



QUICK-GUIDE PATIENT MAIN FUNCTIONALITIES OF THE DSP

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Access your DSP

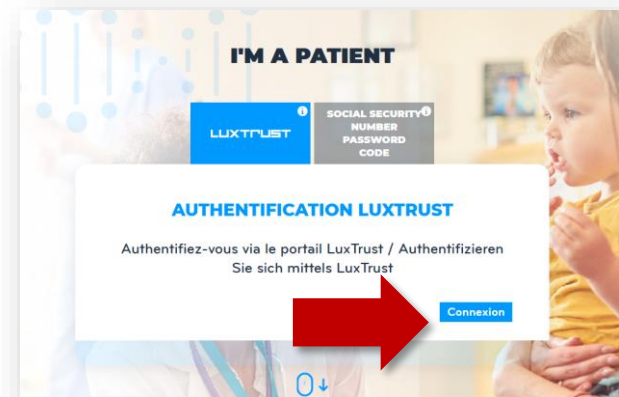
To connect to your DSP click on the red button « Login » and then on « PATIENT »

The screenshot displays the eSanté Luxembourg website interface. At the top right, there is a navigation bar with a red 'Login' button, which is highlighted by a red arrow. Below the 'Login' button, a dropdown menu is open, showing the 'PATIENT' option highlighted with a red box. The main content area features a banner for 'E-SANTÉ PORTAL' with the text 'Your access to e-Santé services and information'. Below this, there is a section for medical scans with the text 'Your scans, MRIs and X-rays can be accessed directly via your DSP'. At the bottom, there is a 'NEWS' section with three news items dated 03 NOV 2022, 02 NOV 2022, and 02 NOV 2022.

Access your DSP

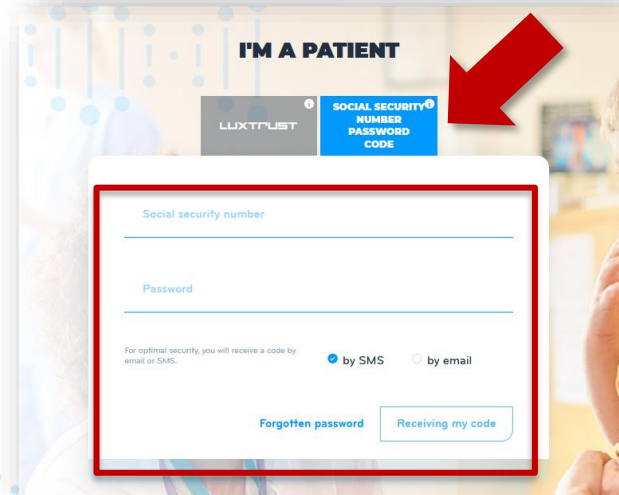
Click on the authentication method of your choice:

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:

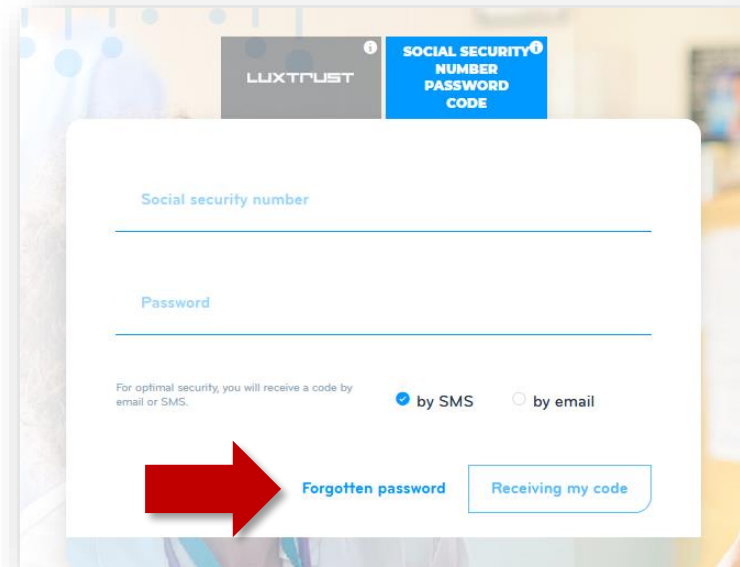
- your social security number (matricule)
- your defined password
- the code received via SMS or e-mail



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** »



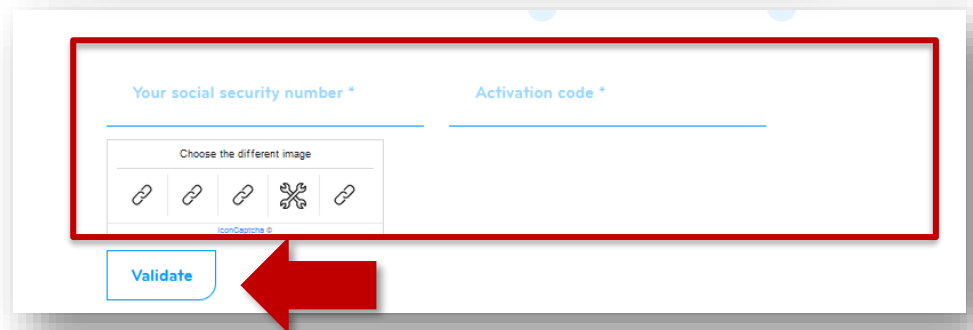
LUXTPUST SOCIAL SECURITY NUMBER PASSWORD CODE

Social security number

Password

For optimal security, you will receive a code by email or SMS. by SMS by email

Forgotten password Receiving my code



Your social security number * Activation code *

Choose the different image

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 »

