



CPMS at a glance (for the Panel Lead)



Co-financed by the Connecting Europe Facility of the European Union

1

1. Login into CPMS (Email + password+ sms)

<https://cpms.ern-net.eu/login/>

2. Enroll a patient, use only the sections that best describe the patient



<input checked="" type="checkbox"/>	Consultation Request	<input checked="" type="checkbox"/>	Allergies and Other Adverse Reactions
<input checked="" type="checkbox"/>	Patient Information	<input checked="" type="checkbox"/>	History of Past Illness and Disorders
<input type="checkbox"/>	Episode Description	<input type="checkbox"/>	Special Treatment Intervention
<input type="checkbox"/>	Rare Disease Diagnosis	<input type="checkbox"/>	Surgical Procedures
<input type="checkbox"/>	Comorbidities	<input type="checkbox"/>	Transplantation History
<input type="checkbox"/>	Phenotype/Genetic Features and Biobanks	<input type="checkbox"/>	Medication Summary
<input type="checkbox"/>	Family History	<input type="checkbox"/>	Others
<input type="checkbox"/>	Health Behaviours	<input type="checkbox"/>	Medical Documents

3. Invite *all experts* that appear in the system for your 'Disease group' to the panel and accept the invitation on their behalf. Otherwise their status will be automatically set to 'Refused' when you proceed to the next step 'Data completion'.

Available **Invited**

Invited Panel Members

Name	Role	Status
rndhpuser5 testuser		Lead
rnd database	surgeon	Invited ▾
rndhpuser4 testuser	surgeon	Accept Refuse Set As Lead
rnd coordinator	surgeon	
rndhpuser1 testuser	surgeon	Invited ▾
rndhpuser3 testuser	Radiologist	Invited ▾
rndhpuser2 testuser	Surgeon	Invited ▾

4. The CPMS coordinator will schedule a meeting and invite the experts to the meeting.

5. If you need a particular expert *from another ERN, or even a non-ERN centre* to be part of your panel → inform the CPMS helpdesk (sanja.hermanns@med.uni-tuebingen.de; balicza.peter@med.semmelweis-univ.hu)

6. Assessment: attend the meeting, write a meeting summary and a case outcome, based on the recorded contributions (written or spoken) of the other panel members. After the meeting, set the status of the meeting to 'finished'.

7. Sign-off the outcome (the other panel members can view it and save it for own records); no personal data of the patient is visible