



# **MetabERN – CPMS 2.0 guide**

## **How to start a discussion about a patient**

## Add Participants to a patient's profile

1. Log in at <https://cpms2.ern-net.eu> using your EU login credentials.
2. To access the patient profile, go to the **Patient Records** page from the left-hand side menu, browse through the list of patients and click on the patient nickname. As an alternative, you can search for the patient's name in the search bar at the top of the page.

The screenshot shows the CPMS 2.0 - CARE web application. The top navigation bar includes a Home button, a Patient Record button (highlighted with a red box), Add New Patient, Meetings, Supporting documents, and Advanced search. The main content area displays a search for patient records. A search bar contains the text "Test Patient". Below the search bar, a table lists the results. The first row, corresponding to "Test Patient", is highlighted with a red box. The table columns are Nickname, ID, CPMS area, ERN, HCP Name, Lead, Status, and Last updated.

Nickname	ID	CPMS area	ERN	HCP Name	Lead	Status	Last updated
<b>Test Patient</b>	P0001022	Rare inherited metabolic diseases	MetabERN	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)	Francesca D'Avanzo	No Discussion	moments ago
Belle Fernández 263	P0001021	Rare inherited metabolic diseases	MetabERN	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)	Francesca D'Avanzo	No Discussion	3 minutes ago
Chris Zoey 280	P0000980	Autoimmune Liver Disease	RARE-LIVER	General Hospital of Vienna	Francesca D'Avanzo	No Discussion	28 days ago
Logan Lola 463	P0000778	Rare inherited metabolic diseases	MetabERN	AO City of Health and Science - Turin	Francesca D'Avanzo	No Discussion	5 months ago

At the bottom left, there is a pagination control showing "Items per page: 10" and "Showing 1–4 of 4". At the bottom right, there is a page indicator showing "1" between navigation arrows.

3. Within the patient profile, you can add users as participants by navigating to the **Participants** tab and selecting the **Add Participant** button.

Home

Patient Record

Add New Patient

Meetings

Supporting docu...

Advanced search

Search for a record > Test Patient

Test Patient

Hide personal data

P0001022 No Discussion

Details

Files

Participants

History

Participant Name

↓↑

Actions

Francesca D'Avanzo (Lead)

Items per page: 10 Showing of 1

1 Total Participants

Add participant

Discussion topic

Currently there is no open discussion.

Open discussion

Currently no discussion is open. Open a new discussion to start messaging



4. This will take you to the search panel where you can refine your search by selecting from the following two options:

- a. **Search by group:** Check the toggle to view list of groups (step 1). When searching by groups, you can limit your search to the groups from the same ERN(s) as yours, to all groups that are ERN-specific and/or to all cross-ERN groups (step 2). If you want to add members of a **specific MetabERN Subnetwork** as participants, select **Own ERN**. This will display the list of MetabERN groups, including the 7 Subnetworks.

**Add participant**

Search

Search by group ☒

General search

☒ Own ERN ☐ All ERN ☐ Cross ERN

Search

9 results found

Name ↑	ERN	People	Clinical Focus
<input type="radio"/> Aminoacid and organic acids related disorders (AOA)	MetabERN	106	Aminoacid and organic acids related disorders (AOA) >
<input type="radio"/> Carbohydrate, fatty acid oxidation and ketone bodies disorder (C-FAO)	MetabERN	98	Carbohydrate, fatty acid oxidation and ketone bodies disorder (C-FAO) >
<input type="radio"/> Congenital disorders of glycosylation and disorders of intracellular trafficking (CDG)	MetabERN	66	Congenital disorders of glycosylation and disorders of intracellular trafficking (CDG) >
<input type="radio"/> Disorder of pyruvate metabolism, Krebs cycle defects, mitochondrial oxidative phosphorylation disorder, disorders of thiamine transport and metabolism (PM-MD)	MetabERN	78	Disorder of pyruvate metabolism, Krebs cycle defects, mitochondrial oxidative phosphorylation disorder, disorders of thiamine transport and metabolism (PM-MD) >
<input type="radio"/> Lysosomal storage disorders (LSD)	MetabERN	110	Lysosomal storage disorders (LSD) >
<input type="radio"/> MELAS	MetabERN	25	Experts centres that treated multiple MEALS cases >
<input type="radio"/> Neuromodulators and small molecules diseases (NOMS)	MetabERN	59	Neuromodulators and small molecules diseases (NOMS) >
<input type="radio"/> Niemann Pick	MetabERN	22	Experts on Niemann Pick disease Types A, B and C >
<input type="radio"/> Peroxisomal disorders (PD)	MetabERN	58	Peroxisomal disorders (PD) >