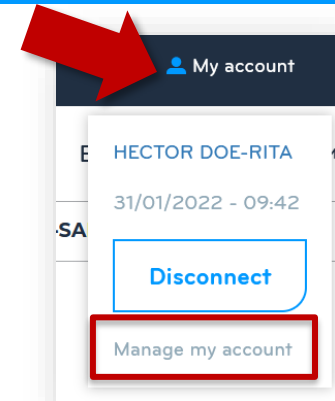
New password *

New password confirmation *

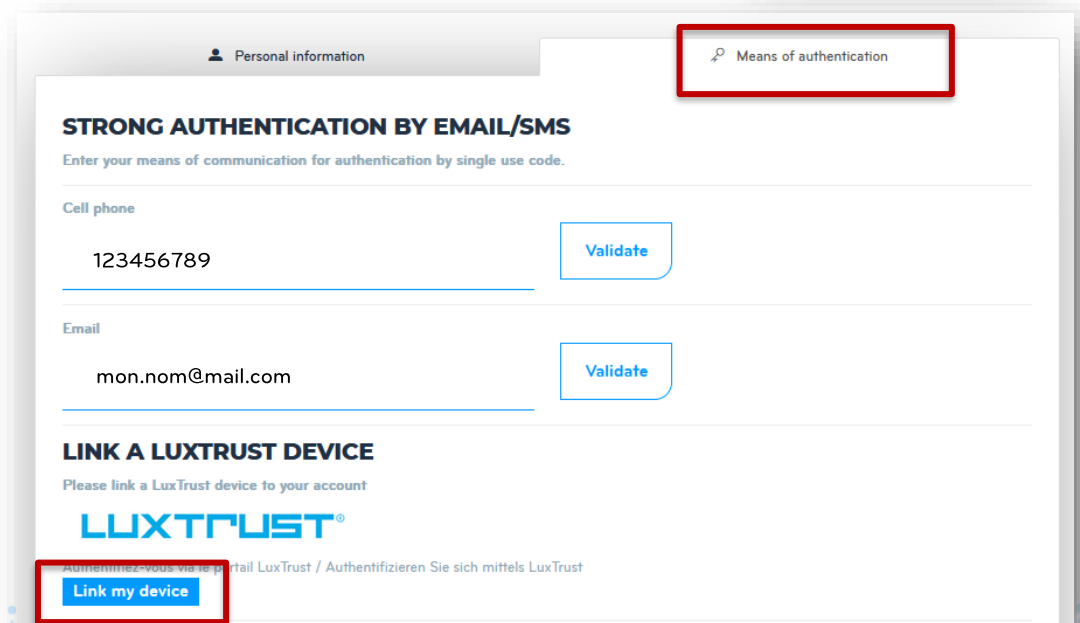
Validate

Associate a LuxTrust device to your account

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

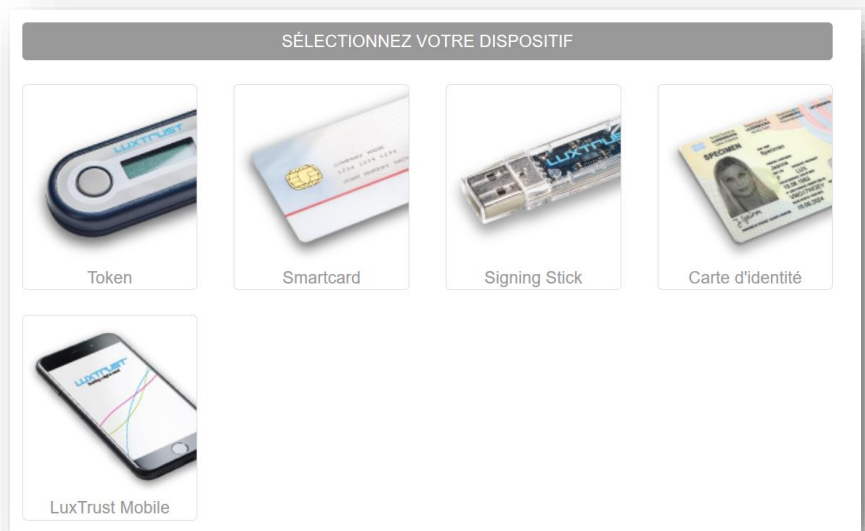


Click on « Means of authentication » move down and click on « Link my device »



Associate a LuxTrust device to your account

Select the appropriate device and follow the instructions



Set up your profile

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

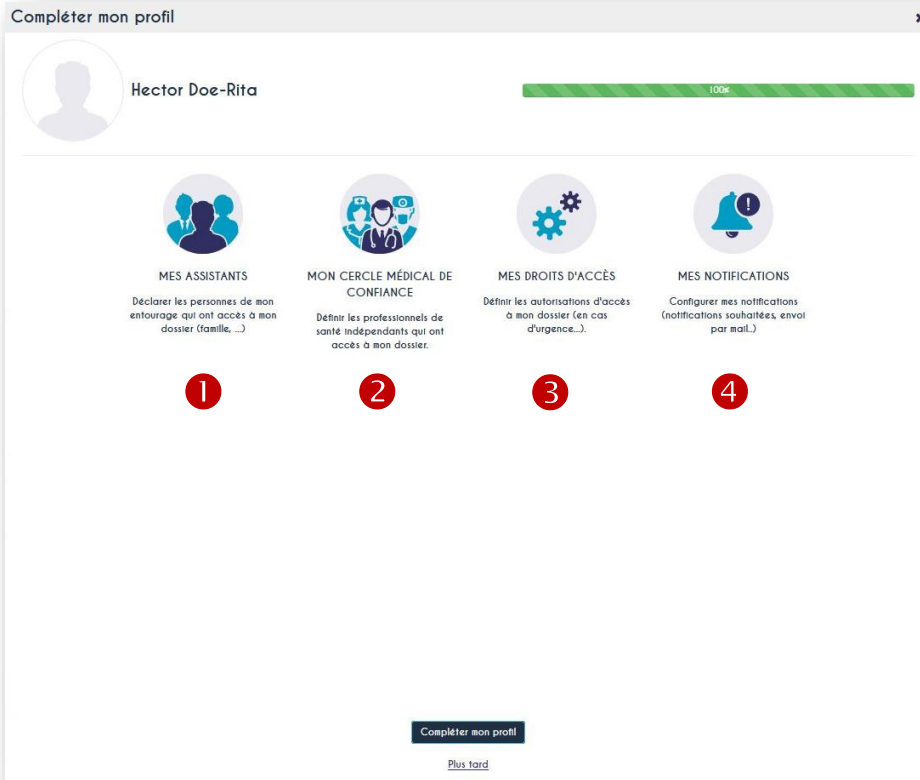
The screenshot displays the DSP patient interface. At the top right, the user's name 'Hector Doe-Rita' and login details are visible. A red arrow points to the 'Configurer mon profil' button. The main content area is divided into several sections:

- Mes derniers documents:** A list of recent documents with columns for date, time, and document title (e.g., 'Bla bla, BATISTA LUIS', 'Test, Doe-Rita Hector').
- Déposer un document:** A section for uploading new documents, featuring a large arrow icon.
- Cercle Médical de Confiance:** A table listing trusted medical professionals with columns for name, type, and contact information.
- Assistants:** A table listing assistants with columns for name, type, and role.
- Documents bloqués:** A section for blocked documents, currently showing 'Aucun document bloqué'.
- Accès en urgence:** A section for emergency access, currently showing 'Accès normal'.

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

Set up your profile

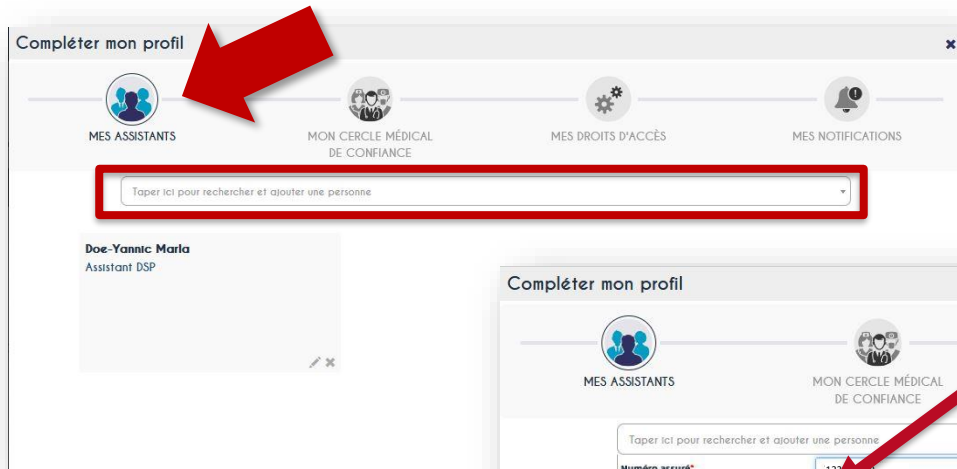
In this section you can:



- 1 Determine who you want to define as your **assistant** (an assistant can help you manage your DSP; they have the same rights as you).
- 2 Include doctors in your **medical circle of trust** to give them permanent access to your DSP.
- 3 Define **access rights** (consent for organ donation, emergency access, consent for cross-border exchange of Patient Summary).
- 4 Manage the **notifications** you wish to receive by email.

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.



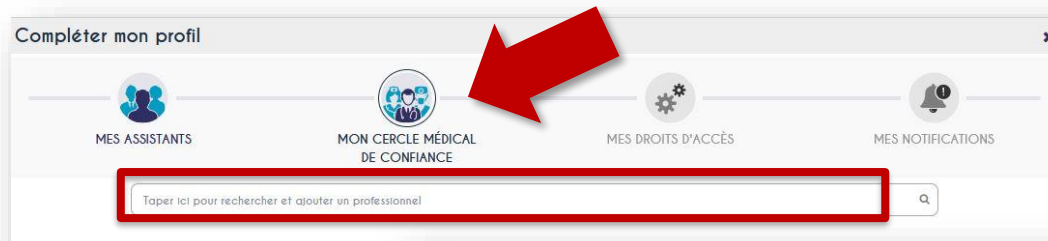
Click on the name of the person who appears. He or she will then be added to your list of assistants.



You can remove a person from your list of assistants at any time by clicking on "x".

Set up your profile

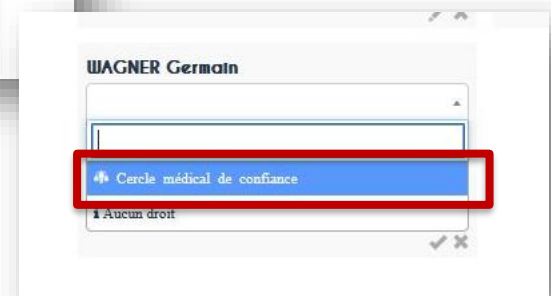
To give a health professional permanent access to your DSP, click on « **Mon cercle médical de confiance** » and enter the name in the search box.



Click on the respective name. This health professional 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

Compléter mon profil

MES ASSISTANTS MON CERCLE MÉDICAL DE CONFIANCE **MES DROITS D'ACCÈS** MES NOTIFICATIONS

1 Consentement
Après mon décès, je suis donneur d'organes
Oui
Non

2 Accès en urgence
Accès en urgence
Accès normal
Accès aux documents confidentiels
Aucun accès

3 Consentement transfrontalier
Cliquez ici pour plus d'informations.
Par la présente, je donne mon consentement explicite et avisé pour l'accès à mon résumé patient dans le cadre d'échanges transfrontaliers, d'après les conditions décrites ci-dessus.
Oui
Non

Précédent Suivant

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

2 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** »

3 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.

