



MetabERN – CPMS 2.0 guide

How to enroll a patient

Add a new patient

1. Log in at <https://cpms2.ern-net.eu> using your EU login credentials
2. From the left-hand side menu, select **Add New Patient**

CPMS 2.0 - CARE

HS

D'Avanzo Francesca

ERN Clinician

Home

Patient Record

+ Add New Patient

Meetings

Supporting doc...

Advanced search

Welcome Francesca D'Avanzo!

Get ready to collaborate with clinicians across Europe to improve the diagnosis and treatment of rare diseases.

Next meeting

View all

Title	Time	Date	Link	Actions
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3. Fill in the section related to patient's **consent** and patient's **identifying data** and proceed to the next page

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Home > Add new patient

Add new patient

Create a record for a patient who doesn't yet exist in the system

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Consent for care

Before you can add a patient to the system you must gain their consent.

Your hospital has a specific form or procedure to obtain consent from a patient for this system.

If you are unaware of this internal procedure, please contact your hospital Data Protection Officer (DPO) and/or ERN specific representative.

Consent given *

☐ Yes

☒ No

OPTIONAL - Consent for education purposes

☐ Yes

☒ No

OPTIONAL - Consent for inclusion in registries

☐ Yes

☒ No

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Identifying data

First Name *

Enter first name

Last Name *

Enter last name

Sex *

Please choose

Date of birth *

Select a date

Nationality *

Please choose

Cancel

Next >

CPMS 2.0 - 1.67.1

- The system proposes a default generated **nickname** for you, but feel free to modify it as per your preference. While selecting a nickname, please ensure that you validate it to confirm that it's not already in use. Select **healthcare provider, lead** (the person who is responsible for the patient in the system), **thematic area**, and **sub thematic area**. Please note that you

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System information

Nickname ?

The nickname must be unique

Mia Nell 923

Validate

Generate nickname

This nickname is valid

Healthcare provider details

ERN *

MetabERN

Lead *

Francesca D'Avanzo

Healthcare provider *

Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)

Treatment country *

Italy

CPMS area *

CPMS areas

Please select a CPMS area, maximum 3 values

CPMS sub-area

CPMS sub-areas

Cancel

Back

Next >

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can remain the lead of the patient or you can chose as a lead any user that is allowed to enroll patients and belong to the same HCP as the patient. Click on the **Next** button to go to the overview page.

5. Review the overview page and confirm the patient creation, clicking on the **Add Patient** button

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Overview

Consent given *	Yes
Date of consent for Care *	08/10/2025
OPTIONAL - Consent for education purposes	No
Date of consent for Education	-
OPTIONAL - Consent for inclusion in registries	No
Date of consent for Inclusion	-
First Name *	Name
Last Name *	Surname
Date of birth *	21/03/2020
Sex *	Female
Nationality *	Italian
Nickname *	Mia Nell 923
ERN *	MetabERN
Healthcare provider *	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)
Treatment country *	Italy
Lead *	Franческа D'Avanzo
CPMS area *	Rare inherited metabolic diseases
CPMS sub-area	Lysosomal disorders (LSD)

