

MEDICAL DOCUMENTS IN CPMS

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General Highlights

Medical documents can be uploaded with in the CPMS consultation panels, the system allow a wide variety of data formats.

The list of valid format is shown below, make sure that your medical document is in any of these formats otherwise the system will not allow you to upload them.

PDF	pdf					
Excel	xml	csv	xls	xlsx	xlsm	
PowerPoint	ppt		pptx		pptm	
Word	doc		docx		docm	
Open Doc	odt	ods	odp	odc	odi	
Medical Images	dcm	jpg	jpeg	bmp	tiff	png
Video	avi	flv	wmv	mov	mp4	
Sound	pcm	wav	ogg	flac	mp3	

Table 1. Valid formats for CPMS

The medical documents can be uploaded at the “**Open**” and “**Data Completion**” stage. Notice that no medical documents can be uploaded in the consultation form filled to open the panel. You will have to save the consultation form with the consultation request and the clinical information, once the panel is opened you will be able to edit this consultation form uploading the medical documents.

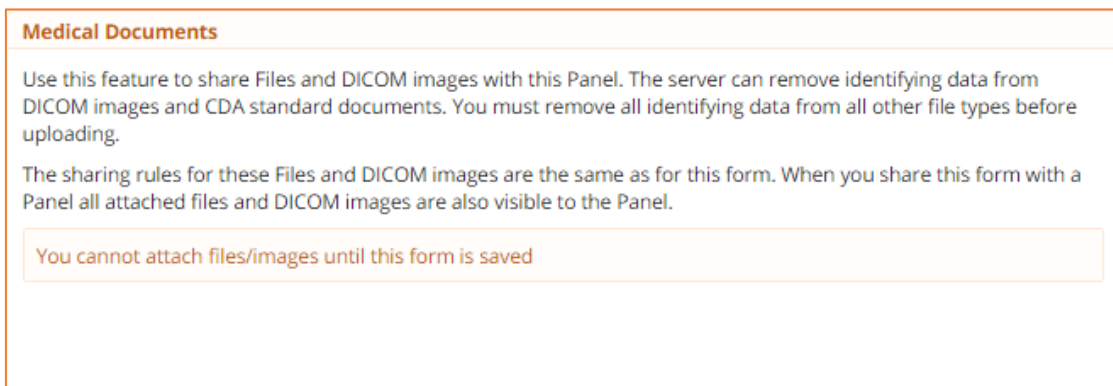


Figure 1. Consultation form to open the panel: Medical documents: Cannot attach files until this form is saved.

Upload Medical Documents in a Consultation Panel

1. In order to upload a medical document (once the panel is open) please click the **Edit** button.

The screenshot shows the CPMS interface for a consultation panel. At the top, the patient ID is ERN-It01-002, name is pann, peterpan, and DOB is 07/02/2007 (M). The panel is titled #766 tinkerbell. A progress bar shows the status: Open (checked), Panel Selection Completion, Data, Assessment Outcome, Sign-off, and Closed. The 'Edit' button is highlighted in red. The consultation form shows the following details:

- Recorded: 09/Oct/2018 10:31 (Europe/Vilnius) by: transplanthpuser4
- Edited: 09/Oct/2018 13:09 (Europe/Vilnius) by: transplanthpuser4
- Centre: LT01 - Vilnius University Hospital
- Lead: transplanthpuser4 testuser
- ERN: TRANSPLANTCHILD - Transplantation in Children
- Thematic Area: Pre-transplantation
- Consultation Request Description Short: indication for transplantation?
- Consultation Request Reason: Treatment

Figure 2. Panel Opened: Edit consultation form to upload medical documents

2. The consultation form will appear with the request description and the patient clinical information. Please select on the left menu select the **Medical Documents** fields.

The screenshot shows the consultation form with the 'Medical Documents' field selected in the left menu. The form contains the following fields:

- Consultation Request: Do not use any nicknames liable to identify the patient, including his/her first name or last name.
- * Nickname: tinkel bell
- Is urgency required for this panel?
- * Is this a repeat of a previous panel for the same patient but a different episode? Yes No Don't know
- * Consultation Request Description Short: Indication for transplantation
- * Consultation Request Reason: Diagnosis Treatment Other
- * Consultation Request Reason Description: brief history
- * Healthcare Provider: LT01 - Vilnius University Hospital
- * Point of care specialist: Dr. Baker

Figure 3. Consultation form: Select the Medical Documents fields

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3. A new section will appear at the end of the consultation form. Then click the button **Attach files**.

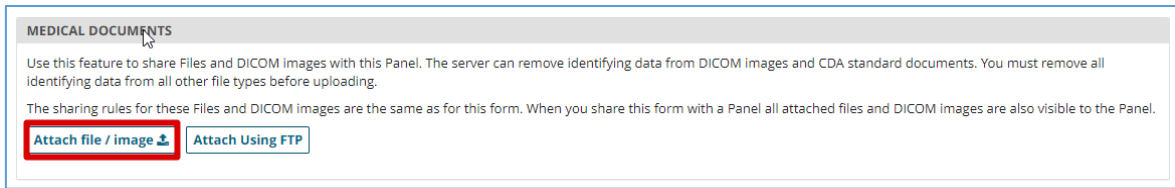


Figure 4. Medical documents fields: Click on Attach Files/Images

4. At this stage a confirmation window will come up to ensure that all the files attached will not contain identifying data of the patient.

