Different Roles on CPMS

When requesting access through SAAS you will need to select your access profile. There are a number of different profiles available which are detailed below:

HEALTH PROFESSIONAL (HP)

This is the standard access profile for doctors, nurses and professionals regulated in healthcare activities. The HP role means you have access to enroll patients and see all patients enrolled within your Healthcare provider. You will need to request HP access if you wish to access the coordinator or dispatcher roles.

COORDINATOR

This role is designed for the ERN Coordinator, however it may be the case that more than one member of an ERN may be required to become a Coordinator. The coordinator engages in activities such as forwarding panels and handling access requests. A Coordinator also has access to Key Performance Indicators (KPIs).

DISPATCHER

This role delegates one task of a Coordinator, in particular the handling of requests for assistance from other ERN Members to the ERN Coordinator. A Dispatcher is able to handle these requests on behalf of the Coordinator so a clinical background is preferred; other than having the authority to delegate tasks this role is almost identical to the HP role. Dispatchers do not have access to KPIs.

RESEARCHER

A Researcher doesn't take part in panels and for this role it isn't crucial to be a healthcare professional. The researcher role allows access to anonymised data in order to create reports and analyse data.

Referring Patients on CPMS

Once you are logged onto the CPMS system you will need to select your thematic areas: You can do so by selecting "**ERN**" and then "**Preferences**" which will present you with a list of areas. Once you have selected your thematic areas then click on "**Centre**" which will redirect you to your HCP's specific page. If you wish to enrol a new patient then lick "**Enrol Patient**" alternatively if you wish to view existing cases for your HCP then select "**Patient List**". By selecting "**Enrol Patient**" this will take you to an online form which asks generic questions. You will also be required to complete the level of consent that the patient has provided: Consent for Care is the minimum level of consent required. However, a patient may also give consent for ERN databases/registries where their data will be stored by the ERN. A patient may also consent to contact for research which means they are happy to be contacted about future research projects (i.e. clinical trials). Once you have done this select "**Enrol Patient**" you will come back to your dashboard; the patient can now be viewed on the **Patient List** and also by searching for the patient. From here you will be able to open a new panel for the patient and opt for a nickname for the patient to make it easier to find their record. You will be required to select a description of the panel and the reason for the creation of the panel, furthermore you will also need to select the ERN most closely linked with the case and the thematic area. Once you have done so you can select the panel lead (which can be modified at a later date).

CPMS: CLINICAL PATIENT MANAGEMENT SYSTEM

A guide explaining what CPMS is, how to access CPMS and how to refer patients

European Reference Network
for rare or low prevalence complex diseases

Network
Neuromuscular Diseases (ERN EURO-NMD)

Share. Care. Cure.

What is CPMS?

The CPMS (Clinical Patient Management System) is a web-based clinical software application which allows healthcare providers to submit patient cases when they require further assistance with diagnosis, care or treatment. Health care providers are able to upload patient data and assign relevant ERN members to specific cases.

The CPMS will provide improvements in patient care, diagnosis and treatment since Healthcare providers will have access to a platform which enables them to communicate with highly specialised HCP representatives of each ERN.

Who can access CPMS?

There is an eligibility criteria which must be met in order for a healthcare professional to access the system as a regular user:

⇒ The healthcare professional must work for an EU Healthcare Provider (this HCP must be Member of an ERN)

⇒ The healthcare professional must obey to the regulations regarding sensitive patient data.

Nevertheless, if you work for a Healthcare Provider which is not part of an ERN then you may still access the system as a Guest User. Generally, guest user accounts are closed within 90 days. However, can be extended under certain circumstances. To request Guest Access you need to do so through SAAS-guidance can be viewed under "**Accessing SAAS**".

Employees who aren't clinicians can still be granted access to CPMS so long as they:

⇒ Are employed in an ERN HCP

⇒ Have signed a confidentiality statement

⇒ Are considered healthcare professionals

You will not be eligible to access CPMS if you aren't a healthcare professional or if you are a Health professional working for a non-EU healthcare provider. Furthermore, patients' representatives are not able to be members unless they are invited as a guest.

Accessing CPMS

SYSTEM ACCESSES YOU WILL REQUIRE:

You will require access to the following systems in order to gain access to CPMS:

⇒ EU Login

⇒ SAAS

⇒ European Collaborative Platform

CREATING AN EU LOGIN

First of all, you will need to create an EU login. If you don't already have access to an EU login you can create an account online via https://webgate.ec.europa.eu. You will then need to enter basic personal information such as your name and email address.

ACCESSING SAAS

Next, you will be required to request access to CPMS through the SAAS (Software as a Service) system. You can do so by going onto the CPMS home screen at https://cpms.ern-net.eu/login/. You will then need to log in using your EU login which you have set up. Then select "**Request access**" and you will be brought to a new page which features a drop down box. Select "**CPMS**" and then "**select an organisation**" and choose the ERN you wish to be part of then click the �??Open button beside it. Select your organization's country and then the ⊏Open button again. Once you have done that, choose your **Healthcare Provider** or **Guest Access** and this will bring you to the access profile page (more details regarding access profiles is available in this leaflet). Once you have selected your **access profile(s)** you can opt to add a comment if needed and submit the request. An administrator will then need to approve your request.

THE COLLABORATIVE PLATFORM

Before you gain access to CPMS you must ensure you have also registered to be part of the Collaborative Platform on https://webgate.ec.europa.eu/ern/ You must request access to your relevant ERN and also set your Healthcare Provider or else you

will not be able to access CPMS as the system will not be able to match your profile.

LOGGING INTO CPMS

You can log into CPMS through the main homepage: **https://cpms.ern-net.eu/login/**. Select "Login via EU Login". Once entering your log in details you will come to a screen similar to this. Which features a drop down box to give you the option of how you would like to authenticate yourself:
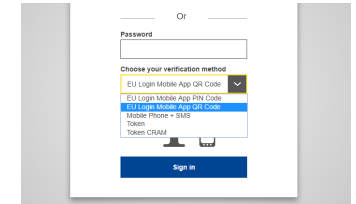
- **EU Login Mobile App PIN Code**

First of all, you will need to access your EU Login account so that you can add a mobile device. Once logged in select "My Account" and then "Manage my Mobile Numbers". Add your mobile phone number and you will then receive an SMS message which contains an authentication code (This can take several minutes to arrive). Enter this code into the "challenge code" box and then click sign in.

- **EU Login Mobile App QR Code**

You will need to register a device onto your EU login account by selecting "Manage my Mobile Devices" and then "Add a mobile device". Name your device and make a 4-digit pin then once you have submitted this you will be presented with a QR code. Download the EU Login app from your smartphones app store and when you open the app make sure you select to activate the camera. Scan the QR code and enter the pin and this will be successful.

- **Mobile + SMS**

For this option you will need to enter you mobile phone number on the EU log in page. Then all you need to do is enter the PIN code which will be sent to you via SMS text.

Please note: You only need to select **one** of the methods shown above to access the CPMS