

COPY/CANCEL A PANEL:

There are two different options to manage panels within the Centre application.

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Copy a panel:

This option can be used by any health professional from the panel centre. Copying panels may be useful when the HP needs to open a new panel for a patient who already has a panel within the system but with a different consultation request and different board of experts.

1. Go to Centre application to see all the information from your hospital, including patients and panels. Now access to Patient List to search the patient you want to open the panel for.

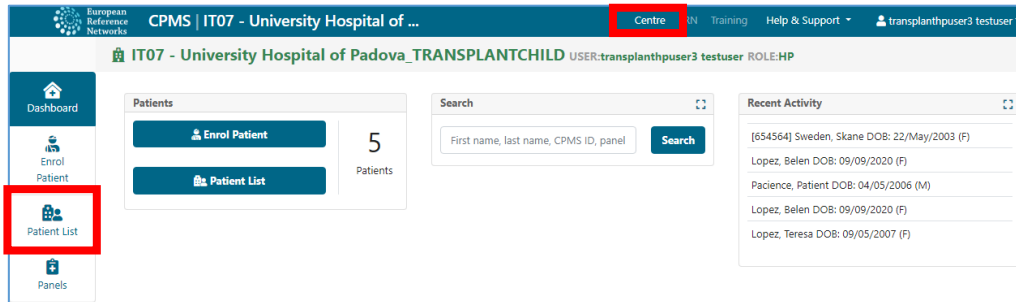


Figure 1. Centre application: search the patient in the Patient List

2. Once you find the patient click on the patients name to see all the panel opened.

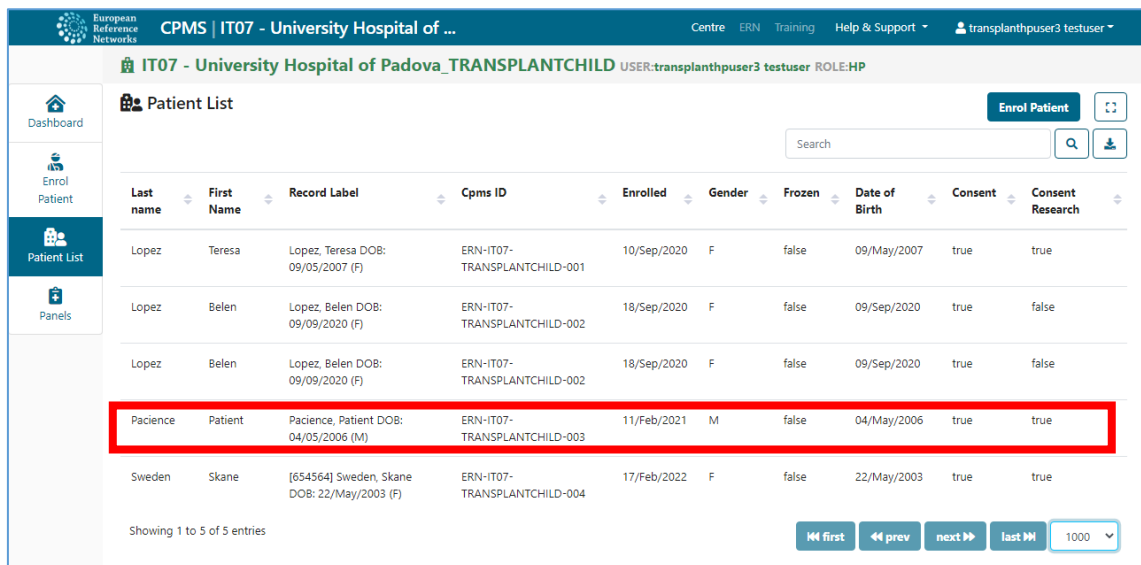


Figure 2. Select the patient to see the panels opened.

- With all the panels displayed, you can select with the tree vertical dots button on the right on the panel you want to copy.

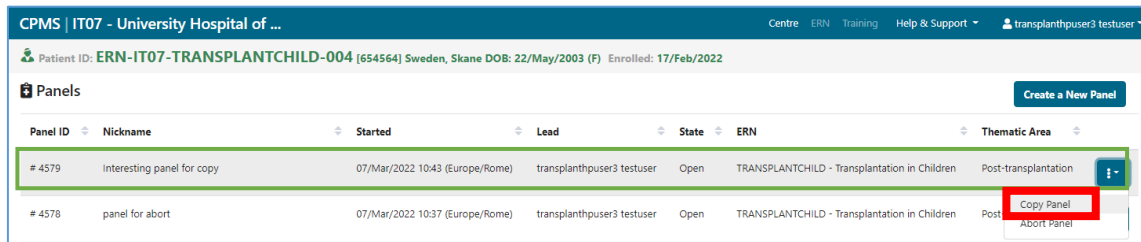


Figure 3. Select the panel by clicking the 3-dot button.

