



## **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.

Europea Reference Network	👷   ERN   DE05 - Hannove	r Medical S	chool	Centre	ERN 🗸	Мар	<b>0</b> -	🛎 transplanthpuser2 testuser 🗸
	🛱 DE05 - Hannover Med	ical School	USER: transplanthpuser2 tes	tuser				
Cashboard	Patients	2	Search		1	Recent	Activity	2
Enrol	<b>≴</b> Enrol Patient	5	First name, last name, CPMS IE	), panel Sea	arch	CPMS I	d	Date
Patient Patient List	☆ Patient List	5						
Panels								

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

	🖞 DE05 - Hannove	r Medical School us	ER: transplanthpuser2 testuser					
ashboard 🔐	& Patient List & Constant Co							
	Last Name	* First Name	* Record Label *	CPMS Id	Enroled 👻	Gender 👻	Date Of Birth 👻	≡
arol Patient	user	test	user, test DOB: 12/05/1995 (fe	. ERN-de05-001	10/Jul/2017	F	12/May/1995	^
**	Hear	Tort	User Test DOR: 06/02/1007/f	5DN do05 002	10/04/2017	e	06/Eab/1007	
Patient List	Gonzalez	María	Gonzalez, María DOB: 12/08/2	. ERN-de05-003	08/May/2018	F	12/Aug/2010	
201 201								
Panels								

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.

European Reference Networks	ERN   DE05 - Hannover Medical School	c	Centre E	ERN <del>-</del> M	lap 🕜	- 💄 transplanthpuser2 -
1	Patient ID: ERN-de05-003 Gonzalez, María DOB: 12/08/2010 (F) Enrolled: 08/May/2018					
Panels	📽 Panels	·				
<b>D</b> Enrolment		created for this patient yet.				
	No panels have	e been created yet.				









## 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.

	iversity Hospital of Padova_TRANSPLANTCHILD	Cance ERN TRANSPLANTCHILD	l Panel Creation
centre 1107+01	Inversity hospital of Padova_INVISED/INTERIED		
Consultation Form Attachmen	ts Panel Members Meetings Contributions & Outcome		
NEW Consultation Form			_
Consultation Request	CONSULTATION REQUEST		
Episode Description			
Diagnosis at Transplantation	Do n	ot use any nicknames liable to identity the patient, including his/her first name or last name.	
Family History			
Allergies and Other Adverse Reactions	* Nickname:		0
<ul> <li>History of Past Illness and Disorders</li> </ul>	Is urgency required for this panel?		
Special Treatment Intervention			
Surgical Procedures	* Is this a repeat of a previous panel for the same patient but a different episode?	○ Yes ○ No ○ Don't know	
Pre-Transplantation History	aneren: episode?		
Procedure of Transplantation	* Consultation request description:		
Post-Transplantation Data			
Others	* Consultation request reason:	Diagnosis Treatment Other	
Medical Documents	consultation request reason.	O Diagnosis O Treatment O Other	
	* Healthcare provider:	XX00 - Healthcare Provider Name, City	
	* Point of care specialist:		0
	* ERN:	TRANSPLANTCHILD	
	* Panel lead:	transplanthpuser3 testuser 🗸 🗸	
	Panel Manager:	No Panel Managers are available in your HCP, the ERN Coordinator/Dispatcher will assign a Panel Manager for this panel at a future state of the consultation workflow.	
	* Primary thematic area:	Post-transplantation     Pre-transplantation     Transplantation	

- **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.
  - > **<u>Primary thematic area</u>**: 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 lliness 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.



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 <u>"Medical documents in a panel"</u>

📽 #4395 gtrg PANE	IN PROGRESS								Request Additional	Data
	ad transplanthp	sity Hospital of Padova user3 testuser	_TRANSPLANTC	HILD	ERN Thematic Area Date created	TRANSPLANTCHILD - Tra Post-transplantation 24/May/2021	nsplantati	on in Children		
Consultation Form	Attachments	Panel Members	Meetings	Contributions & Outcome			OT	IMELINE		♦
							Pan	el Discussion		
E Consultation Form	Recorded:	24/May/2021 14:54 (E	urope/Rome) by	r: transplanthpuser3 testuser		📥 Download 🕑 Edit	Doc	cument	Created	









# 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.

onsultation Fo	orm Att	achments	Panel Memb	ers	Meetings	Contributions & Outcome
Invited	Available	Invite Gu	est Members	For	ward Panel	
Thematic Ar	ea:	-			Post-transpl	lantation 🗸
					Entire ERI	
Available He	althcare Pro	fessionals			Post-transpl Pre-transpla	M Invite
ABBATE, Sere	ena				Transplanta	

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

Panel Selection			
Available Invited Co-ordinator Assistance			
nvited Panel Members			
Name	Role	Status	When
transplanthpuser5 testuser	Surgeon	Invited -	Invited: 02/Aug/2018
transplanthpuser2 testuser		Accept	Invited: 01/Aug/2018
trans 1	Oncologist	Refuse Set As Lead	Invited: 02/Aug/2018
doctor 3	Radiologist	Invited -	Invited: 02/Aug/2018

**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.

Co	nsultation	Form	Atta	achments	Panel Members	s Meetings	Contributions & Outcome
	Invited	Availa	ble	Invite Gue	est Members	Forward Panel	
				in a Panel wh : member:	o are member of o	ther ERNs.	
		which to	Select	. member.			×









#### 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

 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".

Consultation Form	Attachments	Panel Members	Meetings	Contributions & Outcome	
Contributions					Request Contributions
transplanthpuser3	B testuser trai	nsplanthpuser2 testu	user		
Record your contrib	bution here				
How much time die	Or attach file: d you spend on this Assessment?	0 HRS		chivo seleccionado MINS	Record Contribution
Outcome No outcome drafted					Edit ign-off

# 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:

 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:

*#4363 Panel for closeup PANEL SIG	GNED OFF		Close Panel
<b>Centre</b> IT07 - Unive <b>Lead</b> transplanth	rsity Hospital of Padova_TRANSPLANTCHILD puser3 testuser	ERN TRANSPLANTCHILD - Tran Thematic Area Transplantation Date created 05/May/2021	splantation in Children
			Dutcome Document
Consultation Form Attachments	Panel Members Meetings Contributi	ions & Outcome	©TIMELINE
			Outcome (signed-off) Member Updated
Contributions			Member Opdated
	Transition to Closed		×
	You have chosen to transition to a	a new state, <b>Closed</b> .	
	This is an irrevocable action! Wh a closed panel cannot be restart	ien you close this panel it is still visible within the ERN bu ted.	Jt
	Questionnaire How much time did you spend on this Panel?	0 HRS 0 MINS	
	* Was the panel a success?	<ul><li>○ Yes</li><li>○ No</li><li>○ Not Determined</li></ul>	
	What was the Outcome?	<ul> <li>Diagnosis</li> <li>Treatment</li> <li>Clinical Trial</li> <li>Un-diagnosed</li> <li>Other</li> </ul>	
	* Patient Status	<ul> <li>Alive</li> <li>Dead</li> <li>Lost to follow up</li> <li>Opted out</li> </ul>	
		Cancel Continue to Close	ed

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.

嶜 #4363 Panel for closeup	PANEL CLOSED		Archive Panel
	IT07 - University Hospital of Padova_TRANSPLANTCHILD transplanthpuser3 testuser	Thematic Area	TRANSPLANTCHILD - Transplantation in Children Transplantation 05/May/2021
			Make Data Available for ERN Databases/Registries     Gloutcome Document





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