QUICK-GUIDE PATIENT
MAIN FUNCTIONALITIES OF THE DSP

AGENCE
eSanté
LUXEMBOURG

Agence nationale
des informations partagées
dans le domaine de la santé

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Summary of content

Access your DSP

To connect to your DSP click on the red button **« Login »** and then on **« PATIENT »**
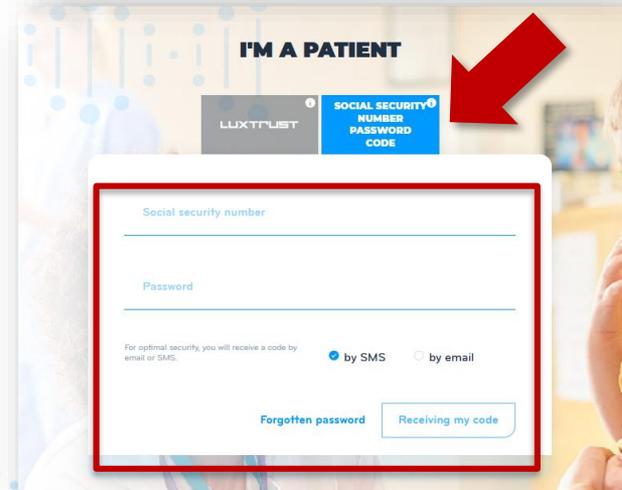
Access your DSP

Click on the authentication method of your choice:

IF YOUR ACCOUNT IS LINKED TO A LUXTRUST DEVICE, click on « Connexion »
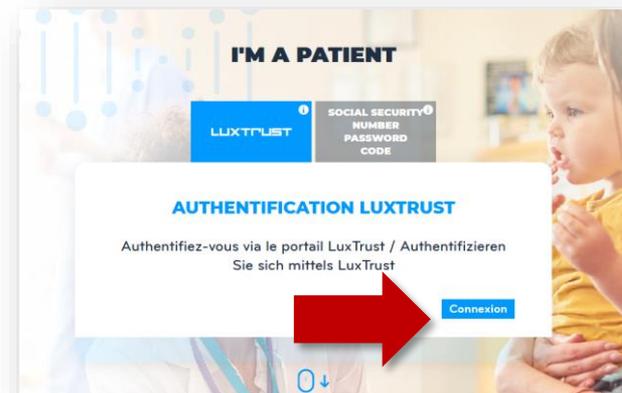
IF YOUR ACCOUNT IS NOT LINKED TO A LUXTRUST DEVICE, click on **« Social security number, password, code »** and enter:
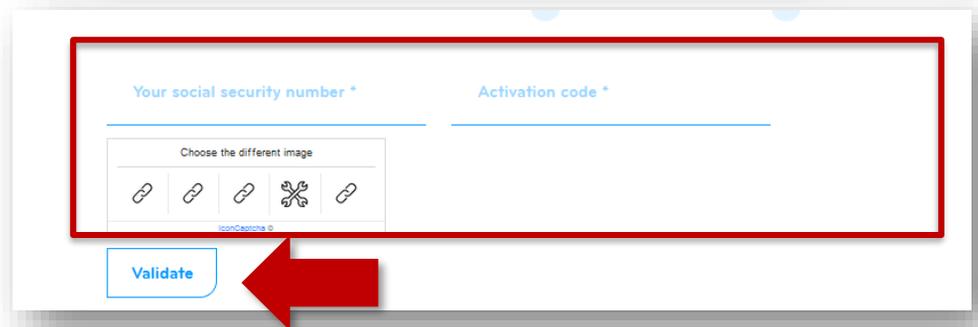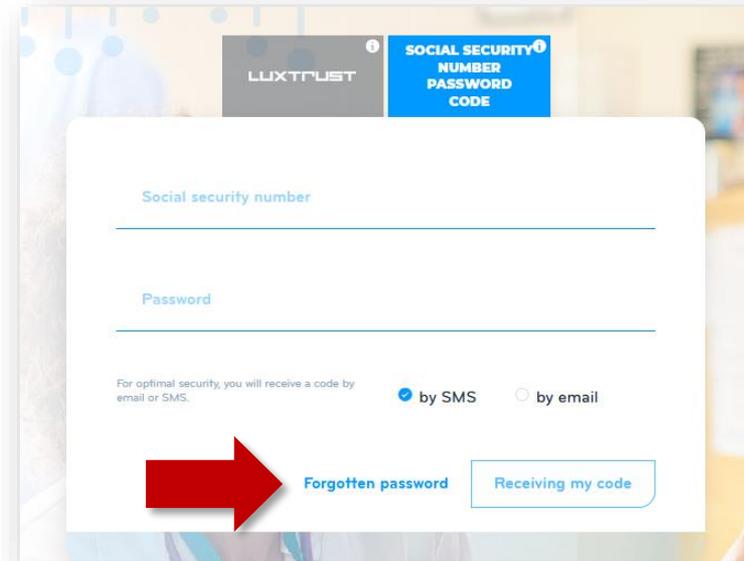
- your social security number (matricule)
- your defined password
- the code received via SMS or e-mail

