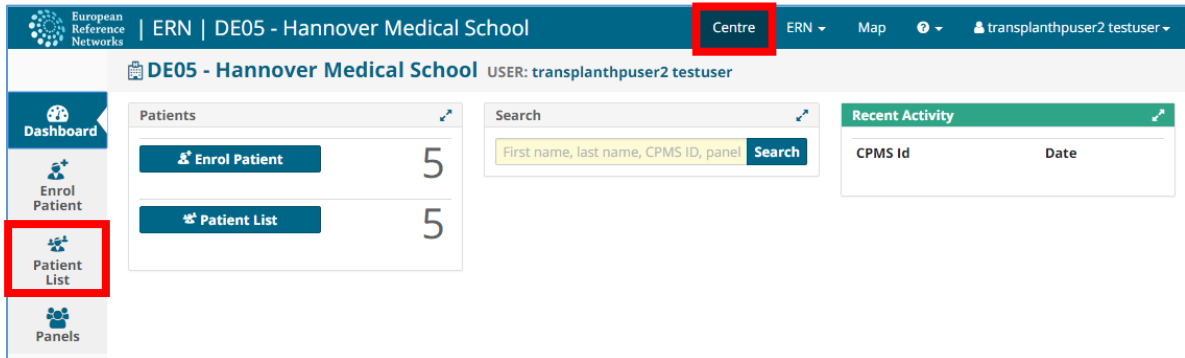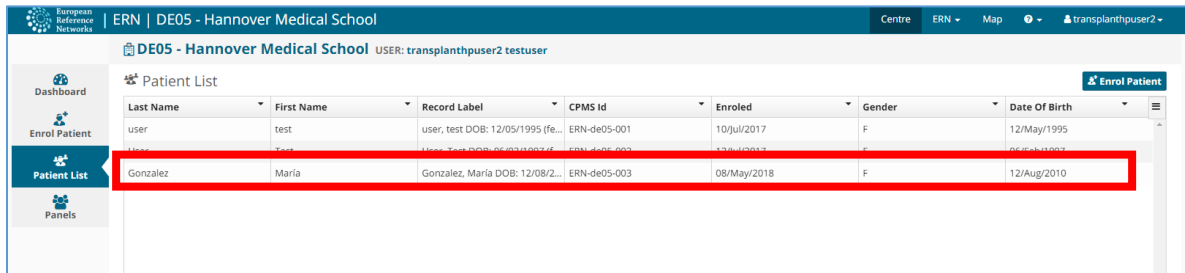# OPEN A NEW PANEL:

## How to Open a Consultation Panel for a Patient:

1. Go to the Centre application and access to the patient list, clicking the left tab "**Patient List**". In this section all the patients enrolled from the user's centre will be displayed.

2. In this list you can see some **basic information** of the patient, name, gender, date of birth...

3. If you click the name of the patient, you will find all the panels opened for that patient, if the patient is already enrolled there will be no open panels yet. If you want to open a new panel please press the "**Open New Panel**" button. Make sure you are creating the panel for the correct patient, check the name of the patient in green, in the upper part of the page.
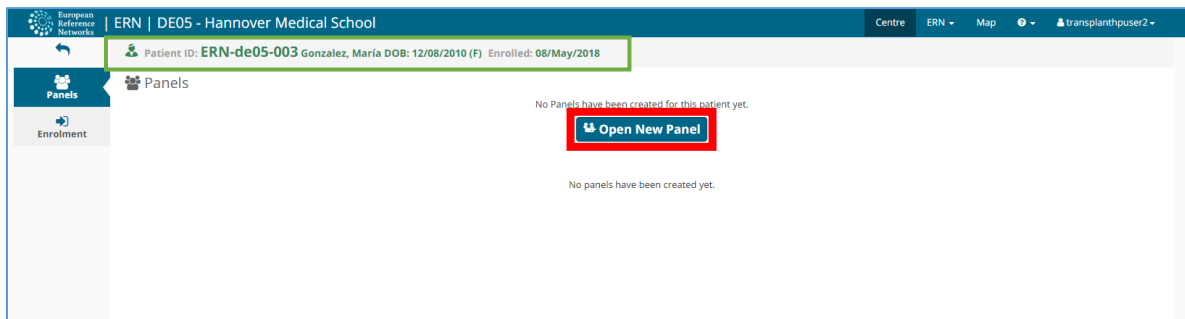
1. Open a panel

1. When you click the "**Open a panel**" button, the panel opens. The first step of the process is to fill the **consultation form**.

