



SPMS^{EPE}
Serviços Partilhados do
Ministério da Saúde



Inovar Saúde

Serviços Partilhados do Ministério da Saúde

User Manual

Public Area

V1.0

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1. Introduction

This manual was created to guide you on how to make the most of all the features available on our portal. Here, you will find detailed information on how to navigate, interact, and utilize the various tools and resources we offer.

1.1. Context

Digital health is currently a critical and essential service for the healthcare system in Portugal, enabling increased efficiency and effectiveness in utilizing the available means and resources.

The InovarSaúde Portal is a dedicated space for health and the digital revolution, exploring the latest trends and technological advancements that are transforming how we care for our health. This portal dives into a world where innovation and technology come together to provide more efficient, accessible, and personalized healthcare.

Our goal is to foster the generation of innovative ideas to improve public health services provided to users of the National Health Service (SNS), with an emphasis on digital health services.

Our main advantage lies in being a single channel that facilitates both the submission of data requests and the sharing of ideas focused on digital health services. We believe that data generates ideas, and ideas generate data, with both themes interconnected and aligned with our objectives.

Welcome to the Future of Healthcare and the Era of Digital Health!

Note: *This document was designed with right-handed users in mind. Please consider reversing mouse buttons for left-handed users.*

2. Information about the InovarSaúde Portal

To access the portal, you will need:

- Access to electronic devices such as a computer, mobile phone, or tablet;
- An internet connection;
- Visit the *link*: <https://www.inovarsaude.min-saude.pt>.

2.1. Top of the Page

Throughout your navigation on the InovarSaúde Portal, the top of the pages you access will display the icons arranged as follows:

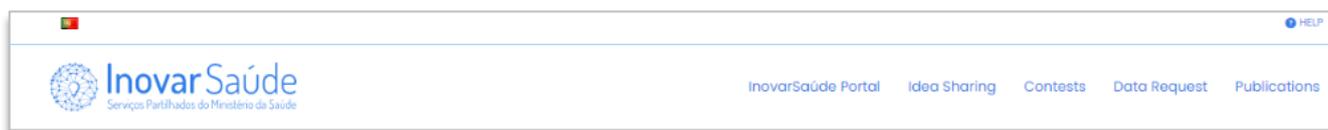


Figure 1 - Top of the Page

2.1.1. Language

 - When the portal is set to Portuguese, click the English flag with the left mouse button to change the language to English.

 - When the portal is set to English, click the Portuguese flag with the left mouse button to change the language to Portuguese.

2.1.2. Help

 - By clicking on this icon, you will access the FAQs (Frequently Asked Questions) section of the Portal. To view this information, click the "Help" icon with the left mouse button. For more details about the FAQs page, refer to point "2.2.2.1".

2.1.3. Navigation Bar

On the navigation bar, shown in **Figure 3**, you can access the main pages of the InovarSaúde Portal, including:

- Home Page, by clicking on it ( point "3.1.");
- InovarSaúde Portal (point "3.2.");
- Ideas Sharing (point "3.3.");
- Contests (point "3.4.");
- Data Requests (point "3.5.");
- Publications (point "3.6").



Figure 2 - Navigation Bar

2.2. Footer

Throughout your navigation on the InovarSaúde Portal, the footer of the pages you access will display the icons arranged as follows:

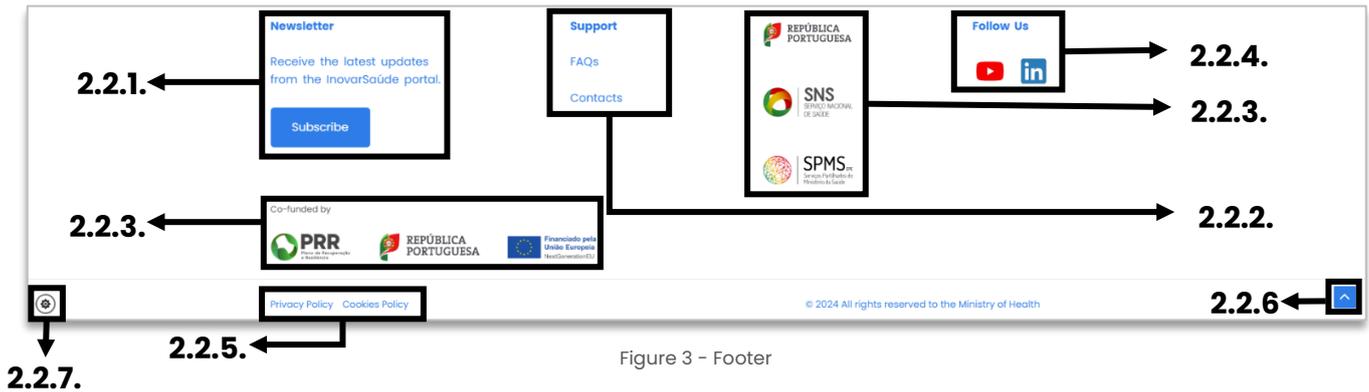


Figure 3 - Footer

2.2.1. Subscribe to Newsletter

 - On this button, you can subscribe to receive all the latest updates from the InovarSaúde Portal. To subscribe, you should:

- Click the "Subscribe" button with the left mouse button (see **Figure 4**);
- On the displayed screen (see **Figure 5**), fill in your "First Name and Last Name" (1) and "Email" (2);
- Agree to the Privacy Policy (3);
- Check the information you have entered;
- Click the "Subscribe" button (4) with the left mouse button;
- The message in **Figure 6** will appear on your screen, and an email will be sent to the address provided in the field identified by number 2.

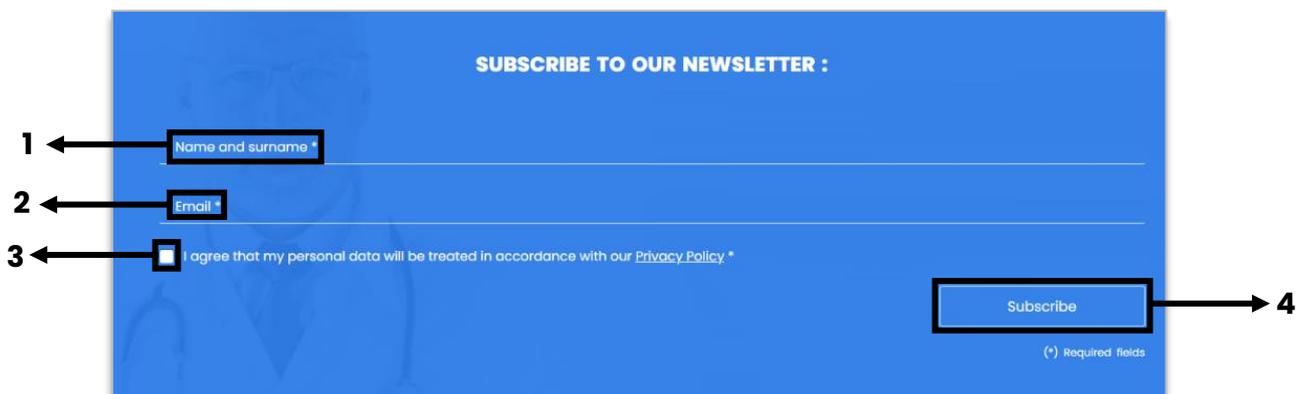


Figure 4 - Newsletter Subscription Screen

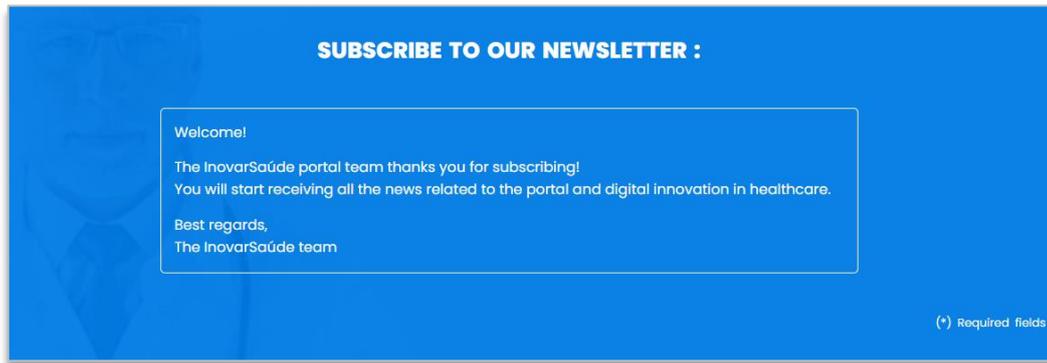


Figure 5 - Newsletter Subscription Confirmation

Note: If you wish to cancel your subscription, you should send a message through the contact form, as described in point "2.2.2.2."

2.2.2. Support

Support - In this area, you can consult the support information for the Portal, including:

- Frequently Asked Questions (FAQs) (point "2.2.2.1.");
- Contact Page (point "2.2.2.2").

2.2.2.1. Frequently Asked Questions (FAQs)

FAQs - On this link, you can access the Frequently Asked Questions (FAQs) page of the Portal. To view the page, click the "Frequently Asked Questions" icon with the left mouse button. The questions are divided into 4 categories:

- InovarSaúde Portal;
- Ideias Sharing;
- Ideias Contest;
- Data Requests.

Note 1: To view the answer to a frequently asked question, click the "+" icon (1), and to hide the answer, click the "-" icon (2).

Note 2: If your question is not listed in the FAQs, you should submit a contact message (3), as described in point "2.2.2.2."