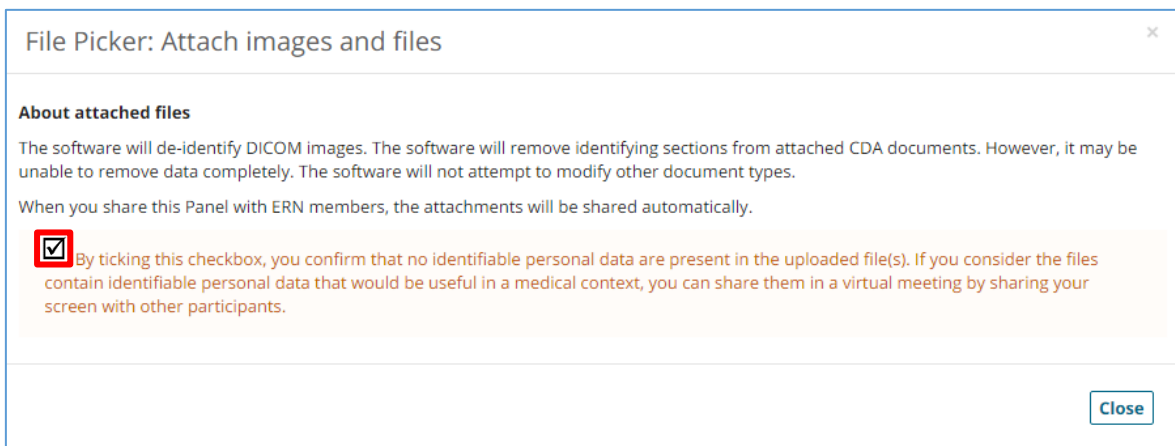


Figure 5. Confirmation message: no identifiable personal data are present in the uploaded files

5. Now you will be able to **drop the files on the window**, all the files will be uploaded in the system. Please wait until they are completed to close the window clicking save. IMPORTANT: notice that there are 2 different upload types available dependant on whether you are uploading a DICOM study or any other field. Please upload each document respectively.

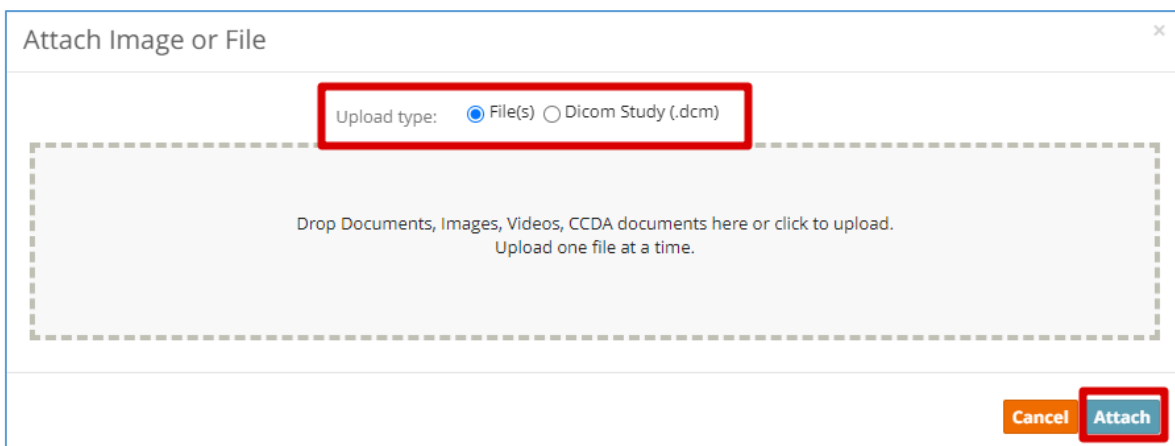


Figure 6. Window to attach files/medical images

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- Once you have uploaded all the documents please save the consultation form by clicking the button "Save". Once everything is saved the consultation form can be closed.
- The documents uploaded in the panel will appear in a specific section at the end of the consultation form.

The screenshot displays a consultation form dashboard. At the top, it shows recording and editing information: "Recorded: 18/Oct/2018 13:09 (Europe/Vilnius) by: transplanthpuser4 testuser" and "Edited: 18/Oct/2018 15:36 (Europe/Vilnius) by: transplanthpuser4 testuser". An "Edit" button is visible. The main content is divided into sections: "Consultation Request" with fields for Nickname (tinkel bell), urgency, repeat status, description (Indication for transplantation), reason (Treatment), and healthcare provider (LT01 - Vilnius University Hospital); "Diagnosis At Transplantation" with Orphanet coding (30391: Biliary atresia); and "Medical Documents" which is highlighted with a red box. This section includes a sharing rule notice and a "DICOM Study" entry: "Modality=OT" and "CT1 abdomen Date: 20061012". A "Timeline" sidebar on the right shows a log of panel creation and a "Patient Documents" table with columns for "Created" and "Last Update", listing a document from 18/Oct/2018.