Forgot your password?

If you forgot your password, click on **« Forgotten password »**

Enter your **social security number**, the **activation code** (as stated in the letter received from the agency) **and the captcha code.**
Click on **« Validate »**

Forgot your password?

Select your choice of reception for the **one time code** and click on **« Receiving my code »**

> **Receive the verification code ***
> ● by email ○ by SMS
>
> **Receiving my code**

Enter the code received and click on **« Validate »**

> Please re-enter the code received by SMS : *
>
> Code
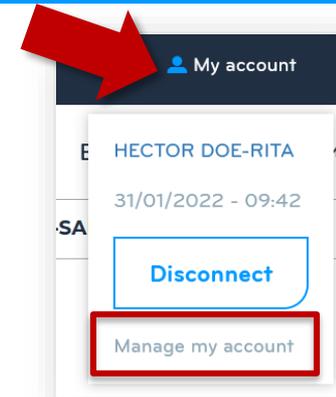>
> **Validate**

Enter your password. Confirm and click on **« Validate »**

> **New password ***
>
> **New password confirmation ***
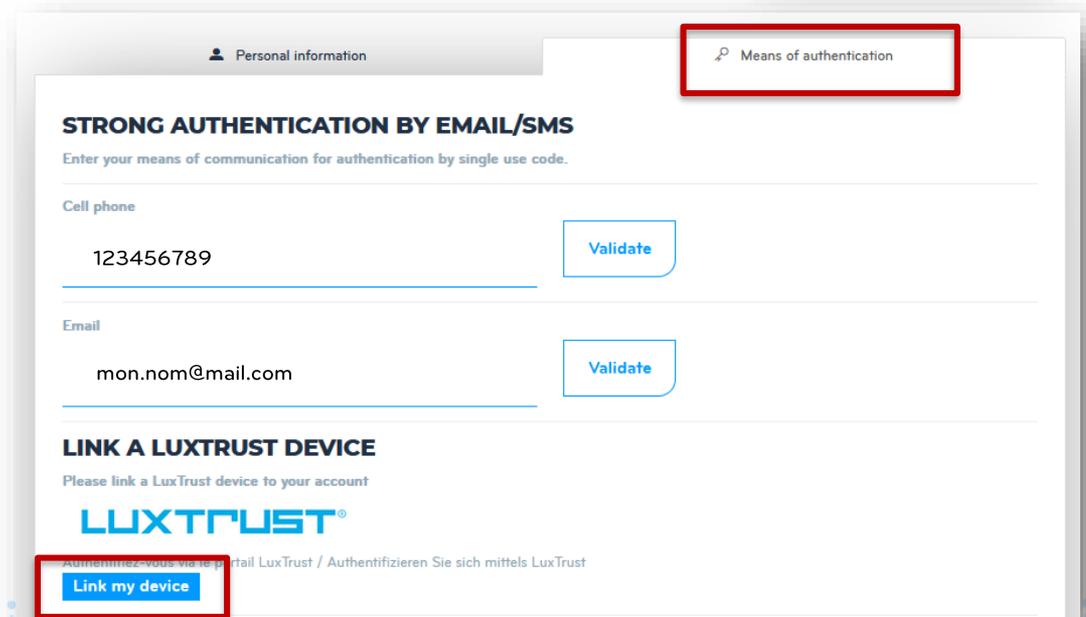>
> **Validate**