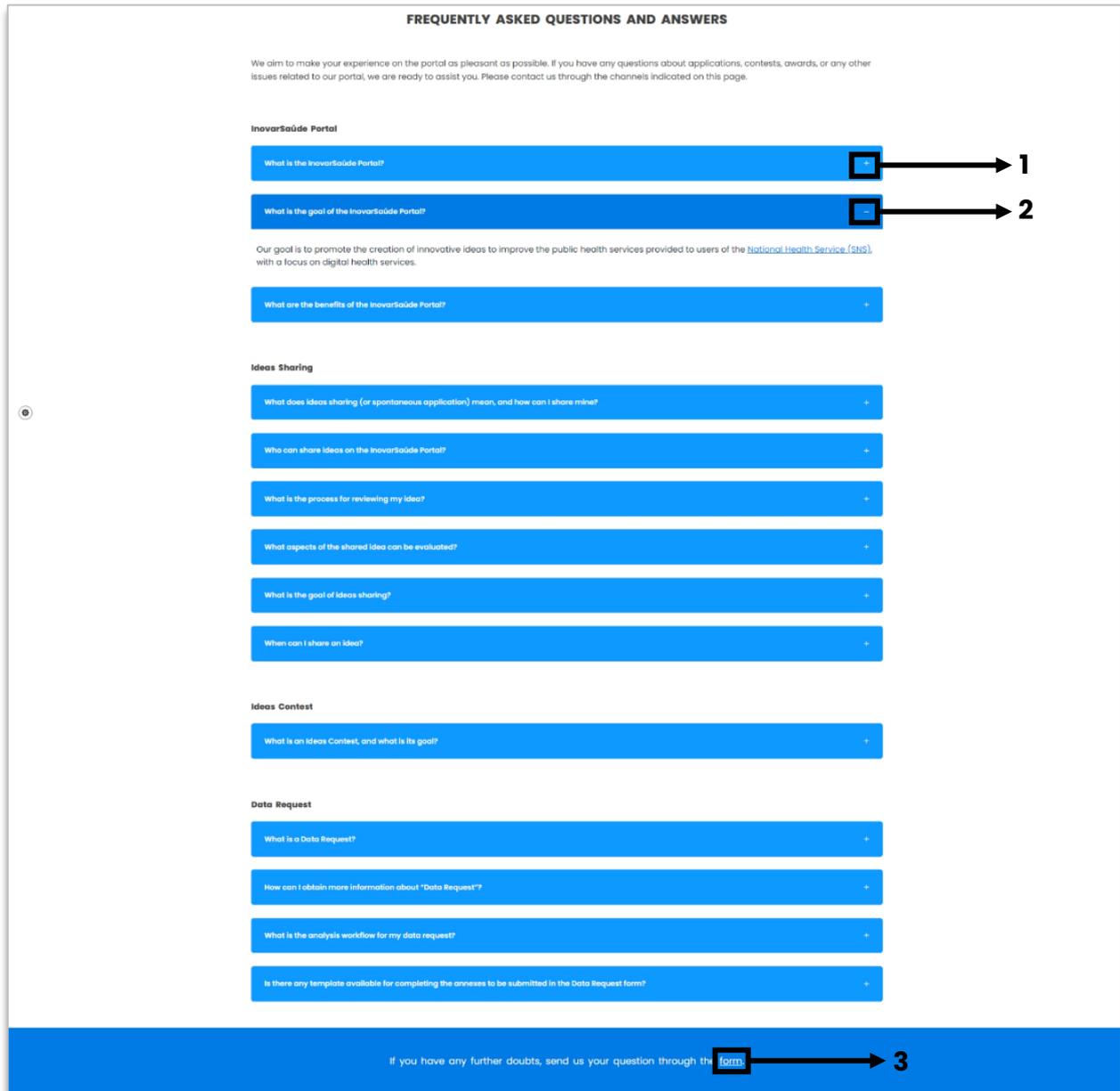


Figure 6 - Frequently Asked Questions Page (FAQs)

2.2.2.2. Contacts

Contacts - On this link, you can access the contact page of the Portal. Here, you can send us a message with the topics "**Suggestion**", "**Question**", or "**Problem**". To send your contact message, you should:

- Click the "Contact" link with the left mouse button (see **Figure 4**);
- On the page (see **Figure 8**), fill in your "First Name and Last Name" (**1**), "Email" (**2**), select the "Subject" (**3**), and write your "Message" (**4**) as detailed as possible;
- Agree to the Portal's Privacy Policy (**5**);
- Review the information entered;
- Submit the message by clicking the "Send" button (**6**) with the left mouse button.

Note: A confirmation message will appear on the screen (see **Figure 9**) and an email will be sent to the address provided in the field identified by number 2.

Home / Contacts

GET IN TOUCH WITH US
* mandatory fields

1 ← Name and surname *

2 ← Email *

3 ← Subject *

4 ← Message *

5 ← I agree that my personal data will be processed in accordance with our [Privacy Policy](#) *

6 ← Send

LISBON – HEADQUARTERS
Avenida da República, 61, 1050-189 Lisboa
Telephone: +351 211 545 600

OPORTO
Rua do Breiner, 121, 4050-124 Porto

MAIA
SNS Control and Monitoring Center
Rua de Joaquim Dias Rocha, 170, Zona Industrial da Maia I, Sector X, 4470-211 Maia

Figure 7 – Contact Page

Home / Contacts

GET IN TOUCH WITH US
* mandatory fields

We appreciate your contact. The request was submitted successfully.
Our team will contact you at the address indicated as soon as possible.
If you have any other questions or suggestions, do not hesitate to contact us.
The InovarSaúde team

LISBON – HEADQUARTERS
Avenida da República, 61, 1050-189 Lisboa
Telephone: +351 211 545 600

OPORTO
Rua do Breiner, 121, 4050-124 Porto

MAIA
SNS Control and Monitoring Center
Rua de Joaquim Dias Rocha, 170, Zona Industrial da Maia I, Sector X, 4470-211 Maia

Figure 8 – Contact Submission Confirmation

2.2.3. Official Entities

You can access the respective official entity portals by clicking on each logo with the left mouse button.

2.2.4. Follow Us

Follow Us – In this area, you can access the official social media channels by clicking on the icons with the left mouse button.

2.2.5. Policies

[Privacy Policy](#) [Cookies Policy](#) – In these links, you can view the respective privacy and cookies policies of the InovarSaúde Portal. To access the desired information, click on the respective policy with the left mouse button.

Note: To see more information about privacy or cookies, refer to points "2.2.5.1." or "2.2.5.2.", respectively.

2.2.5.1. Privacy Policy

In addition to viewing the privacy information, you can submit a contact message (1), as described in point "2.2.2.2."

[Home](#) / [Privacy Policy](#)

PRIVACY POLICY

1. Introduction

a. This page reflects InovarSaúde Portal's Privacy Policy.

b. The InovarSaúde portal is a centralized space dedicated to health and digital revolution, exploring the latest trends and technological advances that are transforming how we manage our health.

c. It aims to be a unique channel for data submission and sharing of innovative ideas among researchers, healthcare professionals, and higher education students, with the goal of improving public health services provided to users of the National Health Service (NHS).

d. The Portal was developed and is maintained by SPMS, E.P.E. – Shared Services of the Ministry of Health, which is committed to promote best practices in security, privacy, and protection of users' personal data, adopting various technical and organizational measures to ensure that the information reflects an adequate level of security appropriate to the facing risk.

e. Through this page, SPMS, E.P.E. informs you, as a user and data subject, of the privacy policy of the InovarSaúde Portal, aimed at informing you of your rights and clarifying how your personal data is processed within the portal, in compliance with Articles 13 and 14 of the General Data Protection Regulation (GDPR).

f. Using the services provided by the InovarSaúde portal, as well as filling out any forms available therein, and providing data, whether directly or indirectly, implies knowledge of the information defined in this policy.

2. Controller of Personal Data

a. SPMS, E.P.E. – Shared Services of the Ministry of Health, is the entity responsible for the processing of your personal data within the scope of the InovarSaúde portal, located at Avenida da República, 61, 1050-189 Lisbon and Rua do Breiner, 121, 4050-124 Porto, telephone (+351) 211 545 600.

3. Data Protection Officer

a. SPMS, E.P.E. has appointed and notified the Portuguese Data Protection Authority (CNPD) of a Data Protection Officer.

b. The Data Protection Officer of SPMS, E.P.E. can be contacted by any data subject regarding all matters related to personal data processing and the exercise of rights conferred by applicable law, via the following email address: dpo@spms.min-saude.pt.

c. Without prejudice to complaints submitted to the Data Protection Officer, data subjects may also lodge complaints with the CNPD – Portuguese Data Protection Authority.

4. Information on Legal Concepts

What are personal data?

a. Under applicable law, "personal data" means any information relating to an identified or identifiable natural person ("data subject"). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier. Examples of identifiers include a name,

c. In SPMS, E.P.E.'s Cookie Policy, you can obtain various information, including which cookies are used, their categories, how you can manage them in your browser, the duration of cookies, and whether they are accessible by third parties.

d. SPMS, E.P.E.'s Cookie Policy is always available and accessible [here](#).

13. Hyperlinks and Social Media

a. SPMS, E.P.E. may provide hyperlinks to other websites of interest or partners, without assuming responsibility for the privacy policy, cookie policy, or terms of use of these sites, which are entirely the responsibility of those entities. Users are recommended to read them beforehand.

b. When accessing other websites through the provided hyperlinks, the entities responsible for those websites may collect personal information concerning you as a user, which will be processed for their own purposes.

c. When you choose to follow SPMS, E.P.E. on social media, interact, or access the InovarSaúde portal through these platforms, your personal data may be processed by the social media managers or the functionalities provided, according to their respective privacy policies, which we recommend reading.

14. International Transfers of Personal Data

a. The data of the data subject will, in principle, be processed within the European Economic Area, and we choose, if necessary and preferably, providers located within this geography.

b. Should SPMS, E.P.E. transfer personal data to third countries or international organizations outside the European Economic Area, it will strictly comply with applicable legal provisions, refraining from making international transfers of personal data to entities that do not provide guarantees for maintaining the level of protection required by the GDPR without the appropriate legal safeguards.

15. Data Communication

a. In the scope of the services provided by SPMS, E.P.E., data communication is a requirement to send you communications. The lack of this information naturally constitutes an obstacle to such sending, being the only resulting consequence.

