

PURPOSE

This document describes the process of registering a recipient and donor in OrganMatch and enrolling the pair on the Living Directed Donation (LDD) pathway.

The registration menu has an **In Progress** tab where registration records are flagged that have been saved but not submitted. The **Completed** tab lists the records that have been submitted with an enrolment created.

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

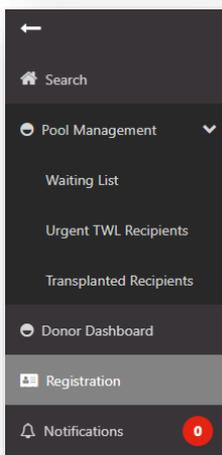
1. PROGRAM REGISTRATION

1.1 CREATE A REGISTRATION

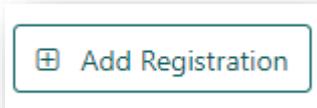
Perform the following to register a pair in OrganMatch for LDD.

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

1. Select the **Registration** menu.



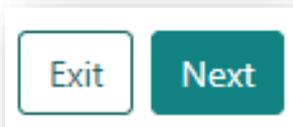
2. Click **Add Registration**.



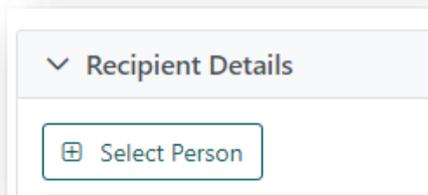
3. Select the **LDD Transplant Pathway** and select the **Organ(s) required** (**Kidney** for renal donation or **Liver** for liver donation).

A form titled "Select the Organ Program". It contains two sections: "Transplant Pathway *" and "Organ(s) required *". Under "Transplant Pathway", there are two buttons: "TWL" and "LDD", with "LDD" being highlighted in teal. Under "Organ(s) required", there are two buttons: "Kidney" (highlighted in teal) and "Liver". To the right of this section is another label "Organ Program(s) *" with a teal button labeled "Kidney".

4. Click **Next**.



5. Search OrganMatch to see if the recipient exists in the system.
In Recipient Details click **Select Person**.



- Enter Last Name, First Name and Date of Birth in the Search criteria and click **Search**.

Select Person

Search criteria

Last Name * First Name Date of Birth *

Last Name must be entered. *Date of Birth must be entered.*

Reference ID Type Reference ID

Reset Filters Search

Results

| Select | Last Name | First Name | Date of Birth | Hospital Reference | National Reference |
|------------------|-----------|------------|---------------|--------------------|--------------------|
| No records found | | | | | |

Close Add Person Select

- If a recipient is found to be a match to the person you are registering, click the **Select** checkbox for the corresponding person and click **Select**.

Select Person

Search criteria

Last Name * First Name Date of Birth *

Friday, January 6, 1967

Reference ID Type Reference ID

Reset Filters Search

Results

| Select | Last Name | First Name | Date of Birth | Hospital Reference | National Reference |
|-------------------------------------|-----------|------------|---------------|--------------------|--------------------|
| <input checked="" type="checkbox"/> | Patient | Test | 06/01/1967 | 158224 | 270122120 |

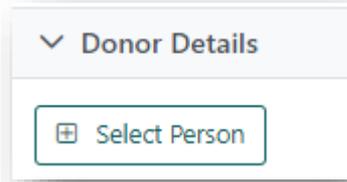
<< < 1 > >> 5

Close Add Person Select

- If no records match the person to be registered, click **Add Person** and proceed to **1.2 Main Information**.

Close Add Person Select

9. Search OrganMatch to see if the donor exists in the system.
In Donor Details click **Select Person**.



10. Enter Last Name, First Name and Date of Birth in the Search criteria and click **Search**.

The image shows a 'Select Person' search form. It has a 'Search criteria' section with three input fields: 'Last Name *', 'First Name', and 'Date of Birth *'. The 'Date of Birth' field has a placeholder 'DD/[MM]/[YYYY]'. Below these fields are 'Reference ID Type' (a dropdown menu) and 'Reference ID' (a text field). There are 'Reset Filters' and 'Search' buttons. Below the search criteria is a 'Results' section with a table header: 'Select', 'Last Name ↑↓', 'First Name ↑↓', 'Date of Birth ↑↓', 'Hospital Reference ↑↓', and 'National Reference ↑↓'. The table body shows 'No records found'. At the bottom right are 'Close', 'Add Person', and 'Select' buttons.

11. If a donor is found to be a match to the person you are registering, click the **Select** checkbox for the corresponding person and click **Select**.

