

PURPOSE

A notification is generated by OrganMatch to alert the user that there is an update on a person record which needs actioning. The notification menu lists all the notifications relevant to the user's access.

1. INTRODUCTION TO NOTIFICATIONS

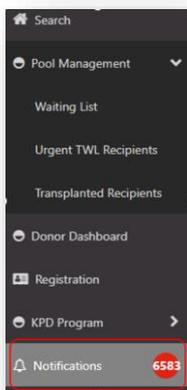
- The notification menu lists all the notifications relevant to the user's access.
- A notification is not directed to you as a user, it is a notification for all users in your transplant unit, with the prescribed user level.
- The notification table lists the name of the person, when it was updated and by who, which portal it was created in, the user role it was sent to, the OM lab, the notification and any comments.
- Users can filter the table by selecting TWL Status, User Role, OM Lab, Notification or Created In.
- Any notification that hasn't been actioned will remain in the Current tab.
- When all notifications on a person profile are actioned the notifications screen will close upon archiving the last notification.

See **Appendix 1: Transplantation Portal Notification Generation** for list of current notifications in OrganMatch.

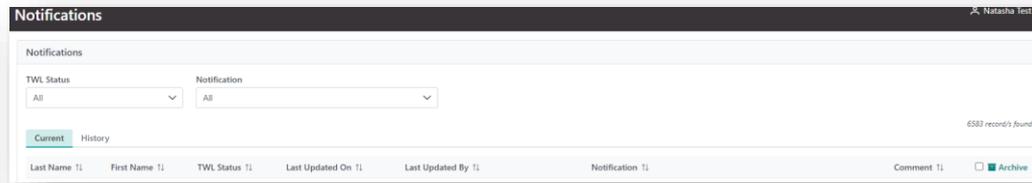
2. ACCESSING NOTIFICATIONS

2.1 NOTIFICATIONS IN NAVIGATION PANE

1. Click on the **Notifications** icon.



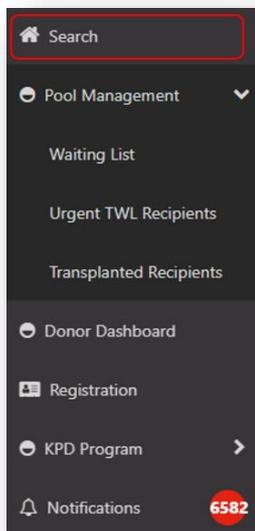
2. This will take you into the Notifications tab.



3. Click on the person notification.
4. This will take you directly into the person’s **Match profile**.

2.2 NOTIFICATIONS USING PERSON SEARCH

1. Click on the Search icon in the navigation pane.



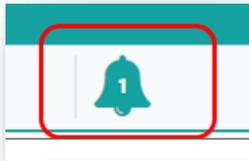
2. This will take you directly into the person’s Match profile.

2.3 NOTIFICATIONS IN HEADER BAR OF PERSON MATCH PROFILE

1. Click on the bell icon.

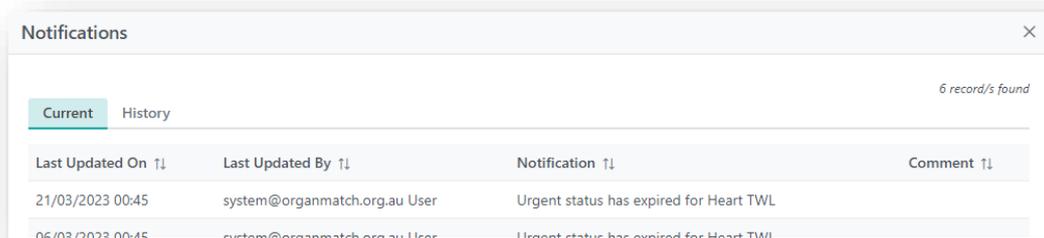


BELL ICON



- This indicates the number of current notifications for the person.
- Only active notifications will be included in the count, any in the history tab will not be included.
- If the notification count is zero, that means there are no new notifications

2. The Notifications menu will pop up.



3. Select the Notification to action.

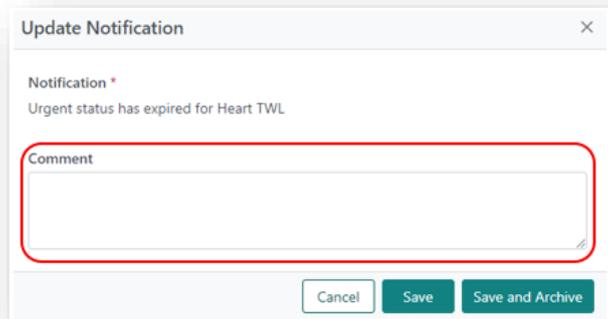
3. ACTIONING NOTIFICATIONS

3.1 ADD A COMMENT

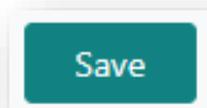
1. Click **Edit**.