16. Competent Forum

a. For the resolution of any disputes arising from the interpretation or application of this privacy policy, the parties agree that the competent forum, expressly waiving any other, shall be the Court of Lisbon.

17. Update and Version

a. This Privacy Policy may be revised and updated at any time, with such changes being duly advertised by SPMS, E.P.E. on the InovarSaúde portal, with an explicit mention of the date of update.

Version 1.0 – March 22, 2024

If you haven't found help here, please send us your question through the [form](#) **1**

Figure 9 – Privacy Policy Page Fragments

2.2.5.2. Cookies Policy

In addition to viewing the cookies information, you can submit a contact message (1), as described in point "2.2.2.2."

Home / Cookies Policy

COOKIES POLICY

1. Introduction

a. This website uses cookies. Therefore in this sense, and in order to provide you with all the necessary information for correct navigation, we provide the following informative text on what cookies are, what types of cookies are used on our website, and how they can be configured or disabled.

b. We are fully committed to ensuring your privacy and safeguarding your rights, which are fundamental objectives for us and are present in everything we do, from the beginning of our project.

c. This Cookie Policy should be read in conjunction with our Privacy Policy which you can find [here](#).

d. For any questions about our Cookie Policy, users can contact us at the following email address: dp@spms.min.saude.pt

2. Our cookies policy

a. Our Cookies Policy aims, in a completely transparent and responsible manner, to inform about the cookies we use, how long they are used for, for what purpose, and how you can manage them.

b. We believe that transparency and responsibility are factors of trust, the same trust that we want to see placed in our work, in all its aspects, in everything we do, and in how we communicate.

3. What are cookies and what are they used for?

a. Cookies serve a wide variety of purposes. Cookies are files that contain small amounts of information that are downloaded to the user's device when they visit a website and allow the identification of the accessing device, as well as the pages and elements accessed, with the aim of providing a better browsing experience.

b. Cookies are essential for the operation of the Internet, as they provide technical solutions that allow users to navigate through different websites; they cannot damage the user's equipment/device and can be used to identify and resolve any errors in the operation of the platform. They can also be used for advertising or analytical purposes.

c. The cookies used on the website do not collect personal information that identifies you, storing only generic information, such as the form or country/location of access and how you use the website.

4. Categories of Cookies

There are two categories of cookies that may be used:

a. **Persistent cookies** - These are cookies that are stored at the browser level on the access devices (PC, mobile, and tablet) and are used whenever you make a new visit to our site, allowing us to provide a more personalized service.

b. **Session cookies** - These are temporary cookies that remain in the browser's cookie file until you close the browser and leave our website. The information obtained from these cookies is used to analyze traffic patterns on our website, allowing us to identify problems and provide a better browsing experience.

5. Purpose of Using Cookies

a. Cookies can be used for various purposes, depending on their nature, as detailed below:

- Analytical cookies** - These are used anonymously for the purpose of creating and analyzing statistics to improve the functioning of the website.
- Strictly necessary or essential cookies** - These enable navigation on the website and the use of applications, as well as access to secure areas of the website. Without these cookies, the required services cannot be provided.
- Functionality cookies** - These store user preferences regarding the use of the site, so that it is not necessary to configure the site again each time you visit.
- Third-party cookies** - These measure the success of applications and the effectiveness of third-party advertising. They can also be used to personalize a website.
- Advertising cookies** - These target advertising based on the interests of each user. In order to direct advertising campaigns taking into account user preferences, and also limit the number of times you see the ad, helping to measure the effectiveness of advertising and the success of our website. User data.

6. Which cookies are used on our Website?

a. Below we list the cookies used on our website:

Name	Type	Function	Accessible by third parties	Duration
wordpress_logged_in_cookie	Functional	Read cookies	No	Session
wp_lang	Functional	Language configuration	No	Session
im_cookie	Functional	Store a message	No	1 day
_wpfluid	Preference	Store user ID	No	10 years
Pvc_visit	Functional	Count page views	No	1 day

7. Additional information about analytical cookies

a. Matomo Analytics collects user interactions on our website, such as visit time, "traffic source" (what initially directed the user to the site, recommended site to visit), IP address, among others.

b. Matomo Analytics provides statistical information on visits, such as average duration, number of pages viewed, percentage of return and new visits, new and returning visitors, frequency and recent visits, interactions, pages visited, demographic data (language, country/territory, city), system (browser, operating system, internet service provider, device category).

c. Matomo Analytics complies with the General Data Protection Regulation conditions, whose terms of use can be consulted at the following address: <http://matomo.org/gdpr-analytics/>

d. You can also consult Matomo Analytics' privacy information, for which it is solely responsible, by visiting the following address: <http://matomo.org/privacy-policy/>

e. To provide visitors with greater choice over how their data is collected, Matomo has developed the "Matomo Opt-out form" tool, installed on our website, allowing users to choose not to have their analytical data collected.

f. To disable this collection, simply click on the gear icon in the Cookie consent bar and disable the "Analytical Cookies" category.

longer wish to allow local storage of cookies through your browser's settings tools.

c. To do so, follow these instructions:

Microsoft Internet Explorer cookie settings - Disable cookies

1. Click on the "Tools" menu;
2. Choose "Internet Options";
3. Select "Privacy";
4. Move the slider to the top, where it says "Block all cookies".

Note There are several levels of cookie activation and deactivation in Internet Explorer. For more information on Internet Explorer cookie settings, please visit the following Microsoft page: <https://support.microsoft.com/en-us/help/17142/windows-internet-explorer-delete-manage-cookies>.

Google Chrome cookie settings - Disable cookies

1. Click on the Chrome menu in the toolbar;
2. Select "Settings";
3. In the "Privacy and Security" section, click on "Cookies and other site data";
4. Select one of the options "Block all cookies", "Block third-party cookies", or "Block third-party cookies in Incognito browsing".

You can change the following cookie settings in the "Cookies" section:

- Delete cookies;
- Block cookies by default;
- Allow cookies by default;
- Keep cookies and website data by default until you quit your web browser;
- Make exceptions for cookies from specific sites or domains.

Note There are several levels of cookie activation and deactivation in Google Chrome. For more information on Google Chrome cookie settings, please visit: <https://support.google.com/chrome/answer/9554794?hl=en&topic=9555643&hl=en>.

Mozilla Firefox cookie settings - Disable cookies

1. Click on the "Tools" menu;
2. Choose "Options";
3. Select the "Privacy" icon in the top panel;
4. In the "Cookies" section, disable the option "Accept cookies from websites";
5. Click "OK" to save changes and close.

Note There are several levels of cookie activation and deactivation in Mozilla Firefox. For more information on Mozilla Firefox cookie settings, please visit: <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>.

Safari Web cookie settings - Disable cookies

1. Click on "Edit";
2. Select "Preferences";
3. In the top panel, select the "Privacy" icon;
4. In the "Accept cookies" section, select "Never".

Note There are several levels of cookie activation and deactivation in Safari. For more information on Safari cookie settings, please visit: <https://support.apple.com/en-us/HT20265>.

Opera cookie settings - Disable cookies

1. Click on "Settings";
2. Select "Advanced" in the left sidebar and click on "Privacy and Security";
3. Under "Privacy and security," click on "Site settings";
4. Click on "Cookies and site data";
5. At the top, enable or disable "Allow sites to save and read cookie data (recommended)".

Note There are several levels of cookie activation and deactivation in Opera. For more information on Opera cookie settings, please visit: <https://help.opera.com/en/latest/web-preferences/#cookies>.

Other Internet browsers

If you use a browser other than those mentioned, look in the "help" menu of your internet browser for the functionality to delete cookie data.

Note Disabling cookies may cause the website to not function properly.

5. Additional questions?

a. If you have any questions about including or managing cookies on our website or any other cookie-related information, please contact us at the email address: dp@spms.min.saude.pt and we will respond to your inquiries within the legal timeframe.

10. Changes to the cookie policy

a. We may change or modify this Cookie Policy at any time, with such changes duly published on the Website, unilaterally and without prior communication, whenever justified.

b. If changes are made, the version will be updated to include these changes as an integral part of the policy.

11. Approval

The Cookie Policy of Portal InovarSaúde was approved by SPMS - Serviços Partilhados do Ministério da Saúde, L.P.E.

12. Versions

Version 1.0 - March 22, 2024

If you haven't found help here, please send us your question through [Form](#) **1**

Figure 10 – Cookies Policy Page Fragments

2.2.6. Back to Top Button

 - This button allows you to quickly and easily return to the top of the page. It will always be visible in the bottom right corner of the screen. To activate this function, click on the icon with the left mouse button.

2.2.7. Cookies Settings

 - This button allows you to configure the portal's cookies. It will always be visible in the bottom left corner of the screen. To activate this function, click on the icon with the left mouse button.

2.2.7.1. Cookies Categories

In the cookies categories area, you can:

- View the cookies declaration (1);
- Access the complete Cookies Policy (2);
- Accept (3) or reject (4) the cookies policy;
- Configure preference cookies (5);
- Configure analytical cookies (6);
- Save the settings (7).

