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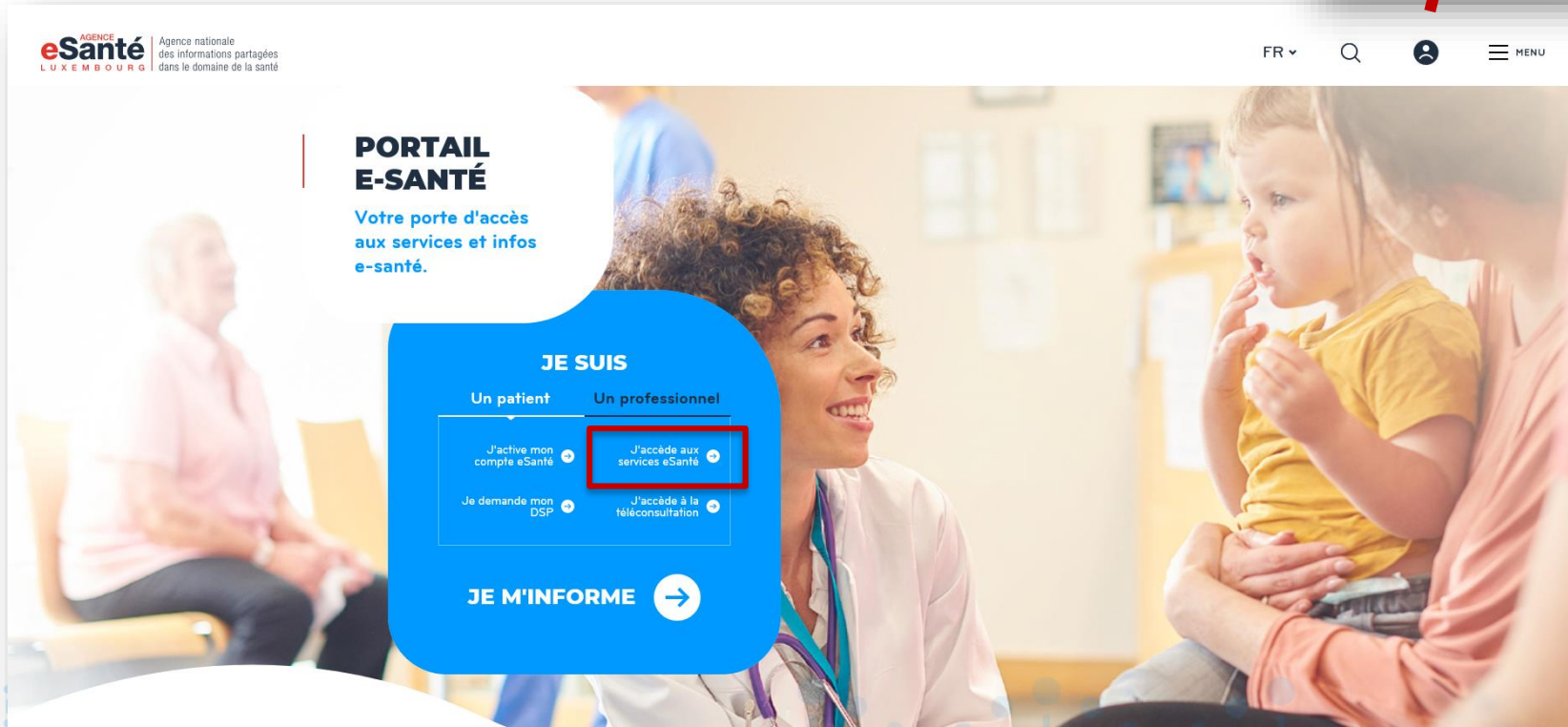
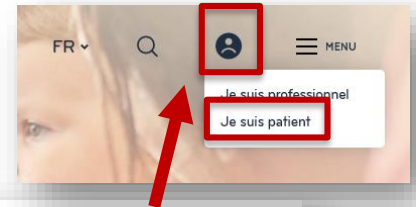
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Access your DSP

To connect to your DSP, go to www.esante.lu.