The 'Select Person' dialog box contains the following elements:

- Search criteria:**
 - Last Name *: Donor
 - First Name: Test
 - Date of Birth *: 15/01/1960 (Friday, January 15, 1960)
 - Reference ID Type: Please Select...
 - Reference ID: N/A
- Results:**

| Select | Last Name ¹ | First Name ¹ | Date of Birth ¹ | Hospital Reference ¹ | National Reference ¹ |
|-------------------------------------|------------------------|-------------------------|----------------------------|---------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | Donor | Test | 15/01/1960 | | 270278617 |

Buttons: Reset Filters, Search, Close, Add Person, Select.

12. If no records match the person to be registered, click **Add Person** and proceed to **1.2 Main Information**

Close Add Person Select

Note: Multiple donors can be added for one recipient.

1.2 MAIN INFORMATION

1. Complete the mandatory fields **Last Name**, **First Name** and **Date of Birth**. The other fields can be populated if information is available.

The 'Main information' section includes the following fields:

- Last Name *: (Error: Last Name must be entered.)
- First Name *: (Error: First Name must be entered.)
- Middle Name:
- Date of Birth *: (Error: Date of Birth must be entered.)
- Gender: Female, Male, **Unknown**
- Ethnic Origin: Please Select...
- Specific Ethnic Origin:
- Is the person of Aboriginal or Torres Strait Islander origin?: Please Select...

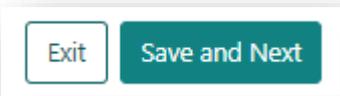
2. Select **Interim ABO**, **Rhesus** and **ABO Subtype** (if applicable).

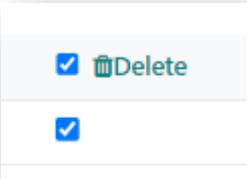
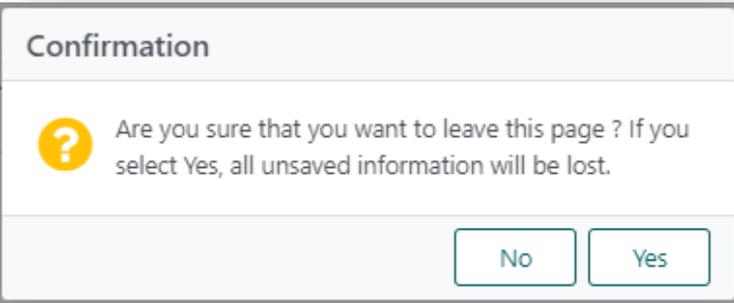
3. Complete the mandatory field of **Residential State/Territory**. The other fields can be populated if information is available.

4. Click **Save**.

5. Repeat the above steps for the donor if required.

1.3 RECIPIENT AND DONOR DETAILS

| To... | Then... |
|---|---|
| save the recipient and donor details and proceed to enrolment | click Save and Next .  |

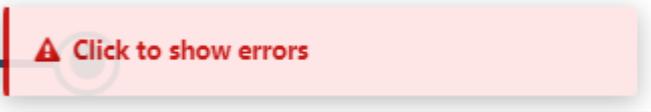
| | |
|--|---|
| <p>remove the recipient or donor from the registration section</p> | <p>select the delete check box next on the person’s row and click Delete.</p>  |
| <p>exit without saving</p> | <p>click Exit. A confirmation pop up will appear as follows “Are you sure you want to leave this page?”</p> <ul style="list-style-type: none"> ○ Select Yes and return to the Registrations page. ○ Select No. To progress to the next step, click Save and Next.   |

2. DETAILED INFORMATION

2.1 RECIPIENT DETAILS

2.1.1 GENERAL INFORMATION

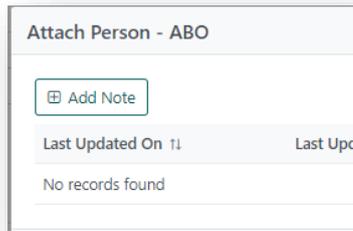
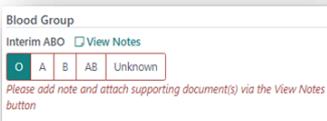
In the General Information section complete the following steps to add or update demographics, contact details, ABO, Hospital links and Provider links for the person. Any data that is required to be added before submitting the registration will be flagged in the **Click to show errors** box.



Note: Any existing data in OrganMatch will be prepopulated. Any new details added here will be added/updated in the Person details after registration has been submitted.

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**. Click **View Notes** and attach the ABO report as a note, see *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information.