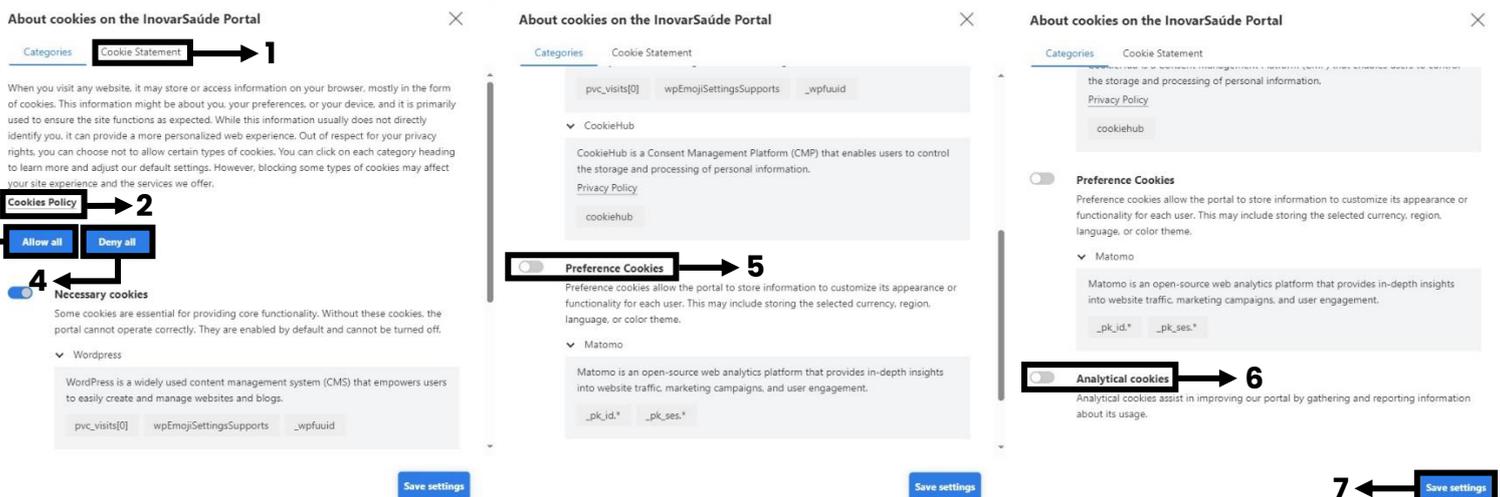


Figure 11 - Cookie Settings (Categories)

2.2.7.2. Cookies Declaration

In the cookies declaration area, you can:

- View the cookies categories (1);
- Access the complete Cookies Policy (2);
- Save the settings (3).

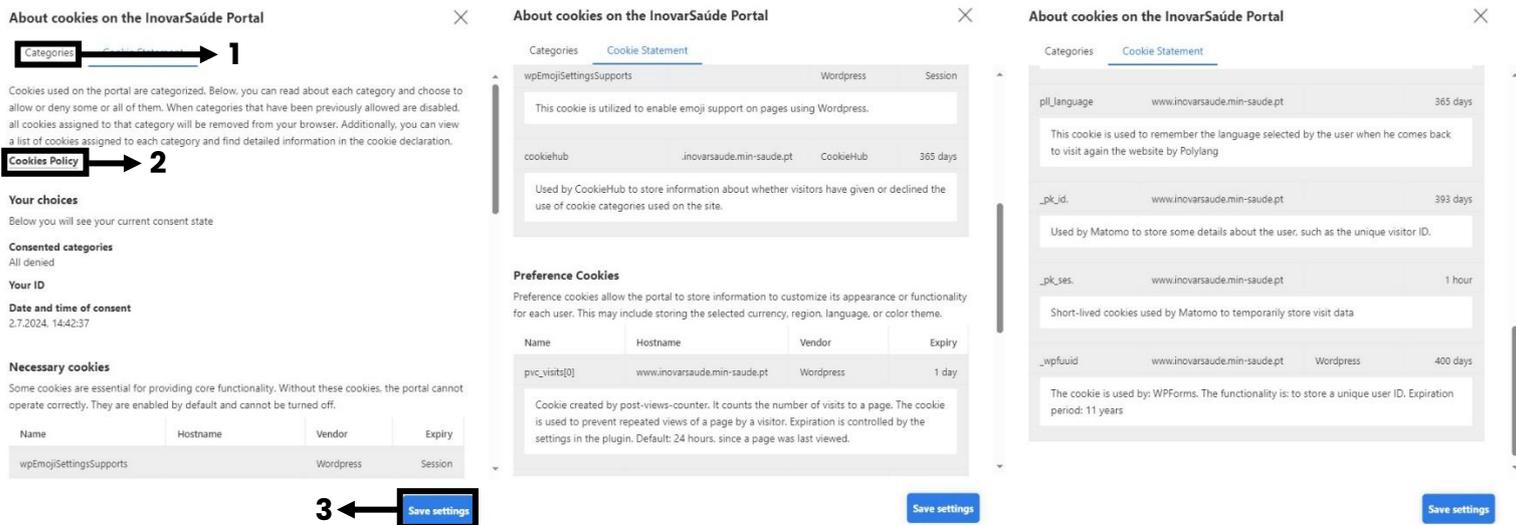


Figure 12 - Cookies Settings (Cookies Declaration)

2.3. Cookies Bar

When you access the portal, a pop-up will appear informing you about the cookies policy. This pop-up contains detailed information about the cookies and offers options to accept, reject, or configure them according to your preferences. You can:

- View the complete Cookies Policy (1);
- Configure the cookies (2).
- Reject all cookies (3);
- Accept all cookies (4);
- Close the pop-up (5).

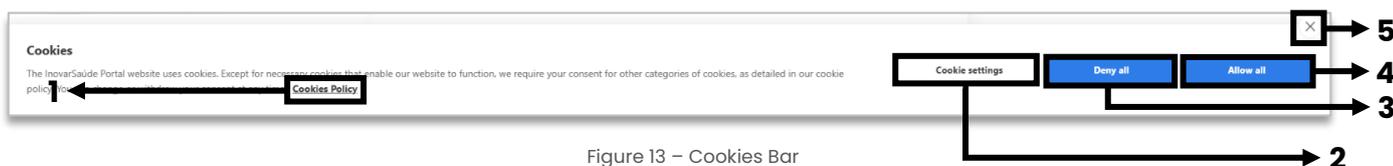


Figure 13 - Cookies Bar

Note: For instructions on how to configure the cookies, refer to section “2.2.7.”.

3. Navigating the InovarSaúde Portal

3.1. Home Page

It can also be viewed by clicking with the left mouse button on.



The screenshot shows the InovarSaúde Portal Home Page with several key sections and callouts:

- 3.1.1:** Points to the "KNOW MORE" button in the "WELCOME TO INOVARSAÚDE PORTAL!" section.
- 3.1.2:** Points to the "SHARE IDEA" button in the "Share your idea with us" section.
- 3.1.3:** Points to the "DATA REQUEST" button in the "Request data with us" section.
- 3.1.4:** Points to a publication card titled "Digital Health at the Top of the National Poliemprende 2024 Results".
- 3.1.5:** Points to the "View all publications" button at the bottom of the publications section.

Other visible sections include "AREAS OF EXPERTISE" (Telehealth Solutions, Digital Solutions, Big Data, Process Innovation, Data Request) and "TARGET AUDIENCE" (Researchers, Students, Healthcare professionals, General public). A navigation bar includes links for "InovarSaúde Portal", "Idea Sharing", "Contests", "Data Request", and "Publications". A "PRIVATE AREA" section allows users to check data request status and contest applications. A "CONTEST" section rewards innovative ideas, and a "PROCESS IMPROVEMENT" section aims to simplify data requests and idea sharing.

Figure 14 - Home Page



3.1.1. Know More

KNOW MORE

- In this button, you have the option to learn more about the InovarSaúde Portal. To do so, you should click on "**Know more**" with the left mouse button to be redirected to the InovarSaúde Portal page, point "3.2".

3.1.2. Share Ideia

SHARE IDEA

- In this button, you will be directed to the idea sharing page, described in point "3.3". To do so, you should click on "**Share idea**" with the left mouse button.

3.1.3. Data Request

DATA REQUEST

- In this button, you will be directed to the data request page, described in point "3.5". To do so, you should click on "**Make request**" with the left mouse button.

3.1.4. Publications

PUBLICATIONS - In this section, you can access the publications of the InovarSaúde Portal. To view a specific publication, you should click with the left mouse button on the title of the respective publication. For more information on the publications page, refer to point "3.6".

3.1.5. View All Publications

View all publications

- In this button, you have the option to view all the publications on the portal. To do so, you should click with the left mouse button on "**View all publications.**" For more information on the publications page, refer to point "3.6".