You have two possibilities :

- Click on « J'accède aux services eSanté » or
- Click on the icon  and then on « Je suis patient »



Access your DSP

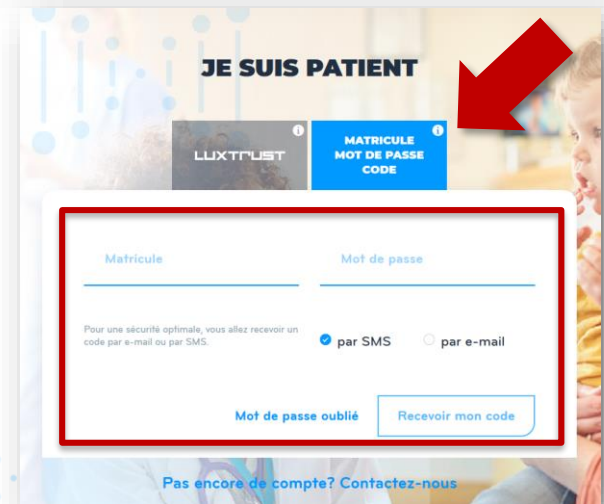
Click on the authentication method of your choice:

IF YOUR ACCOUNT IS LINKED TO A LUXTRUST DEVICE, click on « Connexion »



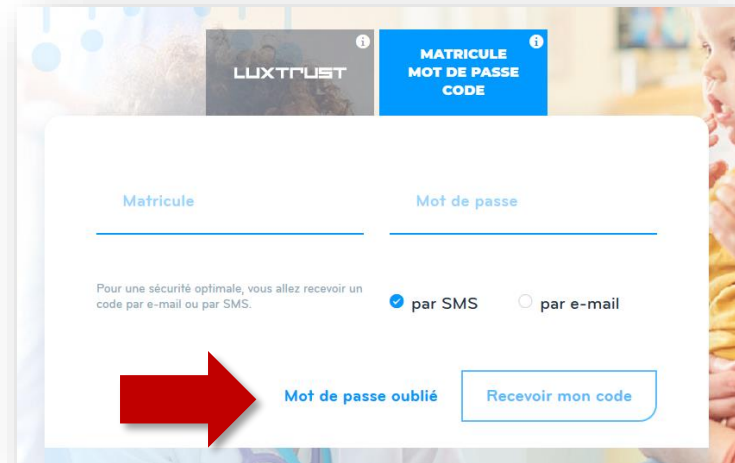
IF YOUR ACCOUNT IS NOT LINKED TO A LUXTRUST DEVICE, click on « Matricule, mot de passe, code » and enter:

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



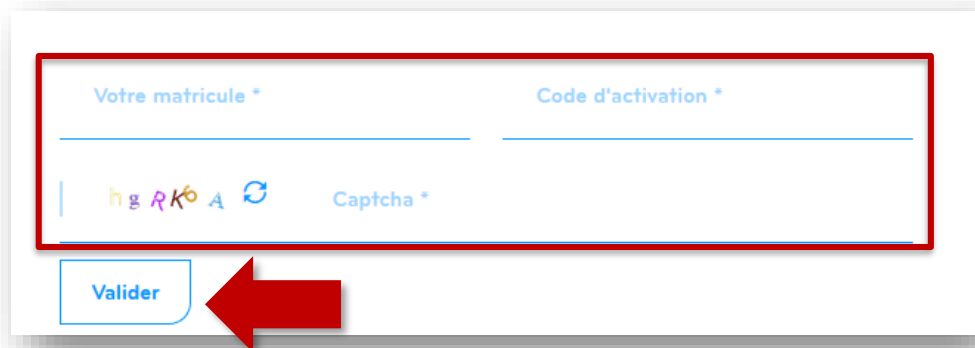
Forgot your password?

If you forgot your password, click on « **Mot de passe oublié** »



The screenshot shows the LUXTRUST login interface. At the top, there are two tabs: 'LUXTRUST' and 'MATRICULE MOT DE PASSE CODE'. Below the tabs, there are input fields for 'Matricule' and 'Mot de passe'. A message states: 'Pour une sécurité optimale, vous allez recevoir un code par e-mail ou par SMS.' There are two radio buttons: 'par SMS' (selected) and 'par e-mail'. A red arrow points to the link 'Mot de passe oublié' located below the input fields. To the right of this link is a button labeled 'Recevoir mon code'.

