Hartwig
Medical Foundation

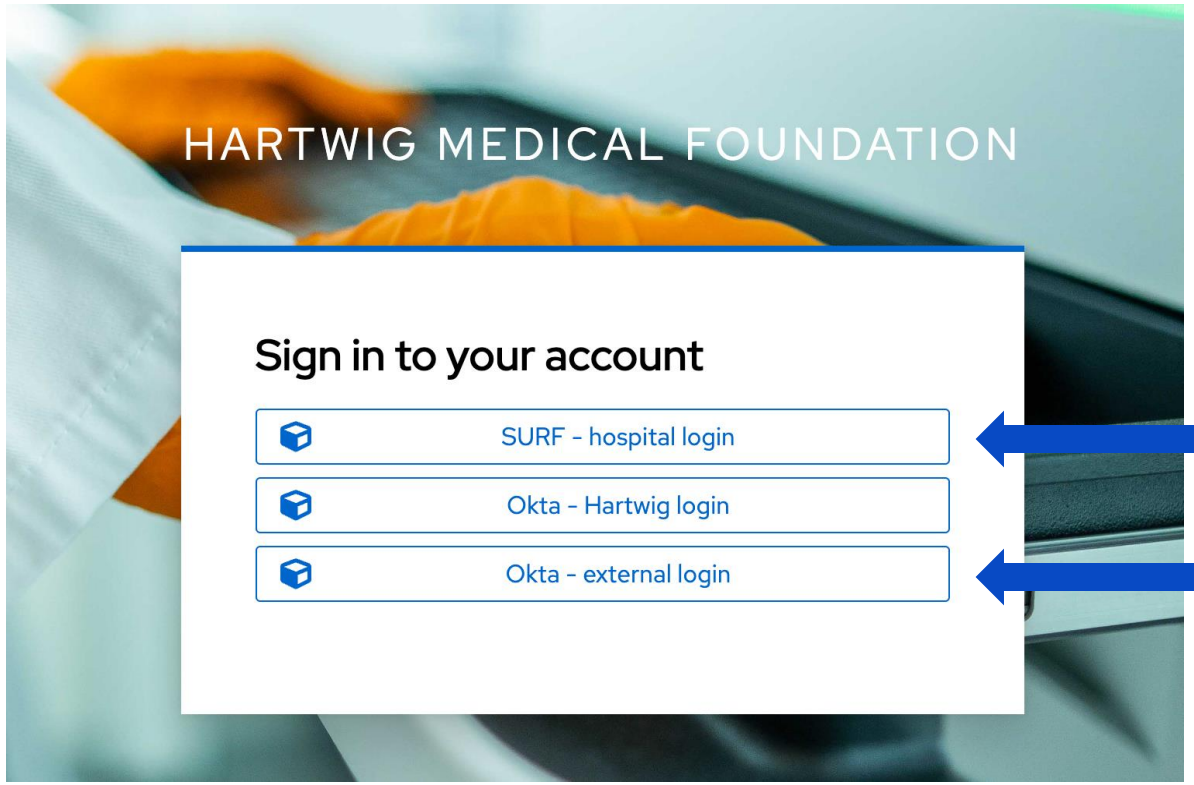
Online portal instructions

Registration module



Introduction

- Access to the online portal via portal.hartwigmedicalfoundation.nl
- Log in with your hospital's own credentials (SurfConext) or otherwise an OKTA account

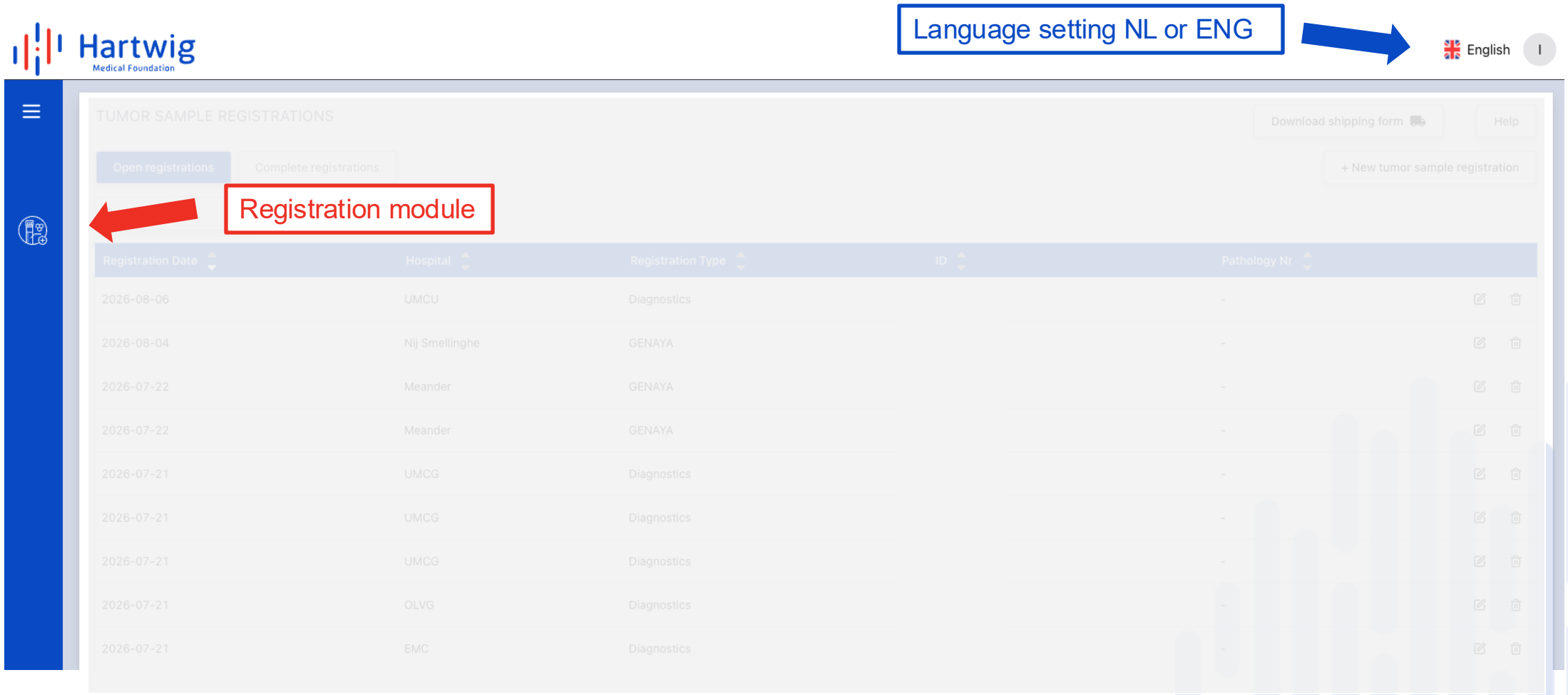


Choose 'SURF' for access via SurfConext account [managed by the hospital]