The screenshot shows the 'Compléter mon profil' (Complete my profile) interface. At the top, there are four tabs: 'MES ASSISTANTS', 'MON CERCLE MÉDICAL DE CONFIANCE', 'MES DROITS D'ACCÈS', and 'MES NOTIFICATIONS'. A red arrow points to the 'MES NOTIFICATIONS' tab. Below the tabs, the 'Mes notifications' section is expanded, showing three categories: 'Accès au dossier', 'Cercle médical de confiance', and 'Documents'. Each category contains several notification items, each with a 'Oui/Non' toggle button. A red box highlights these toggle buttons, showing that the 'Oui' button is selected for the first item in the 'Accès au dossier' category, while 'Non' is selected for all other items. At the bottom of the form, there are 'Précédent' and 'Terminer' buttons.

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

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

The screenshot displays the DSP patient interface. A red arrow points from the 'Mes derniers documents' section to the 'Déposer un document' button. The 'Cercle Médical de Confiance' section shows a table of health professionals with columns for Name, Type, Role, and Contact. The 'Professionnels de santé' table lists Rickal Tania and Batista Luis, both with the role of 'Cercle médical de confiance'. The 'Structure de santé' section shows a table with columns for Name, Type, Start, and End, currently displaying no data. The 'Accès en urgence' section shows 'Accès en urgence' set to 'Accès normal'. The 'Consentements' section shows 'Après mon décès, je suis donneur d'organes' set to 'Non'.

Mes derniers documents

Tous les documents

- 27/06/2020 16:48 Test, Doe-Rita Hector (4005440813)
- 27/06/2020 08:36 Test 2, Doe-Rita Hector (4005440813)
- 18/12/2019 11:10 Test ajout document texte libre 2, Doe-Rita Hector (4005440813)
- 18/12/2019 11:08 Ajout document pdf, Doe-Rita Hector (4005440813)
- 18/12/2019 10:58 Ajout document Word, Doe-Rita Hector (4005440813)

Assistants

Nom	Type	Rôle
Doe-Eleutherius Elida (5356405920)	Accompagnateur DSP	

Documents bloqués

Aucun document bloqué

Mots de passe

Identifiant de connexion: 1912071374094

Code présence: [Générer](#)

Professionnels blacklistés

Cet écran vous permet de voir les professionnels de santé dont l'accès à ce dossier a été interdit. Ces professionnels ne peuvent pas accéder au dossier de ce patient tant qu'ils appartiennent à cette liste.

0 éléments Afficher 10 éléments

Professionnel blacklisté: Recherche

Aucune donnée disponible dans le tableau

Déposer un document

Déposer un document

Cercle Médical de Confiance

Professionnels de santé

Nom	Type	Rôle	Contact
RICKAL TANIA	Cercle médical de confiance		
BATISTA LUIS	Cercle médical de confiance		

[Plus de détails](#)

Structure de santé

Nom	Type	Début	Fin
Aucune donnée disponible dans le tableau			

0 éléments Afficher 10 éléments

Accès en urgence

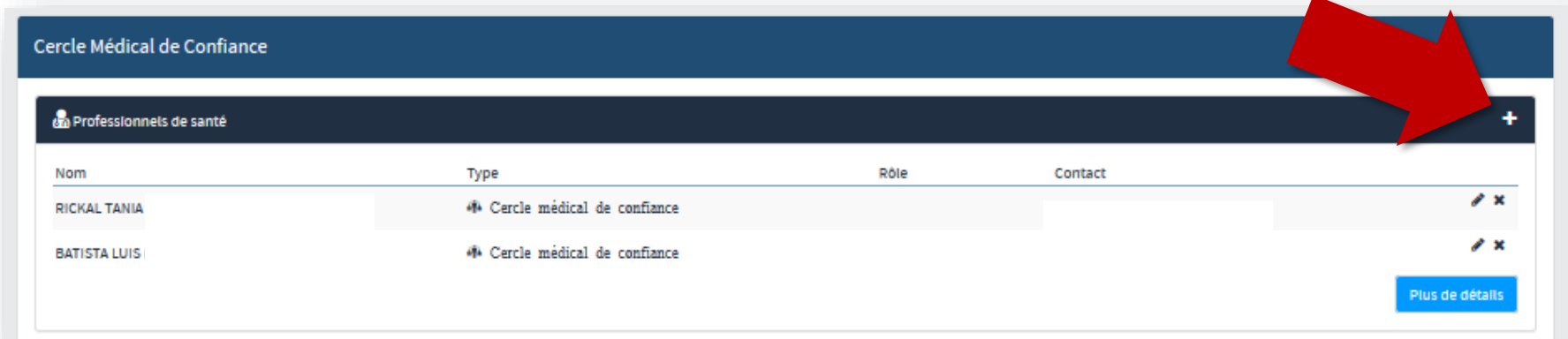
Accès en urgence: Accès normal [Modifier](#)

Consentements

Après mon décès, je suis donneur d'organes: Non [Modifier](#)

Insert a doctor in your « Cercle Médical de Confiance »