Items per page: 10

Showing 1–9 of 9

Cancel Add participant

- b. **Search by user:** To identify the appropriate experts to join a discussion, several search criteria can be used:

- **General Search:** Searches in all characteristics of a user (first and last name, email, EU Login username, language, country, time zone, thematics, sub thematics, clinical focus, ERN, HCP, roles, profession). The "+" symbol can be used to search for multiple criteria
- **ERN (European Reference Network):** Choose the specific ERN from the drop-down menu.
- **Name (First or Last Name):** Enter the clinician's name in the text field.
- **CPMS area:** Select the thematic area from the drop-down menu. If you have previously filtered by ERN, only the related thematic areas will be displayed.
- **Centre:** Enter the centre's name in the text field to find clinicians from a specific medical centre.
- **Profession:** Enter the profession to find clinicians based on their roles.
- **Cares for:** Choose from the drop-down menu to find clinicians based on their expertise in Paediatric, Adult, or Prenatal care.



**Add participant**

**Search**

Search by group ☐

**ERN**

**Name**

**CPMS area**

**Centre**

**Profession**

**Cares for**

**Please add filters to begin the search**

**Name**   
**ERN**   
**Centre**   
**Profession**

**Search**

**Cancel** **Add participant**

5. After entering the search criteria, click the **Search** button to display the list of clinicians (or groups) that match the specified criteria. Select the participants or groups you wish to add, and then click the **Add Participant** button.

**Add participant**

**Search**

Search by group ☐

**ERN**

**Name**

**CPMS area**

**Centre**

**Profession**

**Cares for**

**6 results found**

**Test**  **Clear all**

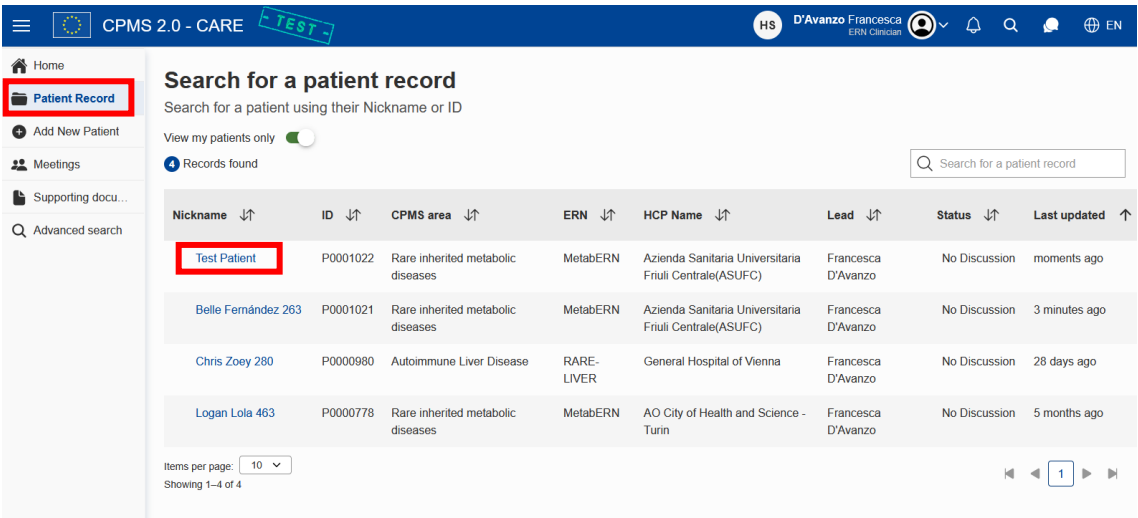
Name	ERN	Centre	Profession
<input checked="" type="checkbox"/> TestUser IB	ERN-LUNG, EURACAN, BOND, Endo-ERN, RITA, EpiCARE	AOUI Verona	Audiology and Speech Pathology
<input checked="" type="checkbox"/> TestUser Assistant	ERN-LUNG, Endo-ERN	AOUI Verona	Biologist
<input type="checkbox"/> FirstTester SZYSZPI	RARE-LIVER, ERNICA, ERN-LUNG, ERKNet, Endo-ERN	General Hospital of Vienna	Hepatologist
<input type="checkbox"/> Test rudolf	BOND, RITA, EpiCARE	Aarhus University Hospital	Dermatologist
<input type="checkbox"/> test TEST	RITA, PaedCAN	St. Anna Kinderspital & St. Anna Kinderkrebsforschung	Paediatrician
<input type="checkbox"/> Adis Automation	RITA	St. Anna Kinderspital & St. Anna	