Choose 'OKTA – external' for access via OKTA account [managed by Hartwig]

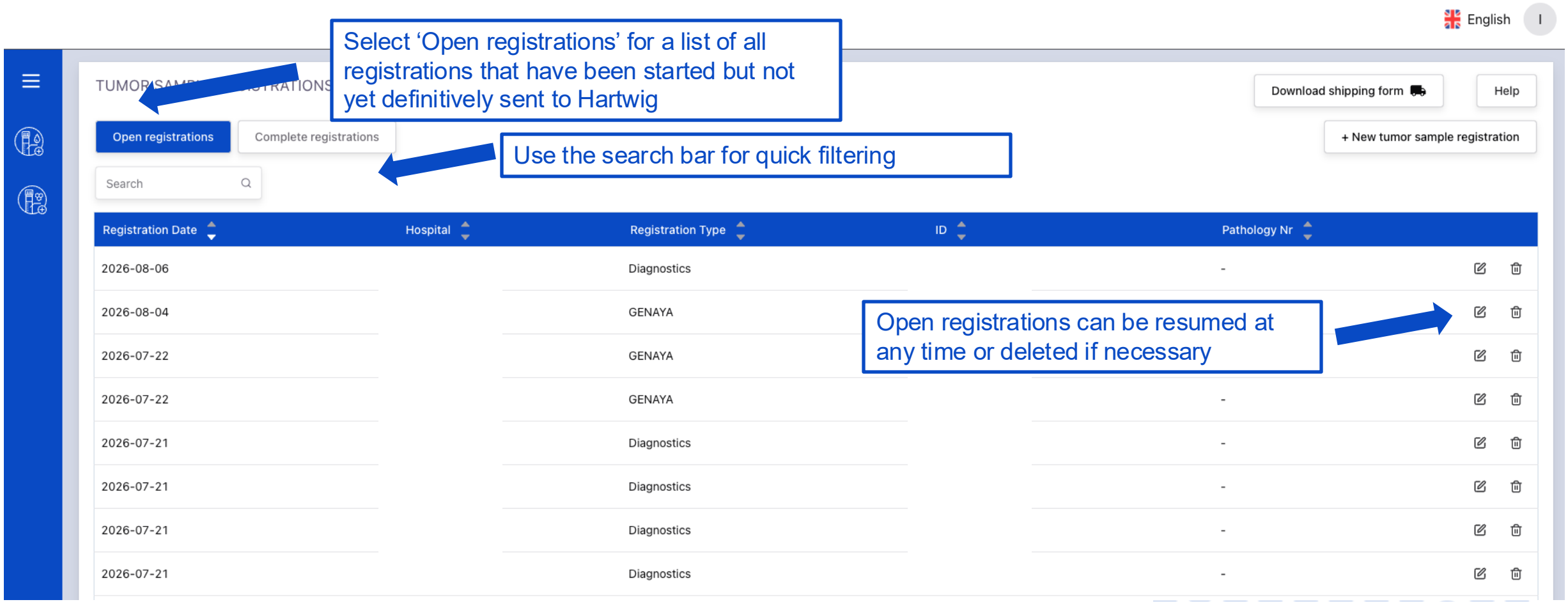
Home screen

- The modules can be selected in the menu bar on the left
- Only 1 module may be visible if there are restrictions on access per module