3.2. InovarSaúde Portal

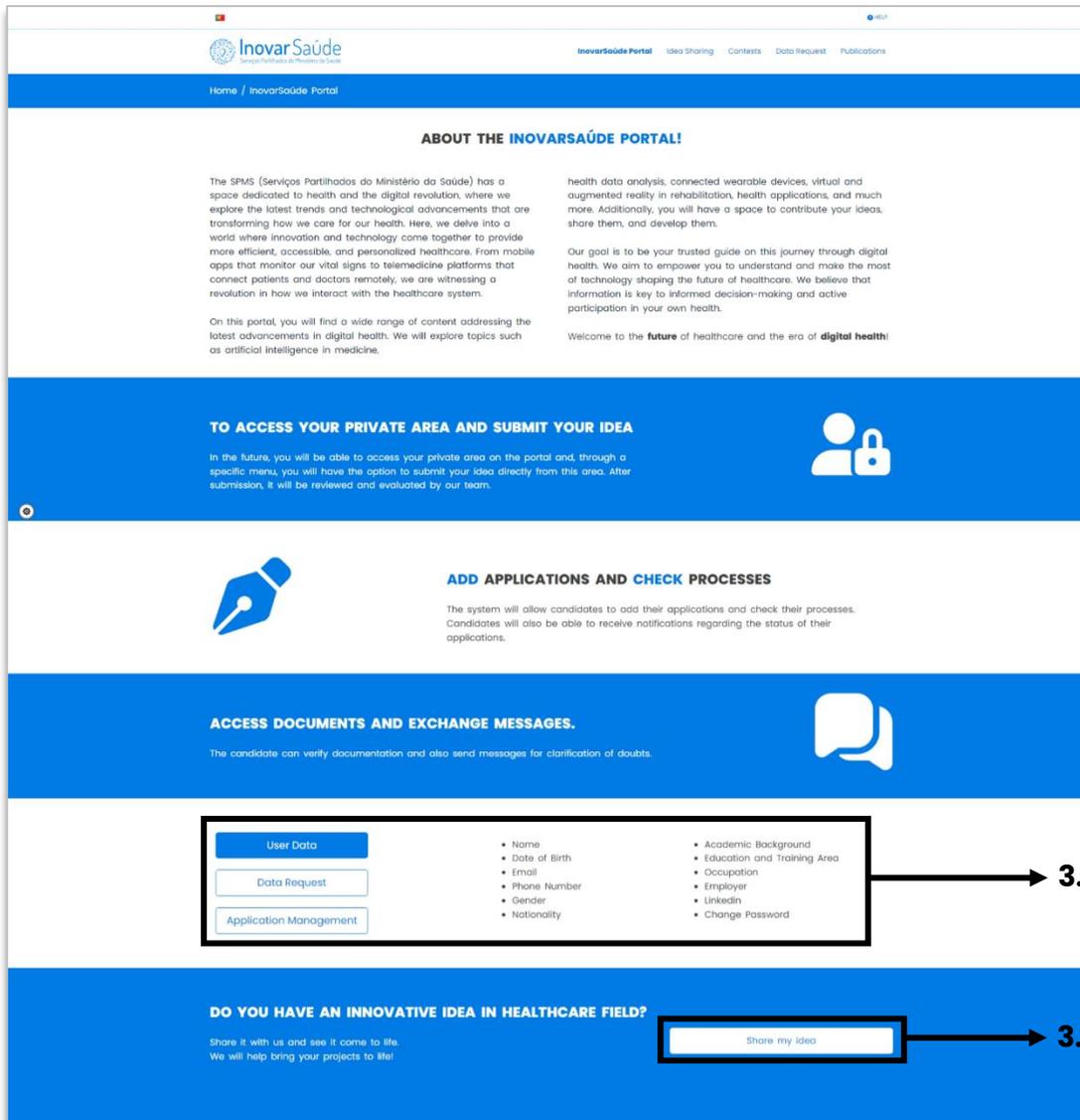


Figure 15 - InovarSaúde Portal Page

3.2.1. Interactive Menu

In this section of the page, you will find an interactive menu that represents user data management in the future private area of the portal. To navigate through the information, you should click with the left mouse button on **"User Data," "Data Request,"** or **"Application Management,"** as shown in the examples below:

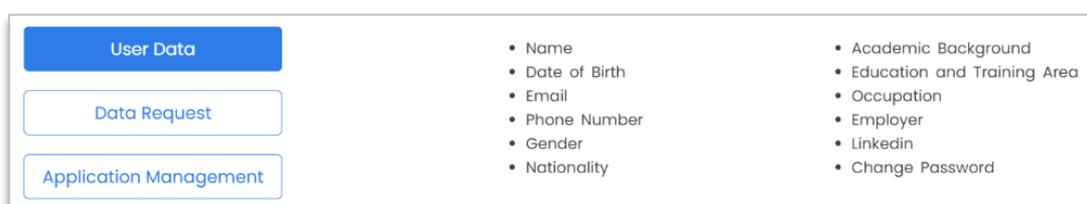


Figure 16 - Future Data Management in the Private Area

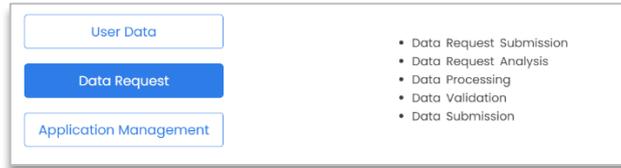


Figure 17 - Future Data Request Management in the Private Area



Figure 18 - Future Application Management in the Private Area

3.2.2. Share My Idea

Idea Sharing - Here, you have the opportunity to share your idea with us. To do this, you should click on "**Share My Idea**" with the left mouse button to be directed to the corresponding form for filling out. For more details about the idea-sharing form, refer to section "**4.1.**"

3.3. Ideas Sharing

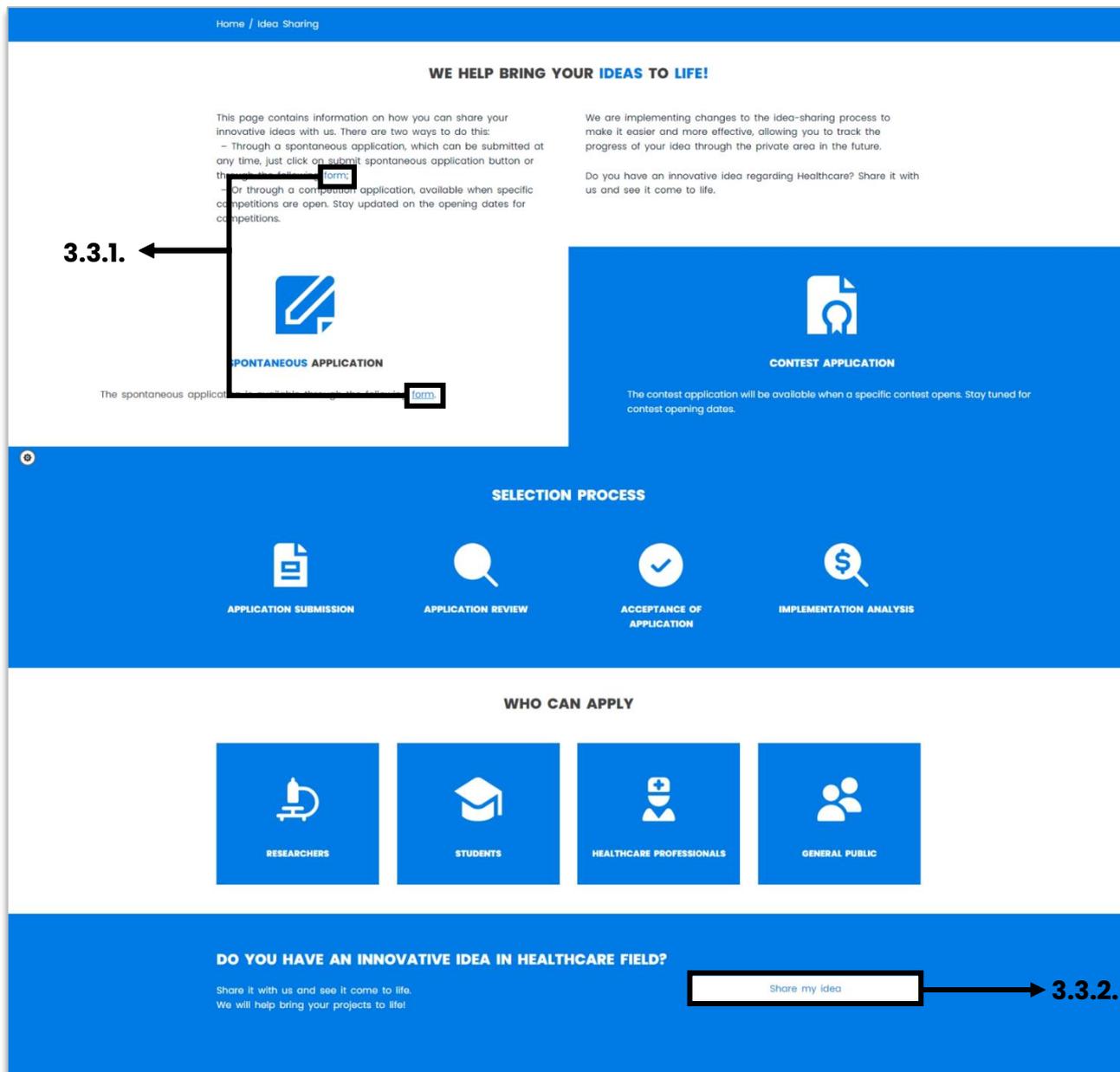


Figure 19- Ideas Sharing Page

3.3.1. Form

[form](#) - Through these links, you can share your idea with us. To do this, click on the word "**form**" with the left mouse button to be directed to its completion. For more details about the idea-sharing form, refer to section "**4.1.**".

3.3.2. Share My Idea

[Share my idea](#) - Here, you have the opportunity to share your idea with us. To do this, click on "**Share My Idea**" with the left mouse button to be directed to the respective form. For more details about the idea-sharing form, refer to section "**4.1.**".



3.4. Contests



Figure 20 – Contests Page

3.4.1. Share My Idea

Share my idea – Here, you have the opportunity to share your idea with us. To do so, click on "**Share my idea**" with the left mouse button to be directed to the respective form. For more details about the idea submission form, refer to section "**4.1**".



3.5. Data Request

Home / Data Request

WE SIMPLIFY THE DATA REQUEST PROCESS

This portal was developed to promote transparency and collaboration in the field of health. We recognize the importance of data in shaping effective policies, advancing scientific research, and making informed health-related decisions.

If you do not find the data you need on the Transparency Portal, you can submit a data request through our portal. We are working to improve the data request process, making it simpler and more efficient.

Join us on this journey towards a healthier and more informed society. Your participation is essential to promote positive and impactful changes in health.

You can request access to data through the following [form](#).

3.5.1. ← [SNS Transparency Portal](#) which contains a datasets catalog with open access data, as well as descriptions of each dataset in the 'Information' menu. On this portal, you can explore existing public information, filter variables, and export in various formats. It is also recommended to consult the [SNS BI-CSP Portal](#) which contains Primary Health Care data. This way, you can assess if the existing information meets some of your data needs on the topic in question.

3.5.2. ← [SNS BI-CSP Portal](#)

3.5.3. → [form](#)

DATA REQUEST PROCESS

- SUBMISSION OF DATA REQUEST
- ANALYSIS OF DATA REQUEST
- DATA PROCESSING
- DATA VALIDATION
- SENDING OF REQUESTED DATA

REQUIRED DOCUMENTATION

Data and necessary documents. Consult here the information needed to formalize your data request.

