

OrganMatch – Transplantation Portal

Kidney Paired Donation (KPD) Registration

Purpose

This document describes the process of registering kidney donor and recipient pairs in the Australian and New Zealand Paired Kidney Exchange (ANZKX) program to create an enrolment in OrganMatch. To register a patient and donor in OrganMatch, a transplant coordinator must have appropriate OrganMatch access.

Registration Staging

Registering a patient and donor is a three step process:

1. Manage Enrolment
2. Select People
3. Detailed Information

Once a person is registered and the details have been saved *but not submitted*, the Registration moves to **In Progress** in the OrganMatch **Registration** menu. Data can continue to be added via Registration and the details can be edited during any step.

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

When the registration is saved *and submitted*, the Registration moves to **Completed** in the OrganMatch **Registration** menu. The enrolment has been created. No further updates can be made in the registration form after it has been submitted. Further data updates can be made via the person profile.

Note: any updates done on a person's profile will NOT be reflected in the original registration record.

1. Manage Enrolment

Step	Action
1	<ul style="list-style-type: none">• Click the Registration menu item.• Click Add Registration.
2	Select the Organ Program <ul style="list-style-type: none">• Select KPD as the Transplant Pathway The following will default <ul style="list-style-type: none">• Kidney as the Organ(s) required• Kidney as the Organ Program(s) required If the enrolment is for a Living Non-Directed donor (LNDD) <ul style="list-style-type: none">• Click Yes see Section 4, <i>Living Non-Directed Donor (LNDD)</i>.• To progress to the next step, click Next. or

	<ul style="list-style-type: none"> Select Exit to end process. This will clear all registration details entered so far.
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2. Select People

The Select People screen has two sections:

- Recipient Details
- Donor Details

This step involves adding Recipient and Donor Details. Multiple donors can be added.

Recipient and Donor must be selected to allow progress to Section 3, *Detailed Information*.

Note: Section 2.1, *Select Person* and Section 2.2, *Main Information* procedures are the same for both Recipient and Donor.

2.1 Select Person

Search OrganMatch to see if the person exists in the system.

Step	Action						
1	<ul style="list-style-type: none"> Click Select Person. Enter Last Name, First name and Date of Birth in the Search criteria (the more data you add the more extensive the search will be). Note: Last Name and Date of Birth are mandatory. Click Search. 						
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 You will then return to Section 2: Select People Screen. <p>Note: Click Delete or Exit to not proceed any further.</p> </td> </tr> <tr> <td>no people match the person to be registered</td> <td> <ul style="list-style-type: none"> Results will show “No records found” in select column click Add Person and proceed to Section 2.2, <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 You will then return to Section 2: Select People Screen. <p>Note: Click Delete or Exit to not proceed any further.</p>	no people match the person to be registered	<ul style="list-style-type: none"> Results will show “No records found” in select column click Add Person and proceed to Section 2.2, <i>Main Information</i>
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no people match the person to be registered	<ul style="list-style-type: none"> Results will show “No records found” in select column click Add Person and proceed to Section 2.2, <i>Main Information</i> 						

2.2 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	Update: <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	Update Blood Group: <ul style="list-style-type: none"> • Interim ABO – Select the ABO group • Rhesus – Select Pos or Neg • ABO Subtype
3	Contact Information: <ul style="list-style-type: none"> • Residential Country* • Residential State/Territory* • Postcode • Mobile Phone • Home Phone • Email Address
4	Click Save

2.3 Save Recipient and Donor Details

When Recipient and Donor have been selected, you can then save and progress to the next step.

To...	Then...
save recipient and donor details and proceed	<ul style="list-style-type: none"> • click the Save and Next box • Then proceed to Section 3, <i>Detailed Information</i>
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? If you select Yes, all unsaved information will be lost.” <ul style="list-style-type: none"> – Select Yes and return to the Registrations page. – Select No to return to the Section 2: Select People screen.

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3. Detailed Information

The Detailed Information screen involves adding Recipient and Donor information. It has two sections:

- Recipient Registration information
- Donor Registration information

Both Recipient and Donor Registration information sections are divided into separate tabs:

- General Information
- Medical Information
- Notes & Attachments
- Enrolment Information Recipient/Donor – Kidney – KPD
- Save

Add Patient and Donor Registration information into tabs and fields as described. See *OrganMatch How to Guide – Transplantation Portal – ANZKX Enrolment, Medical Information and Registration Data Fields*, (OM-INF-028) for a detailed instruction for updating Registration Information for recipients and donors enrolled in the ANZKX in OrganMatch.

Note: Any errors and/or mandatory fields will appear in the **Click to show errors** drop down box.

! **Important Note:** When adding the note to upload the ABO report, select Person as the **Category** and ABO Forms as the **Sub-Category**.

4. Save and Submit

The above information can be saved at any point.

If...	then...
You click Save and Submit	<ul style="list-style-type: none">• a confirmation pop up will appear “OrganMatch will now create and enroll your patient into Kidney KPD. Are you sure you want to continue?”• The registration moves to Completed.• the enrolment is created.• the data is populated in the person profile.• Patient and donor will be displayed in pool management as ‘on hold’.• The user will be notified.• The Registration is now read only.• Future updates can be made directly to the person record.• Continue process as per <i>OrganMatch – ANZKX – Registration and Enrolment</i>,

	(OM-SOP-029) to progress to Send for authorisation.
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.

5. Living Non-Directed Donor (LNDD)

To register a person as a Living Non-Directed Donor (LNDD), complete the following steps:

Step	Action
1	<p>Follow the steps described in Section 1, <i>Manage Enrolment</i></p> <ul style="list-style-type: none"> When asked “Is this enrolment for a Living Non-Directed Donor (LNDD)?”, click Yes.
2	<p>Follow the steps described in Section 2.1, <i>Select People</i></p> <ul style="list-style-type: none"> The Select People screen will have only one section, Donor Details. Add Donor Details as described.
3	<p>Follow the steps described in Section 3, <i>Detailed Information</i></p> <ul style="list-style-type: none"> Add Donor Registration information into tabs as described.

Definitions

Term/abbreviation	Definition
ABOi	ABO incompatible
ANZKX	Australian and New Zealand Kidney Exchange Program
KPD	Kidney Paired Donation
LNDD	Living Non-Directed Donor

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Term/abbreviation	Definition
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.
TWL	Transplant Waiting List

Referenced external documents

N/A

Referenced internal documents

Document number	Document Title
OM-INF-028	OrganMatch – Transplantation Portal – ANZKX Enrolment, Medical Information and Registration Data Fields
OM-SOP-029	OrganMatch - ANZKX - Registration and Enrolment

Change history

Version number	Effective date	Summary of change
1	16/11/2021	First version of documents
2	08/03/2022	Edit demographics for people during any step
3	Refer to footer	<ul style="list-style-type: none">clarify how to categorise the note for the ABO report Update for OrganMatch spring 34: <ul style="list-style-type: none">Section 4 updated to include filters in registration menu

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