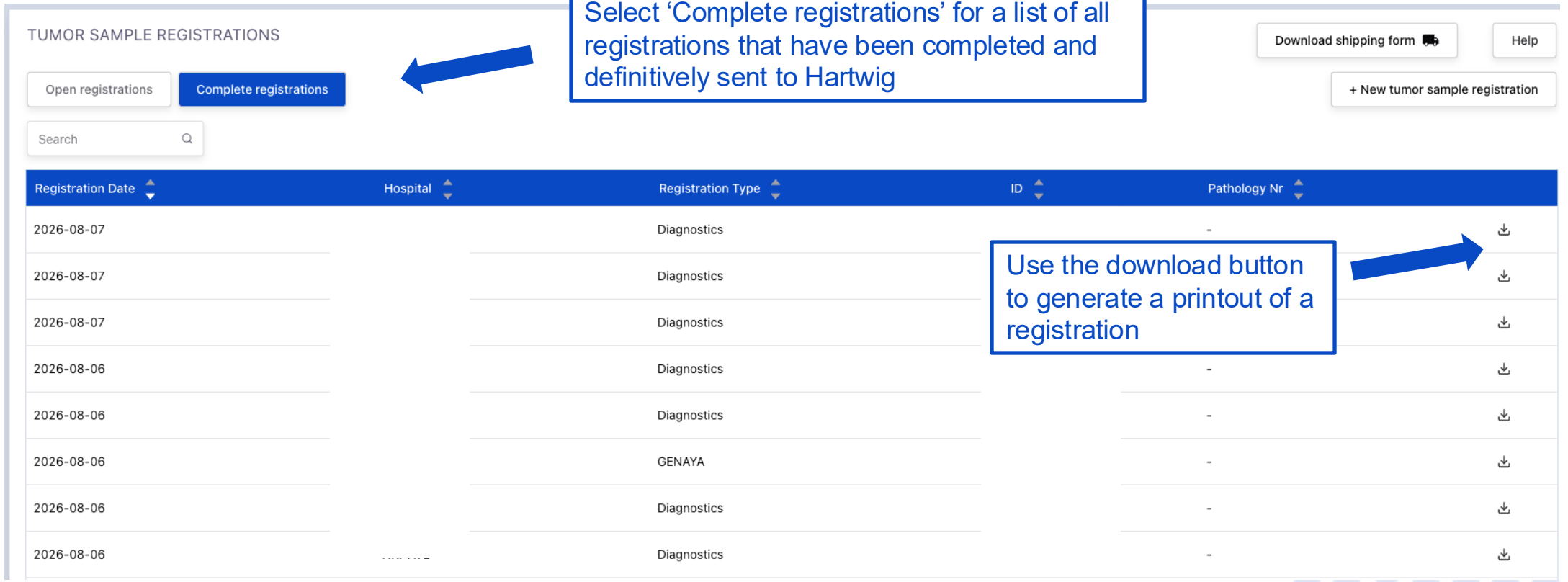
Registration Module Home Screen

- Open registrations



Registration Module Home Screen

- Complete registrations

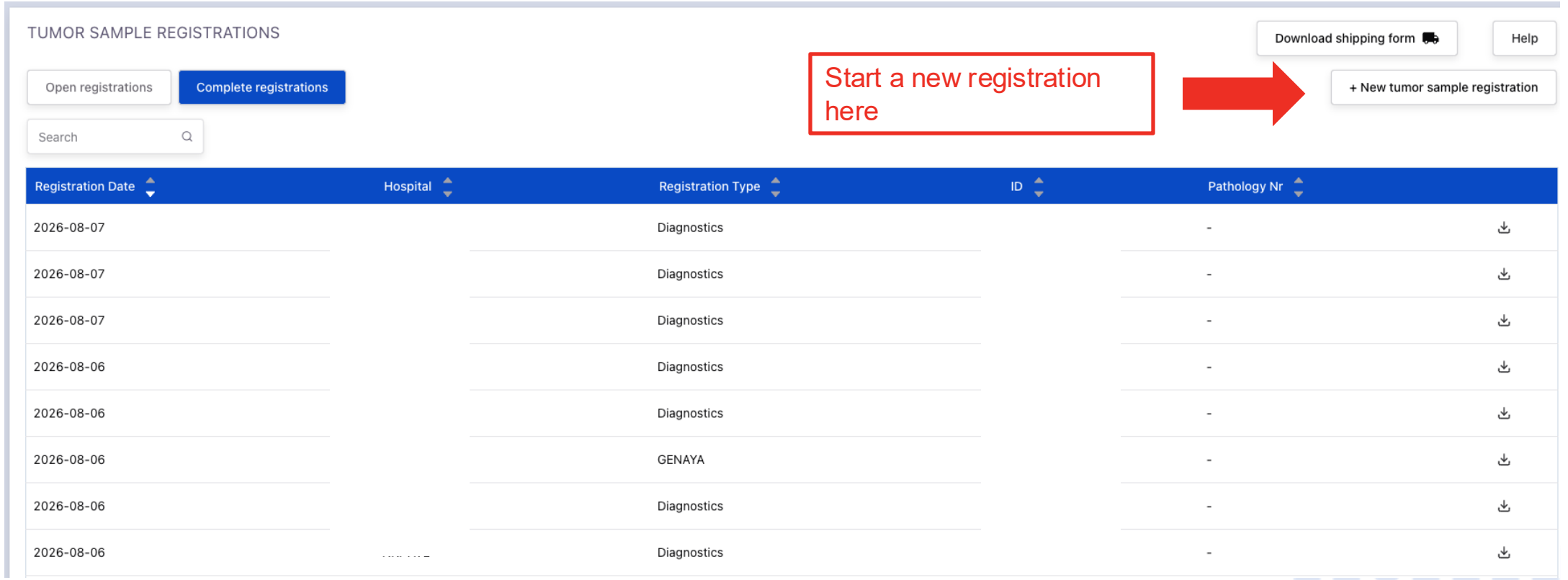


Select ‘Complete registrations’ for a list of all registrations that have been completed and definitively sent to Hartwig

