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 Liver Transplant Waiting List (TWL).

Registration Staging

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.**

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.

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

1. Program Registration

1.1 Create a Registration

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

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

Step	Action
1	• Click the **Registration** menu item. • Click **Add Registration.**
2	Select the Organ Program • Select **TWL** as the **Transplant Pathway** • Select **Liver** as the **Organ(s) required** If multiple organs are required – all the alternative of programs are displayed and the user needs to select the programs. • Click **Next** or • Select **Exit** to end process. This will clear all registration details entered so far.
3	Search OrganMatch to see if the person exists in the system. <table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>• Click **Select Person**.</td></tr></table>

			• Enter Last Name and First name in the Search criteria (the more data you add the more extensive the search will be). • Click **Search**. **Note**: system will retrieve all the results based on the details entered. If the person is already enrolled in Liver 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.
	2	<table><tr><td>**If…**</td><td>**Then…**</td></tr><tr><td>a person is found to be a match to the person you are registering</td><td>• 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 Section 2 *Detailed Information* Note: If you click **Delete** and **Exit** you will go back to the registration screen</td></tr><tr><td>no people match the person to be registered</td><td>Click **Add Person** and proceed to Section 1.2 *Main Information.*</td></tr></table>	

1.2 Main Information

In the Main Information section complete the following steps to add main information, blood group and contact information.

Note: * denotes mandatory fields for this step

Step	Action
1	Complete the following boxes: • **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: • **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	• click the **Save and Next** box
remove the recipient from the enrolment	• Check the delete box next to the person's name • Click **Delete**

exit without saving	• Click the **Exit** button
	• A confirmation pop up will appear as follows "Are you sure you want to leave this page?"
	    o Select **Yes** and return to the Registrations page.
	    o Select **No.** To progress to the next step, click **Save and Next.**

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 pre populated.

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	If you have added an ABO result in the main information you are required to upload an ABO report. The **Sub-Category** of the note needs to be **ABO Forms**. To upload an ABO report: | 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: • 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**: 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. 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 users hospital under the **Current** tab.
	See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or ending a hospital link.
4	Update Provider Links as required.
	Provider link will be prepopulated with the user under the **Current** tab.
	See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or ending a provider link.

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.

Drug treatments only relevant to immunosuppression or sensitisation or desensitisation are relevant

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 – Liver – TWL

In the Enrolment Information section under Providers, select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns.

You are only able to select providers and hospitals listed under Hospital and Providers Links.

6. Save and Submit

The above information can be saved at any point.

If you click…	then…
Save and Submit	- A confirmation pop up will appear "OrganMatch will now create and enroll your patient into Liver 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 Liver TWL program with Status On hold "Waiting for Hospital Activation".
Save	- 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.**
Exit	A confirmation pop up will appear as follows "Are you sure you want to leave this page?" - 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.

7. Urgent Enrolment

If a patient is being considered for urgent listing complete the following steps after submitting the registration to select an urgent category.

Step	Action
1	Click **Enrolments for transplant**

2	Click on the Liver TWL enrolment
3	Click **Edit**
4	Under **Patient Category- Urgent** select **Yes**
5	Select the relevant **Urgent Category** from the dropdown menu
6	Click **Save**.

Note: These patients will display in the **Urgent TWL Recipients** table.

Definitions

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

Referenced external documents

N/A

Referenced internal documents

N/A

Change history

Version number	Effective date	Summary of change
1	Refer to footer	First version of documents

Electronic signature

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