

# ERN GENTURIS CPMS Newsletter

Issue 1 (May 2021)

Hello CPMS users,

The use of CPMS is very important to our ERN. Hopefully, the information in this newsletter is useful to you and will **stimulate you to upload patients, and to organize panels and meetings.**

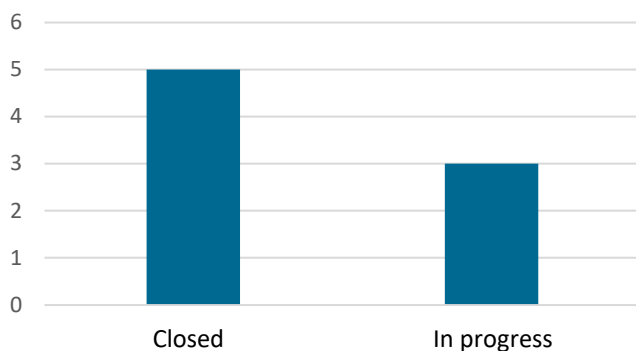
## The use of CPMS:

We all agreed to upload at least 2 patients per year into the CPMS. Please do not wait with this till the end of the year, but start now.

Not sure how to do so?

**Please see the checklist on the right!**

### Number of panels in 2021 so far



**Please start uploading patients as  
>45 panels should be held in 2021**

## When?

### Recurring meetings

- TG: neurofibromatosis recurring meeting
- TGs: HBOC, Lynch/polyposis and rare genturis recurring meeting

**Every first and third Friday of the month from 13:30 - 14:30 CEST.**

## How to:

### Checklist uploading a patient and schedule a meeting

1. Enrol a patient
2. Create a patient panel
  - i. Fill out the consultation request
3. Go to the tab "Members" to invite members to the panel
  - i. Invite a maximum of 10 persons
  - ii. **Manually set the "invite" to "accepted"**
4. Schedule a meeting (tab Meetings)
  - i. Fill in the requested information
  - ii. Choose an available timeslot in one of the two ERN recurring meetings and click on the button "schedule meeting"
  - iii. Go to the meeting details screen, click on the tab participants and **invite your panel members to the meeting.**

Upload the patient, start the panel and schedule the meeting at least 1 week prior to the meeting date to give participants time to respond to the meeting invite and prepare for the meeting

## Help needed?

If you have any comments, suggestions, questions, or requests for CPMS support, please do not hesitate to contact

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