This guide covers the following areas:

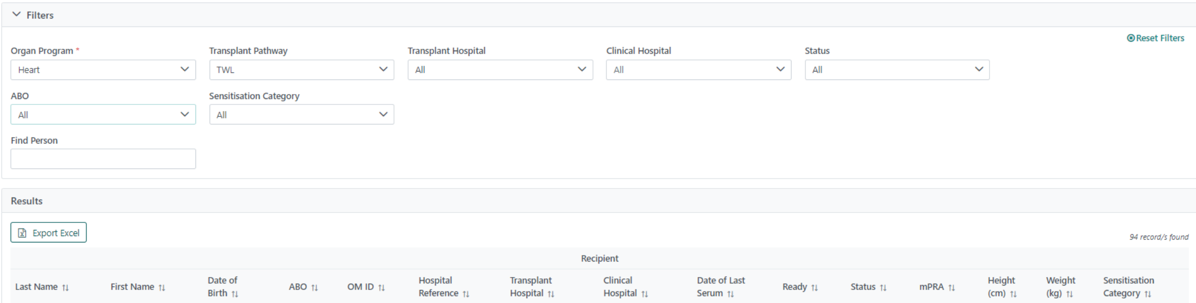
- Pool Management
- Heart Specific Data fields
- Enrolment Status

Pool Management

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

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

The following screen shot shows examples of the filters in pool management and the data fields shown in the Waiting List:



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

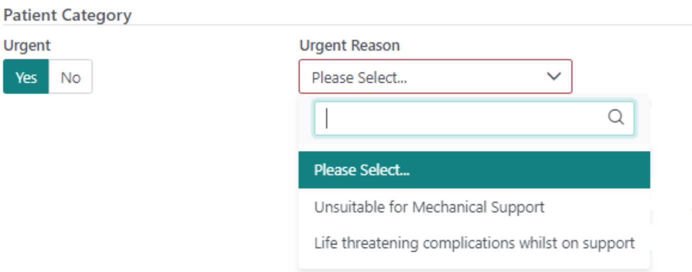
The Export Excel function will export data on patients into an excel file.

!

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

Heart TWL – Data fields

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



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 waiting list or within the current enrolment.

What is the Status Reason?

When a patient is **On hold** there must be an associated reason. The reason can be viewed in the enrolment.

! **Important Note**: In OrganMatch, **Reason** is very important. It is used by the laboratory to manage the progress of the patient within OrganMatch, from laboratory work up to activation.

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 - In Progress	The laboratory testing is in progress and not yet completed. This testing includes all the mandatory HLA laboratory testing requirements for listing a patient on a program.	Active	No

On hold - Clinical Decision / notification / request	The clinical or transplant unit has changed the status, usually because the patient is currently not medically fit, or is unavailable to be transplanted.	Active	Yes
On hold - Laboratory Decision	Additional testing has been initiated or there is a query related to the patients test results and the lab has placed the patient on hold to investigate further	Active	No
On hold - Waiting for Hospital activation	The testing is complete, and the patient is waiting on you to activate when ready. Readiness will need to be checked before changing the status to Active.	Active	Yes
On hold – Change in Sensitisation Category	The patient's antibody profile has changed and an unacceptable antigen (UA) and sensitisation category review are required by the Laboratory for matching.	Active	No

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

1. Find the patient using the search function or the waiting list.
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 to Active?

If a patient is **On hold - due to clinical decision / notification /request** or **Waiting for hospital activation**, you will be able to change it to **Active**.

1. Find the patient using the search function or the waiting list.
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**.

How do I end an enrolment?

If a patient's enrolment is ended they will be removed from the program and will need to be registered again to be activated onto the Transplant Waiting List.

1. Find the patient using the search function or Waiting List.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment, and then click on **Edit.** The **Edit** button turns to the **End Enrolment** button.
4. Click **End Enrolment**.
5. Select the reason from the drop-down list. If the reason 'Other' is selected, additional information in the **Reason** free text field should be entered.
6. Click **Save**.

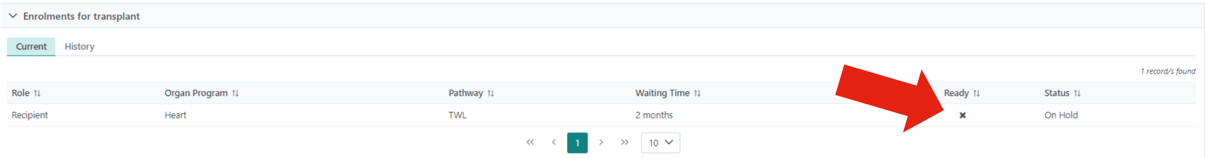
What is readiness?

Readiness indicates whether a patient is system ready to be matched. Each program has specific criteria and testing requirements that must be completed before the patient can be matched with deceased organ donors.

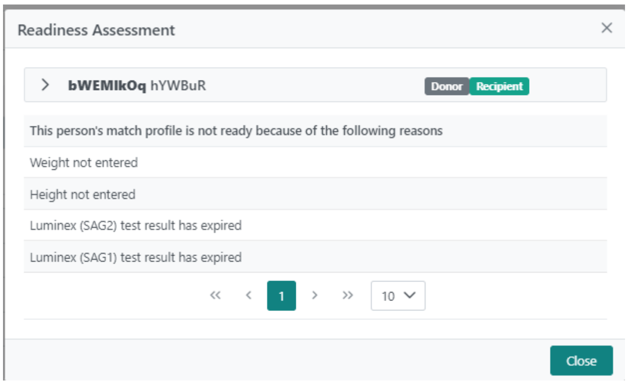
How do I check a patient's readiness?

- By looking in the waiting list
- 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. Height and Weight entered into the patients medical information

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 the waiting list.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment.
4. 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?**

You do not need to contact the lab when you change the status of the enrolment, the lab will receive an automatic notification.

As you now have the ability to make these changes, you will no longer need to:

- Request the lab to activate or change a patient's status to **On hold**.
- No need to add a note asking for the change.
- No Enrolment form required to change status.