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



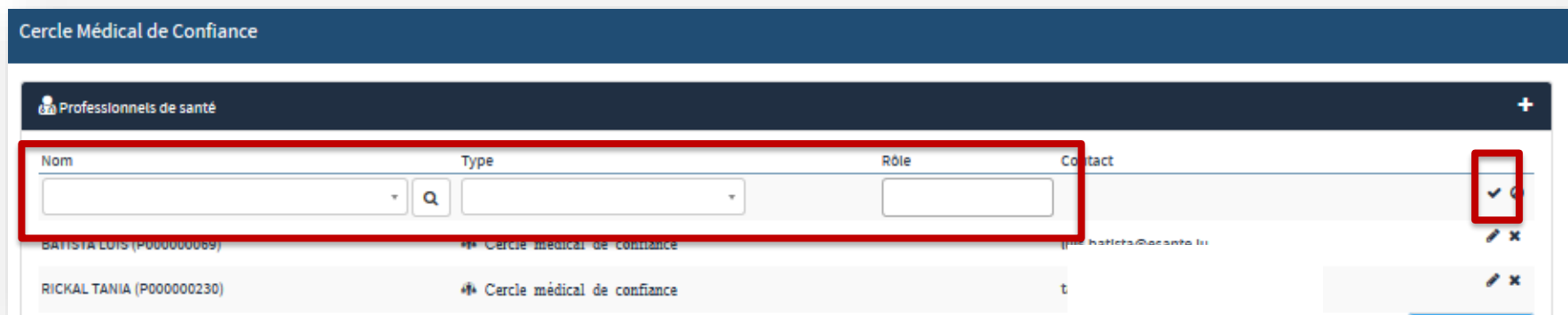
Cercle Médical de Confiance

Professionnels de santé

Nom	Type	Rôle	Contact
RICKAL TANIA	Cercle médical de confiance		
BATISTA LUIS	Cercle médical de confiance		

Plus de détails

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



Cercle Médical de Confiance

Professionnels de santé

Nom	Type	Rôle	Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BATISTA LUIS (P000000069)	Cercle médical de confiance		
RICKAL TANIA (P000000230)	Cercle médical de confiance		

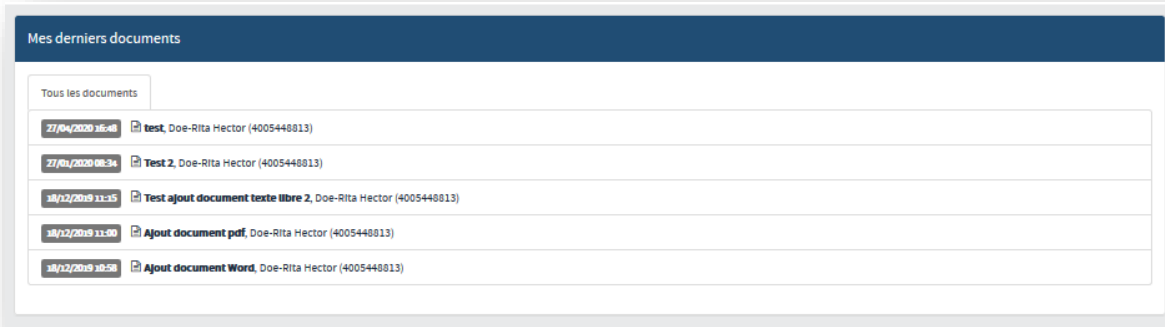
Consult your recent documents

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

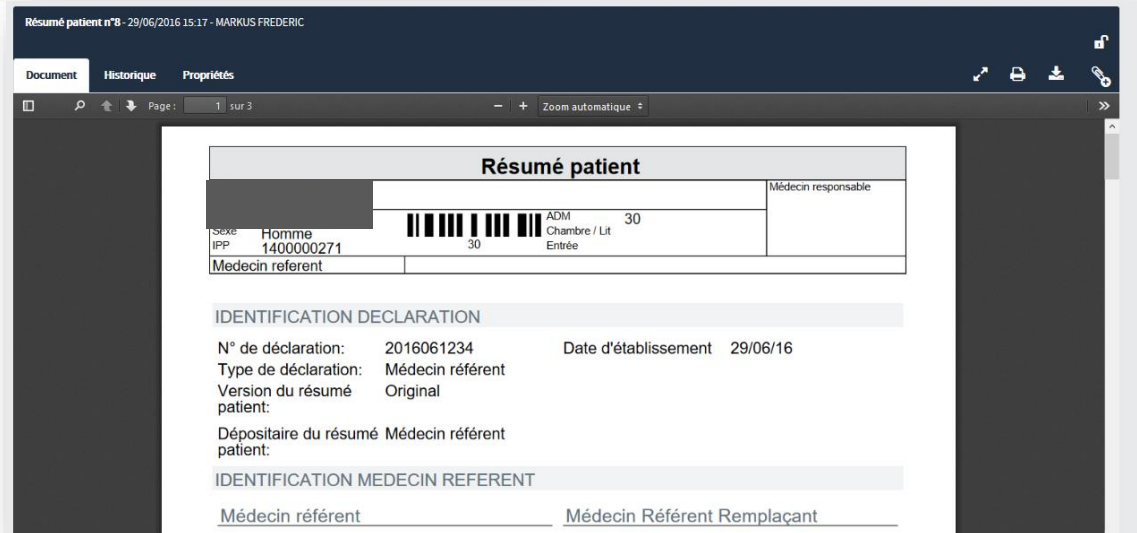
The screenshot displays the DSP patient interface. The top navigation bar includes the user's name 'Doe-Rita Hector (107 ans)', a search bar, and a notification bell. The main content area is divided into several sections: 'Mes derniers documents' (highlighted with a red arrow), 'Assistants', 'Documents bloqués', 'Mots de passe', 'Professionnels blacklistés', 'Déposer un document', 'Cercle Médical de Confiance', 'Accès en urgence', and 'Consentements'. The 'Mes derniers documents' section shows a list of documents with columns for date, time, and document name. The 'Assistants' section shows a table with columns for name, type, and role. The 'Documents bloqués' section shows a message 'Aucun document bloqué'. The 'Mots de passe' section shows fields for 'Identifiant de connexion' and 'Code présence'. The 'Professionnels blacklistés' section shows a message 'Cet écran vous permet de voir les professionnels de santé dont l'accès à ce dossier a été interdit. Ces professionnels ne peuvent pas accéder au dossier de ce patient tant qu'ils appartiennent à cette liste.' The 'Déposer un document' section shows a 'Déposer un document' button. The 'Cercle Médical de Confiance' section shows a table with columns for name, type, and role. The 'Accès en urgence' section shows a table with columns for 'Accès en urgence' and 'Accès normal'. The 'Consentements' section shows a table with columns for 'Après mon décès, je suis donneur d'organes' and 'Non'.