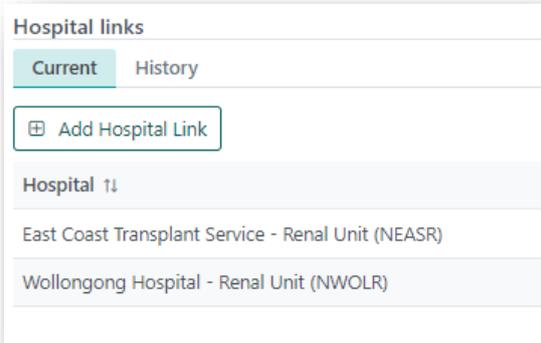


Note: a requirement for registration is the upload of NATA accredited ABO results.

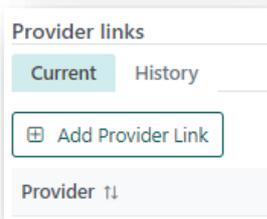
This is a critical data field and requires verification before the results are accepted into the system. This will be performed by the scientists in the Tissue Typing lab.

User must add a note and attachment for the Blood Group if an Interim ABO is added or updated (registration cannot be submitted if the user doesn't add a note and an attachment).

- Update Hospital Links as required. Hospital links will be prepopulated with the users hospital under the **Current** tab. See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or ending hospital links.



- Update Provider Links as required. Provider links will be prepopulated with the user under the **Current** tab. See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or ending a provider link.



2.1.2 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, sensitisation or desensitisation need to be added.

See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or updating a medical event.

Medical Information

Height & Weight
 Height (cms) Weight (kg) BMI

Medical conditions
 Primary Diagnosis Additional Diagnosis Diabetes Yes No Unknown

Transfusion History
 Previous Transfusions Yes No Unknown Date of last Transfusion

Drug treatments
 Receiving Drug Treatments? Yes No Unknown As At Description of Drug Treatments

Receiving Immunosuppression? Yes No Unknown As At

Medical events

| Type | Start date | End date | Hospital |
|-------------------|------------|----------|----------|
| Blood Transfusion | 01/01/2015 | | |

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2.1.3 NOTES & ATTACHMENTS

Notes & Attachments relevant to the person can be added, deleted or replied to. See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or updating notes and attachments.

Notes & Attachments

| Last Updated On | Last Updated By | Sub-category | Title | Details | Total No. of Attachments | Has Attachments |
|------------------|-----------------|--------------|-------|---------|--------------------------|-----------------|
| No records found | | | | | | |

2.1.4 ENROLMENT INFORMATION RECIPIENT LDD

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

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

Enrolment Information Recipient - Kidney - LDD

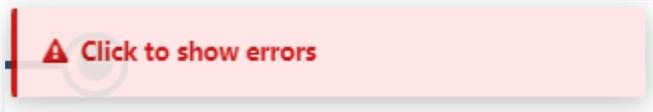
Providers

| | | | |
|--|--------------------|--|------|
| Transplant Hospital <input type="text" value="Please Select..."/> | Hospital Reference | Transplant Provider <input type="text" value="Please Select..."/> | Role |
| Clinical Hospital <input type="text" value="Please Select..."/> | Hospital Reference | Clinical Provider <input type="text" value="Please Select..."/> | Role |

2.2 DONOR DETAILS

2.2.1 GENERAL 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 prepopulated. Any new details added here will be added/updated in the Person details after registration has been submitted.

1. Update Demographics and Contact Information as required.

The screenshot shows a web form titled "Donor Test Registration information". Under the "General Information" section, there are two main parts: "Demographics" and "Contact Information".

Demographics:

- Last Name *: Donor
- First Name *: Test
- Middle Name: (empty)
- Date of Birth *: 01/01/2000 (with a calendar icon and "Saturday, January 1, 2000" below)
- Gender: Female (selected), Male, Unknown
- Ethnic Origin: Please Select...
- Specific Ethnic Origin: (empty)
- Is the person of Aboriginal or Torres Strait Islander origin?: Please Select...

Contact Information:

- Residential Country *: Australia
- Residential State/Territory *: NSW
- Postcode: (empty)
- Mobile Phone: (empty)
- Home Phone: (empty)
- Email Address: (empty)

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**. Click **View Notes** and attach the ABO report as a note, see *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information.

Note: a requirement for registration is the upload of NATA accredited ABO results.

