

OrganMatch – Transplantation Portal

Kidney/Pancreas Transplant Waiting List Registration

Purpose

This Work Instruction (WI) describes the process of registering a person in OrganMatch by creating a person record and enrolling the person on the Kidney/Pancreas Transplant Waiting List (TWL) via the Transplantation portal by the transplant units.

Registration Staging

Registration does not have to be completed in one session.

Once a person is registered and the details have been saved *but not submitted*, the Registration is flagged in OrganMatch **Registration** menu as **In Progress**.

Note: Records can be filtered on OM Laboratory, Status, Organ Program or Transplant Pathway

Once a person is registered and the details have been saved *and submitted*, the Registration is flagged in OrganMatch **Registration** menu as **Completed**. The enrolment has been created.

1. Program Registration

1.1 Create a Registration

Perform the following to register a person in OrganMatch for Kidney TWL

Note: User can only select the Organ Programs/Transplant Pathway assigned to their user account

Step	Action				
1	<ul style="list-style-type: none"> • Click the Registration menu item. • Click Add Registration. 				
2	<p>Select the Organ Program</p> <ul style="list-style-type: none"> • Select TWL as the Transplant Pathway • Select Kidney and Pancreas as the Organ(s) required • Select Kidney/Pancreas as the Organ Program(s) required <p>If multiple organs are required – all the alternative of programs are displayed, and the user needs to select the programs.</p> <ul style="list-style-type: none"> • To progress to the next step, click Next. • Select Exit to end process. This will clear all registration details entered so far. 				
3	<p>Search OrganMatch to see if the person exists in the system.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	Step	Action		
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	1	<ul style="list-style-type: none"> Click Select Person. Enter person details in the Search criteria (the more data you add, the more extensive the search will be). Last Name and Date of Birth are mandatory. Click Search. <p>Note: system will retrieve all the results based on the details entered. If the person is already enrolled in Kidney/Pancreas TWL registration, the user won't be able to select the person in the results field. This comment appears when hovering over the select tick box.</p>						
	2	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a person is found to be a match to the person you are registering</td> <td> <ul style="list-style-type: none"> Click the Select Check box for the corresponding person on the list Then Click Select On the next screen Click Save and Next to proceed to add the person to the program Then proceed to <i>Section 2 Update General information</i> <p>Note: If you click Delete and Exit you will go back to the registration screen</p> </td> </tr> <tr> <td>no people match the person to be registered</td> <td>Click Add Person and proceed to Section 1.2 <i>Main Information</i>.</td> </tr> </tbody> </table>	If...	Then...	a person is found to be a match to the person you are registering	<ul style="list-style-type: none"> Click the Select Check box for the corresponding person on the list Then Click Select On the next screen Click Save and Next to proceed to add the person to the program Then proceed to <i>Section 2 Update General information</i> <p>Note: If you click Delete and Exit you will go back to the registration screen</p>	no people match the person to be registered	Click Add Person and proceed to Section 1.2 <i>Main Information</i> .
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no people match the person to be registered	Click Add Person and proceed to Section 1.2 <i>Main Information</i> .							

1.2 Main Information

In the Main Information section complete the following steps to add main information, blood group and contact information. Not all data is required at this stage.

Note: * denotes mandatory fields for this step

Step	Action
1	Complete the following boxes:

	<ul style="list-style-type: none"> • Last name* • First Name* • Middle Name • Date of Birth* • Gender • Ethnic Origin • Specific Ethnic Origin • Is the person of Aboriginal or Torres Strait Islander Origin
2	Select ABO, Rhesus Blood Group and Subtype (if applicable)
3	Contact Information: <ul style="list-style-type: none"> • Residential Country* • Residential State/Territory* • Postcode • Mobile Phone • Home Phone • Email Address
4	Click Save

1.3 Recipient Details

In the Recipient Details section:

To...	Then...
save the person details and proceed	<ul style="list-style-type: none"> • click the Save and Next box
remove the recipient from the enrolment	<ul style="list-style-type: none"> • Check the delete box next to the person's name • Click Delete
exit without saving	<ul style="list-style-type: none"> • Click the Exit button • A confirmation pop up will appear as follows "Are you sure you want to leave this page?" <ul style="list-style-type: none"> ○ Select Yes and return to the Registrations page. ○ Select No. To progress to the next step, click Save and Next.

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2. Detailed Information

In the General Information section complete the following steps to add or update demographics, contact details, ABO, Hospital links and Provider links for the person. Any data that is required to be added before submitting the registration will be flagged in the **Click to show errors** box.

Note: Any existing data in OrganMatch will be prepopulated.

Any new details added here will be added/updated in the Person details after registration has been submitted.

