

Purpose

This document describes the OrganMatch Donation Portal (DP) and the information that can be viewed by the Donate Life Agencies.

Before you begin

The donor record is created in OrganMatch through the Electronic Donor Record (EDR) interface. This must occur before you can view the donor record in the DP.

1. Access to OrganMatch Donation Portal

Access to the OrganMatch DP is by request from the Donate Life Agencies.

There are two roles that can be assigned in the DP:

- Read only – donation.
- Donation Coordinator.

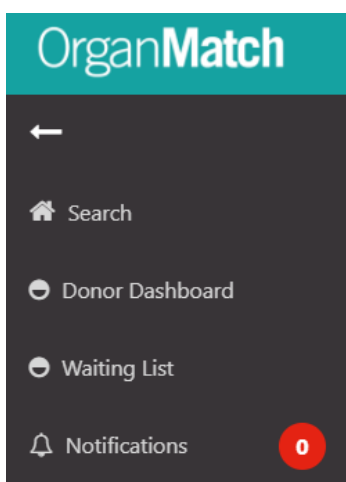
Access is assigned at a jurisdictional level.

2. Donation Portal Data and Functionality

OrganMatch DP allows the Donate Life agencies to view relevant information on recipients and deceased donors to which they have access.

3. Menu

The following menu options are available in the Donation Portal.



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Donation Portal

3.1 Search

Donor records can be searched using:

- Last Name.
- First Name.
- Date of Birth.
- EDR ID.

3.2 Donor Dashboard

The donor dashboard will display a list of deceased organ donors for which the user has access to.

OrganMatch Deceased Donor Dashboard

Filters

Hospital: All | ABO: All | Donor: [] | Reset Filters

Results

3977 records found

Date of Enrolment	OM Lab	Match Date & Time	EDR ID	Hospital	ABO	Last Name	First Name	OM ID	Lab Reference
13/06/2022	NSW			Royal North Shore Hospita...		DkSiqE	UCYGr	0083261	
10/06/2022	NSW	10/06/2022 15:26	D22-0644	Nepean Hospital	A	yYXnRW	NeLtk	0083253	NP0002876

By clicking on the donor, the user will be able to view the Donor Profile. The following tabs are viewable:

Donor profile

rJING MHRbU BXudC DECEASED DONOR

Female
52 years 10 months (04/08/1969)

A

OM ID 0083198
OM Lab NSW

EDR ID D22-0621
Hospital Liverpool Hospital

View TWL Match

- > Histocompatibility profile
- > Medical information
- > Enrolments for transplant
- > Transplants
- > Demographic & contact details
- > Notes & attachments

3.2.1 Histocompatibility Profile

This section is populated from the Laboratory Portal (LP) when the HLA typing of the donor is authorised by the laboratory.

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3.2.2 Medical Information

The data in this section is populated from the EDR where the information is available. The information that can be viewed in this section includes donor hospital, date and cause of death as well as height and weight which is used in the Kidney Donor Profile Index (KDPI) calculation.

3.2.3 Enrolments for transplant

The deceased donor enrolment is automatically populated through the EDR interface.

The match and audit KDPI can be viewed by clicking on the enrolment.

The KDPI information can be viewed in the enrolment by clicking **View Details**. This will bring up a popup box and any missing details can be viewed.

In the deceased donor enrolment complete the following steps to update the status of an organ.

Step	Action
1	Click Edit .
2	Select the organ to be updated.
3	Make the relevant selection from the Status dropdown list.
4	Select the reason from the Status Reason dropdown list and click OK .
5	Click Save .

3.2.4 Transplants

Upon completion of a donor the recipients that receive the organs for transplant are linked in the LP. Once these transplants are linked they will be visible in the DP. Clicking on the record will display the transplant event and recipient information which reflects the data of the match event at the time of offer.

3.2.5 Demographic and contact details

The data in this section is populated from the EDR where the information is available.

3.2.6 Notes and attachments

Any notes added via the LP are viewable in the DP if not set as an internal note. Only notes added by the user can be edited, all others can just be viewed.

There is a current and history tab in the Donation Portal with active notes appearing in the current tab and archived notes appearing in the history tab.

Notes can be added in the Donation Portal and a user can edit any notes added in the DP. This does not trigger a notification to the LP.

The notes and attachment section is where the user can view the Organ Offer List (OOL).