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 confidentiality level of a document

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

Modifier le niveau de confidentialité du document

Attention, le masquage induit des risques sérieux et unanimement reconnus pour la santé du patient.

Je comprends et j'accepte les risques du masquage de documents médicaux.

Niveau de confidentialité

- Niveau de confidentialité : Standard
- Niveau de confidentialité : Confidentiel
- Niveau de confidentialité : Privé

Annuler Valider

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

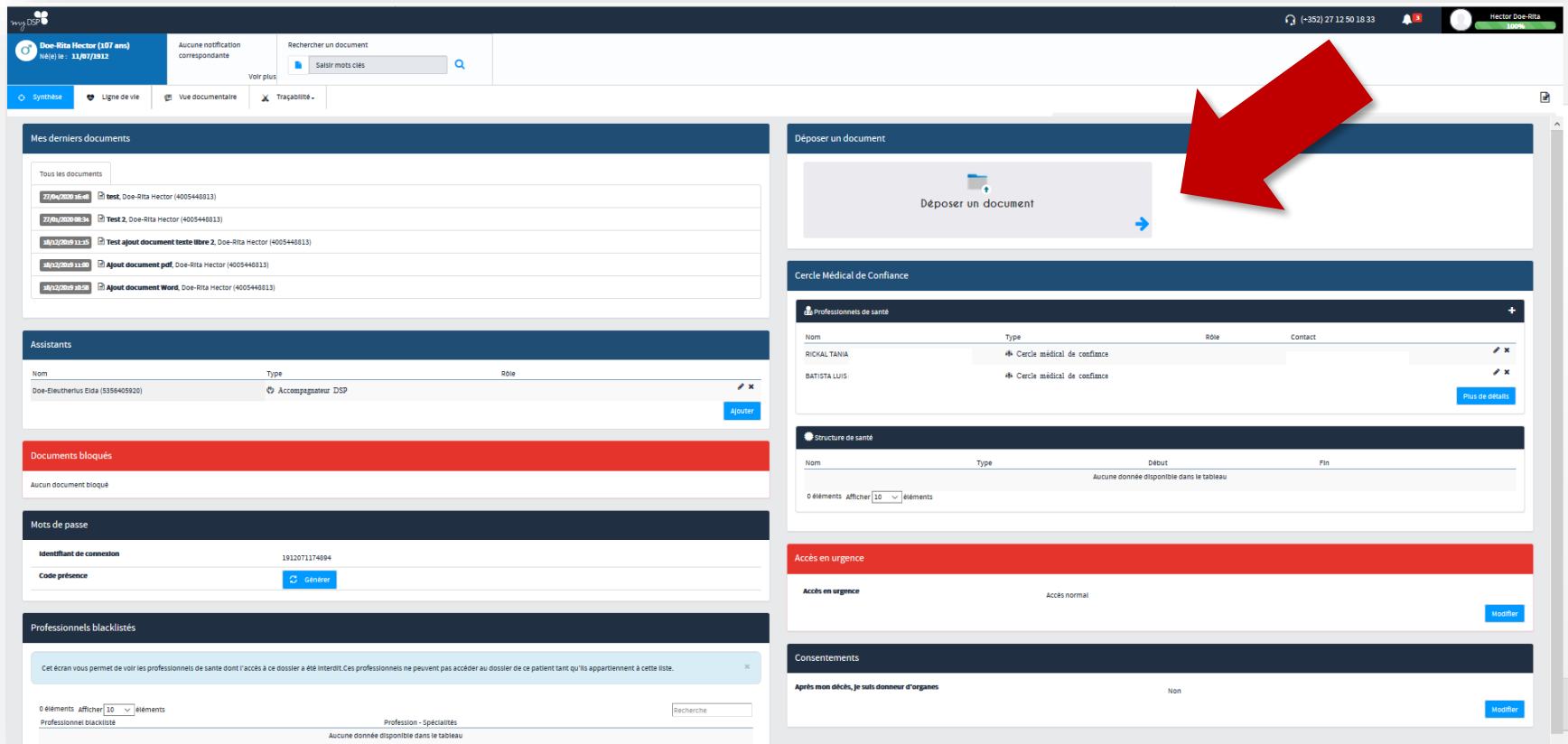
PRIVÉ:

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

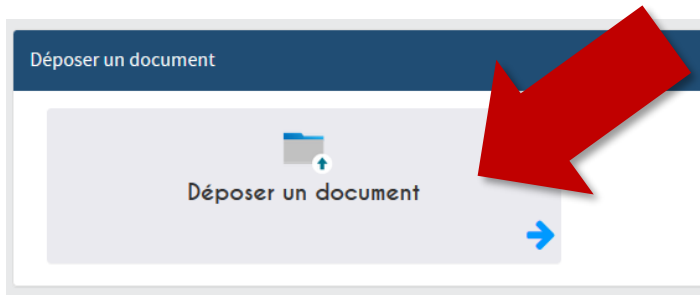


The screenshot displays the patient's private area in the DSP. The interface is divided into several sections:

- Mes derniers documents:** A list of recent documents with columns for date, title, and user.
- Assistants:** A table listing assistants with columns for name, type, and role.
- Documents bloqués:** A section indicating no blocked documents.
- Mots de passe:** A section for managing passwords, including a field for the connection ID and a 'Générer' button for the presence code.
- Professionnels blacklistés:** A section for managing blacklisted professionals, including a search field.
- Déposer un document:** A section for uploading documents, highlighted with a red arrow. It features a 'Déposer un document' button.
- Cercle Médical de Confiance:** A section for managing the medical trust circle, including a table of professionals and a 'Plus de détails' button.
- Structure de santé:** A section for managing the health structure, including a table of structures and a 'Plus de détails' button.
- Accès en urgence:** A section for managing emergency access, including a table of access types and a 'Modifier' button.
- Consentements:** A section for managing consent, including a table of consent types and a 'Modifier' button.

