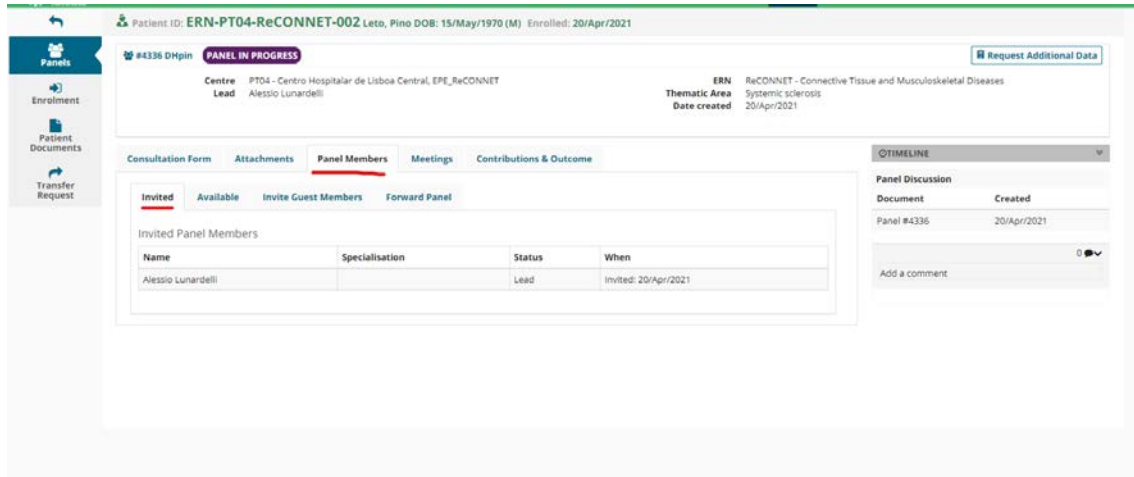
Co-financed by the European Union
Connecting Europe Facility

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Version: ern_config@rel-2103.05
Browser Information
CPMS Release Notes

1. Informações gerais sobre o painel
2. Menu de navegação para navegar nas diferentes secções do painel
3. Área de conteúdo onde uma secção é exibida de acordo com a sua navegação (via menu de navegação ')
4. "Timeline" do painel onde pode ver todos os convites, comentários dos participantes e o estado do painel.

Painel - Como convidar membros

Na secção de membros do painel, pode ver e convidar membros para participarem num painel.



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

Invited Panel Members

Name	Specialisation	Status	When
Alessio Lunardelli		Lead	invited: 20/Apr/2021

OTIMELINE

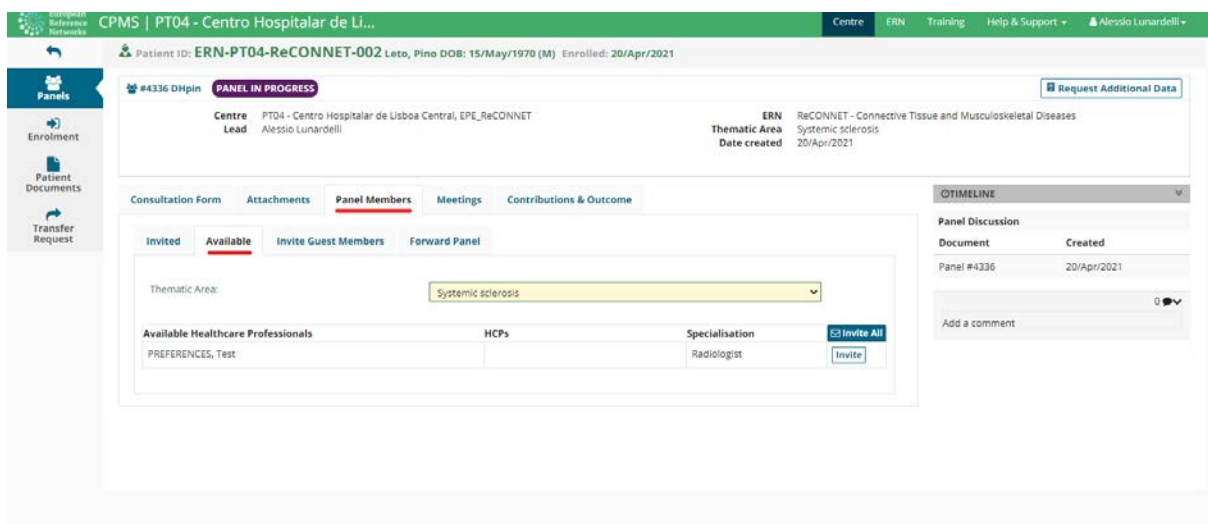
Panel Discussion

Document	Created
Panel #4336	20/Apr/2021

Add a comment

A secção de membros do painel consiste em 4 subsecções diferentes:

1. Convidado - exibe todos os membros convidados para um painel.
2. Disponível - Veja todos os membros disponíveis para convidar do 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 **Invite All**

PREFERENCES, Test	HCPs	Specialisation	Invite
		Radiologist	Invite

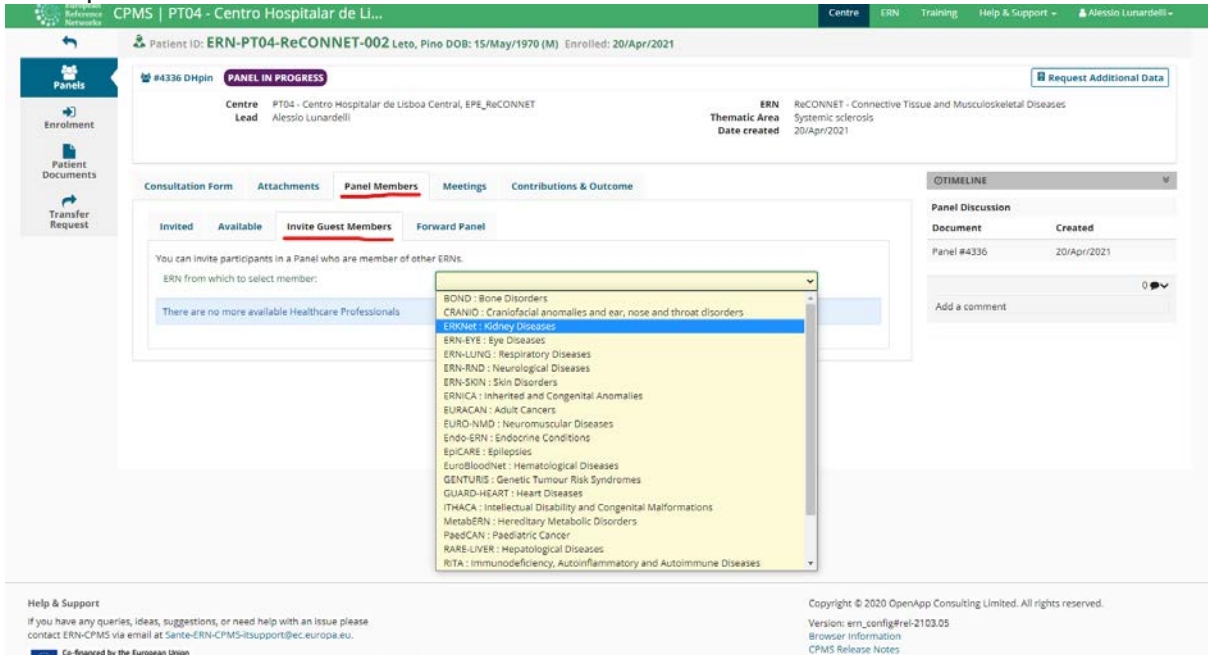
OTIMELINE

Panel Discussion

Document	Created
Panel #4336	20/Apr/2021

Add a comment

3. Adicionar membros convidados: convide membros de uma ERN diferente para participar no painel. Seleccionando primeiro o ERN, em seguida os membros e depois convidar como convidado.



The screenshot displays the CPMS interface for a patient with ID ERN-PT04-ReCONNET-002. The patient is enrolled in a panel (PT04 - Centro Hospitalar de Lisboa Central, EPE_ReCONNET) led by Alessio Lunardelli. The interface shows the 'Panel Members' tab, with a sub-tab for 'Invite Guest Members'. A dropdown menu is open, listing various ERNs for selection, including ERN-EYE, ERN-LUNG, ERN-RND, ERN-SKIN, ERN-CA, EURACAN, EURO-NMD, ENDO-ERN, EpiCARE, EuroBloodNet, GENTURIS, GUARD-HEART, ITAKKA, MetabERN, PaedCAN, RARE-LIVER, and RITA. The 'OTIMELINE' section on the right shows a 'Panel Discussion' document created on 20/Apr/2021.