Step	Action														
1	Update Demographics and Contact Information as required														
2	<p>If you have added an ABO result in the main information you are required to upload an ABO report.</p> <p>To upload an ABO report:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Click View Note button.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Click Add Note button.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Fill in the details box</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Click the Attachments tab</td> </tr> <tr> <td style="text-align: center;">5</td> <td> Either: <ul style="list-style-type: none"> Click Select a file button and select file from your computer or Drag and drop the file into the import screen. </td> </tr> <tr> <td style="text-align: center;">6</td> <td> Click Save. This triggers an OrganMatch notification to OM Laboratory Portal. Note: You can only edit notes that were created by you. </td> </tr> </tbody> </table> <p>Note: a requirement for registration is the upload of NATA accredited ABO results. This is a critical data field and requires verification before the results are accepted the system. This will be performed by the scientists in the Tissue Typing lab.</p>	Step	Action	1	Click View Note button.	2	Click Add Note button.	3	Fill in the details box	4	Click the Attachments tab	5	Either: <ul style="list-style-type: none"> Click Select a file button and select file from your computer or Drag and drop the file into the import screen. 	6	Click Save . This triggers an OrganMatch notification to OM Laboratory Portal. Note: You can only edit notes that were created by you.
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	User must add a Note and attachment for the Blood Group section if an Interim ABO is added or updated (registration cannot be submitted if the user doesn't add a note and an attachment).
3	Update Hospital Links as required. Hospital link will be prepopulated with the user's hospital under the Current tab. <i>See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or ending a hospital link</i>
4	Update Provider Links as required. Provider link will be prepopulated with the user under the Current tab. <i>See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or ending a provider link.</i>

3. Medical Information

Complete the medical information as required.

Note: pregnancy information will not be available if the gender of the person is male.

Note: When adding drug treatments, the **From Date** field auto-populates with today's date.

See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or updating a medical event.

4. Notes & Attachments


Notes & Attachments relevant to the person can be added, deleted, or replied to.

See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or updating notes and attachments

5. Enrolment Information Recipient – Kidney/Pancreas – TWL

In the Enrolment Information section complete the following steps to enter or update enrolment information required for Kidney/Pancreas TWL enrolment.

Step	Action
1	Providers – Select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns. <i>You are only able to select providers and hospitals listed under Hospital and Providers Links</i>

<p>2 </p>	<p>The following Clinical Parameters must be completed for a patient to be deemed ready to be matched on the Kidney/Pancreas TWL program and it will be used in the calculation of the waiting time for Kidney/Pancreas patients.</p> <ul style="list-style-type: none"> Referral date <i>Date the letter is written from the referring physician</i> Date eGFR is less than 15ml/min <i>Date when renal function falls to eGRF <15mls/Min is the date the patient can be actively listed</i> <p>Note: Warning message displayed if eGFR at referral value is less than 15, and the Date eGFR is less than 15 ml/min is later than Referral date. It will not stop user from saving the enrolment or registration.</p> <ul style="list-style-type: none"> Activation Date <i>May be the date eGFR <15ml/min or could be a later date if referred late or not ready</i> eGFR at referral <i>This gives the clinicians an idea of when patients were referred (early or late)</i>
<p>3</p>	<p>Dialysis for matching</p> <ul style="list-style-type: none"> Select the applicable Receiving Dialysis option Enter Start Date

6. Save and Submit

The above information can be saved at any point.

If...	then...
<p>You click Save and Submit</p>	<ul style="list-style-type: none"> A confirmation pop up will appear “OrganMatch will now create and enroll your patient into Kidney/Pancreas TWL. Are you sure you want to continue?” the enrolment is created. the data is populated in the person profile. Future updates can be made directly to the person record The patient is enrolled into Kidney/Pancreas TWL enrolment with Status On hold “Waiting for Hospital Activation”

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You click Save	<ul style="list-style-type: none">• All the information added in that session will be saved.• This does not submit the person registration.• The patient record is flagged in the Registration menu record as In Progress.
You click Exit	<p>A confirmation pop up will appear as follows “Are you sure you want to leave this page?”</p> <ul style="list-style-type: none">• Select Yes and return to the Registrations page. The patient record is flagged in the Registration menu record as In Progress.• Select No and remain in the update general information section.

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Definitions

Term/abbreviation	Definition
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.
TWL	Transplant Waiting List
eGFR	Estimated Glomerular Filtration Rate. A key indicator of kidney function.

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Referenced external documents

N/A

Referenced internal documents

N/A

Change history

Version number	Effective date	Summary of change
1	01/06/2022	First version of documents
2	Refer to footer	Update for OrganMatch spring 34: <ul style="list-style-type: none">• Section 4 updated to include filters in registration menu• Section 5 updated to include eGFR warning message

Electronic signature

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