2. Add a **Comment**.



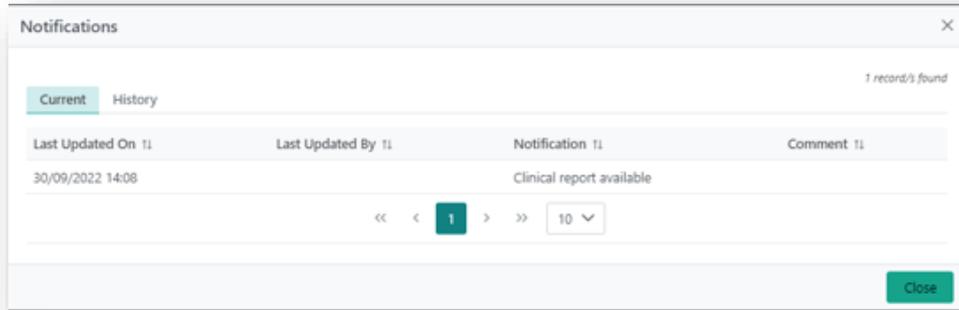
3. Click **Save**.



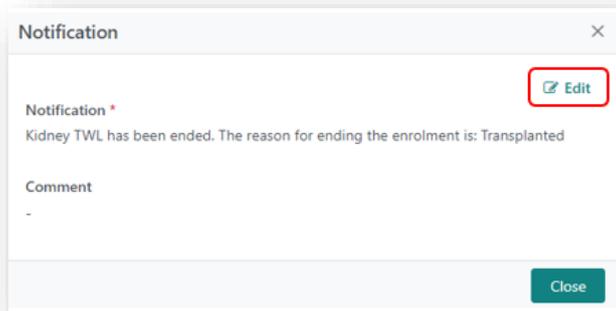
Note: The notification will remain Active and the comment can be viewed from the notification menu.

3.2 ARCHIVING

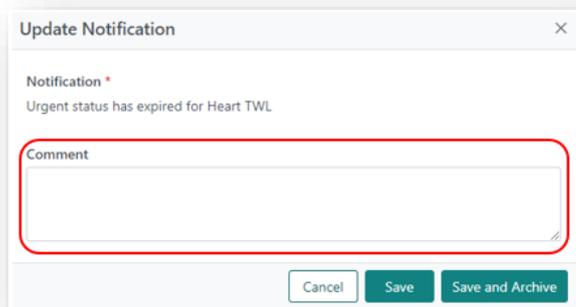
1. Click on the notification you wish to archive.



2. Click **Edit**.



4. Add a comment if applicable.



- Click **Save and Archive**.



- The notification will move to the history tab.

Note: 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 the users unit.

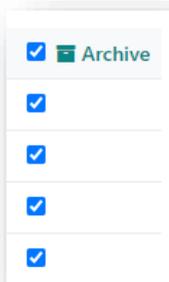
Archived notifications are read only.

3.3 BULK ARCHIVE

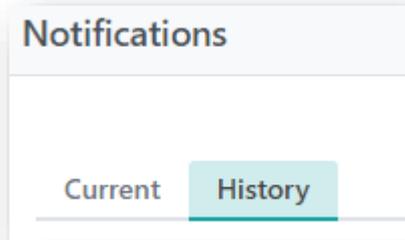
- On notification screen tick the check box next to the **Archive** button.

Last Name	First Name	TWS Status	Last Updated On	Last Updated By	Notification	Comment	Archive
mij/APhez	Nadim	Active	30/05/2022 16:10	Petina Guthrie	New note is available	-	<input type="checkbox"/>
ij/GZPNC	XAGE	Active	30/05/2022 14:46	Anne Tavernier	New note is available	-	<input type="checkbox"/>

