ENROL A PATIENT:

How to enrol a new patient in CPMS:

After the login, you will see the CPMS home page, where you can find the training videos and documentation attached. In the left panel, you will find different sections:

- **Centre:** where you will find information regarding the patients enrolled from your hospital: Enrol a Patient, Patient List and Panels.
- **ERNs:** with the ERNs you belong to. Here you will find your contributing panels, invitations, task list, meetings...
- **Map:** with Health Care Providers that belong to each ERN.

- To enrol a new patient, you have to enter the **Centre** section by clicking on the left panel or in the top tab. You will find on the top the code and name of your centre, and the user information.

- In this the left column we can find different options:
  - **Dashboard,** where there is a summary of the patients enrolled and the recent activity.
  - **Enrol a patient,** from which you can enter a new patient in the platform.
  - **Patient list,** where you can found all the patients enrolled from your centre.
  - **Panels,** where you can find all the panels of the patients enrolled.
• If you want to enrol a new patient, click the blue button “Enrol a patient” or click the left tab “Enrol a patient”. The page to enrol the patient will be open.

• Here you will have to enter personal information of the patient and the consent. The fields marked with the red asterisk are required to enrol the patient. In this step is very important to fill the consent fields. These fields can be changed at any moment if the patient’s opinion changes.
On the top right there is a link to download the Model Consent Form in all languages. The Model Consent can be also found in the main menu of CPMS “CPMS user manual and documentation”.

When you are finished, please click the blue button on the lowest part of the page “Enrol patient”.

A confirmation step will appear before enrolling the patient, read it carefully and click “I confirm” to finish the process.
• The patient is now enrolled in the system, it can be visualized from all the members of your centre in the patient list. In the top part you will find the name of the patient enrolled, the date of birth and the date of enrolment. If the patient is enrolled for the first time it will have no open panels. To get back to the Patient List click the arrow on the left part of the screen.

• Inside Patients List you will find the list of patients that have been enrolled from your centre, the new patient, already enrolled, should appear in the list with the name, the CPMS code, the date of enrolment, the gender and the date of birth.

• By clicking the patient’s name in the list, you will see the panels opened for that patient if any.
CHANGE PATIENT CONSENT:

If the patient wants to change the consent it can be done easily from CPMS. The consent of a patient can only be changed by a CPMS user from the same centre of enrolment.

- Access the patient list of the centre by clicking Centre → Patient List.

- Select the patient you want to change the consent.

- Once you access to the patient file you will find the panels opened for that patient, on the left there is a tab called “Enrolment”, there you will find the enrolment information of the patient, you will be able to change the consents of the patients.

- After making the changes click button “Save Patient”.

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WIPE PATIENT’S DATA

If the patient withdraw the consent of care you will have to abort the opened panels and wipe the patient’s data.

- Follow the previous steps until you get to the patient enrolment page. Click in the down part of the page the red button “Wipe this patient’s data”

- A confirmation window will appear, read it carefully and indicate the reason for clearing down the data. Finally, click “Wipe Record”.

If a patient withdraws consent for sharing their information with the ERN, you must remove their data from the system. Please note that this is a full wipe of the patient’s data. The data cannot be re-constituted. If you want to work with this patient again, you will have to re-enter the data.