

A notification alerts the provider to updates on recipient records.

How do notifications work?

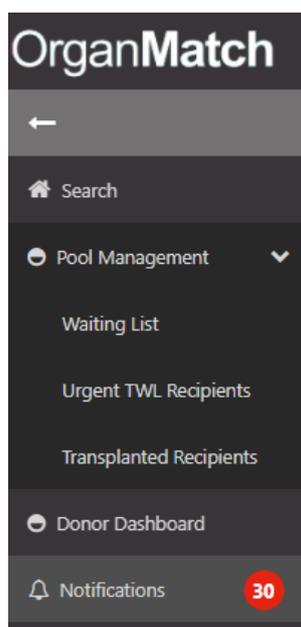
- Notifications on the navigation pane enables you to view a list of all the notifications for all patients in your transplant unit and at your user level.
- Each notification relates to a specific person. Clicking on the notification will take you directly to the person's Match profile.
- Notifications in the header bar of a person Match profile enables you to view a list of all the notifications for that patient.
- A notification is not directed to you as a user, it is a notification for all users in your transplant unit, with the prescribed user level.

How do I know when a clinical report is available in OrganMatch?

- There will be a notification in the navigation pane with the message Clinical report available
- There will be a notification in the header pane of a person's Match profile
- The report will be located in the Reports menu of a person's Match profile

Using the Notification in the navigation pane

1. Click on the Notification icon

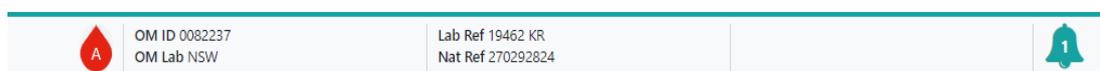


2. This will take you into the Notifications tab
3. Click on the person notification you wish to look at with the message Clinical report available
4. This will take you directly into the person's Match profile
5. Click on the Reports Menu
6. This will list all published reports for this Person
7. Select the Report you wish to access

Using the Notification in the header bar of the Person's Match Profile

In the person record, the banner displays a bell icon which indicates the number of notifications for the person. Only active notifications will be included in the count, any in the history tab will not be included.

1. Click on the bell icon



2. The Notifications menu will pop up.
3. Select the Notification you want to action
4. Click **Edit**
5. Add a comment and click save. The notification will remain active and the comment can be viewed from the notification menu
or
6. Click **Save and Archive**. The notification will move to the history tab where it can be viewed

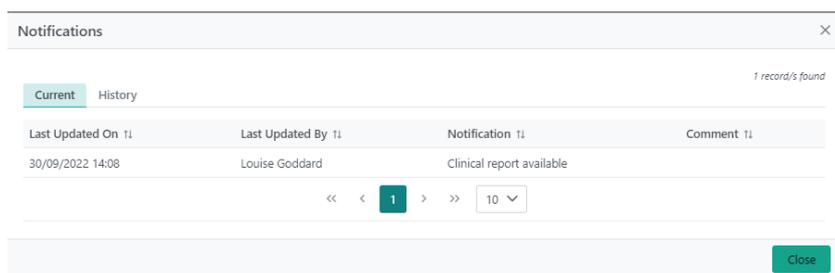
Note: When all notifications on a person profile are actioned the notifications screen will close upon archiving the last notification.

Using Person Search

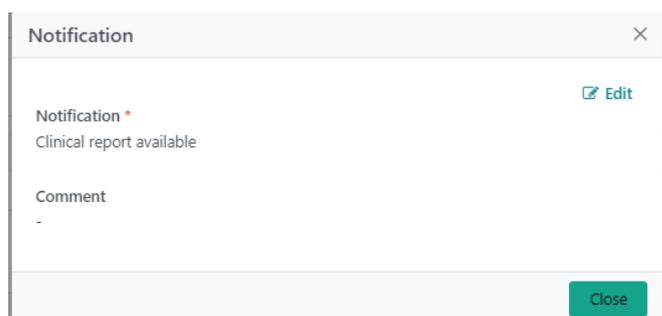
1. Click on the Search icon in the navigation pane to perform a person search
2. This will take you directly into the person's Match profile
3. Click on the Reports Menu
4. This will list all published reports for this Person
5. Select the Report you wish to access

How do I archive a notification?

1. Click on the bell icon in the header bar at the top of the patient Match profile
2. A pop-up box will list all current notifications
3. Click on the the notification you wish to archive.



4. Click **Edit**



5. Add a comment if applicable and click **Save and Archive**

Note: To bulk archive all notifications, select the check box next to the **Archive** button. This will tick all notifications in the list. Press the **Archive** button and all notifications will be moved to the history tab.

Last Name	First Name	TWL Status	Last Updated On	Last Updated By	Notification	Comment	<input type="checkbox"/> Archive
mi-hyNRez	Nsdm	Active	30/09/2022 16:10	Petrina Guthrie	New note is available	-	<input type="checkbox"/>
KjOzFbhc	XAGt	Active	30/09/2022 14:46	Anne Taverniti	New note is available	-	<input type="checkbox"/>

About Notifications

When are notifications sent in OrganMatch?

Transplantation Portal Notifications are generated when the following actions are performed in the OrganMatch Laboratory Module:

- Status changes to an enrolment

Transplantation Portal – Notifications

- An On Hold enrolment changes from “In Progress” to “Waiting for hospital activation”
- A report is authorised
- Willing to accept criteria is authorised
- Urgency status verified
- A note is added for a person
- An enrolment is ended
- Update to KDPI min – max field

Notifications can be filtered via the dropdown menu and can be archived from the Notifications screen. Once archived the notification is moved to the History tab. Any notification that hasn't been actioned will remain in the Current tab. A comment can be added to the notification which can then be viewed in the Notification Menu or on the Match Profile.

Last Name	First Name	TWL Status	Last Updated On	Last Updated By	Notification	Comment	Archive
mHjnPhez	Nsdm	Active	30/09/2022 16:10	Petrina Guthrie	New note is available	-	[Archive]
IyCoFhC	XAGT	Active	30/09/2022 14:46	Anne Taverniti	New note is available	-	[Archive]
HZKXf	HWkVY	Active	30/09/2022 14:28	Anne Taverniti	New note is available	-	[Archive]
LaWQnyKH	mmpvA	Active	30/09/2022 14:22	Anne Taverniti	New note is available	-	[Archive]
ZV6z2Xq	Vh8QvNG	Active	30/09/2022 14:18	Anne Taverniti	New note is available	-	[Archive]
cVBLEPZa	SjgK	Active	30/09/2022 14:12	Anne Taverniti	New note is available	-	[Archive]

- Notifications remain flagged until they are archived
- Archiving a notification will archive it for all users who have access to that notification in OrganMatch from your unit.
- Archiving a notification will only archive the notification. It will not affect the report.
- Notifications in the History tab are read only.
- If the notification count is zero, that means there are no new notifications.



User Tip: It is a good idea to manage notifications and archive them once actioned. This will ensure any new notifications will be easier to see.



User Tip: For more information on accessing OrganMatch reports, see OrganMatch How to Guide – Accessing Reports (OM-INF-010).