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Associate a LuxTrust device to your account

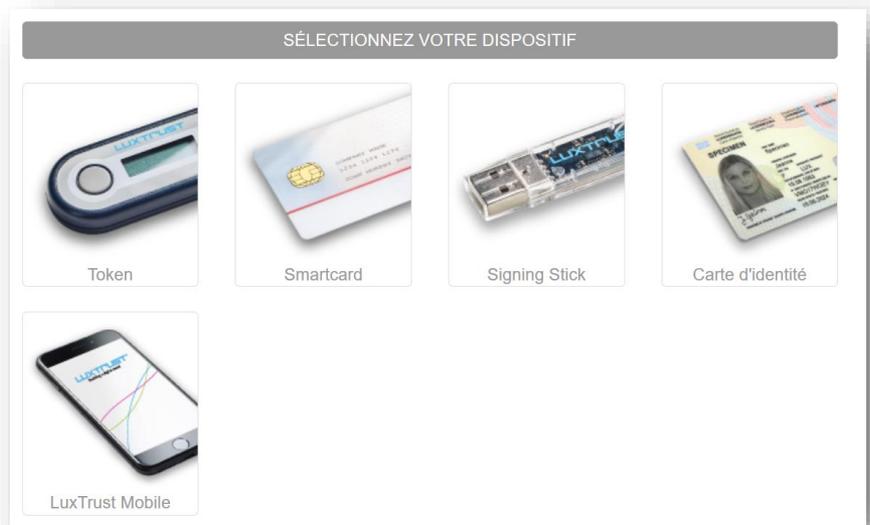Once connected, click on **« My account »** at the top right corner and select **« Manage my account »**

Click on **« Means of authentication »** move down and click on **« Link my device »**

Associate a LuxTrust device to your account

Select the appropriate device and follow the instructions

SÉLECTIONNEZ VOTRE DISPOSITIF

Token · Smartcard · Signing Stick · Carte d'identité · LuxTrust Mobile

Set up your profile

The **« Configurer mon profil »** section allows you to enter essential information into your DSP. *

* Some of the data that can be defined in the profile configurator can also be accessed on the main page of your DSP.

