OrganMatch

How to Guide

User Level – Coordinator Provider

Transplantation Portal – Kidney Paired Donation (KPD) Enrolment

This guide covers the following areas:

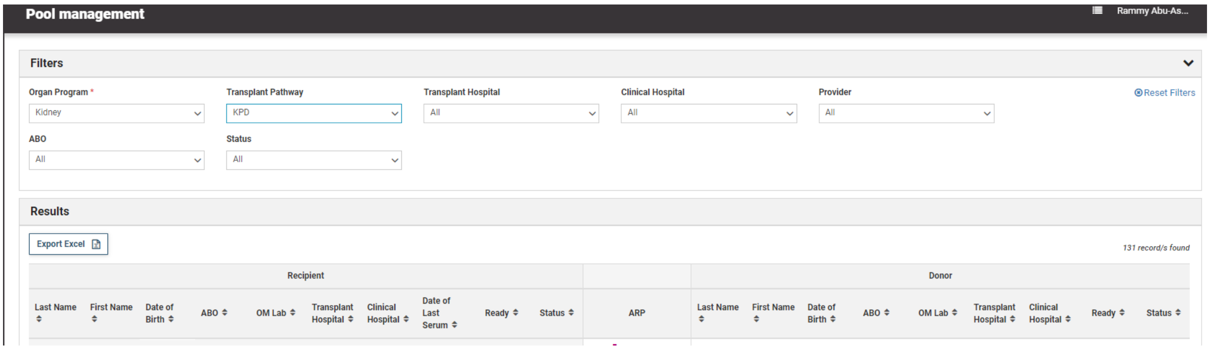
- Pool Management
- KPD Specific Data fields
- Enrolment Status

Pool Management

Pool Management displays all recipients enrolled on a current organ program. Pool management is tailored specifically for each organ program and pathway.

Transplantation Portal users can use the pool management screen to view basic information relevant to each program for current enrolments.

The following screen shot shows the filters in pool management and the data fields shown in the KPD Pool Management:



Data can be extracted using the **Export Excel** button.

The Export Excel function will export data on patients into an excel file.

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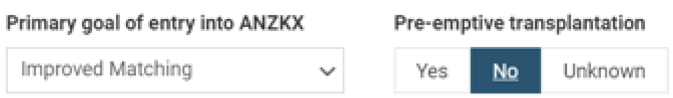
Important Note: Organ Program and **Transplant Pathway** must be selected in the filters for the Export Excel button to appear.

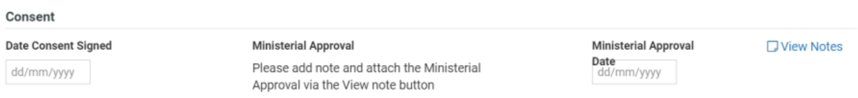
KPD – Specific Data fields

The KPD program has additional data fields in the enrolment which are editable only via the Transplantation Portal.

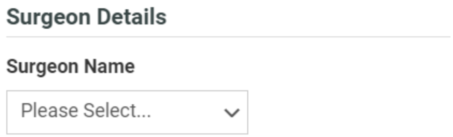
The Enrolment pop-up box contains the following organ specific information:

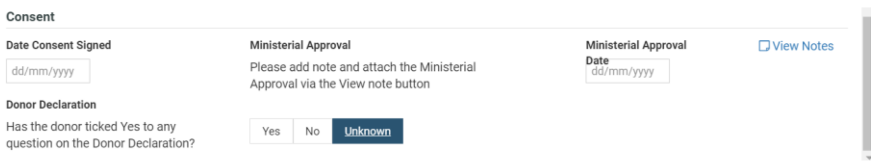
Patient:





Donor:





All the above fields can be updated via Transplant Portal by clicking edit in the enrolment and modifying the fields.

Enrolment Status

The Status of a program enrolment indicates the clinical status of a patient and can be either **Active or On hold**. Status can be viewed via the pool management or within the current enrolment.