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

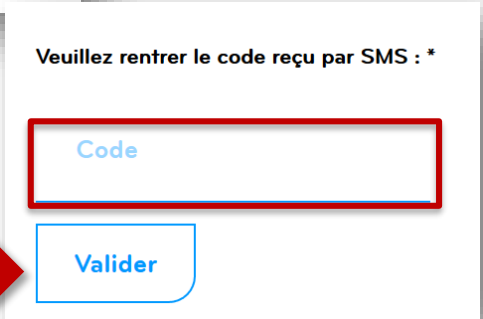
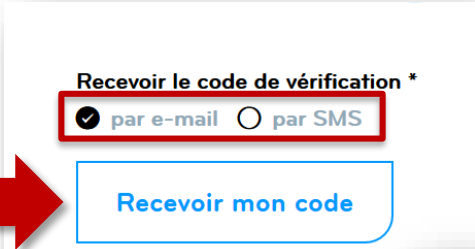


The screenshot shows the validation page. It features two input fields: 'Votre matricule *' and 'Code d'activation *'. Below these fields is a captcha area with the text 'hg Rk6 A' and a refresh icon, followed by the label 'Captcha *'. A red box highlights the entire input section. Below the input fields, there is a button labeled 'Valider'. A red arrow points to this button.

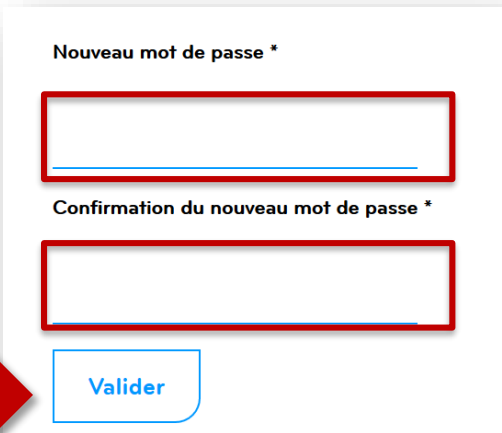
Forgot your password?

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

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

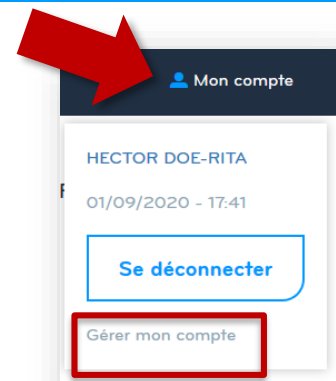


Enter your password. Confirm and click on « **Valider** »



Associate a LuxTrust device to your account

Once connected, click on « Mon compte » at the top right corner and select « Gérer mon compte »



Click on « Moyens d'authentications » move down and click on « Associer mon produit LuxTrust »

A screenshot of the 'Moyens d'authentications' (Authentication Methods) page. The page has a header with 'Informations personnelles' and 'Moyens d'authentications' (the latter is highlighted with a red box). The main section is titled 'AUTHENTIFICATION FORTE PAR E-MAIL/SMS' and contains two input fields: 'Téléphone portable' with the number '123456789' and 'E-mail' with 'mon.nom@mail.com'. Each field has a 'Valider' button. Below this is a section titled 'ASSOCIER UN PRODUIT LUXTRUST' with instructions to associate a LuxTrust device. At the bottom of this section, there is a button 'Associer mon produit LuxTrust' highlighted with a red box.

Associate a LuxTrust device to your account

Select the appropriate device and follow the instructions



Insert a doctor in your « Cercle Médical de Confiance »