QuickGuide Patient – Main functionalities of the DSP

Set up your profile

In this section you can:
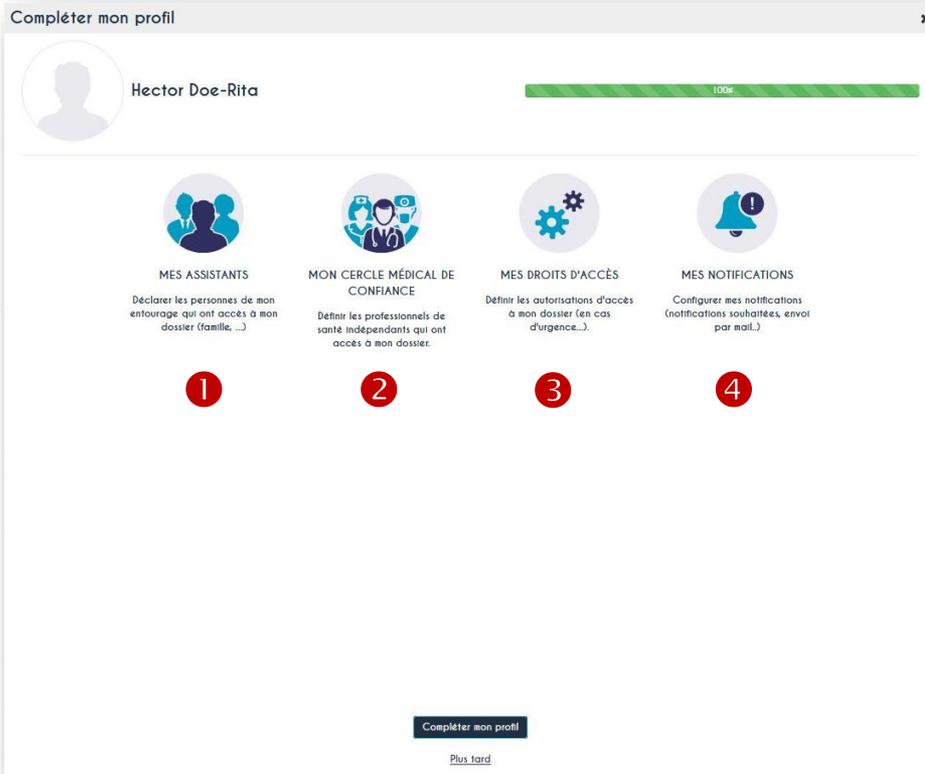

❶ Determine who you want to define as your **assistant** (an assistant can help you manage your DSP; they have the same rights as you).

❷ Include doctors in your **medical circle of trust** to give them permanent access to your DSP.

❸ Define **access rights** (consent for organ donation, emergency access, consent for cross-border exchange of Patient Summary).

❹ Manage the **notifications** you wish to receive by email.

QuickGuide Patient – Main functionalities of the DSP

Set up your profile

To define someone you know as a DSP assistant, click on **« Mes Assistants »** and enter his social security number (13-digit national identification number) in the search box.
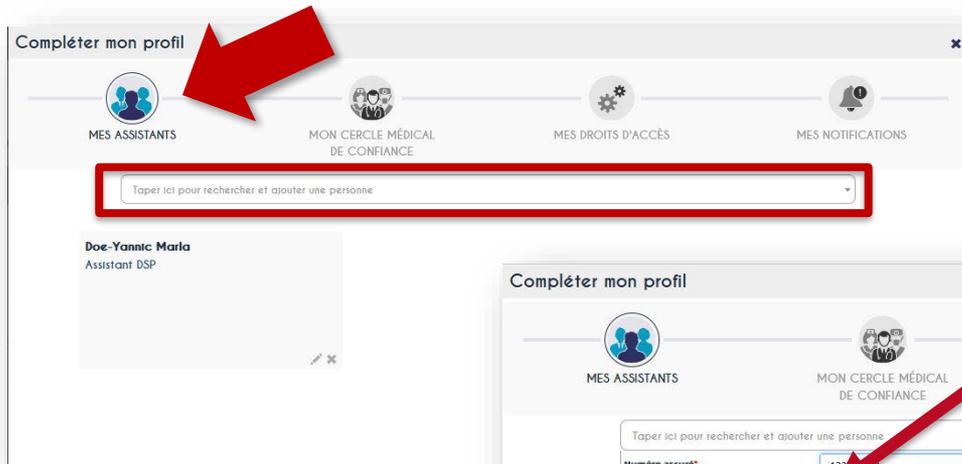
Click on the name of the person who appears. He or she will then be added to your list of assistants.
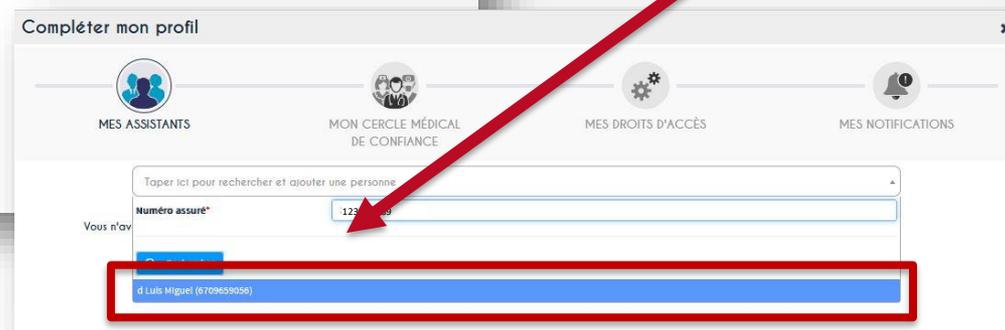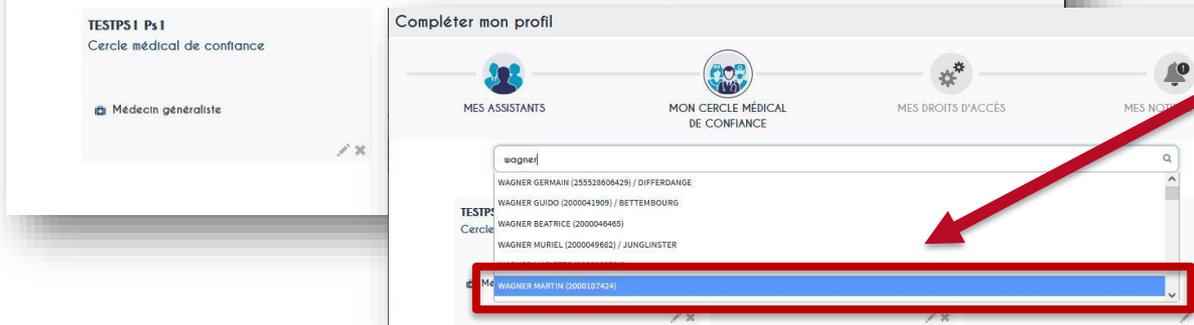
You can remove a person from your list of assistants at any time by clicking on **"x"**.
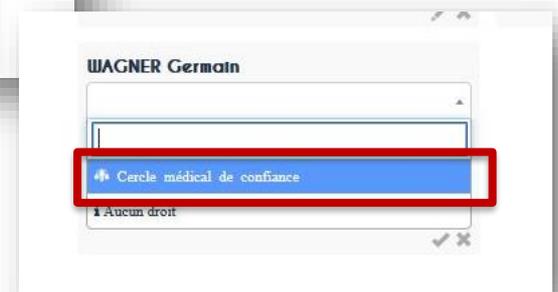
Set up your profile