**Search**

**Cancel** **Add participant**

# Start a discussion

1. Open the profile of the patient about whom you want to start a discussion.



CPMS 2.0 - CARE

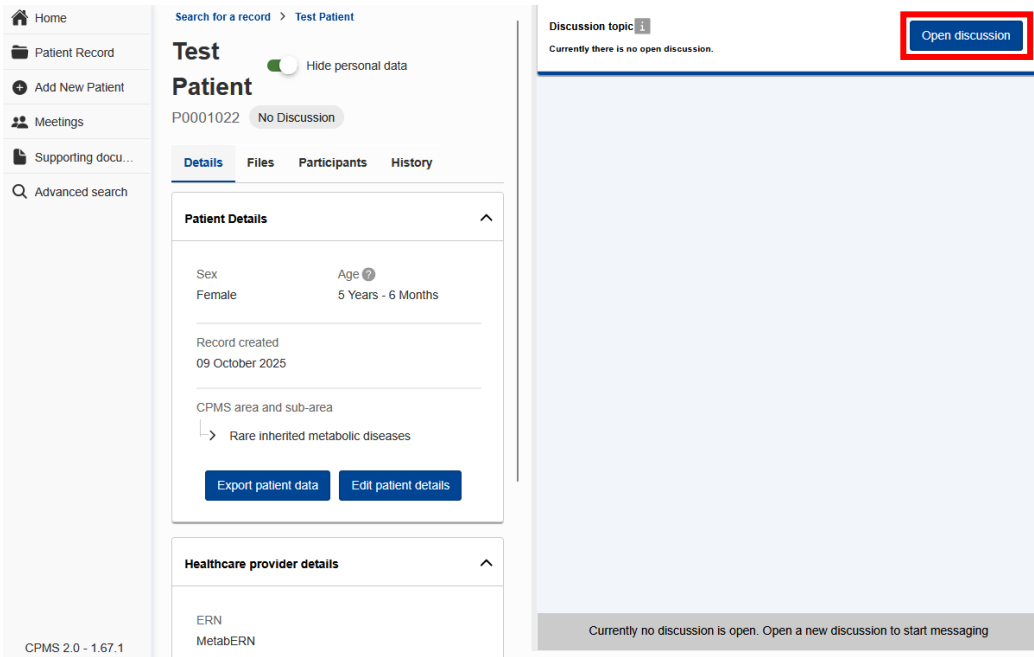
Home  
**Patient Record**  
Add New Patient  
Meetings  
Supporting docu...  
Advanced search

**Search for a patient record**  
Search for a patient using their Nickname or ID  
View my patients only ☐  
4 Records found

Nickname	ID	CPMS area	ERN	HCP Name	Lead	Status	Last updated
<b>Test Patient</b>	P0001022	Rare inherited metabolic diseases	MetabERN	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)	Francesca D'Avanzo	No Discussion	moments ago
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Items per page: 10  
Showing 1-4 of 4

2. After ensuring that there are no open discussions, click on the **Open Discussion** button.



Home  
Patient Record  
Add New Patient  
Meetings  
Supporting docu...  
Advanced search

Search for a record > Test Patient

**Test Patient**  
P0001022  
No Discussion

Details Files Participants History

**Patient Details**

Sex: Female  
Age: 5 Years - 6 Months  
Record created: 09 October 2025  
CPMS area and sub-area: Rare inherited metabolic diseases  
Export patient data Edit patient details

**Healthcare provider details**  
ERN: MetabERN

Discussion topic  
Currently there is no open discussion.  
**Open discussion**

Currently no discussion is open. Open a new discussion to start messaging

3. This will open a pop-up window where you can provide a clear and concise **Discussion topic** related to the patient's condition. Be sure to include details about the patient's medical history, current medications, and past treatments.

Open a discussion

Write discussion topic \*

Below you can state discussion purpose, along with details about the patient and their medical history

Write your comment here. This can be a sentence or a paragraph.

Urgency \*

Is this discussion urgent?

☒ Not urgent
 ☐ Urgent

Specify urgency

If urgent, specify a soft deadline here

Select a date

Cancel

Confirm

- Choose the **urgency level** (urgent/non-urgent): if the patient's condition is urgent, it is important to mark it as such, so that other clinicians can respond promptly.
- After providing all the necessary details, click on **Confirm** button to initiate the discussion. This will create a new discussion thread, which will be visible to all clinicians who have access to the patient's records.

Open a discussion

Write discussion topic \*

Below you can state discussion purpose, along with details about the patient and their medical history

Discussion topic

Urgency \*

Is this discussion urgent?

☐ Not urgent
 ☒ Urgent

Specify urgency

If urgent, specify a soft deadline here

17/10/2025

Cancel

Confirm