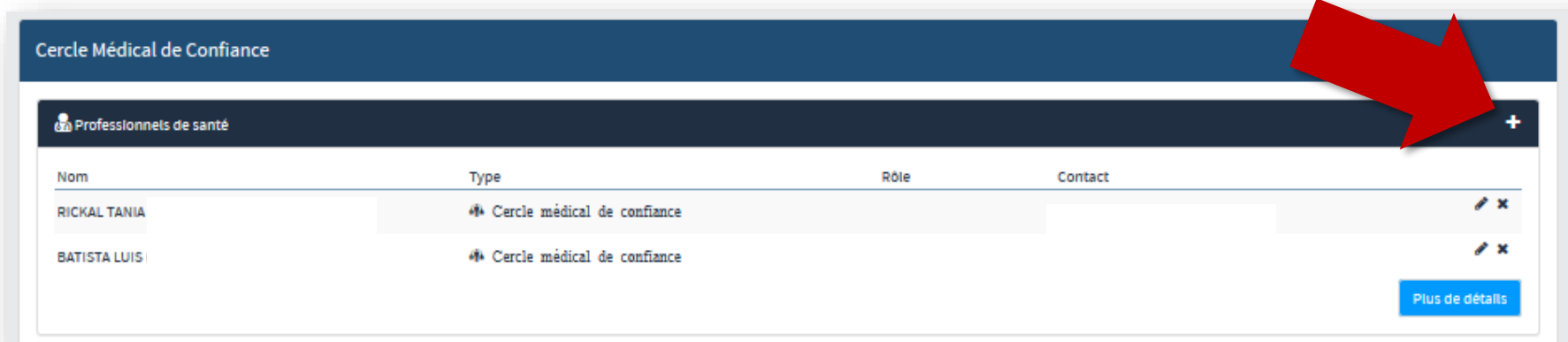
A doctor appointed in the « Cercle Médical de Confiance » has a permanent access to your DSP

The screenshot displays the DSP (Dossier Patient) interface. The top navigation bar includes the user profile 'Doe-Rita Hector (107 ans)' and the date '13/07/1912'. The main content area is divided into several sections:

- Mes derniers documents:** A list of documents with columns for date, type, and name. A red arrow points from this section to the 'Déposer un document' button in the 'Cercle Médical de Confiance' section.
- Assistants:** A table listing assistants with columns for name, type, and role. The table shows one assistant: 'Doe-Eleutherius Elida (5356405920)' with the role 'Accompagnateur DSP'.
- Documents bloqués:** A section indicating 'Aucun document bloqué'.
- Mots de passe:** A section for managing passwords, including fields for 'Identifiant de connexion' and 'Code présence'.
- Professionnels blacklistés:** A section for managing blacklisted professionals, including a search bar and a table.
- Déposer un document:** A section with a 'Déposer un document' button and a 'Cercle Médical de Confiance' section below it.
- Cercle Médical de Confiance:** A section for managing the medical circle of confidence, including a table for 'Professionnels de santé' and a 'Structure de santé' section.
- Accès en urgence:** A section for managing emergency access, including a table for 'Accès en urgence'.
- Consentements:** A section for managing consent, including a table for 'Après mon décès, je suis donneur d'organes'.

Insert a doctor in your « Cercle Médical de Confiance »

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



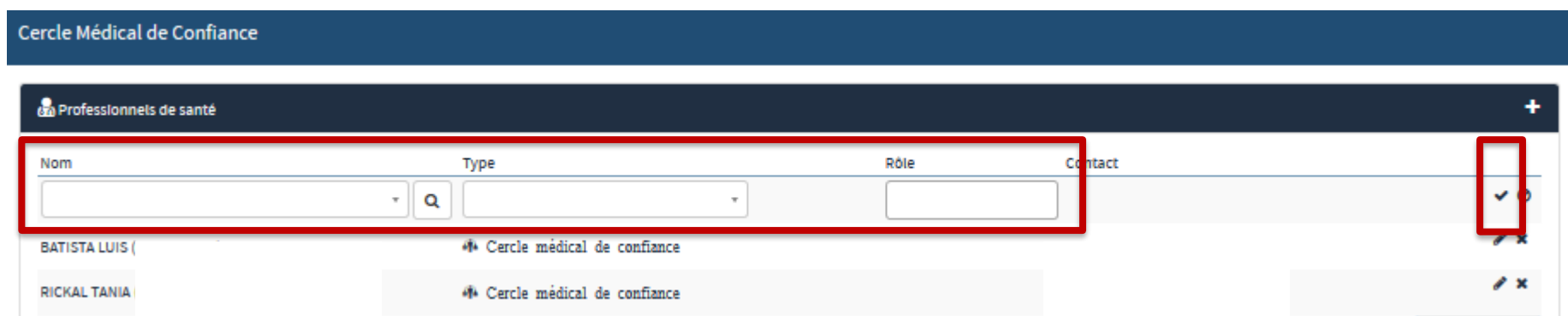
Cercle Médical de Confiance

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
BATISTA LUIS (	Cercle médical de confiance		
RICKAL TANIA	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 (Dossier Patient) interface. The top navigation bar includes the user's name 'Doe-Rita Hector (107 ans)', a search bar, and a status bar with a phone icon, time '27 12 50 18 33', a notification bell, and a profile icon for 'Hector Doe-Rita' with a 100% status.