To give a health professional permanent access to your DSP, click on **« Mon cercle médical de confiance »** and enter the name in the search box.

Click on the respective name. This health profess-ional will be included in your list.

For the first box, select the **« Cercle médical de confiance ».** Leave the **« Rôle »** box blank. You can remove access at any time by clicking on **"x".**

Set up your profile

❶ In the **« Consentement »** section you can determine whether you are an organ donor or not.

❷ In the **« Accès en urgence »** section you can choose between:

- **« Accès normal »** (access to all documents except those you have marked confidential)
- **« Accès aux documents confidentiels »** (access to all documents)
- **« Aucun accès »**

❸ In section **« Consentement frontalier »** you can determine whether you agree to share your patient summary with a health professional you consult when you are abroad. (Currently this service is only available for patients followed by a primary care physician)

Set up your profile

The **« Mes notifications »** section allows you to determine for which specific actions you wish to receive an email notification.

Make your selection by sliding the
« Oui/Non » button to the desired position.

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Insert a doctor in your « Cercle Médical de Confiance »

A doctor appointed in the « **Cercle Médical de Confiance** » has a **permanent access** to your DSP

Insert a doctor in your « Cercle Médical de Confiance »

1. Click on « + » to insert a new doctor

2. Enter the name of the doctor, select « **Cercle Médical de Confiance** » in « **Type** » and leave the field « **Rôle** » blank. Finish by clicking on « ✓ »

Consult your recent documents

The documents filed in your DSP can be viewed in the tab « **Mes derniers documents** »

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Consult your recent documents