[Download PDF](#) → **3.5.4.**

SUBMIT YOUR DATA REQUEST HERE

[Request Data](#) → **3.5.5.**

Figure 21 – Data Request Page

3.5.1. SNS Transparency Portal

[SNS Transparency Portal](#), – Before submitting your data request, it is recommended that you first review the data publicly available on the portal <https://transparencia.sns.gov.pt/explore/?sort=modified>. On this site, you can explore existing public information, filter variables, and export them in various formats. The Transparency Portal provides a catalog of datasets with open access data, along with descriptions of each dataset in the “Information” menu. To access the information, click on “**SNS Transparency Portal**” with the left mouse button. For details about the data request form, refer to section “4.2.”

Note: It is also recommended to review the information in section “3.5.2.”.

3.5.2. SNS BI-CSP Portal

[SNS BI-CSP Portal](#), – Before submitting your data request, it is recommended to first review the data available on the portal <https://bicsp.min-saude.pt/pt/Paginas/default.aspx>. This site

provides access to data related to Primary Health Care. To access the information, click on “**SNS BI-CSP Portal**” with the left mouse button. For details about the data request form, refer to section “**4.2.**”

Note: It is also recommended to review the information in section “**3.5.1.**”.

3.5.3. Form

[form](#). – On this link, you can submit a data request for analysis. To do so, click on the word “**form**” with the left mouse button to be redirected to complete it. For more details about the data request form, refer to section “**4.2.**”.

3.5.4. Required Documentation

REQUIRED DOCUMENTATION – In this section, you can access the guidelines for submitting a data request. To download the file in the current portal language to your machine, click on “**Download PDF**” with the left mouse button.

3.5.5. Request Data

[Request Data](#) – Here, you will have the option to submit a data request. To do so, click on “**Request Data**” with the left mouse button to be directed to the respective form. For more details about the data request form, refer to section “**4.2.**”.



3.6. Publications

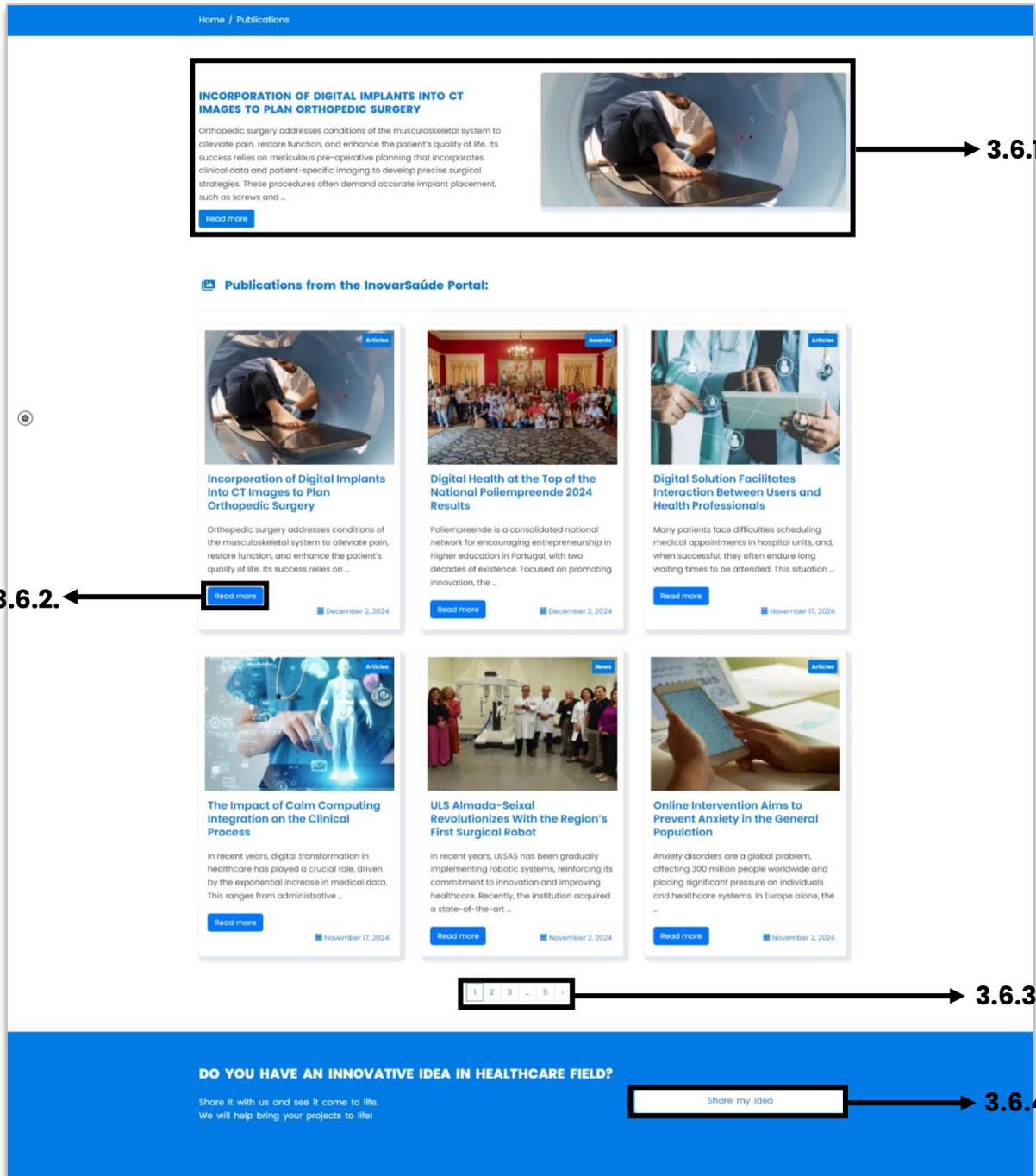


Figure 22 – Publications Page

3.6.1. Featured Publication

The first publication you see on the page is the featured one. To open it, you should click with the left mouse button on the image or the title of the publication.

3.6.2. Publications Page

The screenshot shows the Publications Page interface. At the top, there is a breadcrumb trail: Home / Publications / Publication. The main content area features a large banner image (1) showing two smartphones displaying an app interface. Below the banner, the article title is "INNOVATIVE TECHNOLOGY THAT SUBCONSCIOUSLY RELIEVES ANXIETY THROUGH A SCARF", dated July 20, 24. The article summary includes the publication type (Article Summary), original title (SCAARF: a subtle conditioning approach for anxiety relief facilitation), publication date (November 2019), source (DigitUMa (Universidade da Madeira)), and authors (Luis Lopes and Pedro Campos). The article text is structured with sections: "What is the goal, target audience, and areas of digital health it addresses?", "What is the context?", "What are the current approaches?", "What does innovation consist of? How is the impact of this technology assessed?", and "What are the main results? What is the impact of these results?". Below the article, there is a blue button labeled "Would you like to know all the details?" with a "Know more here" button (2). Below this, there are four article cards. The first card is titled "Incorporation of Digital Implants into CT Images to Plan Orthopedic Surgery" (dated December 2, 2024) and has a "Read more" button (4). The second card is "Digital Health at the Top of the National Politeipreende 2024 Results" (dated December 2, 2024). The third card is "Digital Solution Facilitates Interaction Between Users and Health Professionals" (dated November 17, 2024). The fourth card is "The Impact of Calm Computing Integration on the Clinical Process" (dated November 17, 2024). A "Read more" button (3) is located to the right of the fourth card. At the bottom of the page, there is a blue section titled "DO YOU HAVE AN INNOVATIVE IDEA IN HEALTHCARE FIELD?" with a "Share my idea" button (5).

Figure 23 – Publication Page

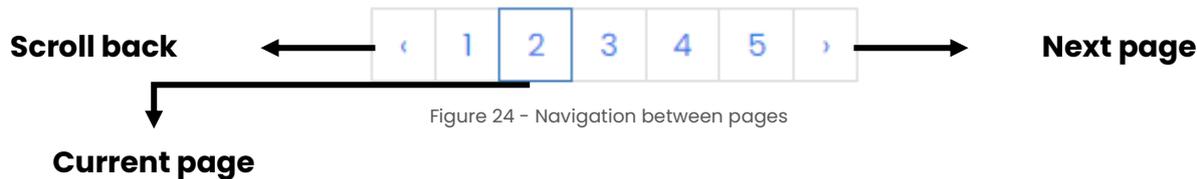
On this page, you can:

- Check the original source of the publication by clicking on the banner (1);
- Check the original source of the publication on the “**Learn more here**” button (2);
- Switch between different publications by clicking on or (3);
- Open other publications by clicking on “**Read more**” (4);
- Share an idea with us by clicking on “**Share my idea**” (5).

Note: For the idea submission form, refer to point “4.1.”.

3.6.3. Navigate Between Pages

With these buttons, you can move forward or backward between pages. To do this, click the left mouse button on one of the available page numbers or arrows, as described below:



3.6.4. Share My Idea

[Share my idea](#) - Here, you have the opportunity to share your idea with us. To do so, click on "Share my idea" with the left mouse button to be directed to the respective form. For more details about the idea submission form, see point "4.1."

4. Form Submission

The **InovarSaúde Portal** serves as a unified channel for submitting data requests or sharing ideas with a focus on digital health services. We believe that *data generates ideas* and *ideas generate data*, and these two themes are interconnected with the portal's purpose.

The sharing of ideas, also referred to as a spontaneous application, is our primary method of gathering information about digital health initiatives. We are constantly seeking innovative ideas to enhance health services digitally.

The data request section allows users to request health-related data. Through the **data request form**, users can submit their requests, which will be reviewed and approved or denied.

By uniting efforts and sharing knowledge, we aim to drive significant advancements in health and achieve better outcomes for everyone. We are committed to facilitating this process by providing a secure and reliable environment for data exchange.

Note 1: Before submitting your data request, it is recommended to explore the **SNS Transparency Portal** (<https://transparencia.sns.gov.pt/explore/?sort=modified>). This portal provides a catalog of open-access datasets, including detailed descriptions of each dataset available in the "Information" menu. Through this portal, you can, explore existing public information, filter variables, export data in various formats.

Additionally, it is advised to consult the **SNS BI-CSP Portal** (<https://bicsp.min-saude.pt/pt/Paginas/default.aspx>) for data related to **Primary Healthcare Services**. These resources may already contain the information you require, eliminating the need to submit a formal data request.

