

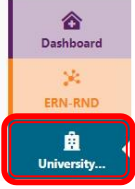


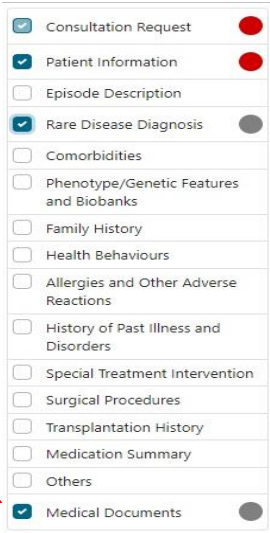
# CPMS – Quick Start (for Panel Lead)



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## 1

1. **Log in** into CPMS (Email-Password-SMS/Mobile App): <https://cpms.ern-net.eu/login/>
2. You can jump into your existing **Panels** from the Global Dashboard by **clicking on the Panel ID.**
3. To **Enrol Patient** go to „Centre“  [Remember: Consent for care is mandatory]
4. Select the most **relevant sections to describe the case** **OR** upload a ppt with all relevant details (ERN-RND template available)
5. To add **attachments** tick the box „**Medical Documents**“
6. **Invite panel members to the panel** **OR** ask CPMS helpdesk via email to choose suitable experts for you 
7. If you want to **discuss the case at a Jour Fix** or need a **particular expert from another ERN**, or a non-ERN centre to be part of your panel, **inform the CPMS Helpdesk**



- 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

### ToDos for the Panel:

- ✓ attend the **meeting** write the case **outcome**, based on the recorded contributions (written or spoken) of the other panel members.
- ✓ **Sign-off** the panel (the other panel members can view and save it for own records).
- ✓ **Close** the panel. You can easily re-open it for a follow up.

**Need help? Drop us an email: [cpms-helpdesk\\_ern-rnd@med.uni-tuebingen.de](mailto:cpms-helpdesk_ern-rnd@med.uni-tuebingen.de)**