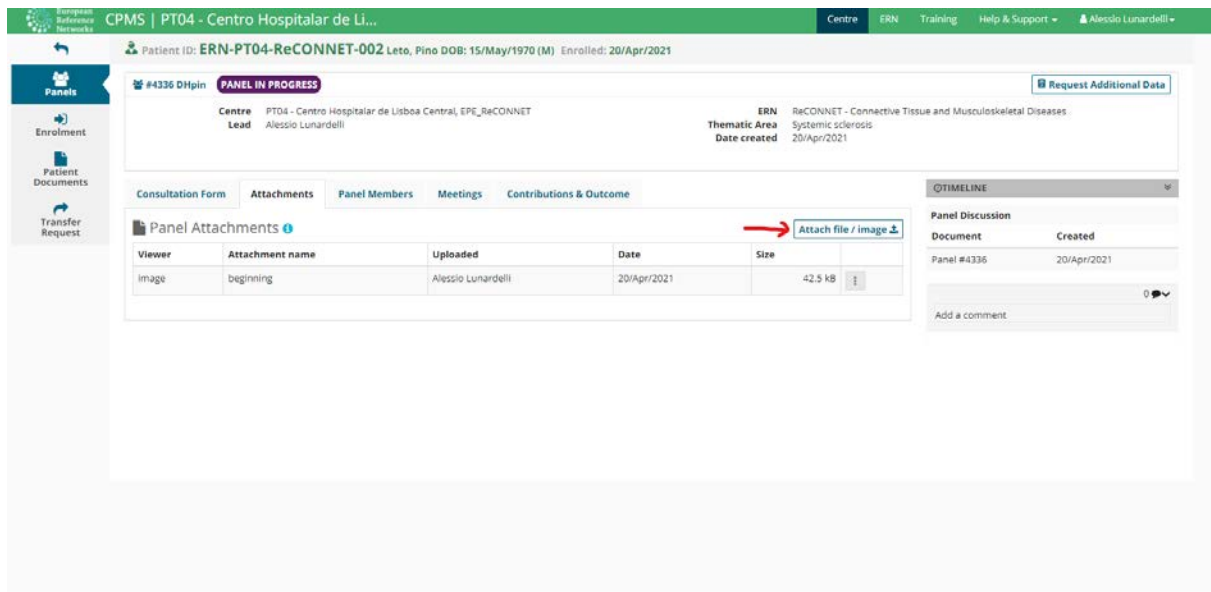
4. Painel de encaminhamento: O CPMS permite encaminhar um painel para um ERN diferente.

Se for esse o caso, encorajamos a entrar em contacto primeiro com o helpdesk por e-mail helpdesk.reconnet@ao-pisa.toscana.it ou directamente pelo ERN ReCONNET em ern.reconnet@ao-pisa.toscana.it.

Como criar um painel - anexos

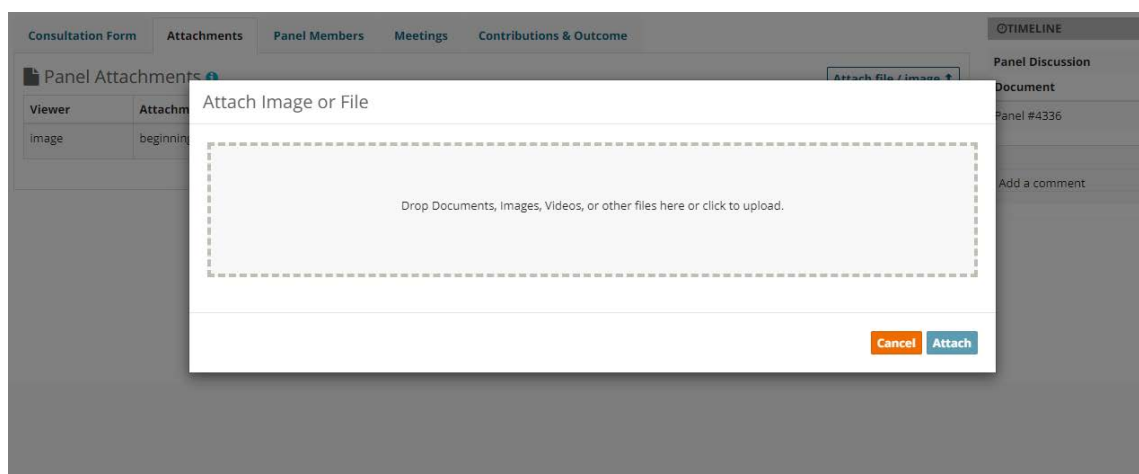
Na secção de anexos pode ver todos os arquivos enviados para um painel e clicando no botão “attach file / image” pode enviar um novo arquivo para um painel.