Use the download button to generate a printout of a registration

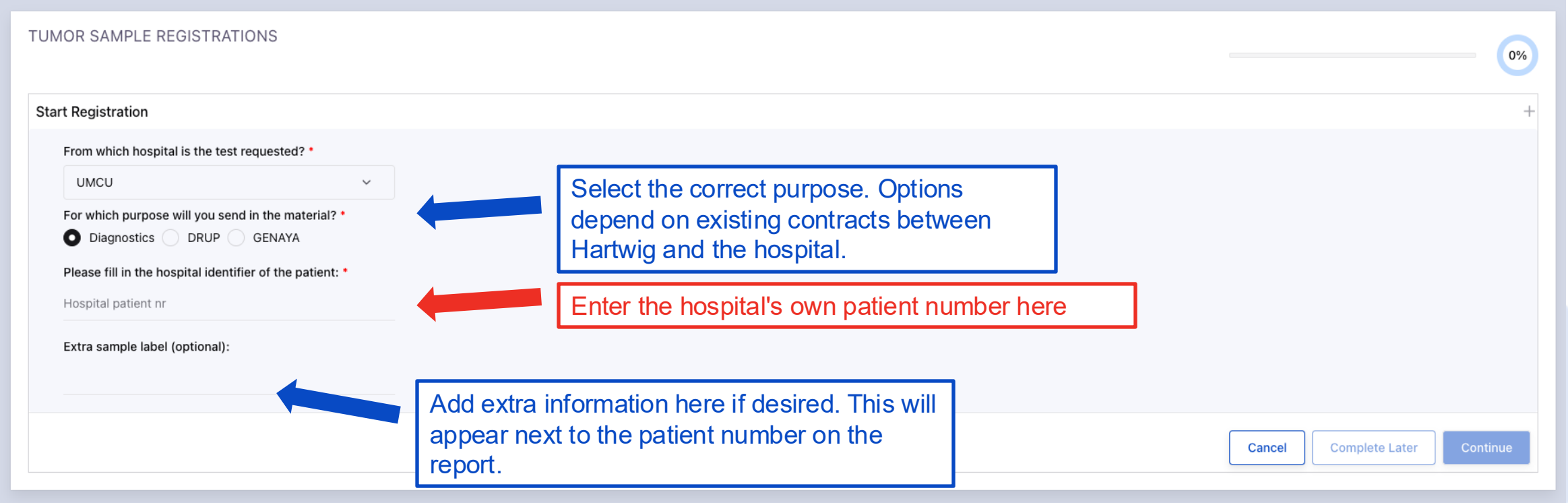
Registration Module Home Screen

- Start new registration



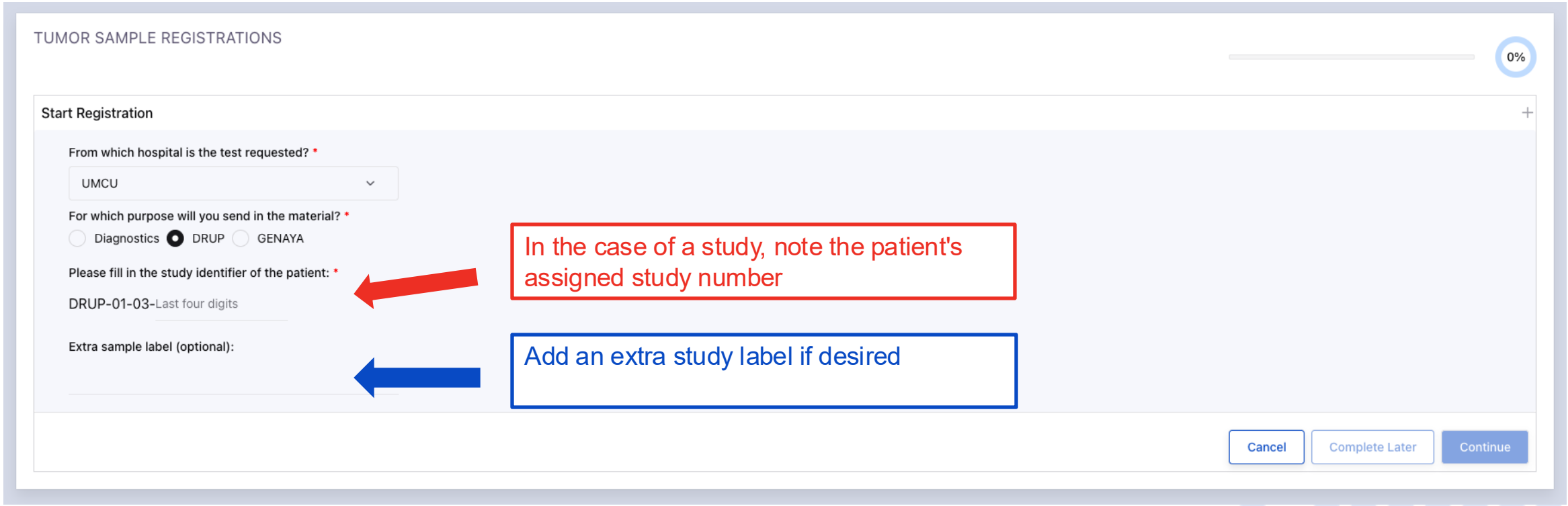
Start New Registration - Diagnostics

- Hospital is automatically filled in based on the login details
- This tab cannot be changed afterwards – data is used as the basis for the registration
  - In case of errors in the initial registration – delete the registration and start again