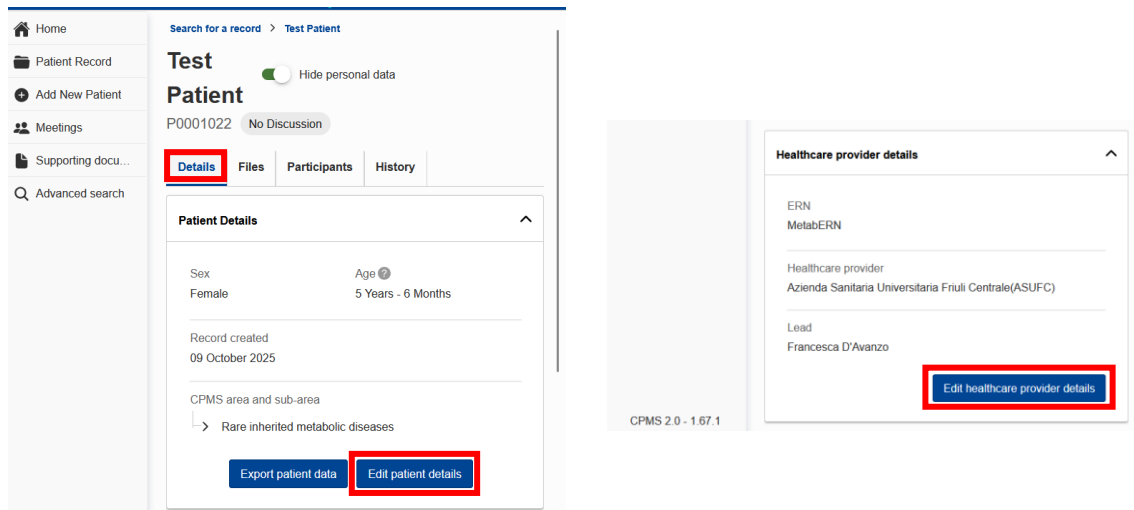
Cancel

Edit details

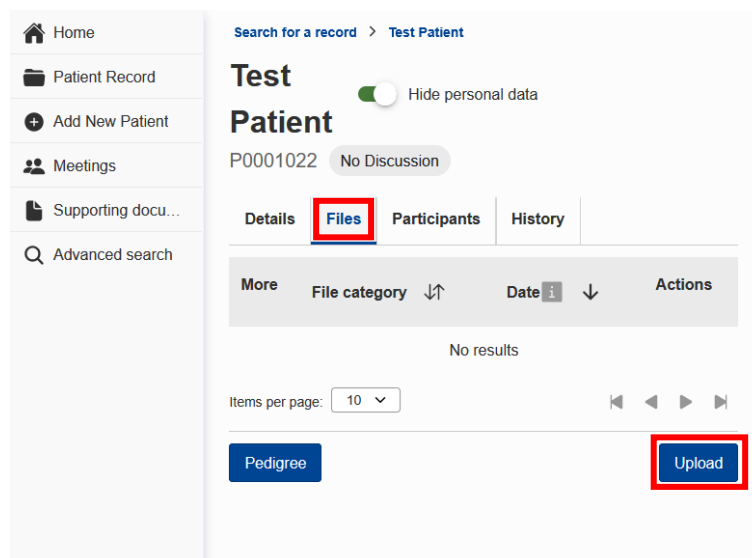
Add patient >

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- Under the **Details** tab, click on the **Edit patient details** button, to modify patient's details and the associated thematic and sub-thematic area or to **Edit healthcare provider details** button to modify healthcare provider details.



- You can upload a file to the patient's record going to the **Files** tab and clicking on the **Upload** button.



- In the pop-up window, click on the **Choose file** button and choose the file you want to upload from your local system. CPMS 2.0 supports file upload, download and in-app viewers for various formats, including:
 - medical images (DICOM - .dcm and .zip)
 - PDF documents (.pdf)
 - office files (.doc, docx, .ppt, .pptx)
 - images (.jpg, jpeg, .png, .tiff, .bmp)
 - videos (.mp4, .mov)

The following formats can only be uploaded and downloaded (no in app viewers): .avi, .eeg, .edf and .trc.



Please note that:

- you can zip several files and/or folder into a single zip file
- CPMS 2.0 carries out data anonymization during the upload process of DICOM files; this feature is not applied to other file formats.

The screenshot shows the 'Upload File' interface. At the top, there's a search bar with 'Search for a record' and 'Test Patient' options. Below the title 'Upload File', a message states: 'Please note that only single file can be uploaded at once. If you need to attach Dicom you will need to zip the file upfront. [How to zip a file.](#) CPMS 2.0 system only allows certain file extensions'. Below this is a dashed box containing a 'Choose file' button and the text 'Drag and drop file here'. A red error message 'Please upload a file!' is displayed. Under the heading 'Here you can add details about this file:', there are two sections: 'File category' with a dropdown menu currently set to 'None', and 'Investigation date' with a 'Select a date' button and a calendar icon. A 'Description' section has a text area with the placeholder 'Please insert the file description here'. At the bottom, a disclaimer states: 'By ticking this checkbox, you confirm that you have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.' with an unchecked checkbox. To the right of the disclaimer are 'Cancel' and 'Upload' buttons.

5. Once the file is selected, you will be prompted to fill in **file details** such as file category, investigation date, and free-text description. Provide accurate information to enhance the context of the uploaded file. Check the disclaimer: "By ticking this checkbox, you confirm that you have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.".
6. After completing the file details, press on the **Upload** button to initiate the upload process. A progress indicator will inform you about the status of the upload. Once the upload is successful, you will be redirected to the patient's files tab. The newly uploaded file will be listed among the documents associated with the patient.



[Search for a record](#) > [Test Patient](#)

Upload File

Please note that only single file can be uploaded at once. If you need to attach Dicom you will need to zip the file upfront. [How to zip a file.](#)

CPMS 2.0 system only allows certain file extensions

Choose file

Drag and drop file here

CPMS 2.0 FAQ V1.3.pdf

2.33 MB

application/pdf

2.33 MB total size

Here you can add details about this file:

File category

PDF

▼

Investigation date

08/10/2025

Description

File description

☒

By ticking this checkbox, you confirm that you ^{*} have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.

Cancel

Upload