   The consultation form is the heart of the consultation process on which experts and specialists can collaborate to reach a consensus for diagnosis and treatment. The Panel lead or the enrolling clinician can fill in patient's data and attach documents, thereafter, panel members will be invited to review the consultation request and decide whether or not they can participate or request more information and procedure results to be provided for making better informed decisions.

2. Please complete the consultation form indicating:
   - ➢ **Nickname**: a recognizable name that will appear to the rest of the panel members. It should not contain personal or localizable information of the patient.
   - ➢ **Is urgency required for this panel?** A notification will be sent to the members if the panel is urgent.
   - ➢ **Is this a repeat of a previous panel for the same patient but a different episode?** If yes, the information of the previous panel will appear so you don't have to fill it again.
   - ➢ **ERN**: select the ERN, if you have access to several please choose TRANSPLANTCHILD.
   - ➢ **Panel Lead**: It would be the leader of the panel, only the lead can pass the steps of the panel. Usually this is yourself.
   - ➢ **Panel Manager**: Should you have this in your center please select it. Otherwise select one of our HelpDesk support technicians.
   - ➢ **Primary thematic area**: Where is the consultation best fitted.

3. The consultation form is composed of **multiple sections** where a Panel Lead or Panel Admin from the enrolment centre, can type in information and record findings relevant to the type of the consultation request.

If you want to complete any particular section, click the square box on the left of the section name and new fields corresponding to that section will appear in the consultation form.

NEW Consultation Form

- ☑ Consultation Request 🔴
- ☐ Episode Description
- ☐ Diagnosis at Transplantation
- ☐ Family History
- ☐ Allergies and Other Adverse Reactions
- ☐ History of Past Illness and Disorders
- ☐ Special Treatment Intervention
- ☐ Surgical Procedures
- ☐ Pre-Transplantation History
- ☐ Procedure of Transplantation
- ☐ Post-Transplantation Data
- ☐ Others
- ☐ Medical Documents

4. The colour of the section changes from red to green if you complete the information of the section:

- 🔴 If the section has any mandatory field.
- 🟠 If you have selected the section but is empty.
- 🟢 If you have selected the section and you have filled the fields.

5. When you finish filling the date please click save button to create the panel. The Medical Documents section can not be filled until the panel is saved.

Cancel **Save**

You can edit the patient information at any time by clicking the blue button "**Edit**". If you want to enter medical documents you are now allow to do it since the panel is already created. If you need more information about how to add medical documents in a panel, please check the document **"Medical documents in a panel"**

👥 #4395 gtrg **PANEL IN PROGRESS**   📄 Request Additional Data

Centre	1107 - University Hospital of Padova_TRANSPLANTCHILD	ERN	TRANSPLANTCHILD - Transplantation in Children
Lead	transplanthpuser3 testuser	Thematic Area	Post-transplantation
		Date created	24/May/2021

Consultation Form | Attachments | Panel Members | Meetings | Contributions & Outcome

| ☰ Consultation Form | Recorded: 24/May/2021 14:54 (Europe/Rome) by: transplanthpuser3 testuser | ⬇ Download | ✏ Edit |

CONSULTATION REQUEST

⏱ TIMELINE

Panel Discussion

| Document | Created |
| Panel #4395 | 24/May/2021 |

2. Panel Selection:

1. Once you have uploaded the medical documents you can transition to the tab titled "Panel Members" to invite expert to join the panel and provide their contributions.

The available professionals to be invited can be seen under the tab titled "Available", please note that depending on the thematic are you chose whilst creating the panel there would be a filter applied to the list of professionals registered under that area. If you want to change the scope please change it here.