The main content area is divided into several sections:

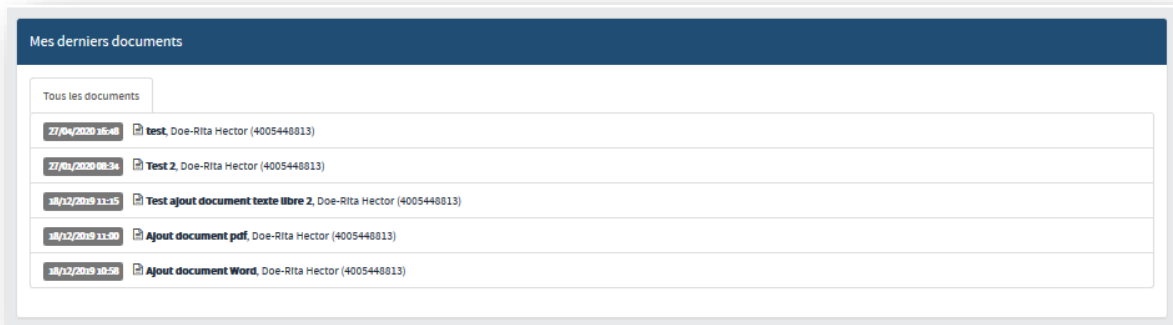
- Mes derniers documents:** A list of recent documents with a red arrow pointing to it. The list includes:
 - 27/06/2020 16:48 test, Doe-Rita Hector (405446813)
 - 27/06/2020 08:34 Test 2, Doe-Rita Hector (405446813)
 - 18/12/2019 11:15 Test ajout document texte libre 2, Doe-Rita Hector (405446813)
 - 18/12/2019 11:09 Ajout document pdf, Doe-Rita Hector (405446813)
 - 18/12/2019 10:58 Ajout document Word, Doe-Rita Hector (405446813)
- Assistants:** A table listing assistants with columns for Nom, Type, and Rôle. One assistant is listed: Doe-Elieutherus Exda (5356405920) with Type 'Accompagnateur DSP'.
- Documents bloqués:** A section indicating 'Aucun document bloqué'.
- Mots de passe:** A section for managing passwords, showing 'Identifiant de connexion' and 'Code présence'.
- Professionnels blacklistés:** A section for managing blacklisted professionals, with a search bar and a list of professionals.

The right sidebar contains several sections:

- Déposer un document:** A section for uploading documents, featuring a large blue arrow icon.
- Cercle Médical de Confiance:** A section for managing the medical circle of confidence, with a table for adding professionals (Nom, Type, Rôle) and a 'Plus de détails' button.
- Structure de santé:** A section for managing the health structure, with a table for adding professionals (Nom, Type, Début, Fin) and a 'Modifier' button.
- Accès en urgence:** A section for managing emergency access, with a 'Modifier' button.
- Consentements:** A section for managing consent, with a 'Modifier' button.

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.

Résumé patient n°8 - 29/06/2016 15:17 - MARKUS FREDERIC

Document Historique Propriétés

Page: 1 sur 3 Zoom automatique

Résumé patient

[Redacted]		Médecin responsable	
Sexe Homme	IPP 1400000271	ADM 30	Chambre / Lit 30
Médecin référent		Entrée	

IDENTIFICATION DECLARATION

N° de déclaration: 2016061234 Date d'établissement 29/06/16
Type de déclaration: Médecin référent
Version du résumé patient: Original
Dépositaire du résumé patient: Médecin référent

IDENTIFICATION MEDECIN REFERENT

Médecin référent Médecin Référent Remplaçant

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 referral doctor (Médecin Référent (MR))
- health professionals being part of the « Cercle Médical de Confiance »
- any professional having an active mandate and rights
- the author of the document

CONFIDENTIAL

Document can be viewed by:

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

PRIVAT:

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

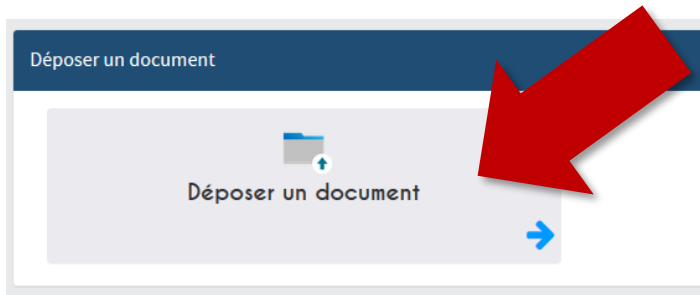
You can deposit yourself a document relating to your health in your DSP

The screenshot displays the DSP (Dossier Patient) interface. The top navigation bar includes the user's name 'Doe-Rita Hector (107 ans)', the date '13/07/1912', and a search bar. The main content area is divided into several sections:

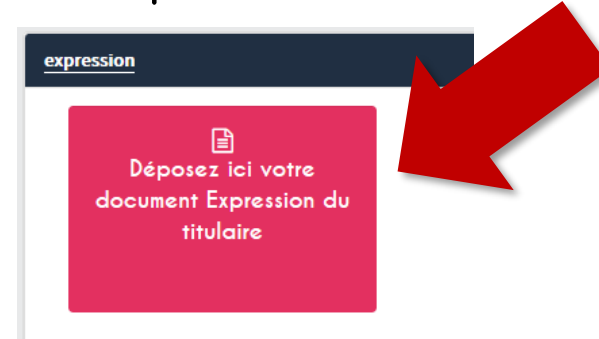
- Mes derniers documents**: A list of recent documents with columns for date, document name, and user.
- Assistants**: A table listing assistants with columns for name, type, and role.
- Documents bloqués**: A section indicating if any documents are blocked.
- Mots de passe**: A section for managing passwords, including fields for 'Identifiant de connexion' and 'Code présence'.
- Professionnels blacklistés**: A section for managing blacklisted professionals, including a search bar and a table.
- Déposer un document**: A section with a large button labeled 'Déposer un document' and a red arrow pointing to it.
- Cercle Médical de Confiance**: A section for managing the medical circle of confidence, 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

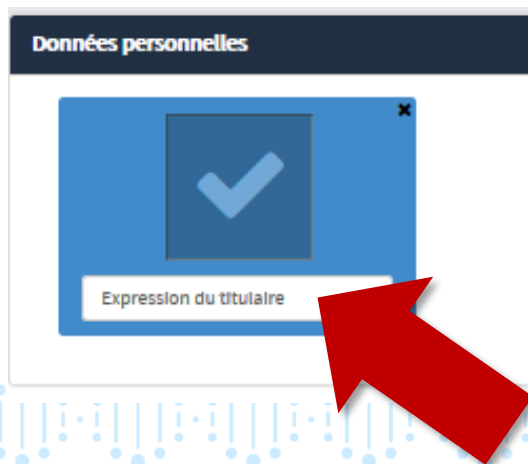
1. Click on « Déposer un document »



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

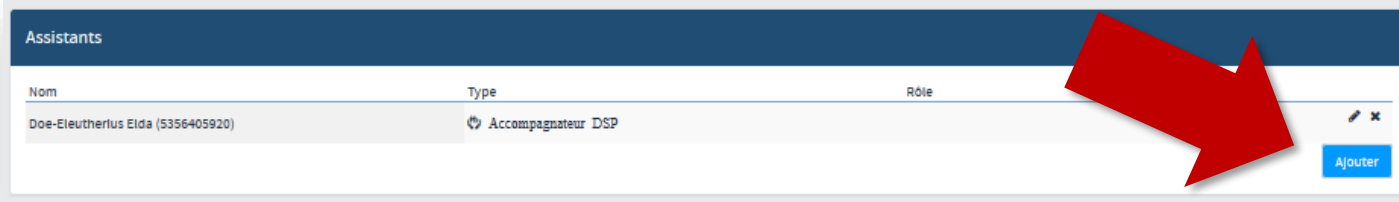
You can define a person of your choice as an assistant, to assist you in managing your DSP. This person must also have a DSP.