Click on the document to open it
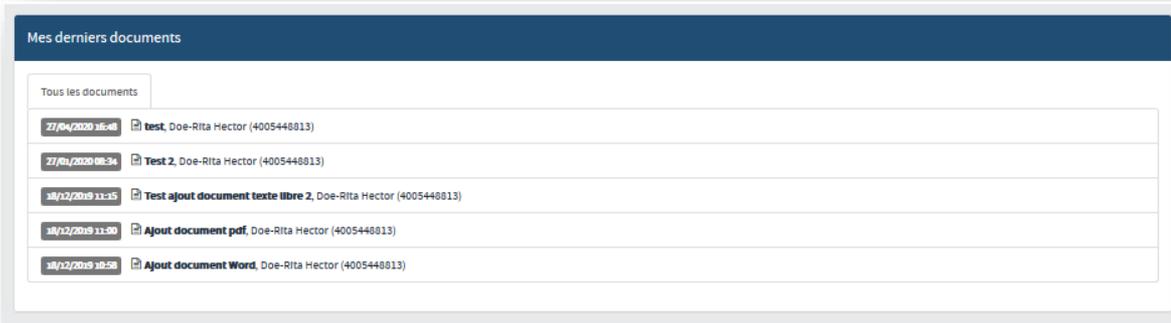
The document will be **displayed.**
It can be printed, downloaded or changed to confidential.
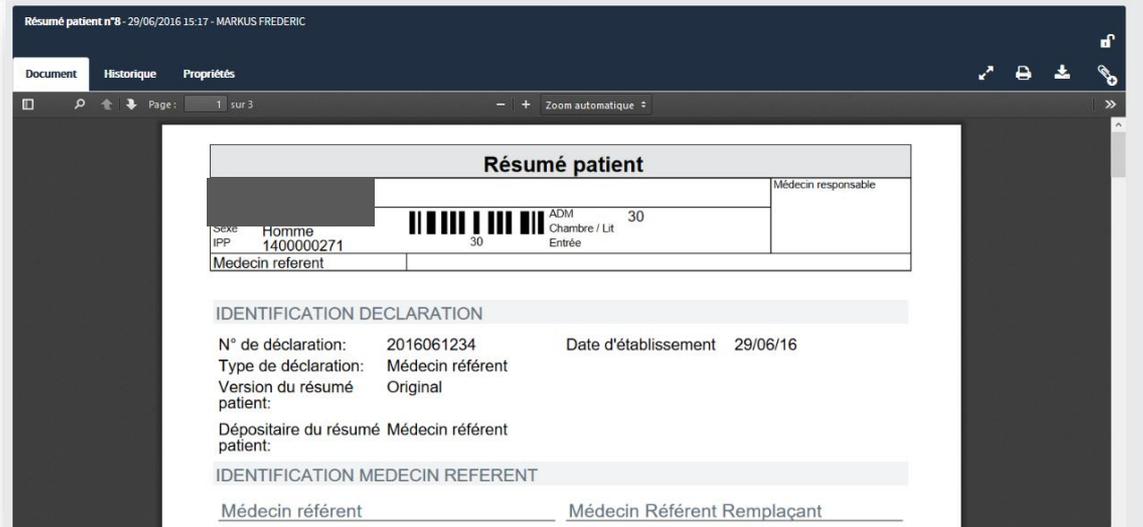
Set up the confidentialty level of a document

You have the choice of **3 different levels of confidentiality**

STANDARD:

Document can be viewed by:

- the patient and his legal representative (if applicable)
- the DSP assistant
- the primary care physician (Médecin Référent)
- health professionals being part of the « Cercle Médical de Confiance »
- any professional having an active mandate and rights
- the author of the document

CONFIDENTIEL:

Document can be viewed by:

- the patient and his legal representative (if applicable)
- the DSP assistant
- the primary care physician (Médecin Référent)
- health professionals being part of the « Cercle Médical de Confiance »
- the author of the document

PRIVÉ:

Document can be viewed by:

- the patient and his legal representative (if applicable)
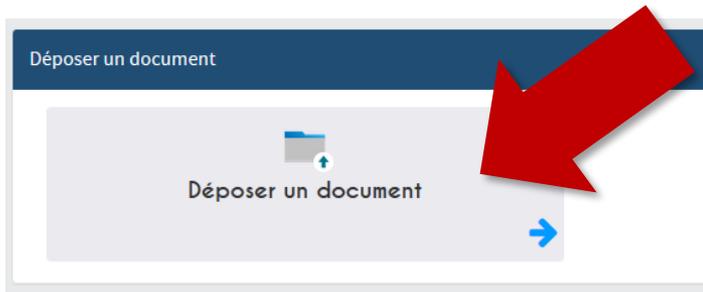- the DSP assistant
- the author of the document

Upload a document in your private area

You can deposit a document relating to your health in your DSP

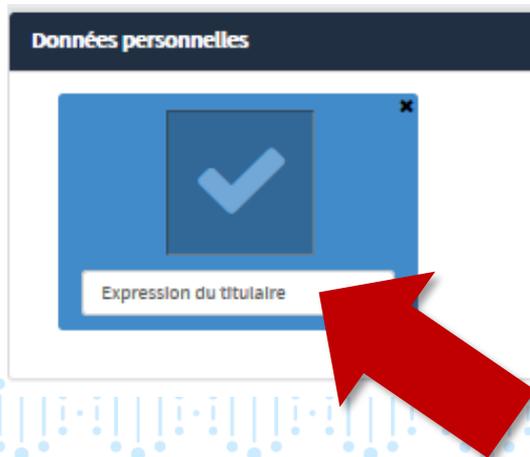# Upload a document in your private area

1. Click on **« Déposer un document »**

2. Click on **« Déposer ici votre …. »** and import the document.

3. Name your file in the area **« Expression du titulaire »**

4. Click on **« Valider »**

ATTENTION:

The DSP only accepts documents in « Word » or « PDF/A1 » format (as these ensure longtime content preservation)

What if a failure message appears while trying to upload a document in PDF format into my DSP?

The easiest is to convert the PDF file into a Word document, using the function «Save as» and than upload it to your DSP. It will be automatically converted to PDF/A1 format.

Another solution is to take screenshots of the document (ALT+Prt Scr or by a special tool for screenshots) and paste (Control+V) them into the Word document that you want to upload to your DSP.
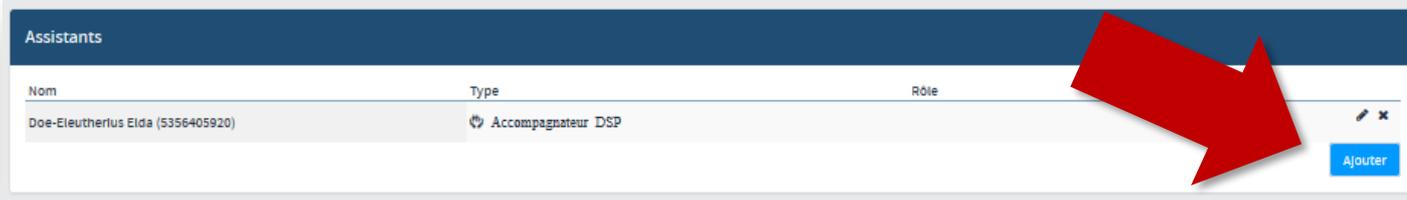
Define a DSP assistant

You can define a person of your choice as an assistant, **to assist you in managing your** DSP. This person must also have a DSP.