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Notes can be selected as Internal to only appear in the Donation Portal. When adding a note the default setting is **No**. This setting allows notes to appear in the Lab portal. If **Yes** is selected, the note will only appear in the Donation Portal.

3.2.6.1 Add ABO note

In the Notes & attachments section complete the following steps to add a note with the ABO report.

Step	Action
1	Click Add Note button.
2	Add title and details and select ABO forms as the sub-category.
3	Click the Attachments tab.
	Either: <ul style="list-style-type: none">• Click Select a file button and select the ABO report from your computer. or <ul style="list-style-type: none">• Drag and drop the ABO report into the import screen.
5	Click Save .

3.2.7 View Transplant Waiting List (TWL) matching Screen

In the donor record complete the following steps to view the TWL matching screen, match event and organ offer list.

Step	Action
1	Click View TWL Match .
2	This screen will list the recipients matched with the donor including rank and offer status. The filters also allow the list to be filtered on organ, transplant hospital and offer status.
3	Click on View Notes to find the OOL generated by the lab. Click on the relevant note and select the Attachments tab to find the pdf of the OOL. A OOL can be generated in the Donation Portal when the Generate OOL report button is enabled through the Lab Portal.
4	Click on the row for the recipient to view the match event. This will display the DSA assessment and crossmatch results.

3.2.7.1 Generate Organ Offer List (OOL)

The Organ Offer List (OOL) generated in the Lab Portal can be accessed through the **View Notes** button. A OOL can be generated in the Donation Portal when the Generate OOL report button is enabled through the Lab Portal.

Complete the following steps to generate an OOL.

Step	Action
1	Select the organ you wish to generate a list for from the Organ Program dropdown. If required filter on transplant hospital, offer status or a specific patient. Note: A multi select function is available in the Organ Program dropdown to allow filtering or OOL generation on more than one organ.
2	Click Generate OOL report .
3	A popup appears noting that the OOL report is queued and is estimated to take 5 minutes to complete.
4	Click View Notes to access the report. A note will be created, "Organ Offer List Report- Donation Portal" with the following file name in the attachment tab: <EDR ID>_<OrganProgram>_<Rank from>_<Rank to>_<Selected Transplant Hospital>_<YYYY-MM-DD>_<HH-MM-SS> . All the selected parameters will be listed in the note.
5	Click Edit and select Yes for Internal Note if the note is only to appear in the Donation Portal.
6	Select the Attachments tab and click on the file to download the report.
7	Click Save .

3.3 Waiting List

Donate Life staff may need to find the number of recipients that fit certain criteria in OM. There is an option to view the waiting list and filter on organ program, blood group, urgency or height and weight. Complete the following steps to view the waiting list.

Step	Action
1	Click Waiting List .
2	From the filter drop down select Organ Program, Status, ABO and Height/Weight as required.
3	A list of recipients that fit the criteria selected will be generated.
4	Click Reset Filters to clear the search.

3.4 Notifications

Currently there are no notifications in the DP.

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Definitions

Term/abbreviation	Definition
DP	Donation Portal
EDR	Electronic Donor Record
KDPI	Kidney Donor Profile Index
LP	Laboratory Portal
OOL	Organ Offer List

Referenced external documents

N/A

Referenced internal documents

N/A

Change history

Version number	Effective date	Summary of change
1	08/02/2022	OrganMatch Release Sprint 28: <ul style="list-style-type: none">• Creation and functionality in OrganMatch Donation portal.
2	08/03/2022	<ul style="list-style-type: none">• Format changes Update for OrganMatch Sprint 29 – process change. <ul style="list-style-type: none">• Donation Portal users can edit any notes added in the Donation Portal.
3	08/04/2022	Update for OrganMatch Sprint 30 – process change <ul style="list-style-type: none">• Section 3.2.3 update to include KDPI View Details
4	28/06/2022	Update for OrganMatch Sprint 31 – process change <ul style="list-style-type: none">• Section 2.1.3.6 updated to include current and history tabs in the Notes and attachments section• Section 2.2 updated for the new process of enabling the OOL report to be generated in the Donation Portal
5	30/06/2022	Update for OrganMatch Sprint 33 – process change.

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		<ul style="list-style-type: none">• Update section 3.2.7.1 to reflect changes of the naming convention in the organ offer list note and selection of internal note.• Update section 3.2.6 Add internal note field
	Refer to footer	Update for OrganMatch Sprint 34 – process change <ul style="list-style-type: none">• Section 3.2.7.1 updated to include multi select function for Organ Program dropdown.

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