



European  
Reference  
Network



## USER GUIDE

**Enrolling a Patient and Arranging a Meeting within CPMS**

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EUROPEAN REFERENCE NETWORKS  
FOR RARE, LOW PREVALENCE AND COMPLEX DISEASES

**Share. Care. Cure.**



## INTRODUCTION

Case discussions are an integral role of European Reference Networks (ERN) and are in line with the European Commission's directive.

The Clinical Patient Management System (CPMS) is utilised to perform these case discussions. This is an online secure, encrypted platform to gather the information of these cases and allow for free-flowing discussion amongst the experts within the ERN. The use of this platform by the ERN is used by the EU as a key performance indicator and therefore it is imperative that this platform is appropriately used by all members.

EpiCARE uses CPMS for discussions and these must be submitted to the platform by ERN members. If the referring physician is not a member of the ERN then they must liaise with a member in order for their case to be discussed.

## GUIDELINES

Please follow the below steps and/or watch the video on the website at:

<https://epi-care.eu/case-discussions-epicare/>

### How to enrol a patient on CPMS

- Sign into CPMS <https://cpms.ern-net.eu/login/> (if this is the first time you will have to create an account please contact Nicola for the guidelines)
- Select Centre on the left of the dashboard
- Select enrol patient
- Complete information
  - Date enrolled (date entered into CPMS)
  - Complete consent details (mandatory to have "consent for care" to discuss the patient)
  - Identifying data (this data is not shared with panel members or anyone outside of your HCP)
- Select Enrol Patient
- Confirm that you will follow relevant data protection regulations
- Select "save"
- Complete consultation request and "save"

NB. Consent the patient to be discussed by EpiCARE (consent forms available in all EU languages) – **This is mandatory and must be consented to a minimum of consent for care.** The consent form does not need to be uploaded to the CPMS platform or shared with Nicola but should be stored as per each individual hospital guidelines.

### Consultation Request

- Create a nickname that does not identify the patient in any way
- Complete relevant details
- Point of care specialist is the name of the clinician caring for the patient
- Select a primary thematic area (mandatory), a secondary theme is optional
- Select Save
- Once saved select close

### **Add attachments and further data**

- Select Edit above the consultation request
- Select medical documents from the list on the left
- Select attach file
- Tick check box to confirm that you will not upload identifiable information
- Drag and drop relevant documents, including presentation
- Select attach
- Select save
- Select close

Use any of the forms on the left (in the list with medical documents) to place further data as required and save and close once completed.

### **Select panel members**

- Click panel member's tab
- Select available tab
- In expert group select Case Discussion List
- Select invite expert group

### **Creating a Meeting**

- Click meeting tab
- Click Schedule meeting
- Ensure the type of meeting selected is Part of ERN recurring meeting
- In title of slot enter your Hospital name
- In description enter **very brief** summary of case
- Select the ERN Meeting from those available
- Select the date and time required
- Select schedule slot
- On next screen select participants
- Select the case discussion expert panel once again and invite expert group
- Select close

The upcoming meeting will then be present in the panel and you can start the meeting from this page (you will see a timer counting down to date and time), and you can also test your video.

Please be aware as the host, only you can add members and change the date and time.

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