Note 2: The forms do not provide the option to save progress for later completion. If they are not fully filled out and submitted, all entered data will be lost, and you will need to start over. It is recommended to gather all necessary information before beginning to fill out the form.

Note 3: In the forms, you can upload documents in PDF, PNG, and JPEG formats, with a maximum file size of 5MB per file.

4.1. Ideas Sharing

To submit an idea for review, you must complete the corresponding form, which is available on various pages of the portal. You can also access it here: <https://www.inovarsaude.min-saude.pt/formulario-partilha-de-ideias/>. This link directs you to the idea submission form, which consists of 5 steps.

4.1.1. Introduction

In this step, you will find an explanatory text and supporting documentation. We recommend carefully reading all the information provided. Additionally, we suggest downloading the **Checklist file (1)** to your device, which will guide you through completing the idea submission form. Once you have understood the information, click the **"Next" button (2)** to proceed to the following steps of the form.

SHARING IDEAS FOR DIGITAL HEALTH INNOVATION

* Required entry fields

Introduction – Step 1 of 5

The sharing of ideas for potential collaboration follows, at SPMS, E.P.E., a specific procedure that involves submitting a set of information and supporting documentation to this entity.

In this regard, and to ensure that idea sharing is regularly instructed and the respective conformity analysis is carried out, it is requested that you, in compliance with the internal procedure mentioned above, provide SPMS, E.P.E. with the information outlined in the **Checklist**.

The idea-sharing channel is intended for:

- Healthcare professionals or other individuals dedicated to careers in the healthcare sector;
- Entrepreneurs and/or companies dedicated to the creation and development of startups in the healthcare sector, involved in the development of medical technologies, health applications, innovative devices, or other products and services aimed at improving access to healthcare, the efficiency of healthcare systems, and the quality of services provided;
- Young university students in medicine, pharmacy, nursing, or young students pursuing their studies in university programs related to health;
- People who have lived through various health conditions, medical treatments, hospitalizations, or faced physical or mental challenges and have developed innovative digital ideas that benefit society based on their experiences;
- Individuals who take on the responsibility of caring for and supporting people facing chronic or acute health conditions and have generated innovative digital ideas that contribute to society based on their experiences;
- Members of society who possess fundamental ideas to contribute significantly to a more comprehensive, modern, technological, and people-oriented healthcare system through digital innovation.

Next

Figure 25 - Introduction - Idea Sharing Form (Step 1)

4.1.2. Responsible for the Idea

In this step, you provide the details of the person responsible for the idea. If you need to return to the previous step of the form, click the **"Previous" button (1)** with the left mouse button. Once the information is filled in, click the **"Next" button (2)** to proceed to the subsequent steps of the form.

SHARING IDEAS FOR DIGITAL HEALTH INNOVATION
* Required entry fields

Responsible for the Idea – Step 2 of 5

Name *

Name Surname

Email *

Email

Phone contact *

Phone contact

Date of Birth *

Date of Birth

Nationality *

Nationality

Gender *

Gender

Field of Study *

Field of Study

Academic Background *

Academic Background

Occupation *

Occupation

Employing Entity

Employing Entity

Linkedin

Linkedin

1 ← Previous Next → 2

Figure 26 – Responsible For The Idea - Idea Sharing Form (Step 2)

4.1.3. Idea Details

In this step, you provide the details of the idea. You can upload only one file per attachment field. To do this, either click the desired upload area with the left mouse button or drag the file into the corresponding field. The upload will be complete when the name of your uploaded file appears in the respective field where it was inserted. If you need to return to the previous step of the form, click the **"Previous" button (1)** with the left mouse button. Once the information is filled in, click the **"Next" button (2)** to proceed to the subsequent steps of the form.

Note: It is essential that the information provided follows the guidelines outlined in the **Checklist**, as described in section "4.1.1."



SHARING IDEAS FOR DIGITAL HEALTH INNOVATION
* Required entry fields

Idea details – Step 3 of 5

Title *

Main theme *

Key words of the idea *

Target audience *

Territorial area covered by the idea *

Indicate, if any, the existing digital solution in the area of health that this idea has or intends to have integration.

Indicate, if any, the existing digital solution in the area of health that this idea has or intends to have integration.

Indicate what is the problem to be solved with the proposed idea. *

Indicate what is the problem to be solved with the proposed idea.

Indicate what is the means of sustainability of the idea *

Indicate what is the means of sustainability of the idea

Detailed idea description *

Click or drag a file to this area to upload.

Maximum file size: 5MB

Idea roadmap

Click or drag a file to this area to upload.

Maximum file size: 5MB

Note: Supported file types – PDF, PNG, JPG.

1 ← [Previous](#)
[Next](#) → 2

Figure 27 – Idea Details – Idea Sharing Form (Step 3)

4.1.4. Supporting Documents

In this step, you upload the necessary supporting documents to submit your idea. You can upload only one file per attachment field. To do so, either click on the desired upload area with the left mouse button or drag the file into the respective field. The upload will be complete once the name of your uploaded file appears in the field where it was

inserted. If you need to return to the previous step of the form, click the **"Previous" button (1)** with the left mouse button. Once the information is completed, click the **"Next" button (2)** to proceed to the next steps of the form.

Note: It is crucial that the provided information adheres to the guidelines outlined in the **Checklist**, as detailed in section **"4.1.1."**

Figure 28 – Supporting Documents – Idea Sharing Form (Step 4)

4.1.5. General Conditions

In this step, you can agree to the general terms and conditions of the idea submission. If you need to return to the previous step of the form, click the **"Previous" button (1)** with the left mouse button. Once the information is completed, click the **"Submit" button (2)** to finalize your idea submission.



SHARING IDEAS FOR DIGITAL HEALTH INNOVATION

* Required entry fields

General terms and conditions – Step 5 of 5

I declare that the information provided is true. I declare that I will ensure the protection and security of the materials provided, preventing their disclosure to other individuals or to the public domain. *

Yes

I declare that I have ensured and provided all information regarding intellectual and/or industrial property rights, as well as copyright and publication rights of the idea. *

Yes

I agree that my personal data will be processed in accordance with our [Privacy Policy](#). *

Yes

1 ← **Previous** **Send** → **2**

Figure 29 - General Conditions - Idea Sharing Form (Step 5)

Note: A confirmation message for the idea submission will appear on the screen (as shown in the figure below), and an email containing the shared information will be sent to the address provided in **Step 2**, as detailed in **section 4.1.2**.

SHARING IDEAS FOR DIGITAL HEALTH INNOVATION

* Required entry fields

Thank you for registering and submitting your innovative idea in digital health. Your sharing was successfully received and will be analyzed as soon as possible by our team.
However, if your idea needs revision or more information, we will contact you at the address provided.
Thank you for sharing your idea, to build the future in digital health.
The InovarSaúde team

Figure 30 - Idea Sharing Confirmation Message

4.2. Data Request

To submit a data request for analysis, you must complete the corresponding form, which is available on the **Data Request Page** via the link <https://www.inovarsaude.min-saude.pt/formulario-pedido-de-dados/>. This link directs you to the data request form, which consists of **7 steps**.

4.2.1. Introduction

At this stage, you will find explanatory text and supporting documentation. We recommend carefully reading all the information provided and suggest downloading the **Supplementary Information** file (1) to your device. This file will guide you throughout the data entry process in the form. Once you have understood the information, click on the **"Next"** button (4) to proceed to the following steps of the form.

Note: Before submitting a data request form, it is recommended to consult the information available on the **SNS Transparency Portal** (2) at <https://transparencia.sns.gov.pt/explore/?sort=modified>. This portal allows you to explore existing public information, filter variables, and export them in various formats. Additionally, it is advisable to review the **SNS BI-CSP Portal** (3) at <https://bicsp.min-saude.pt/pt/Paginas/default.aspx>, which contains data related to Primary Health Care. This will help you assess whether the existing information meets your data needs without the need to submit a request.

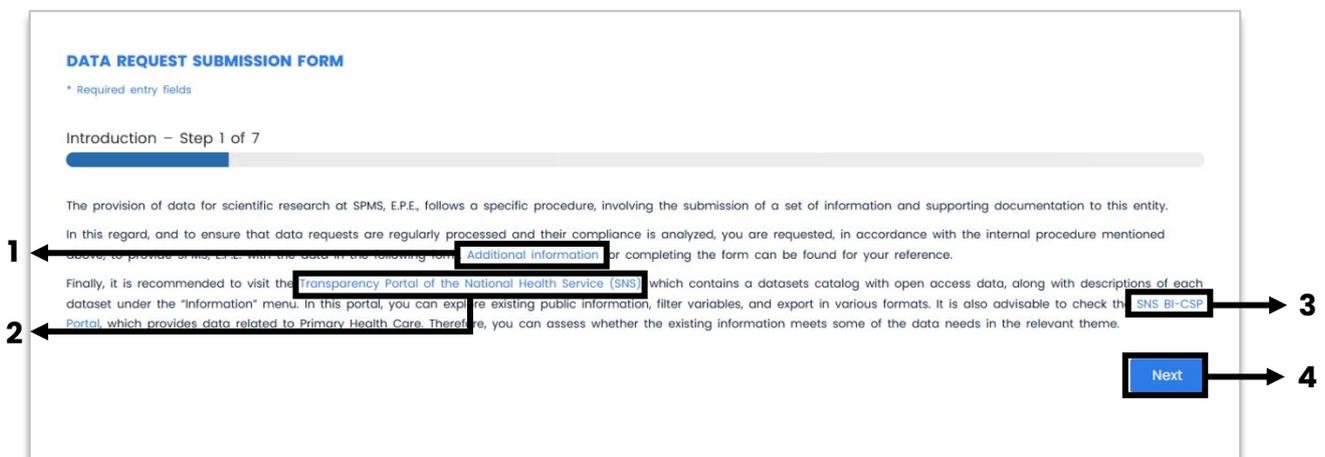


Figure 31 - Introduction - Data Request Form (Step 1)

4.2.2. Researcher Details

In this step, you provide the details of the researcher submitting the request. If you need to return to the previous step of the form, click on the **"Previous"** button (1) using the left



mouse button. Once the information is completed, click on the **"Next"** button (2) to proceed to the following steps of the form.