2. You can manage the invitations in the tab "**Invited**" you can set up a invited member as a leader, reject an invitation
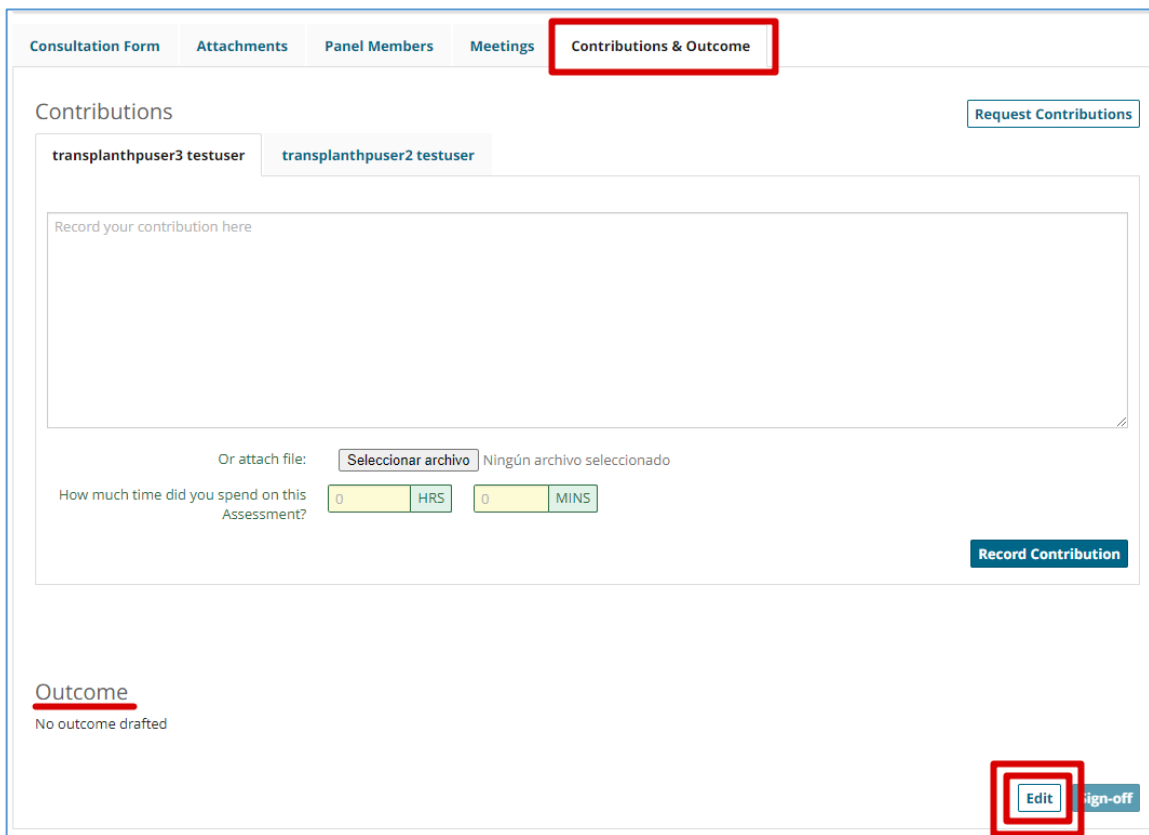
3. **OPTIONAL:** In case you want to invite professionals from other ERNs, you can use the invite Guest Members tab where, similarly to the previous step, all professionals will be listed by ERN.

European
Reference
Network

Transplantation in Children
(ERN TRANSPLANT-CHILD)

Trans*plant*Child

3. Data completion:

If invited professionals click on the "Request Additional Data" button on the panel, you will receive a notification in the main dashboard for you to complete the information available in the panel and can provide the requested information.

4. Outcome

1. Once the Assessment by the invited professionals is finished, you must record an Outcome to the consultation panel that serves as a merge of all the discussed contributions. This outcome can be written under the "Contributions & Outcome" tab. And clicking on the "Edit" button under "Outcome".

5. Sign off:

In the Sign-off stage the panel lead confirms that the outcome document is finished and ready to be official.

6. Closed:

1. The panel is now ready to be closed, to go to the last stage of the virtual consultation the panel lead must indicate the time spent in the panel, and the success of the outcome. The "Close" button can be located at the top right of the panel main view, as shown:

2. Once the panel is closed there will be a button in which the panel members can download the Outcome document in a PDF format. There is also a feature to include the patient information in the ERN Database/ Registry for research, this feature will only appear if the patient has the consent for it.