- Now you can select the option Copy Panel on the top right options. By clicking this option you will be prompted with a list of all the sections of the consultation form you want to copy to a new panel.

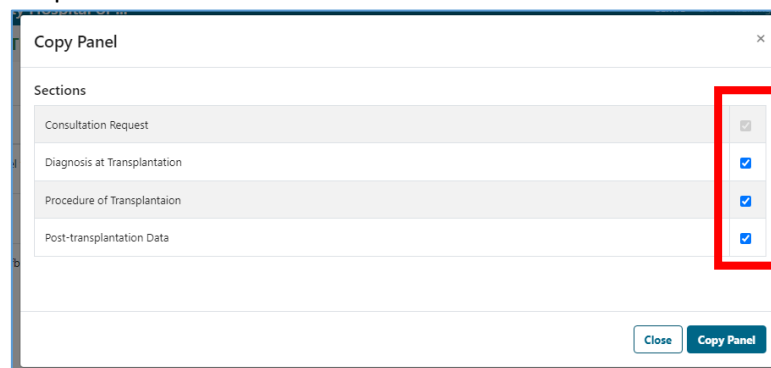


Figure 4. Select the sections to copy.

- A new panel will be opened with the same nickname as the previous panel, but with a different Panel ID and **no Panel Lead specified**. The Panel will contain all the information of the previous panel in the consultation form, this information can be edited by the Panel Lead. This new panel is now ready for discussion, a different team of experts can be invited to participate in this consultation panel.

Cancel a panel:

Within the CPMS system there is the possibility of canceling a panel. This option can be used in case a panel contains errors or needs to be deleted.

1. Go to **Centre** application to see all the information from your hospital, including patients and panels. Now access to **Patient List** to search the patient you want to open the panel for.



Figure 5. Centre application, search the patient in the Patient List.

2. Once you find the patient click on the patients name to see all the panel opened.

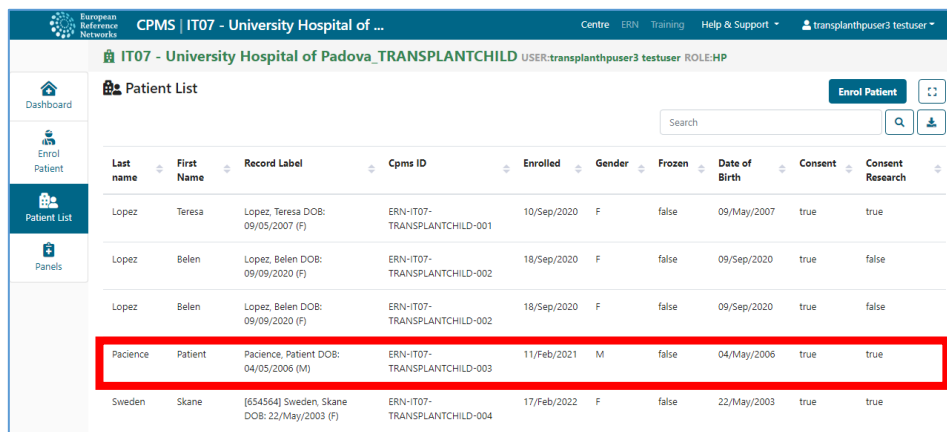


Figure 6. Click on the patient's name to see all the panels opened for that patient.

3. With all the panels displayed, you can select with the tree vertical dots button on the right on the panel you want to abort.

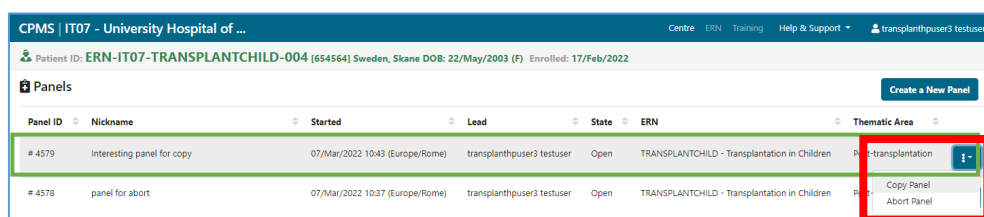


Figure 7. Select the panel by clicking the 3-dot button.

4. Now you can select the option **Cancel** or **Restart Panel** on the top right options. By clicking this option, a confirmation window will appear to indicate the reason for abortion.

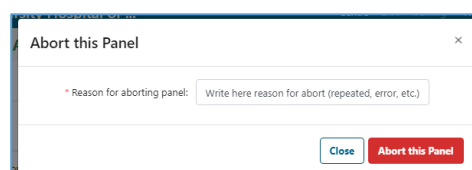


Figure 8. Reflect the reason for abortion of the panel.