Uma vez que a janela modal abre, pode arrastar e soltar arquivos da pasta do seu computador directamente para esta janela, para carregá-los na lista de anexos do painel.



The screenshot shows a patient dashboard for CPMS | PT04 - Centro Hospitalar de Li... with patient ID ERN-PT04-ReCONNET-002. The 'Panel Attachments' section is active, displaying a table with one attachment: 'beginning' (image, 42.5 KB, uploaded 20/Apr/2021). A red arrow points to the 'Attach file / image' button.

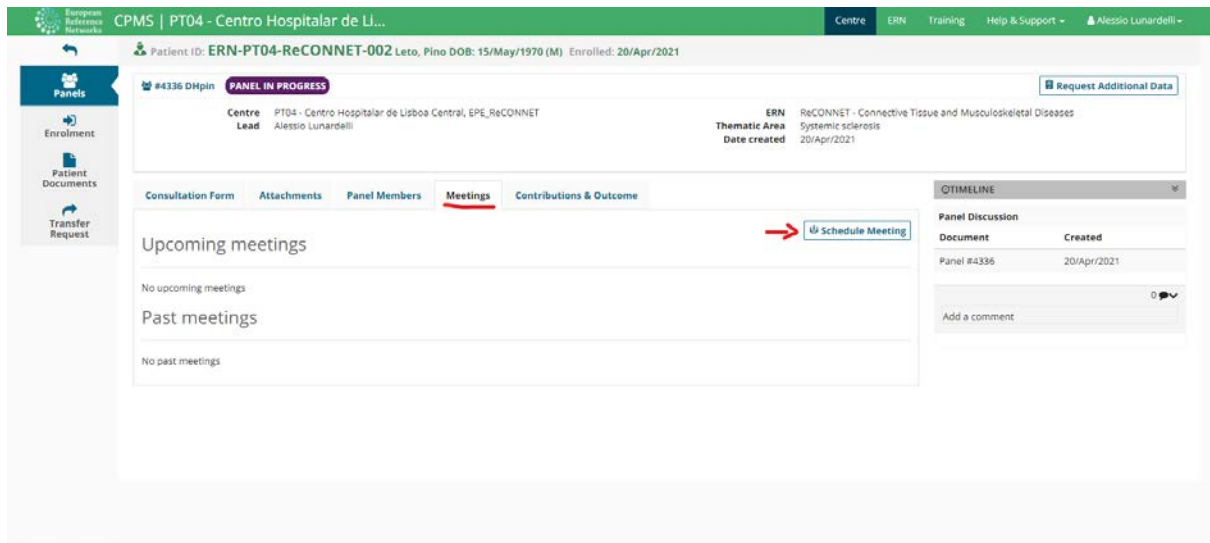
Viewer	Attachment name	Uploaded	Date	Size
image	beginning	Alessio Lunardelli	20/Apr/2021	42.5 KB



The screenshot shows the 'Attach Image or File' modal window. It contains a dashed box for dropping files and the text: "Drop Documents, Images, Videos, or other files here or click to upload." The modal has 'Cancel' and 'Attach' buttons.

Como configurar reuniões

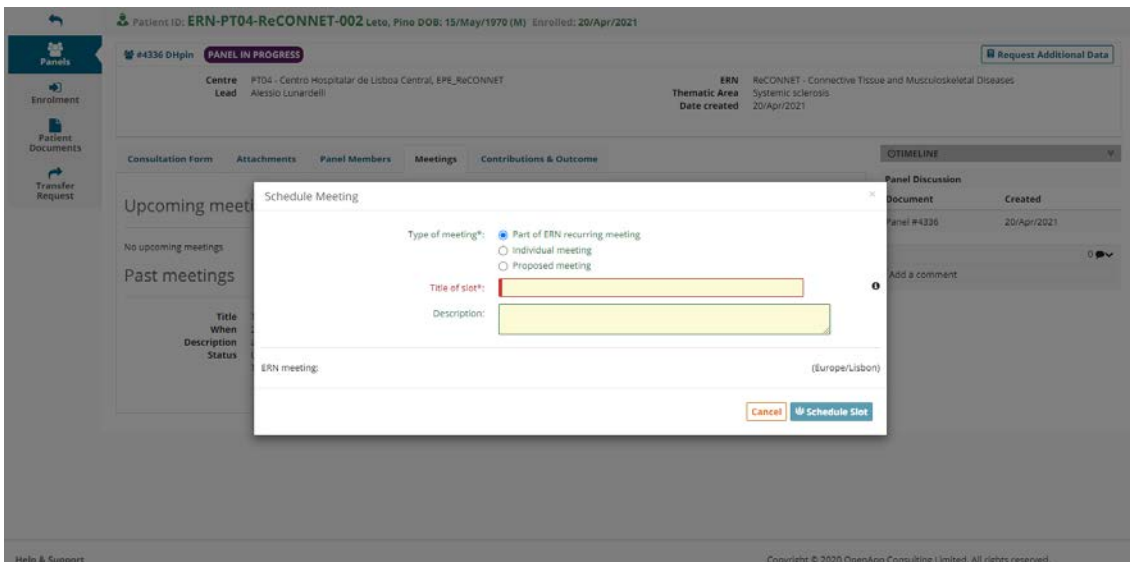
O CPMS permite-lhe organizar reuniões para discutir o seu caso clínico através da ferramenta de conferência-web no CPMS.