The screenshot displays the DSP assistant management interface. A red arrow points to the 'Assistants' section, which lists assistants with columns for Name, Type, and Role. The table shows one assistant: Doe-Eleutherius Elida (5354405920) with the role of 'Accompagnateur DSP'. Other sections include 'Mes derniers documents', 'Documents bloqués', 'Mots de passe', 'Professionnels blacklistés', 'Déposer un document', 'Cercle Médical de Confiance', 'Structure de santé', 'Accès en urgence', and 'Consentements'.

Nom	Type	Rôle
Doe-Eleutherius Elida (5354405920)	Accompagnateur DSP	

Define a DSP assistant

1. Click on « Ajouter »

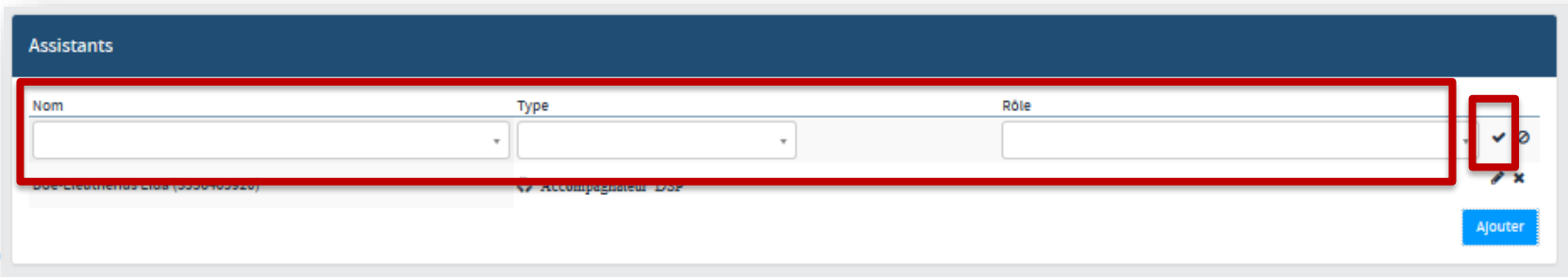


The screenshot shows a table titled 'Assistants' with three columns: 'Nom', 'Type', and 'Rôle'. A single row is visible with the name 'Doe-Eleutherius Eida (5356405920)' and the role 'Accompagnateur DSP'. A large red arrow points from the top right towards the 'Ajouter' button located at the bottom right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

Nom	Type	Rôle
Doe-Eleutherius 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 the 'Nom' and 'Type' fields. Another red box highlights the confirmation button (a square with a checkmark) located to the right of the 'Rôle' field. The 'Ajouter' button is at the bottom right.

Nom	Type	Rôle

Ajouter

Define an emergency access

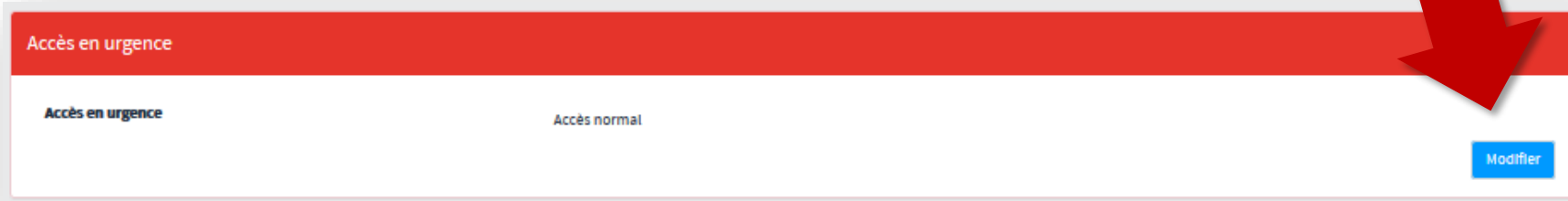
You can define the type of an access to your DSP in case of an emergency hospitalisation.

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

- Mes derniers documents**: A list of recent documents with dates and titles.
- Assistants**: A table showing assistants with columns for Name, Type, and Role.
- Documents bloqués**: A section indicating if any documents are blocked.
- Mots de passe**: A section for managing connection identifiers and presence codes.
- Professionnels blacklistés**: A section for viewing blacklisted healthcare professionals.
- Déposer un document**: A button to upload a document.
- Cercle Médical de Confiance**: A section for managing the medical circle of confidence.
- Accès en urgence**: A section for defining emergency access, highlighted in red. It shows a toggle for 'Accès en urgence' and 'Accès normal'.
- Consentements**: A section for managing consent, specifically for organ donation.