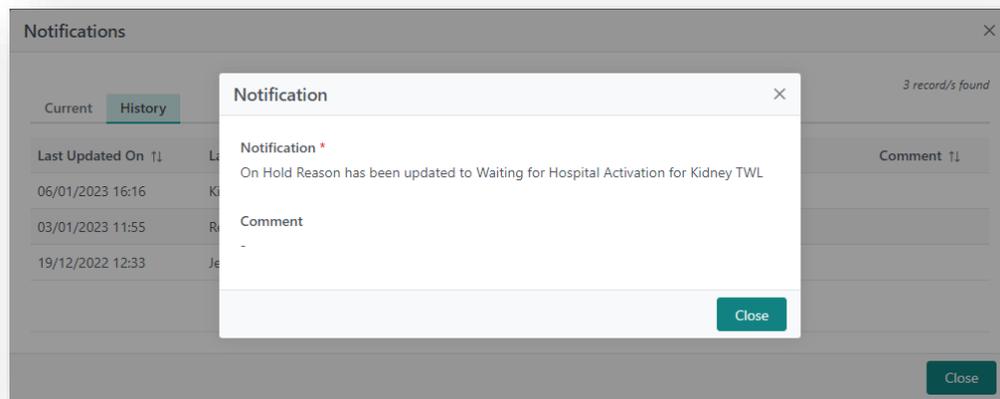
- All notifications on the screen will be ticked.



3. Select **Archive** to move all notifications shown to the history tab.



4. Notification can be viewed in History tab.



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

APPENDIX 1: TRANSPLANTATION PORTAL NOTIFICATION GENERATION

LABORATORY PORTAL TO TRANSPLANTATION PORTAL

The following notifications are generated from actions in the Laboratory portal to the users in the Transplantation Portal.

Note: *Clinical Report. Whenever a clinical report is authorised, a notification will be sent to the Transplantation Portal regardless of whether there is an active notification existing in the system.

Notification	To
<Organ Pathway> has been ended. The reason for ending the enrolment is: <reason>	Provider
Enrolment Status is now on Hold for <Organ Pathway> due to <on Hold Reason>	Provider
On Hold Status has been updated for <Organ Pathway>	Provider
On Hold Reason has been updated to Waiting for Hospital Activation for <Organ Program> <Pathway>	Provider
Enrolment Status is now active for <Organ Pathway>	Provider
Paediatric override has been Authorised	Provider
Consent to accept HepC Ab pos for <Organ Pathway> will expire on <Expiry Date>	Provider
State and/or National Urgency has been Authorised	Provider
ABOi has been verified for <Organ Pathway>	Provider
HepBc Ab pos has been verified for <Organ Pathway>	Provider
HepC Ab pos has been verified for <Organ Pathway>	Provider
Increased Viral Risk has been verified for <Organ Pathway>	Provider
TRK has been verified for <Organ Pathway>	Provider

Match Events

Notification	To
A new note is available for this person's match event	Provider
The note <title> has been replied to by <user/provider> for this person's match event	Provider

Reports

Notification	To
Clinical report available*	Provider

Miscellaneous

Notification	To
<Manual notification text>	Provider
New note is available	Provider
The note <title> has been replied to by <user/provider>	Provider

TRANSPLANTATION PORTAL TO LABORATORY PORTAL

The following notifications are generated from actions in the Transplantation portal to the users in the Laboratory Portal.

Notification	To
A registration record has been submitted	Lab User
Acceptable Min Max KDPI has been updated by <Clinical Portal Users' Name>	Advanced Lab User, Senior Lab User
The medical event <medical event> has been <created / updated / deleted> by <user/provider>	Advanced Lab User, Senior Lab User
Enrolment has been updated by <user> (provider)	Advanced Lab User, Senior Lab User
<Organ Program> <Pathway> has been ended in Transplant Portal. The reason for ending the enrolment is: <reason>	Advanced Lab User, Senior Lab User

Miscellaneous

Notification	To
New note created by <Clinical Portal Users' Name>	Lab User
The note <title> has been replied to by <user/provider>	Advanced Lab User, Senior Lab User

TRANSPLANTATION PORTAL TO TRANSPLANTATION PORTAL

The following notification are generated from actions in the Transplantation portal to members in the ANZKX team.

Notification	To
An ANZKX registration record has been submitted	ANZKX Team
Please review and authorize the Kidney KPD enrolment	ANZKX Team
The KPD Medical Information has been updated	ANZKX Team

CHANGE HISTORY

Version number	Effective date	Summary of change
1	15/06/2021	New version of document
2	18/10/2022	Sprint 37 updates: <ul style="list-style-type: none"> • Notifications redesign. • Page redesign. • Close Person Notifications window after all notifications have been archived.
3	18/04/2023	<ul style="list-style-type: none"> • Update to new template • Inclusion of Appendix 1
4	Refer to footer	Sprint 43 updates: <ul style="list-style-type: none"> • Notification triggered to Laboratory Portal when an enrolment has been ended by user from Transplantation Portal • Notification to Transplantation Portal that a Clinical Report is available updated so the trigger doesn't include a duplicate check. Whenever a clinical report is authorised, a notification will be sent to the Transplantation Portal.

ELECTRONIC SIGNATURE

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