Figure 7. Medical Documents in the panel dashboard

- The CPMS has an image viewer for DICOM images where the health professional will be able to make measurements and change some view options. Other formats will contain a downloadable link.

This close-up screenshot shows the "Medical Documents" section. It features a sharing rule notice: "The sharing rules for these Files and DICOM images are the same as for this form. When you share this form with a Panel all attached files and DICOM images are also visible to the Panel." Below this, there is an "Attachment" section listing "Testing attachment.docx (other) 11.3 kB" with a download icon. Underneath is a "DICOM Study" section with the entry "CT1 abdomen Date: 20061012" and a link icon.

Figure 8. Medical documents in a Panel: Attachment/ DICOM study

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The Medical Viewer allow the user to visualize DICOM studies within the CPMS panels, within the viewer the user has different options to see the images: *zoom, panning, invert colour, window width and level, magnifying glass, rotate, flip, length measurement, single and double angle measurements, pixel probe, elliptical roi, rectangle roi, arrow annotation* etc.

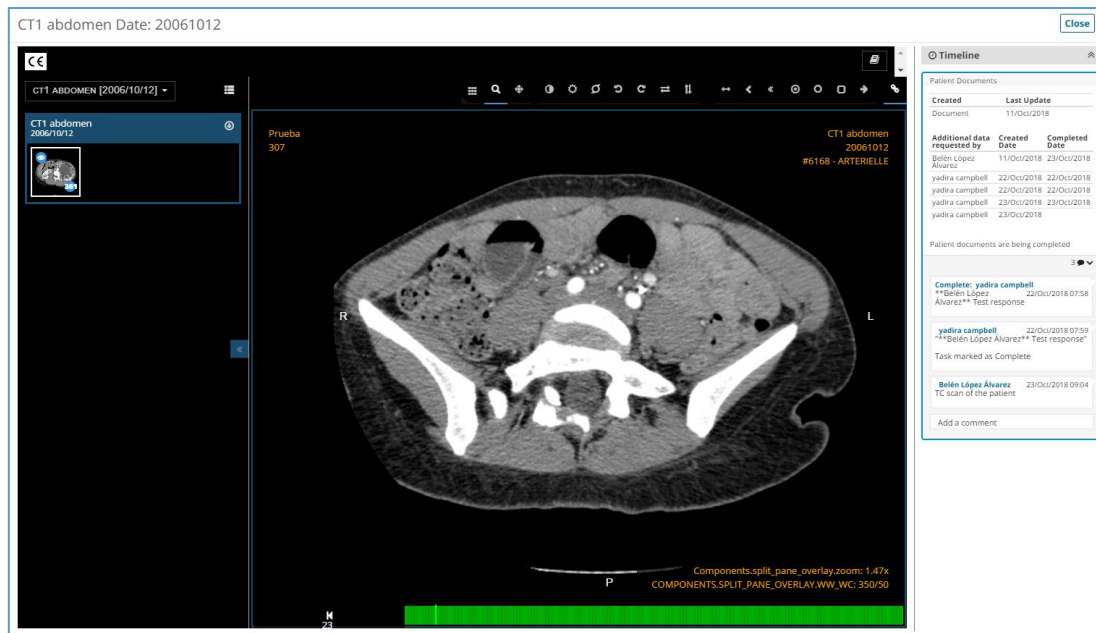


Figure 9. Medical Viewer: DICOM Study

How To De-Identify Medical Documents:

PDF: If you are using **Acrobat 2017** or **Acrobat DC** there is a specific tool to censored certain content of the PDF (for example the patient's name). Tools > Censure, Select the text to be censored. If you are using a different PDF reader or version, try to copy and paste the content in a Word document where you will be able to edit and eliminate the identifying information of the patient. If that does not work either you can take a screenshot of the document and upload it as an image.

Image: If you would like to upload an image to the system you can de-identify it either by cutting the part of the photo where the personal information is, or you can edit the image using common image editors such as Paint, there you will be able to censure the patient information. If you are going to upload a medical image we highly recommend to do it in DICOM format, because the CPMS system will automatically de-identify the patient information and additionally the system has a DICOM image viewer that will facilitate the visualization of the information within the panel.

Video: In the case of a video, it is more difficult to delete the personal information, the best way to ensure there is no identifying information in the documents is to try to download the video in a anonymized format directly from the electronic medical record (most systems have this option). If not we recommend to extract photos form the most important parts of the video and upload them as separate images to the system.

Audio: the same happened for the audio documents, if you would like to eliminate a part of an audio document the best way to do it is to cut that part of the audio or transform the audio into text using a converter (if the audio has good quality)