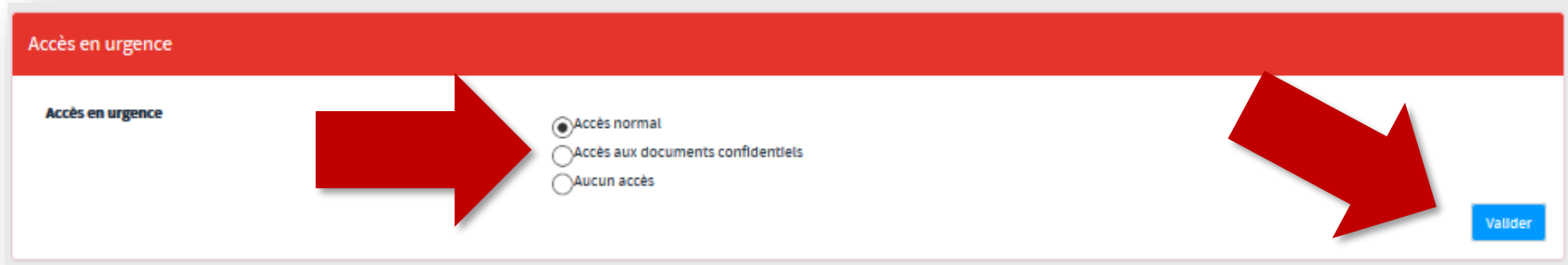
Define an emergency access

1. Click on « Modifier »



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

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

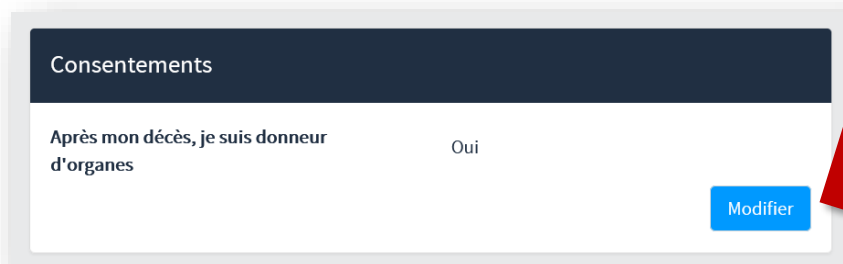


The screenshot shows the same form as before, but with the 'Accès normal' radio button selected. A large red arrow points from the left towards the 'Accès normal' radio button. Another large red arrow points from the right towards the 'Valider' button in the bottom right corner.

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** »

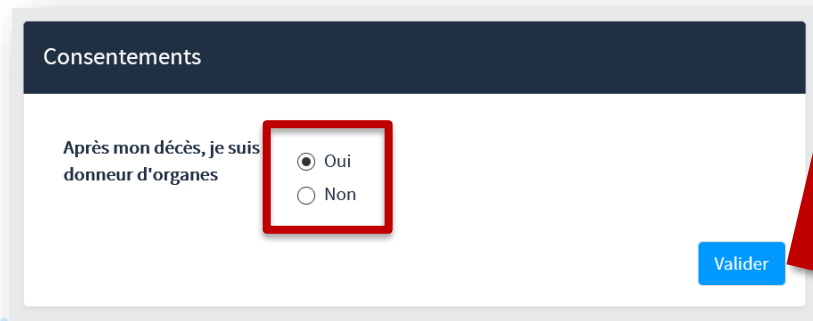


Consentements

Après mon décès, je suis donneur d'organes Oui

Modifier

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



Consentements

Après mon décès, je suis donneur d'organes

☒ Oui
☐ Non

Valider

Any questions?

Please contact our helpdesk

Phone: (+352) 27 12 50 18 33

Email: helpdesk@esante.lu



Agence eSanté G.I.E.

Agence nationale des informations partagées dans le domaine de la santé

Adresse postale: B.P 2511 L-1025 Luxembourg

Site Internet: www.esante.lu



Agence nationale
des informations partagées
dans le domaine de la santé

Contact Helpdesk:
Tél.: (+352) 27 12 50 18 33
Email: helpdesk@esante.lu