Upload a document in your private area

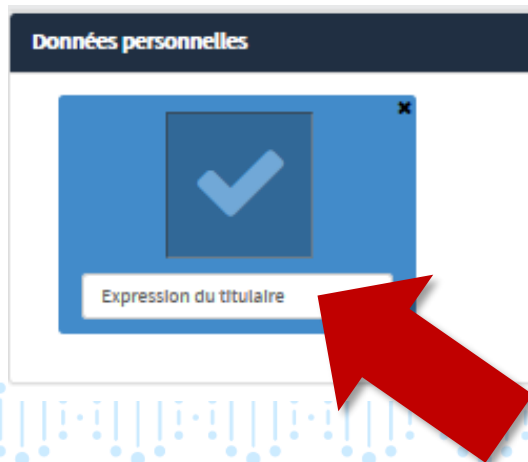
1. Click on « Déposer un document »



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



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



4. Click on « Valider »



Upload a document in your private area

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 then 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

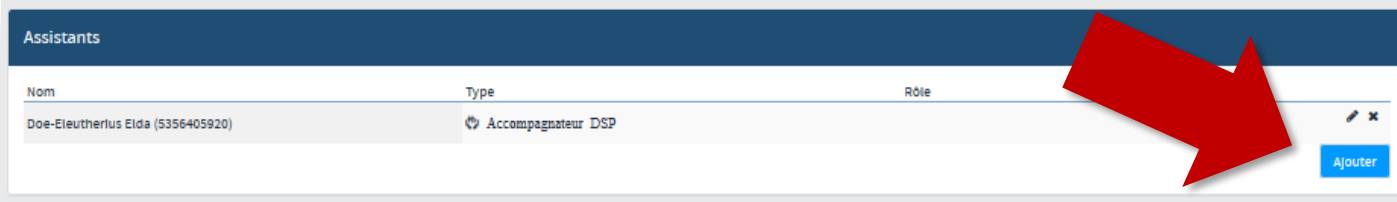
You can define a person of your choice as an assistant, to assist you in managing your DSP. This person must also have a DSP.

The screenshot displays the DSP user interface. At the top, there is a header with the user's name 'Doe Rita Hector (187 ans)', a search bar, and navigation tabs. The main content area is divided into several sections:

- Mes derniers documents:** A list of recent documents with columns for date, name, and ID.
- Assistants:** A table listing assistants. A red arrow points to this section. The table has columns for 'Nom', 'Type', and 'Rôle'. One assistant is listed: 'Doe-Eleutherius Eida (5356405920)' with the role 'Accompagnateur DSP'. There is an 'Ajouter' button.
- Documents bloqués:** A section indicating 'Aucun document bloqué'.
- Mots de passe:** A section for password management, showing 'Identifiant de connexion' and 'Code présence' with a 'Générer' button.
- Professionnels blacklistés:** A section for managing blacklisted professionals, with a search bar and a note: 'Aucune donnée disponible dans le tableau'.
- Déposer un document:** A section for uploading documents, with a 'Déposer un document' button.
- Cercle Médical de Confiance:** A section for managing the medical trust circle, with a table of professionals and a 'Plus de détails' button.
- Structure de santé:** A section for managing the health structure, with a table and a note: 'Aucune donnée disponible dans le tableau'.
- Accès en urgence:** A section for managing emergency access, with a 'Modifier' button.
- Consentements:** A section for managing consent, with a 'Modifier' button.

Define a DSP assistant

1. Click on « Ajouter »

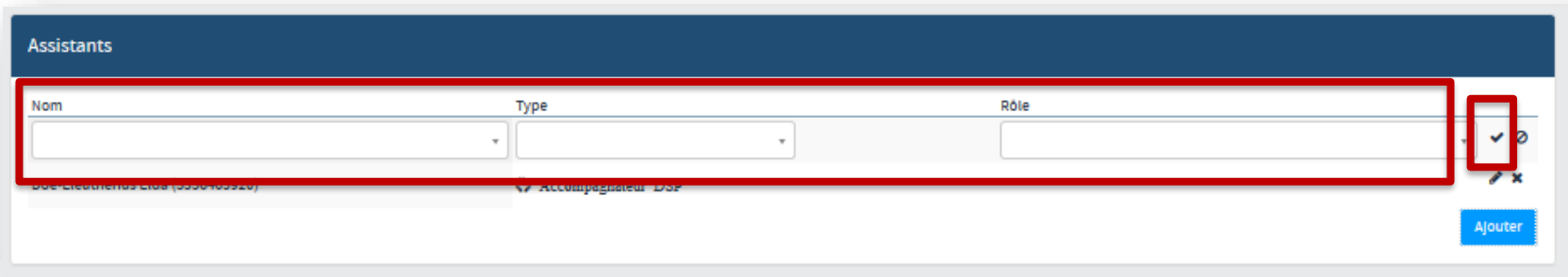


The screenshot shows a table titled 'Assistants' with three columns: 'Nom', 'Type', and 'Rôle'. A single row is visible with the name 'Doe-Elieutherlus Eida (5356405920)' and the role 'Accompagnateur DSP'. A large red arrow points from the top right towards the 'Ajouter' button located at the bottom right of the table.

Nom	Type	Rôle
Doe-Elieutherlus Eida (5356405920)	Accompagnateur DSP	

Ajouter

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



The screenshot shows the 'Assistants' form with three input fields: 'Nom', 'Type', and 'Rôle'. A red box highlights these three fields. A red square highlights a checkmark icon (✓) next to the 'Ajouter' button, indicating the final step of the process.