As a coordinator you will be able to make changes to the status *ONLY under certain conditions*.

- For the role, Provider, no changes can be made to enrolments Updating enrolment status
- For the role, Coordinator, the edit button is visible in the enrolment, and changes can be made to the status, within the business rules as described in the table below.

Status (status/reason)	What it means	Change to (status/reason)	Will you be able to change the status?
Active		On hold - Clinical Decision / notification / request	Yes
On hold – Due to KPD chain	The patient is being actively matched in a chain/combination		No
On hold – Awaiting ANZKX activation	Patient Kidney KPD enrolment is complete. Awaiting ANZKX review and authorisation		No

! **Important Note:** Once a person has been authorised by the ANZKX team, the transplant unit will be able to update the active/on hold status as per normal business rules.

How do I change a patient from Active to On Hold?

1. Find the patient using the search function or pool management.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment
4. Then click on **Edit**.
5. Select **On hold.**
6. The reason will default to **Clinical decision/notification/request**.
7. Click **Save**.

How do I change a patient from On hold due to a clinical decision to Active?

If a patient is **On hold - due to clinical decision / notification /request** you will be able to change it to **Active**.

1. Find the patient using the search function or pool management.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment, and then click on **Edit**.
4. Select **Active**.
5. Click **Save**.

! **Important Note:** If a Patient is **On Hold – Awaiting ANZKX activation** the status can only be changed through the authorisation process by the ANZKX team.

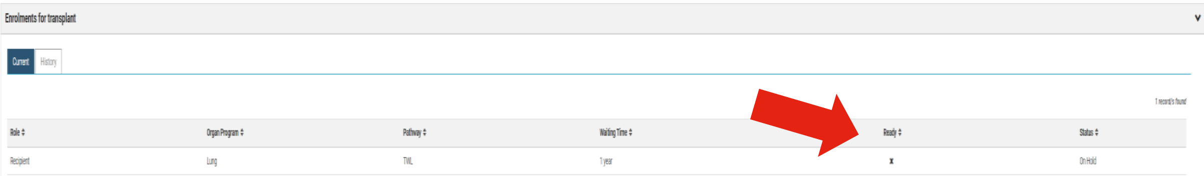
What is readiness?

Readiness indicates whether a patient is system ready for matching. Each program has specific criteria and testing requirements that must be completed before the patient can be matched in the KPD donor pool.

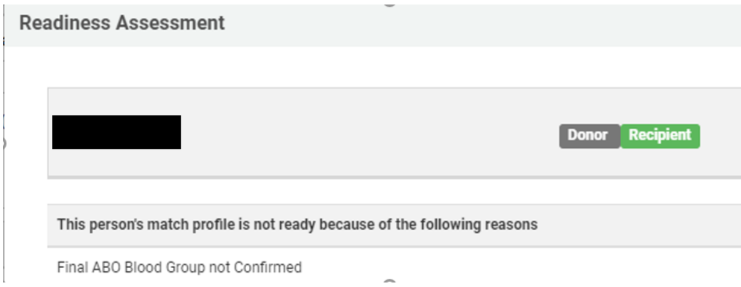
How do I check a patient's readiness?

- By looking in pool management
- By looking in the patient's enrolments for transplant

If the patient is not ready there will be an **X** in the ready column.



1. Click of on the ***X*** to view the reasons.
2. A pop-up box will appear



! **Important Note:** At this stage the readiness may require action by clinical unit e.g. ABO blood group result.

How do I view the Change history?

Any change to the status is tracked in OrganMatch. You are able to see who made the change, the date it was changed by and the time it was changed.

Current and historical enrolments can be viewed. **View history** of status changes is also available:

1. Find the patient using the search function or pool management.
2. Go to the patient's enrolments for transplant.
3. Once you are in the enrolment pop up, click on **View history**.

! **Important Note: How is the lab notified of an update to the status?**

Status udpates are now managed by the clinical or Transplant unit. The lab will not be updating the status of a patient or donor, however they will receive a notification when the status is updated.