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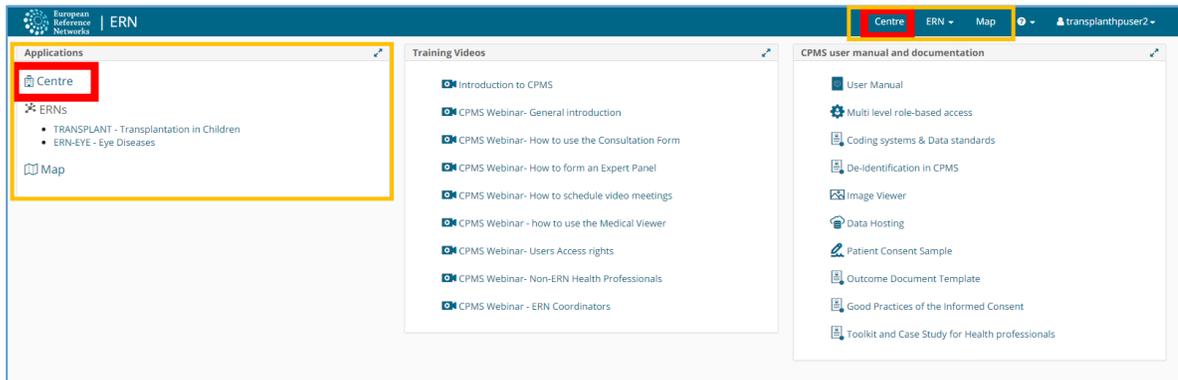
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ENROL A PATIENT:

How to enrol a new patient in CPMS:

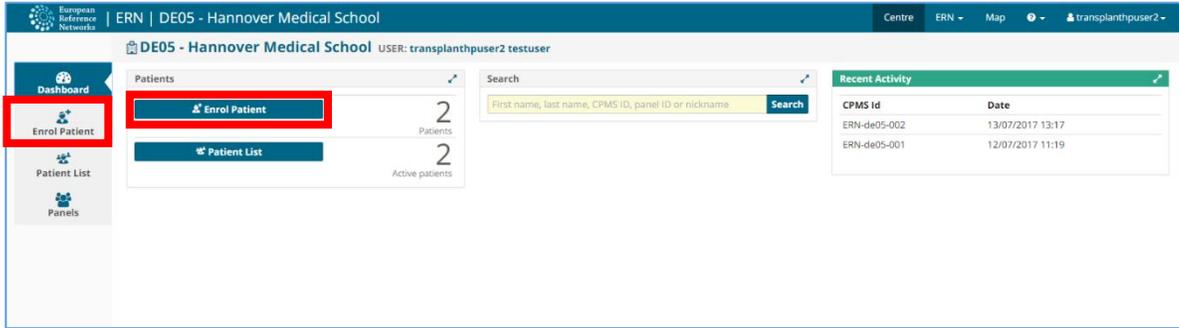
After the login, you will see the CPMS home page, where you can find the training videos and documentation attached. In the left panel, you will find different sections:

- 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.

Enrol Patient

Patient Id: ERN-de05-005

* Date enrolled:

Pre-qualification check

* Have you sought advice on this patient at a national healthcare provider organisation? Yes No

Consents

Consent Requested	Consent Given	Date	
Consent for care	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/>	<input type="text" value="dd/Mmm/yyyy"/>	
Consent for ERN databases/Registries	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/>	<input type="text" value="dd/Mmm/yyyy"/>	<input type="text" value="Please specify"/>
Consent contact for research	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/>	<input type="text" value="dd/Mmm/yyyy"/>	<input type="text" value="Please specify"/>

Identifying data

* First name

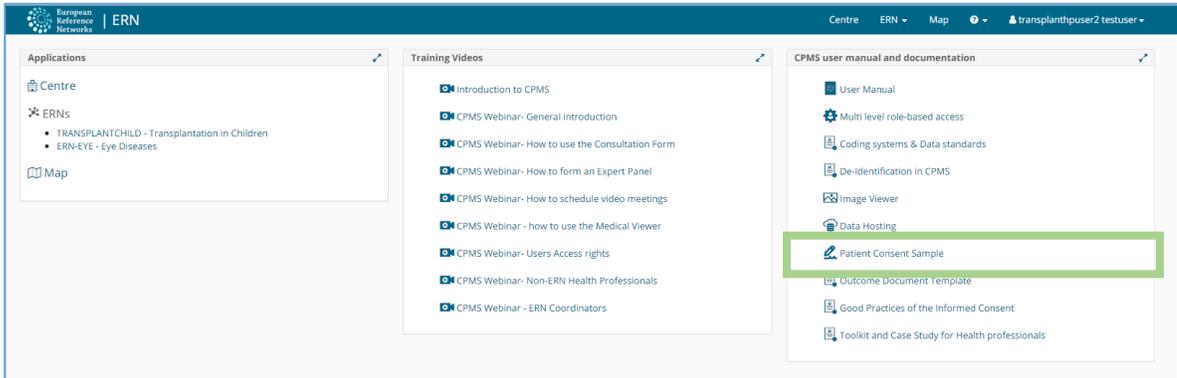
* Last name

* Gender:

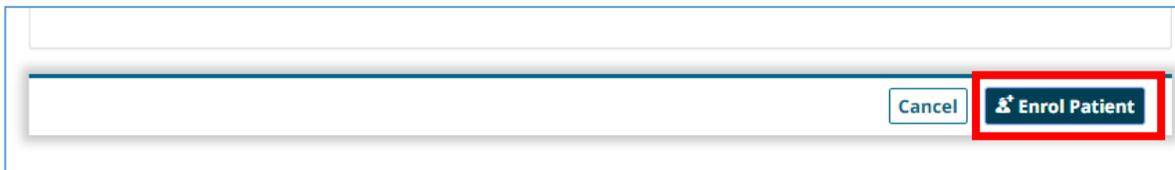
* Date of birth:

* Record Label

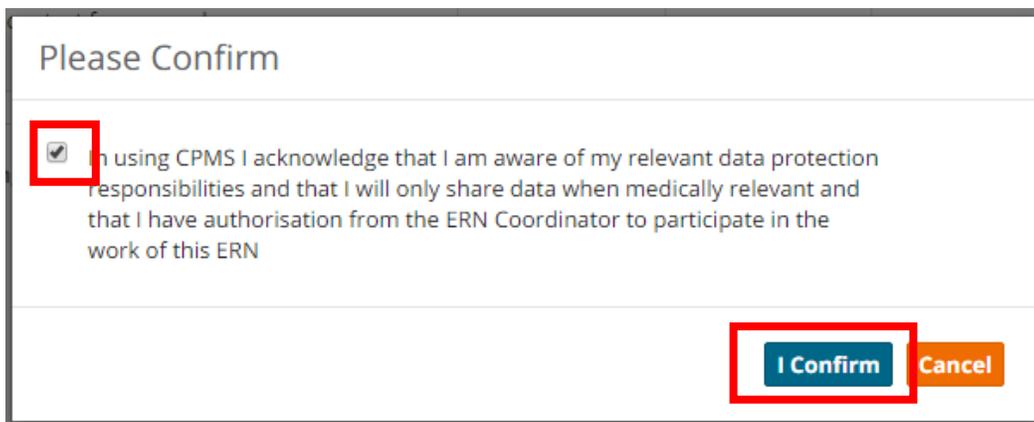
- On the top right there is a link to download the Model Consent Form in all languages. The Model Consent can be also found in the main menu of CPMS “CPMS user manual and documentation”.



- 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.

Last Name	First Name	Record Label	CPMS Id	Enroled	Gender	Date Of Birth
user	test	user, test DOB: 12/05/1995 (fe...	ERN-de05-001	10/Jul/2017	F	12/May/1995
User	Test	User, Test DOB: 06/02/1997 (f...	ERN-de05-002	12/Jul/2017	F	06/Feb/1997
Yobino	Felipe	Yobino, Felipe DOB: 20/09/20...	ERN-de05-003	08/May/2018	M	20/Sep/2012
demo	transplant	demo, transplant DOB: 29/06/...	ERN-de05-004	29/Jun/2018	F	29/Jun/2005
Test	Blue	Test, Blue DOB: 06/05/2016 (F)	ERN-de05-005	29/Jun/2018	F	06/May/2016

- By clicking the patient's name in the list, you will see the panels opened for that patient if any.

Panel ID	Nickname	Started	Lead	ERN	Thematic Area	Stage
#614	Snow White	29/06/2018	trans 1	TRANSPLANTCHILD - Transplantation in Children	Post-transplantation	Archived
#615	Snow White	29/06/2018	trans 2	TRANSPLANTCHILD - Transplantation in Children	Post-transplantation	Panel Selection
#616	Snow White	29/06/2018	trans 1	TRANSPLANTCHILD - Transplantation in Children	Post-transplantation	Data Completion
#635	Snow White	10/07/2018	transplantuser2 testuser	TRANSPLANTCHILD - Transplantation in Children	Post-transplantation	Aborted

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 changes by a CPMS user from the same centre of enrolment.

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

The screenshot shows the CPMS dashboard for DE05 - Hannover Medical School. The 'Patient List' button in the left sidebar is highlighted with a red box. The main area shows a search bar and a 'Recent Activity' table.

- Select the patient you want to change the consent.

The screenshot shows the 'Patient List' table. The first row is highlighted with a red box. The table has the following columns: Last Name, First Name, Record Label, CPMS id, Enrolled, Gender, and Date Of Birth.

Last Name	First Name	Record Label	CPMS id	Enrolled	Gender	Date Of Birth
user	test	user, test DOB: 12/05/1995 (fe...	ERN-de05-001	10/jul/2017	F	12/May/1995
User	Test	User, Test DOB: 06/02/1997 (f...	ERN-de05-002	12/jul/2017	F	06/Febr/1997
Yobino	Felipe	Yobino, Felipe DOB: 20/09/20...	ERN-de05-003	08/May/2018	M	20/Sep/2012
Test	Blue	Test, Blue DOB: 06/05/2016 (F)	ERN-de05-005	29/jun/2018	F	06/May/2016

- 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.

The screenshot shows the patient file page for Patient ID: ERN-de05-003 Yobino, Felipe DOB: 20/09/2012 (M) Enrolled: 08/May/2018. The 'Enrolment' tab in the left sidebar is highlighted with a red box. The main area shows a 'Panels' section with a message: 'No Panels have been created for this patient yet.' and an 'Open New Panel' button.

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

The screenshot shows the consent form. It has three rows for different types of consent. The 'Save Patient' button at the bottom right is highlighted with a red box.

Consent Requested	Consent Given	Date
Consent for care	<input checked="" type="radio"/> Yes <input type="radio"/> No X	27/jun/2018
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	

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"

ERN

CPMS id	Enrolled	Data collection starts
ERN-de05-005	29/jun/2018	29/jun/2018

Wipe Patient's Data

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.

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

Wipe Patient's Data

Please confirm that you understand that it is your responsibility to notify the patient that their data has been cleared down.

Has a request from the Patient to delete file been received: Yes No