Figure 32 – Researcher Details – Data Request Form (Step 2)

4.2.3. Research Project Details

In this step, you identify the key details of the research project for which the data request is being submitted. If you need to return to the previous step of the form, click the **"Previous"** button (1) using the left mouse button. Once the information is completed, click the **"Next"** button (2) to proceed to the subsequent steps of the form.

Figure 33 – Research Project Details – Data Request Form (Step 3)

4.2.4. Supervisor Details

In this step, you provide the details of the research project supervisor, if applicable. If you need to return to the previous step of the form, click the **"Previous"** button (1) using the left mouse button. Once the information is completed, click the **"Next"** button (2) to proceed to the subsequent steps of the form.

The screenshot displays a web form titled "DATA REQUEST SUBMISSION FORM" with a sub-header "Responsible details - Step 4 of 7". A progress bar is partially filled. The form includes the following fields:

- Name:** Two input boxes labeled "Name" and "Surname".
- Email:** One input box labeled "Email".
- Institution:** One input box labeled "Institution".

At the bottom of the form, there are two blue buttons: "Previous" on the left and "Next" on the right. An arrow labeled "1" points to the "Previous" button, and an arrow labeled "2" points to the "Next" button.

Figure 34 – Supervisor Details - Data Request Form (Step 4)

4.2.5. Proposed Project Details

In this step, you provide detailed information about the project for which the data request is being submitted. If needed, you can download the **Additional Information** file (1) again to your device, which will guide you during the completion of the form. If you need to return to the previous step of the form, click the "Previous" button (2) using the left mouse button. Once the information is filled in, click the "Next" button (3) to proceed to the following steps of the form.

Note: It is essential that the information provided complies with the guidelines outlined in the **Additional Information** document, as per section "4.1.2," and the **Required Documentation**, as per section "3.5.4."



DATA REQUEST SUBMISSION FORM

* Required entry fields

Data Request – Description of the Proposed Project** – Step 5 of 7

Summary *

Objectives *

Description of the requested data *

Description of the scope and purpose of data usage *

Description of project's added value for SNS (NHS) *

SPMS Information to be considered in the project

Type of anonymization *

- Anonymized Data (User identifier field hidden or not available);
- Pseudonymized Data (User identifier encrypted with a key that allows cross-referencing between different data sources, considering the time needed for data release in the project timeline);
- None of the previous formats (provided following the requirements that legal basis justifying access to personal data and respective evidence of legitimacy).

* Required entry fields.

1 ← additional information to fill out these fields.

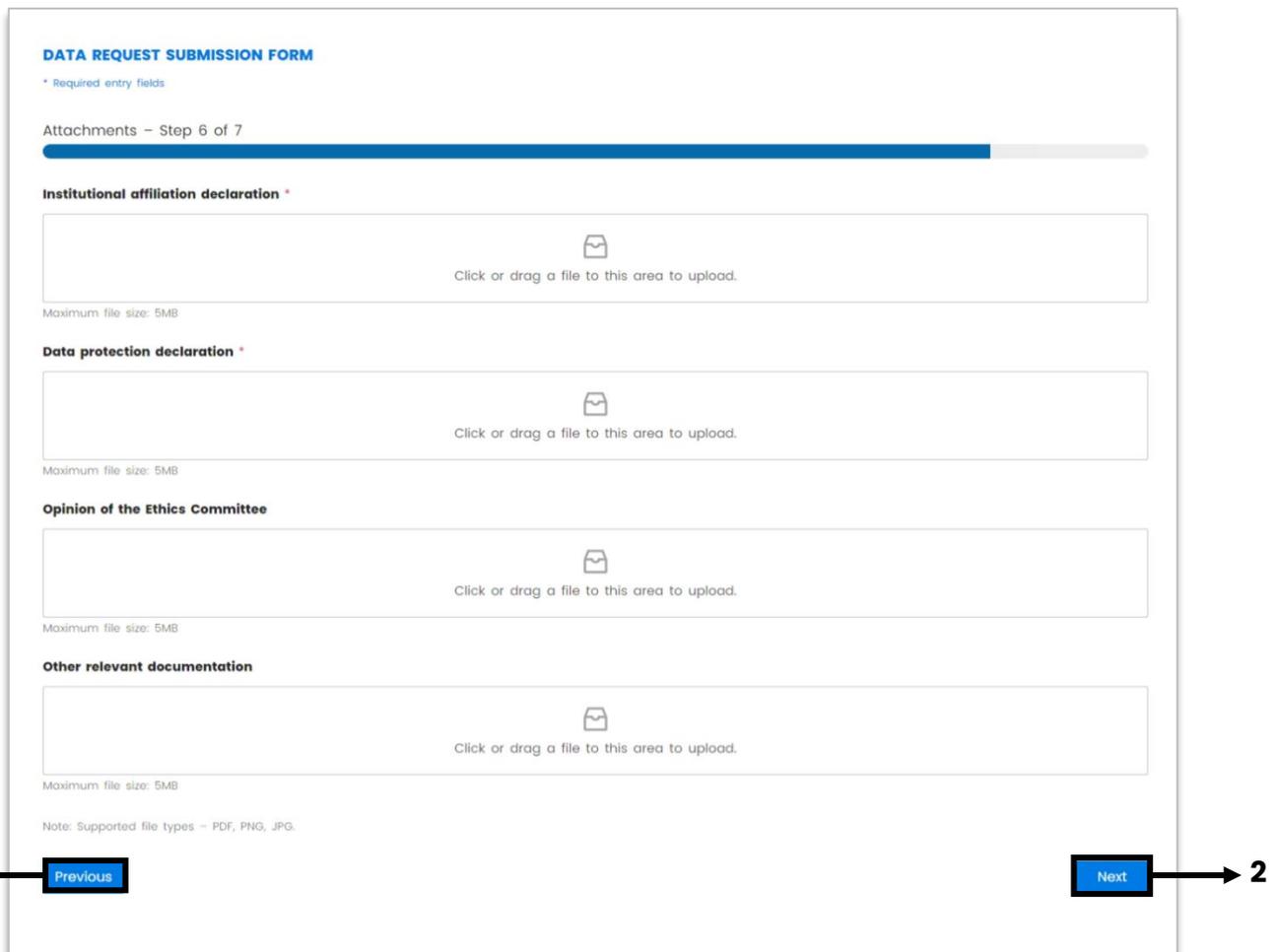
2 ← Previous Next → **3**

Figure 35 – Description of Proposed Project – Data Request Form (Step 5)

4.2.6. Attachments

In this step, you upload the necessary attachments to submit your data request. You can upload only one file per attachment field. To do this, click on the desired area using the left mouse button, or drag the file into the respective field. The upload is complete when the name of the uploaded file appears in the corresponding field. If you need to return to the previous step of the form, click the "Previous" button (1) using the left mouse button. Once the information is filled in, click the "Next" button (2) to proceed to the following steps of the form.

Note: It is essential that the information provided complies with the guidelines outlined in the **Additional Information** document, as per section "4.1.2," and the **Required Documentation**, as per section "3.5.4."



DATA REQUEST SUBMISSION FORM

* Required entry fields

Attachments – Step 6 of 7

Institutional affiliation declaration *

Click or drag a file to this area to upload.

Maximum file size: 5MB

Data protection declaration *

Click or drag a file to this area to upload.

Maximum file size: 5MB

Opinion of the Ethics Committee

Click or drag a file to this area to upload.

Maximum file size: 5MB

Other relevant documentation

Click or drag a file to this area to upload.

Maximum file size: 5MB

Note: Supported file types – PDF, PNG, JPG.

1 ← Previous

Next → 2

Figure 36 – Attachments – Data Request Form (Step 6)



4.2.7. Data Use Responsibility Statement

In this step, you can agree to the terms of responsibility for data use. If you need to return to the previous step of the form, click the **"Previous"** button (1) using the left mouse button. After completing the required information, click the **"Submit"** button (2) to finalize your data request submission.

DATA REQUEST SUBMISSION FORM

* Required entry fields

Data use responsibility agreement – Step 7 of 7

I declare that I am 18 years of age or older *

Yes

I declare that the information provided is true *

Yes

I declare that the data obtained as a result of this request will be used only for the purposes described above *

Yes

I declare that I will ensure the protection and security of the provided data, preventing its disclosure to third parties or to the public domain *

Yes

I declare that I will always reference the source of the data *

Yes

I declare that I accept sharing the final results of the project, obtained with the mentioned data in the sample of my study, in order to contribute to the continuation of data validation studies in different samples

Yes

I declare that I accept sharing the indices and scales from this data request in anonymized form, in order to contribute to the continuation of data validation studies in different samples

Yes

I agree that my personal data will be processed in accordance with our [Privacy Policy](#) *

Yes

1 ← **Previous**

Send → 2

Figure 37 - Data Use Responsibility Statement - Data Request Form (Step 7)

Note: A confirmation message for the submission of the data request will appear on the screen (as shown in the figure below), and an email with the shared information will be sent to the address provided in step 2, as outlined in point **"4.2.2."**

DATA REQUEST SUBMISSION FORM

* Required entry fields

Thank you for registering and submitting your request.
The data request was successfully received and will be analyzed by the SPMS team.
After the analysis process, you will be contacted via the email address indicated.
If your request requires revision or more information, we will also contact you at the address indicated.
Thank you for your attention, we hope to answer as soon as possible.

The InovarSaúde team

Figure 38 - Data Request Submission Confirmation Message



SPMS_{EPE}
Serviços Partilhados do
Ministério da Saúde



InovarSaúde
Serviços Partilhados do Ministério da Saúde