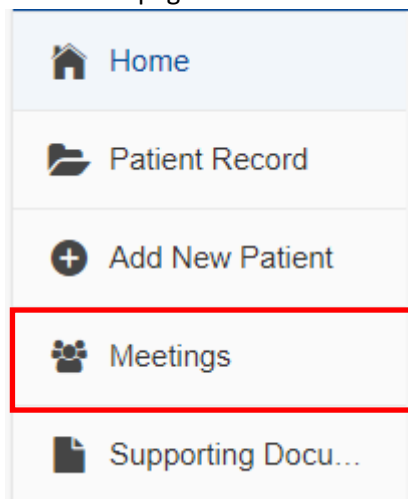


Scheduling a meeting

Please note, patients must be submitted for discussion in the ERN GENTURIS recurring CPMS meeting on the Monday before the meeting prior to 15:00 (Amsterdam) so that details of the case can be included in the CPMS meeting announcement and our experts have time to prepare for the meeting.

It is currently not possible to add patients for discussion in one of our recurring meetings yourself. We are working with the developer to add this functionality to CPMS 2.0.

- To schedule a meeting for your patient in one of the ERN GENTURIS recurring CPMS meetings, please contact the ERN GENTURIS CPMS helpdesk manager Jurriaan Hölzenspies (send an email to jurriaan.holzenspies@radboudumc.nl or use the chat function in CPMS 2.0 at the top right of the page)
 - o For an overview of all meetings, open the “Meetings” tab in the menu on the left side of the page:



- o The Meetings tab shows an overview of all upcoming ERN GENTURIS CPMS recurring meetings:

Title ↓↑	Time	Date ↑
 ERN GENTURIS recurring CPMS meeting for TG1: Schwannomatosis and neurofibromatosis - Third Friday of the month	12:30 - 13:30 1 hr	17 Jan 2025
 ERN GENTURIS recurring CPMS meeting for TG2-4: HBOC, Lynch/polyposis and rare genturis - Third Friday of the month	13:30 - 14:30 1 hr	17 Jan 2025
 ERN GENTURIS recurring CPMS meeting for TG1: Schwannomatosis and neurofibromatosis - First Friday of the month	12:30 - 13:30 1 hr	07 Feb 2025
 ERN GENTURIS recurring CPMS meeting for TG2-4: HBOC, Lynch/polyposis and rare genturis - First Friday of the month	13:30 - 14:30 1 hr	07 Feb 2025

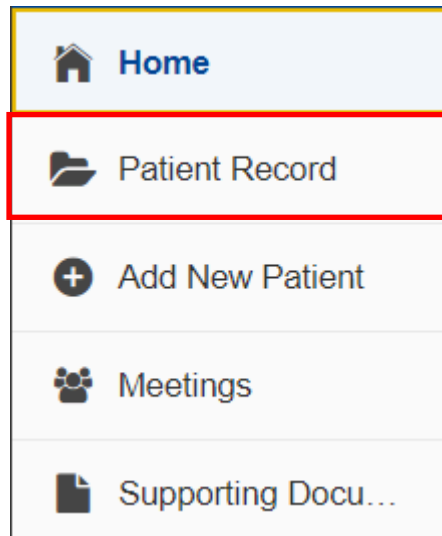
- Click the “View summary” button (looks like an eye) next to the meeting to open an overview of currently scheduled patients.

Please note that the maximum number of patients that can be discussed in any one meeting is six (6 x 10 min. time slots)

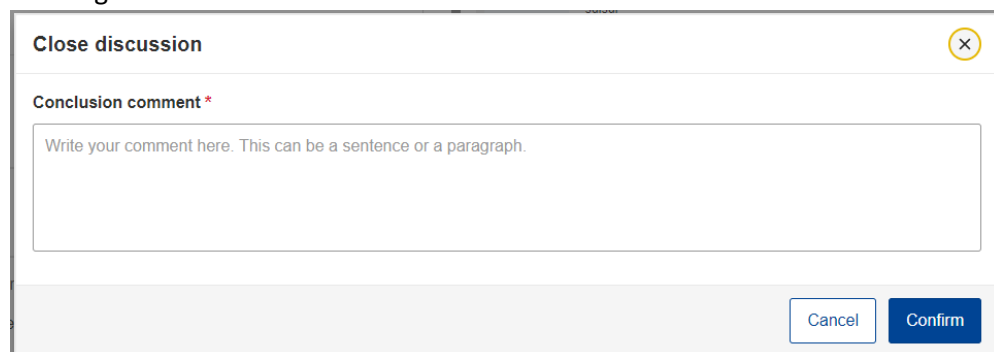


Disclaimer

- When your patient has been discussed in an ERN GENTURIS recurring CPMS meeting, please follow these steps to summarise the outcome of the discussion:
 - o Go to <https://cpms2.ern-net.eu/> and log in using your EU login credentials.
 - o Click on “Patient Record” in the menu on the left:



- o Select the patient for which you want to add a summary of the discussion in the recurring CPMS meeting. Please note: when creating a patient, a summary of the patient details should be given in the discussion field as outlined in the CPMS 2.0 guide on how to create a patient (https://www.genturis.eu/l=eng/Assets/CPMS-2-guides_Creating-a-patient-record.pdf)
- o Click “Close discussion” at the top right of the patient record page, this opens a new window that allows you to enter a summary of the outcome of the discussion in the meeting:



- o When the discussion has been closed, the details of the discussion can be found in the “History” tab and if the patient needs to be discussed again, a new discussion can be opened by clicking the “Open discussion” button at the top right of the patient record page.

If you have any questions, comments or bug reports, please contact our CPMS helpdesk manager, Jurriaan Hölzenspies, using jurriaan.holzenspies@radboudumc.nl or the chat function in CPMS 2.0 at the top right of the page.