Define a DSP assistant

1. Click on **« Ajouter »**

2. Indicate the person's social security number (matricule), select « **Accompagnateur DSP »** in **« Type »** and leave the field **« Rôle »** blank. Finish by clicking « ✓ ».
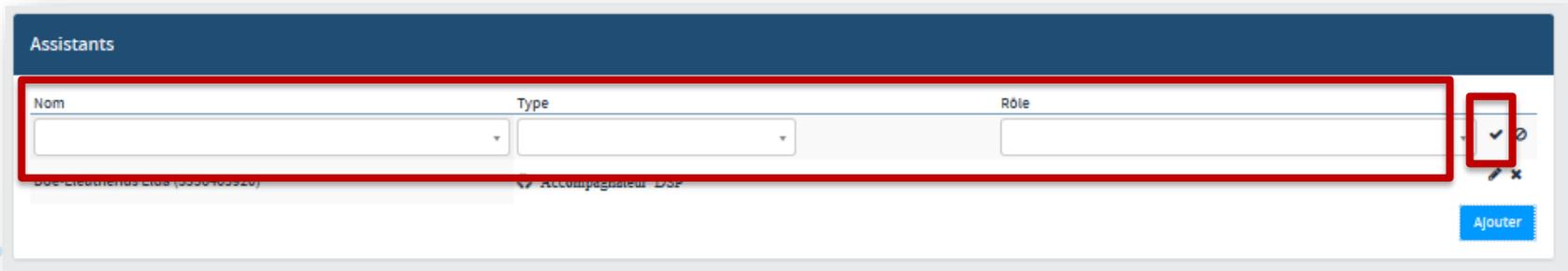
Define an emergency access

You can define the type of an access to your DSP in case of an emergency hospitalisation.

Define an emergency access

1. Click on **« Modifier »**

2. Choose the relevant access type and click on **« Valider »**
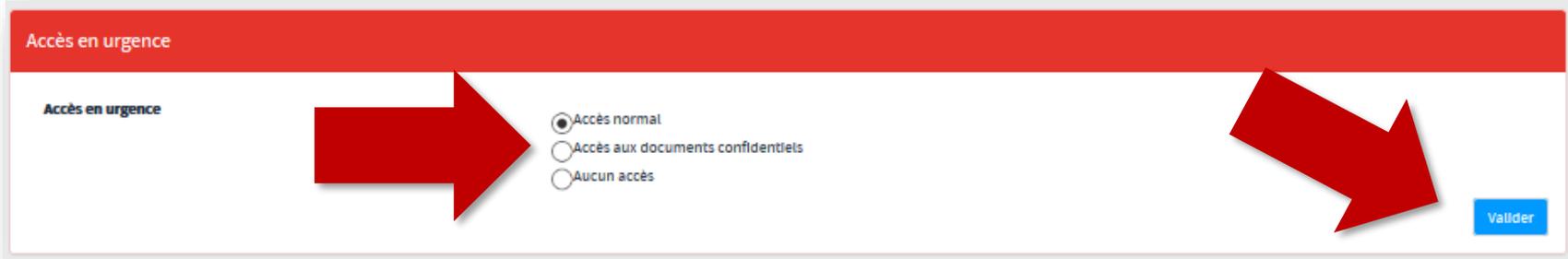
Modify the organ donor declaration

Please note that under [Luxembourg law](), a person who has not entered an objection is automatically considered an organ donor by default. Thus, the **« Yes »** is systematically ticked in the DSP.

If you want to change this setting, please follow the instructions below and click on the tab **« Consentements »** and then on **« Modifier ».**
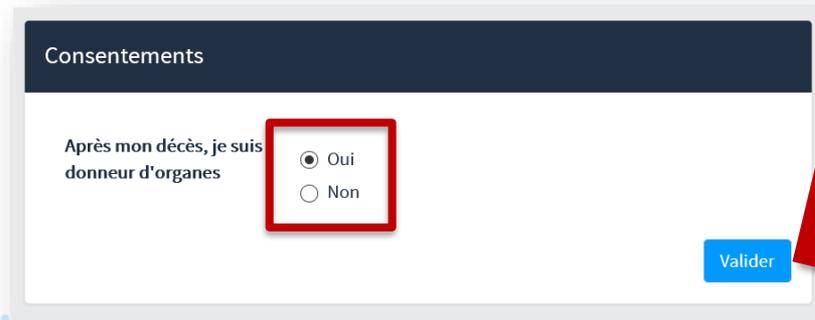

Select your choice and click on **« Valider »**

Any questions?

Please contact our helpdesk
Phone: (+352) 27 12 50 18 33
Email: helpdesk@esante.lu

For online-consultation
Make an appointment via helpdesk.esante.lu

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