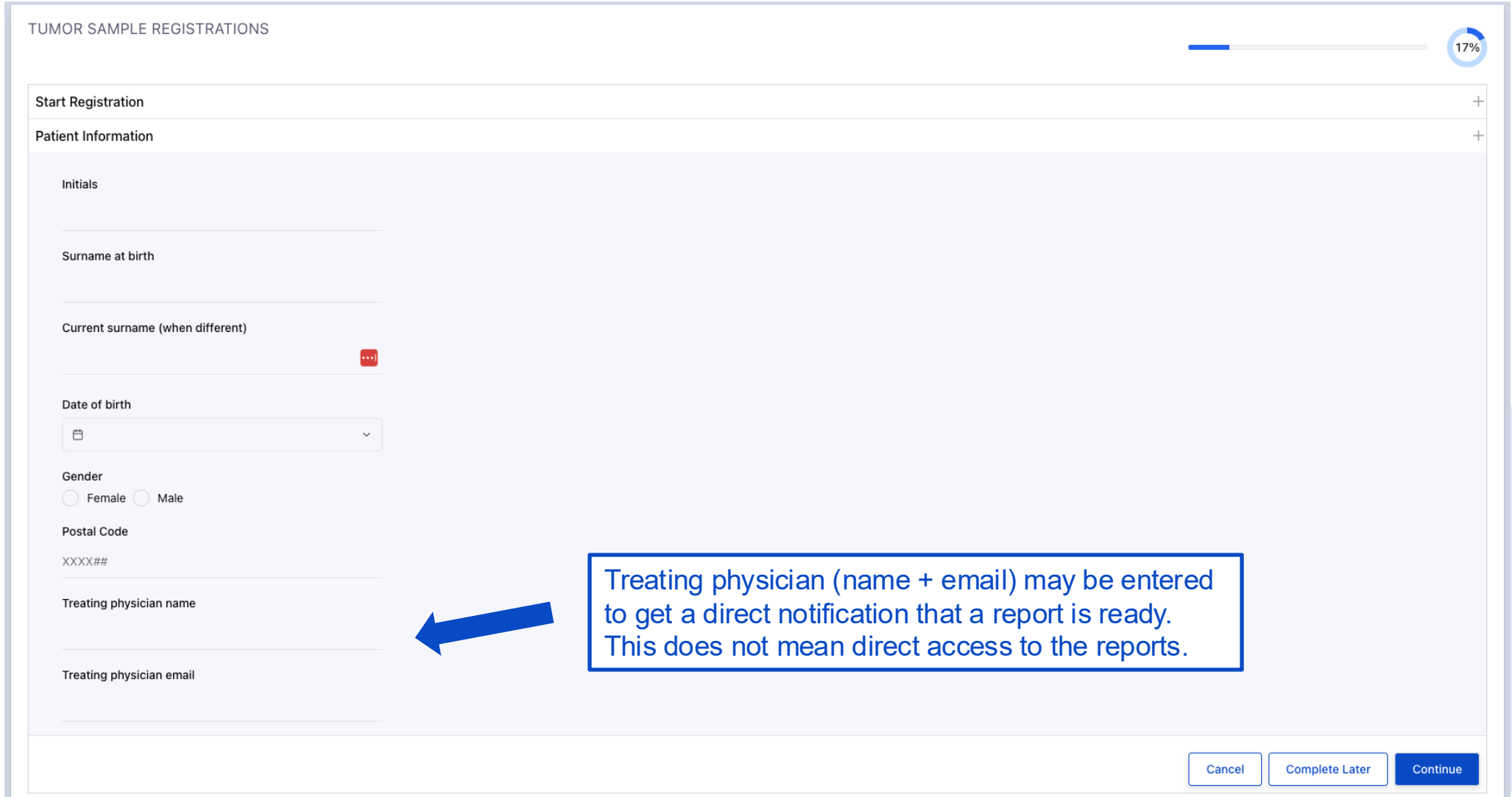
Start New Registration - Studies

- Hospital is automatically filled in based on the login details



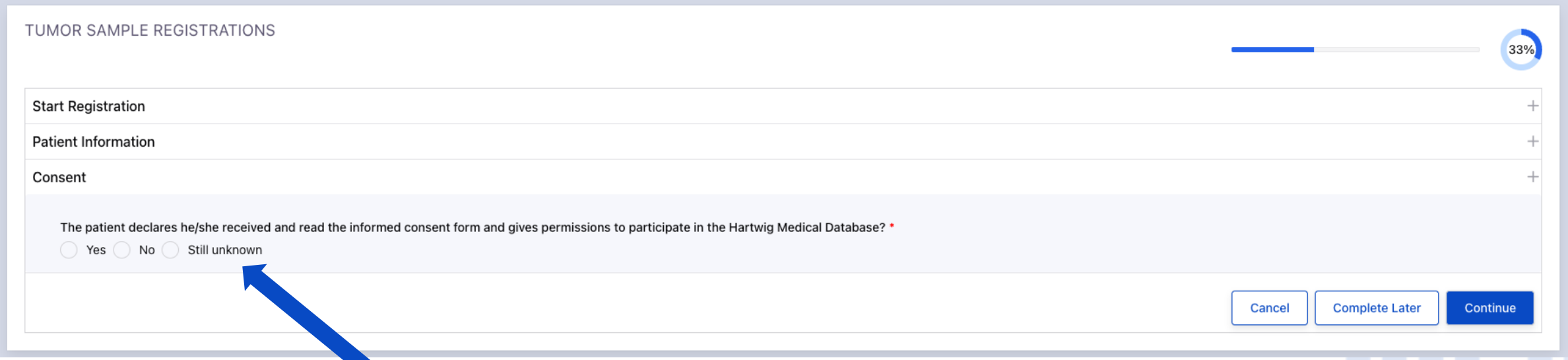
Patient information (only for diagnostic purpose)

- Not mandatory, but helpful as identifiers next to the Hospital patient ID
- Helpful in the future when matching sequencing data with clinical data



Consent for Data Storage in the Hartwig Database

- This question is only asked if there is a Database contract between the hospital and Hartwig
- ‘Not yet known’: Report to Hartwig, otherwise data will be destroyed in accordance with NVVP guideline agreements
- Version may depend on purpose (study/diagnostics) and hospital



If 'not yet known', email the patient's choice as soon as it is known to: diagnosticssupport@hartwigmedicalfoundation.nl

** In the near future, the option to upload the PIF directly in the portal*

Primary Tumor Information

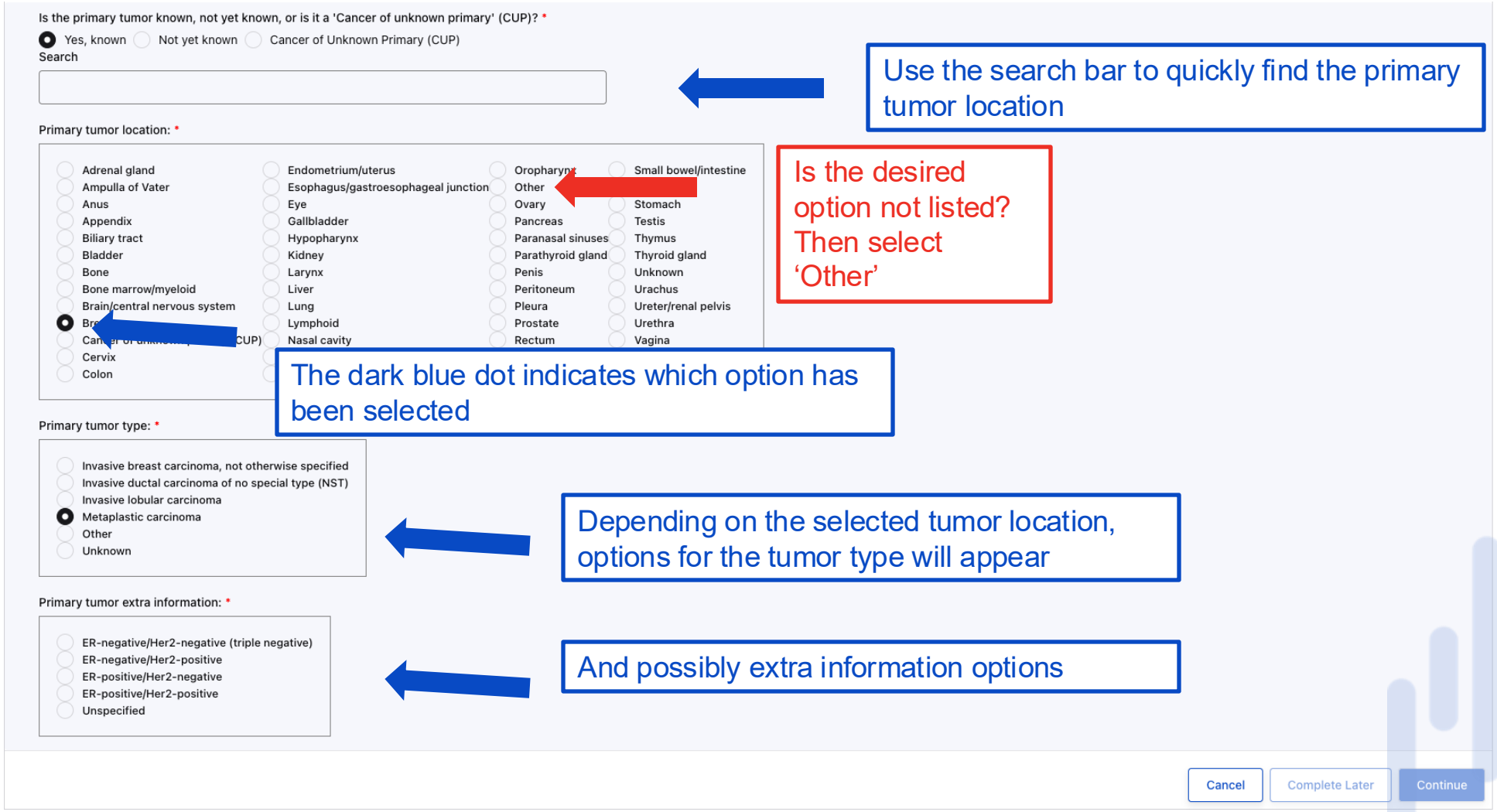
- Option ‘Yes, known’ if tumor information is known and can be filled in
- Option ‘Not yet known’ if the pathology (PA) report has not yet been completed; it can be added later
- Option ‘PTO’ if the diagnosis is Primary Tumor Unknown