The screenshot shows the CPMS interface for a patient panel. The top navigation bar includes 'Centre', 'ERN', 'Training', and 'Help & Support'. The patient information is: Patient ID: ERN-PT04-ReCONNET-002, Leto, Pino, DOB: 15/May/1970 (M), Enrolled: 20/Apr/2021. The panel is currently 'PANEL IN PROGRESS'. The 'Meetings' tab is selected, showing 'Upcoming meetings' and 'Past meetings' sections, both currently empty. A 'Schedule Meeting' button is visible with a red arrow pointing to it. The right sidebar shows a 'Panel Discussion' table with one entry: Panel #4336, Created 20/Apr/2021.

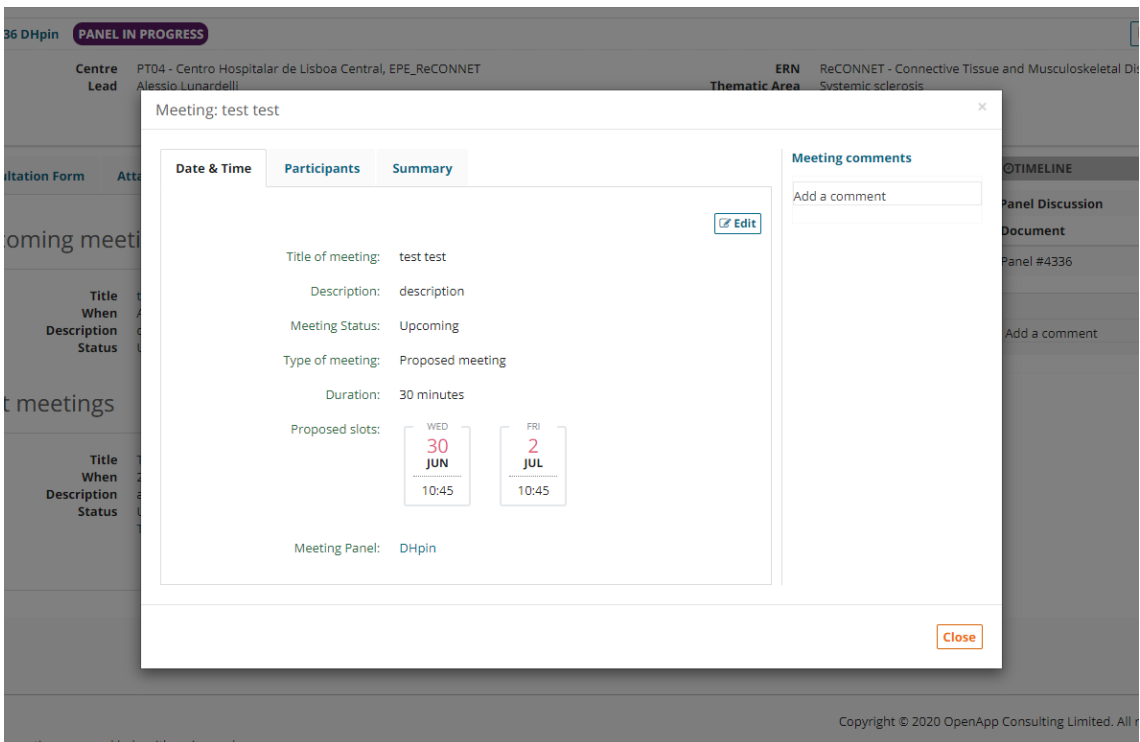
Na secção de reuniões (“Meetings”) pode ver todas as reuniões agendadas e agendar uma nova reunião. Pode agendar 3 tipos diferentes de reuniões:

1. Reunião recorrente ERN: Agendar uma reunião recorrente com os membros convidados.
2. Reunião individual para um intervalo de tempo específico com membros convidados.
3. Proposta de reunião: proponha diferentes horários disponíveis para a reunião, assim os membros convidados podem escolher o melhor horário disponível.