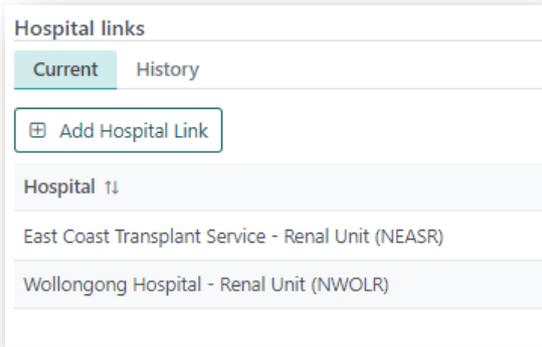
This is a critical data field and requires verification before the results are accepted into the system. This will be performed by the scientists in the Tissue Typing lab.

User must add a note and attachment for the Blood Group if an Interim ABO is added or updated (registration cannot be submitted if the user doesn't add a note and an attachment).

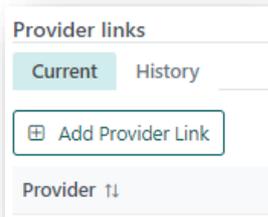
3. Add a personal link for the donor. Select the relationship of the donor to the recipient from the dropdown.

Note: the donor patient relationship must be selected to submit the registration.

4. Update Hospital Links as required. Hospital links will be prepopulated with the users hospital under the **Current** tab. See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or ending hospital links.



- Update Provider Links as required. Provider links will be prepopulated with the user under the **Current** tab. See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or ending a provider link.

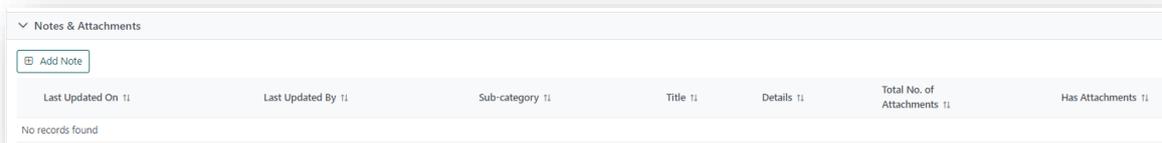


2.1.2 MEDICAL INFORMATION

This section is not relevant to donors.

2.1.3 NOTES & ATTACHMENTS

Notes & Attachments relevant to the person can be added, deleted or replied to. See *OM-013 OrganMatch Transplantation Portal- How to Guide* for further information for adding or updating notes and attachments.



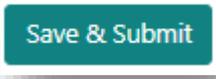
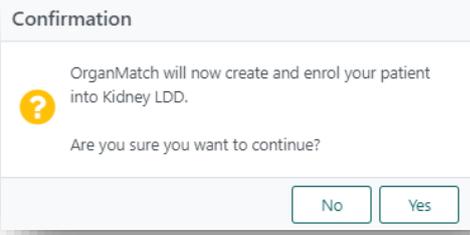
2.1.4 ENROLMENT INFORMATION DONOR LDD

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

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

3. SAVE AND SUBMIT

The above information can be saved at any point.

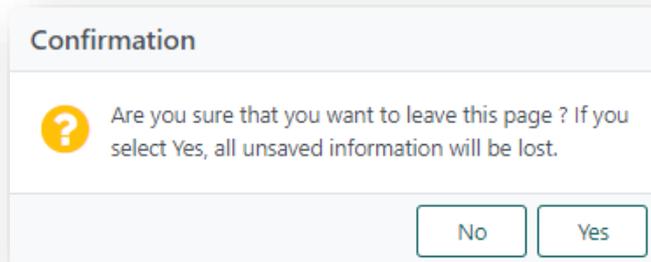
| If you click... | Then... |
|---|--|
| <p>Save and Submit</p>  | <ul style="list-style-type: none"> • a confirmation pop up will appear “OrganMatch will now create and enrol your patient into Kidney LDD. Are you sure you want to continue?” • Select Yes and the enrolment is created. • the data is populated in the person profile. • the donors are linked through the Personal links tab. • future updates can be made directly to the person record. • the recipient and donor are enrolled into LDD program with Status On hold “In Progress”.  |
| <p>Save</p>  | <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. |

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.



DEFINITIONS

| Term/abbreviation | Definition |
|------------------------|---|
| ABO | ABO Blood Group |
| Transplantation Portal | OrganMatch portal for transplant clinicians and coordinators. |
| LDD | Living Directed Donor |

REFERENCED INTERNAL DOCUMENTS

| Document number | Source |
|-----------------|---|
| OM-013 | OrganMatch Transplantation Portal- How to Guide |

CHANGE HISTORY

| Version number | Effective date | Summary of change |
|----------------|-----------------|---------------------------|
| 1 | Refer to footer | First version of document |

ELECTRONIC SIGNATURE

| | |
|-------------|------------------|
| Author | REBECCA SCAMMELL |
| Approver(s) | NARELLE WATSON |