If 'not yet known', email the primary tumor information as soon as there is a pathology result to: diagnosticssupport@hartwigmedicalfoundation.nl

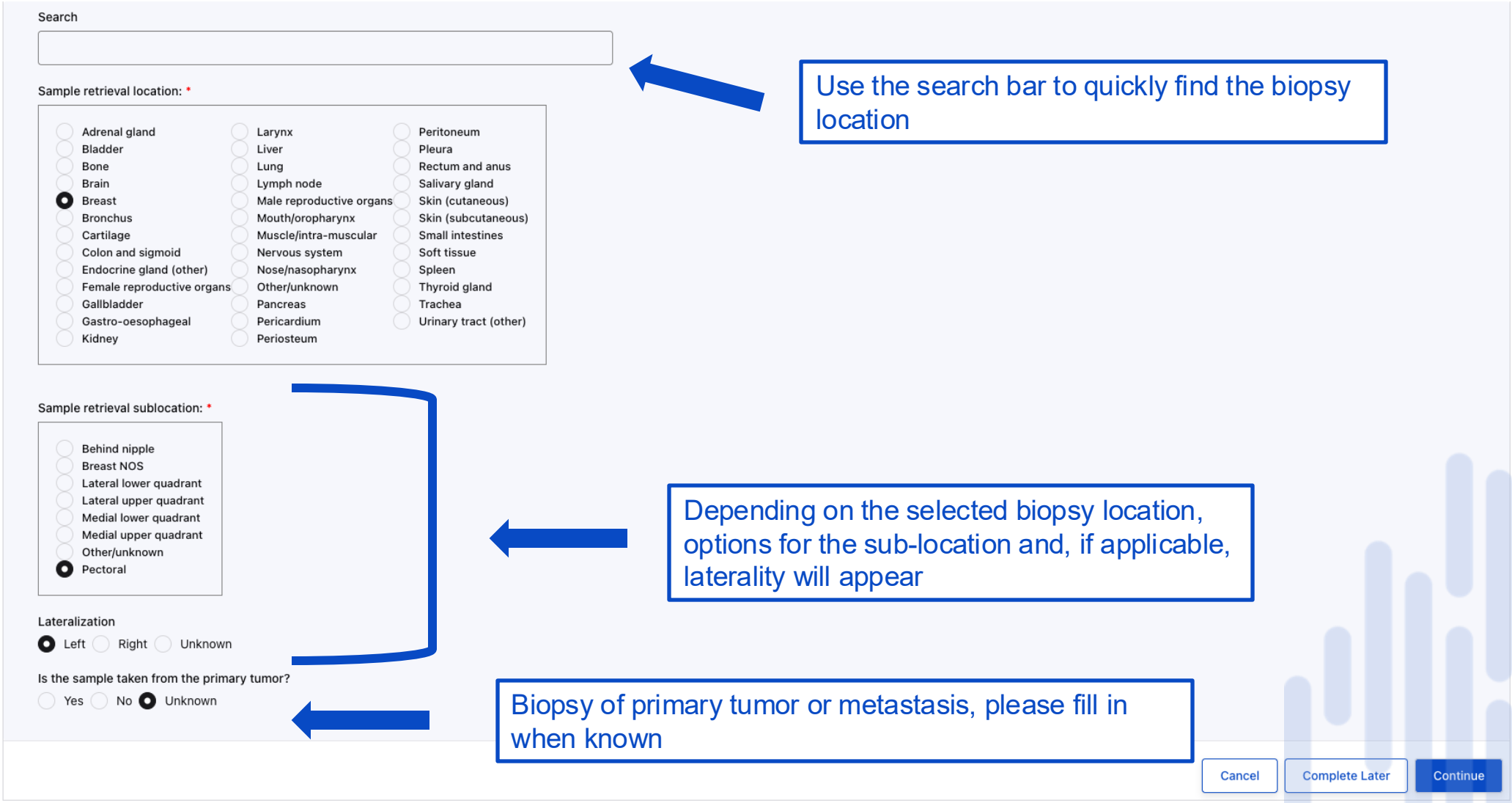
Primary Tumor Information - Details

- If the primary tumor is known, please add as much detailed information as possible
- Information is used in the analysis and may result in more specific results



Biopsy Information

- Information about the biopsy has no impact on the analysis
- The information is displayed on the report



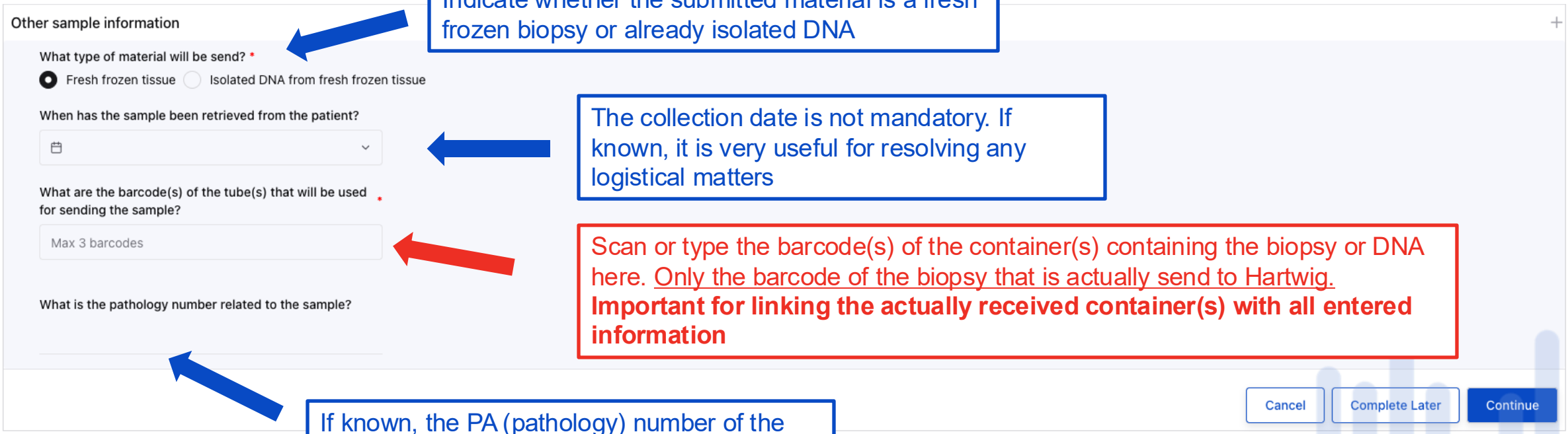
Use the search bar to quickly find the biopsy location