ERN meeting: (Europe/Lisbon)

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Meeting: test test

Date & Time | **Participants** | **Summary** | **Meeting comments**

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

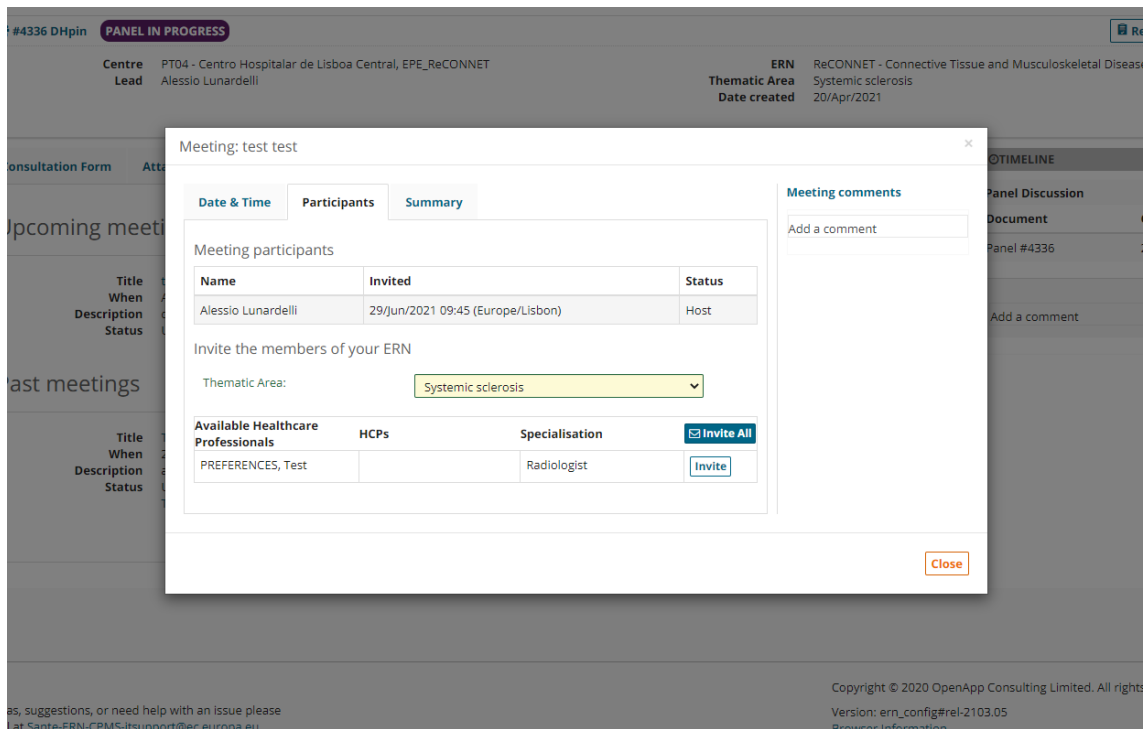
Meeting Panel: DHpin

Meeting comments: Add a comment

Close

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Uma vez criada a reunião, já pode convidar os membros a partir da secção de Participantes (“Participants”) e deixar comentários para a reunião.



#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

Meeting: test test

Date & Time Participants Summary Meeting comments

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	Invite All
PREFERENCES, Test		Radiologist	Invite

Close

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Version: ern_config#rel-2103.05
Browser Information

Pode também utilizar a secção de sumário (“Summary”) para escrever um resumo para a reunião.

Contribuições e Resultados

Nas contribuições e nos resultados, pode escrever a sua contribuição para o painel juntamente com os arquivos anexados da sua contribuição.

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: 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

Member	Status
reconnet coordinator	Contributed: 07/May/2021
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

Assim que os membros do painel cheguem a uma conclusão, o responsável do painel pode escrever um resultado geral para o painel, editando a secção de resultados. Isso vai deixar um resumo do painel fechado para futura consulta.