Nom	Type	Rôle
<input type="text"/>	<input type="text"/>	<input type="text"/>

Ajouter

Define an emergency access

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

The screenshot displays the DSP user interface with the following sections:

- Mes derniers documents:** A list of recent documents with columns for date, document name, and user ID.
- Assistants:** A table with columns for Nom, Type, and Rôle. One entry is visible: Doe-Eleutherius Elida (5356405920) - Accompagnateur DSP.
- Documents bloqués:** A section indicating no blocked documents.
- Mots de passe:** A form with fields for Identifiant de connexion (1912071374894) and Code présence, with a Générer button.
- Professionnels blacklistés:** A section with a message: "Cet écran vous permet de voir les professionnels de santé dont l'accès à ce dossier a été interdit. Ces professionnels ne peuvent pas accéder au dossier de ce patient tant qu'ils appartiennent à cette liste." Below is a search table with columns for Profession - Spécialités and a Recherche field.
- Déposer un document:** A section with a "Déposer un document" button.
- Cercle Médical de Confiance:** A section with a "Professionnels de santé" table. The table has columns for Nom, Type, Rôle, and Contact. Two entries are visible: DOAL TANIA (Cercle médical de confiance) and DOALTA LUIS (Cercle médical de confiance). A red arrow points to the "Accès en urgence" button in the "Type" column of the second row.
- Accès en urgence:** A section with a red header and a table with columns for Accès en urgence and Accès normal. A Modifier button is present.
- Consentements:** A section with a form for "Après mon décès, je suis donneur d'organes" with a Non option and a Modifier button.

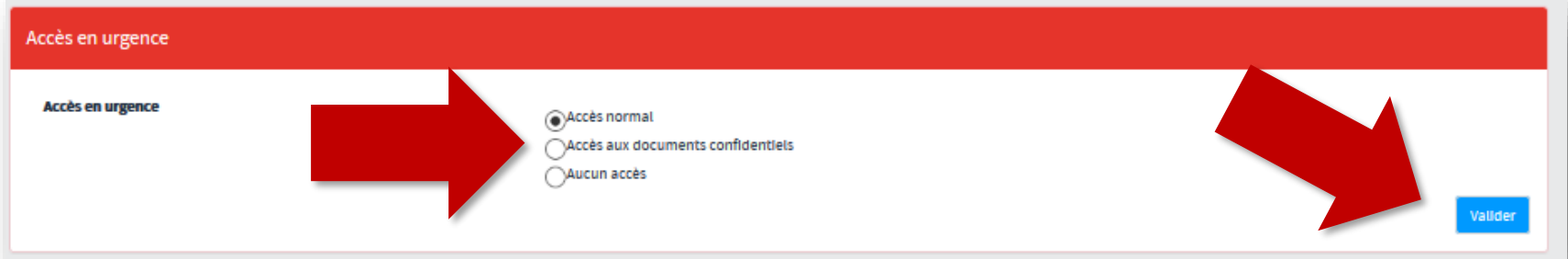
Define an emergency access

1. Click on « Modifier »



The screenshot shows a form titled "Accès en urgence" with a red header. Below the header, there are two radio buttons: "Accès en urgence" (which is selected) and "Accès normal". A blue button labeled "Modifier" is located in the bottom right corner. A large red arrow points to the "Modifier" button.

2. Choose the relevant access type and click on « Valider »

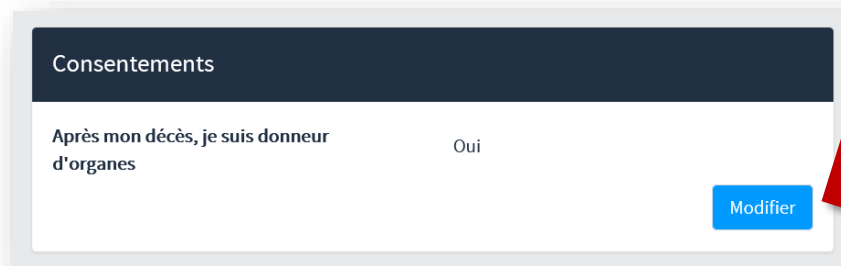


The screenshot shows the same form as above, but with the "Accès normal" radio button selected. A large red arrow points to the "Accès normal" radio button. Another large red arrow points to the blue "Valider" button in the bottom right corner.

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** ».



Consentements

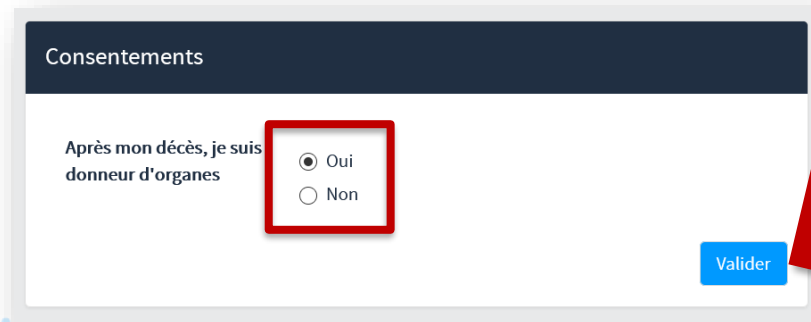
Après mon décès, je suis donneur d'organes

Oui

Modifier

A red arrow points to the 'Modifier' button.

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



Consentements

Après mon décès, je suis donneur d'organes

Oui
 Non

Valider

A red box highlights the radio button options, and a red arrow points to the 'Valider' button.

Any questions?

Please contact our helpdesk

Phone: (+352) 27 12 50 18 33

Online form: www.esante.lu/helpdesk/en



Agence eSanté G.I.E.

Agence nationale des informations partagées dans le domaine de la santé

B.P 2511 L-1025 Luxembourg
www.esante.lu



Agence nationale
des informations partagées
dans le domaine de la santé

Helpdesk:

Tel.: (+352) 27 12 50 18 33

Online form: www.esante.lu/helpdesk/en