Depending on the selected biopsy location, options for the sub-location and, if applicable, laterality will appear

Biopsy of primary tumor or metastasis, please fill in when known

Sample Information

- Information about the submitted material is important for correct processing in the lab
- Barcode(s) of the container(s) is mandatory to link it with the material to be received

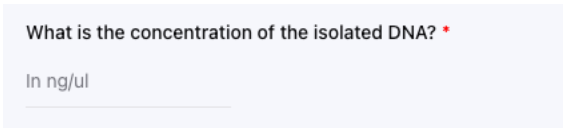


Indicate whether the submitted material is a fresh frozen biopsy or already isolated DNA

The collection date is not mandatory. If known, it is very useful for resolving any logistical matters

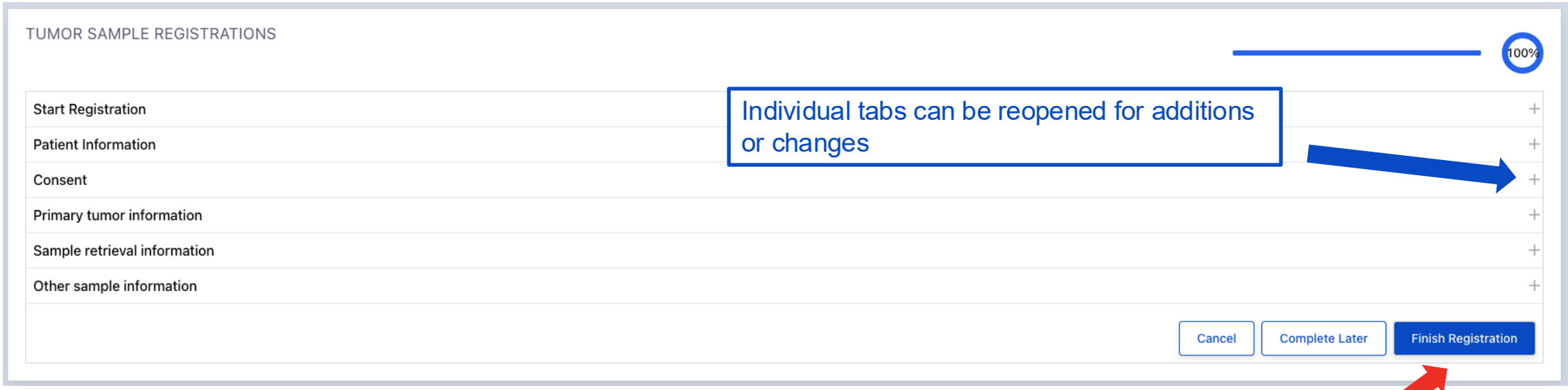
Scan or type the barcode(s) of the container(s) containing the biopsy or DNA here. Only the barcode of the biopsy that is actually send to Hartwig. **Important for linking the actually received container(s) with all entered information**

If known, the PA (pathology) number of the biopsy can be entered here. This will appear on the report for identification purposes.



If DNA is submitted, entering the concentration is mandatory

Completing Registration



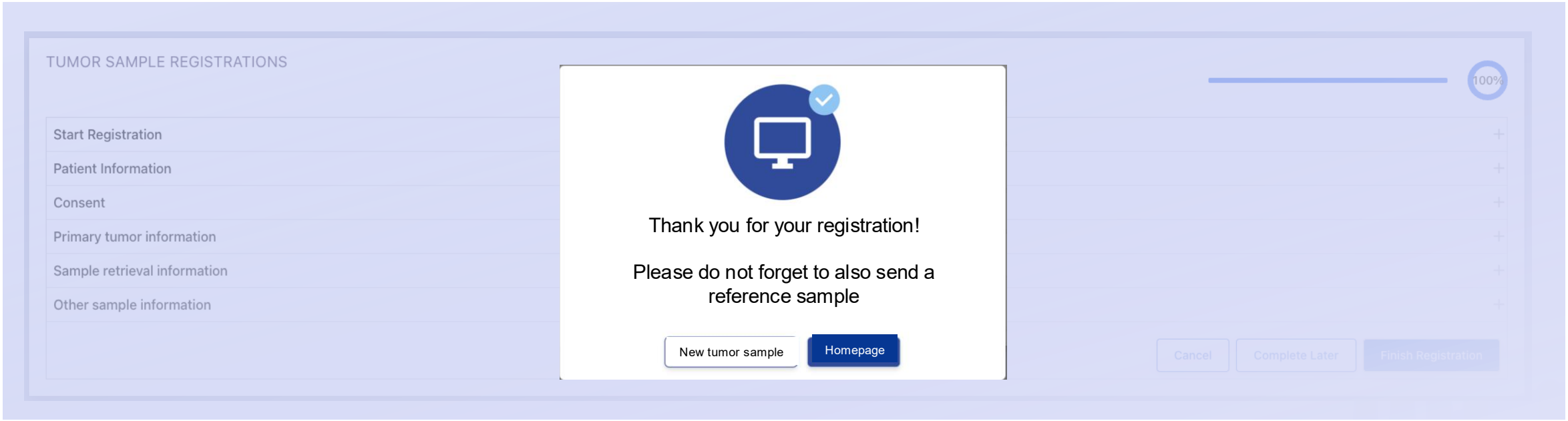
Individual tabs can be reopened for additions or changes

Once everything has been filled in as desired, the registration can be completed

If there is an error in the basic data from ‘Start Registration’ – like the hospital patient ID - delete the entire registration and start a new registration.

Confirmation of Completed Registration

- If you see the message below, the registration has been successfully and definitively sent to Hartwig
- Optionally register a new patient/sample



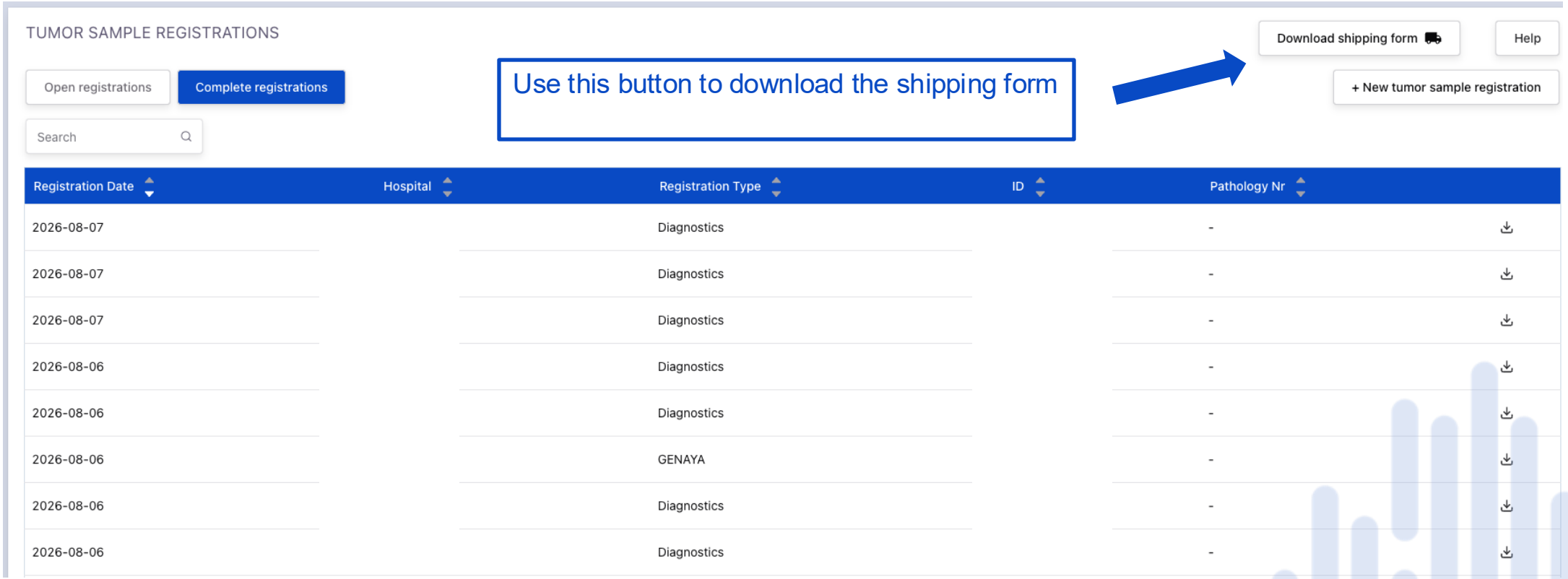
Open Registration

- Throughout the registration, it is possible to save progress in the meantime
- The registration is not final and is not sent to Hartwig
- All open registrations can be found under the header ‘Open registrations’ on the home page of the registration module



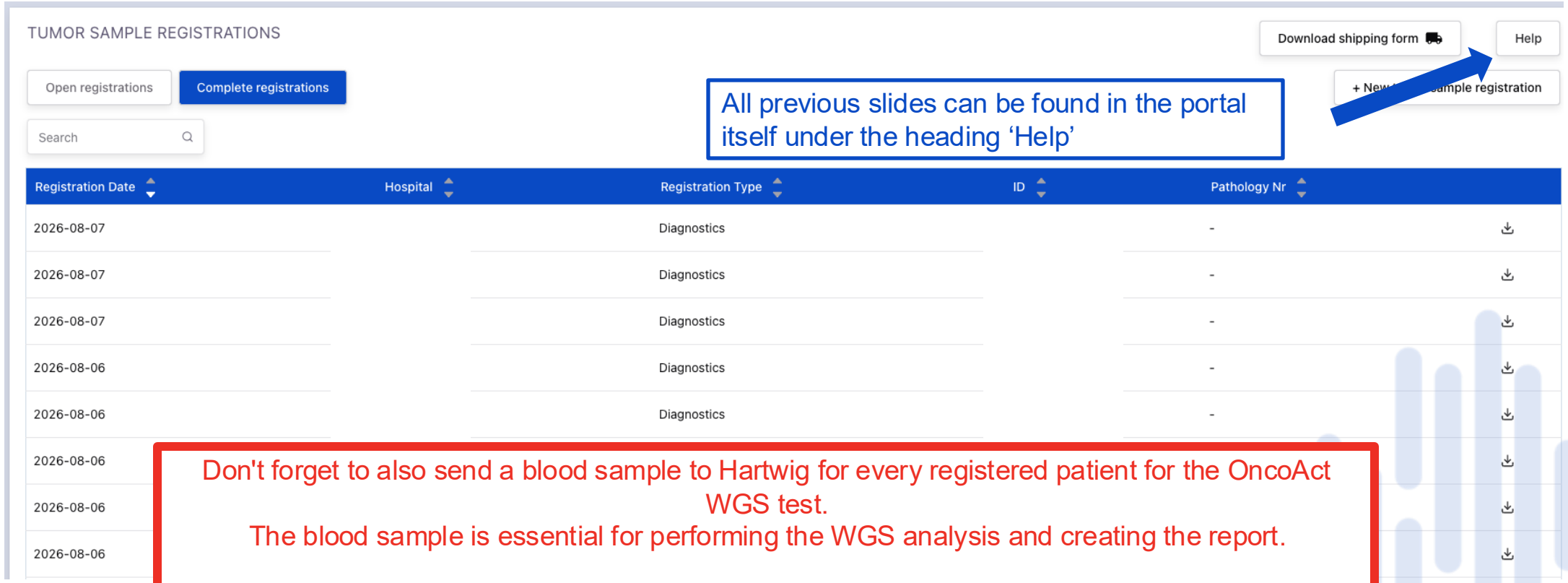
Requesting a Courier Shipment

- Shipping form for courier
- Hospitals are free to use their own courier



Questions/Contact

- Do you have questions during the registration process, or would you like to make an addition after a complete registration?
  - Email diagnosticssupport@hartwigmedicalfoundation.nl
  - Or call +31 (0)20 226 9700



Don't forget to also send a blood sample to Hartwig for every registered patient for the OncoAct WGS test.
The blood sample is essential for performing the WGS analysis and creating the report.

Use the blood collection kit for this and attach a label with the required patient information to the tube, or use the enclosed paper blood registration form.

In case of problems with the registration module:

- Let us know!
  - Email diagnosticssupport@hartwigmedicalfoundation.nl
  - Or call +31 (0)20 226 9700

- Use our back-up system: the Excel registration form
  - Can be found via the following link: www.hartwigmedicalfoundation.nl/aanvraagformulier
  - Fill in all fields that apply to the registration (fields are the same as those in the portal)
  - Email the form directly to Hartwig's lab: x-lab@hartwigmedicalfoundation.nl
  - Or include a copy with the tissue shipment