

PURPOSE

This document describes the process of registering a recipient in OrganMatch and enrolling on the Transplant Waiting List (TWL) 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**.

The screenshot shows the 'Registration' interface. At the top, there is a teal header with the title 'Registration'. Below the header is a 'Filters' section with four dropdown menus: 'Person', 'Status' (set to 'All'), 'Organ Program' (set to 'All'), and 'Transplant Pathway' (set to 'All'). Below the filters is a 'Registrations' section with an 'Add Registration' button and two tabs: 'In Progress' (active) and 'Completed'. Below the tabs is a table with the following columns: 'Date Created', 'Created By', 'Organ Program', 'Pathway', 'Last Name', 'First Name', 'Status', and 'Submitted By'.

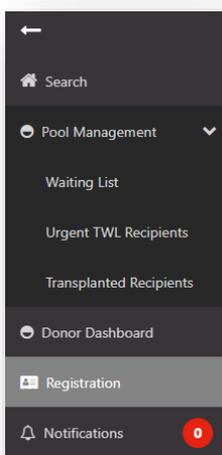
1. PROGRAM REGISTRATION

1.1 CREATE A REGISTRATION

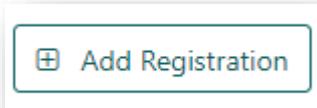
Perform the following to register a recipient in OrganMatch for TWL.

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

1. Select the **Registration** menu.



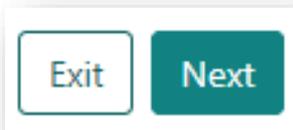
2. Click **Add Registration**.



3. Select the **TWL Transplant Pathway** and select **Kidney** for **Organ(s) required**.

 A form titled "Select the Organ Program" with a light gray header. Below the title, there are two sections. The first section is "Transplant Pathway *" with three buttons: "TWL" (highlighted in teal), "LDD", and "KPD". The second section is "Organ(s) required *" with a teal button labeled "Kidney". To the right of this section is another section titled "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**.

 A form with a light gray header containing a teal chevron icon and the text "Recipient Details". Below the header is a white box with a teal border containing a teal plus icon followed by the text "Select Person".

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

The screenshot shows the 'Select Person' form with the following fields and values:

- Search criteria:**
 - Last Name: (empty)
 - First Name: (empty)
 - Date of Birth: DD/(MM)/[YYYY] (empty)
 - Reference ID Type: Please Select...
 - Reference ID: N/A
- Results:**

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

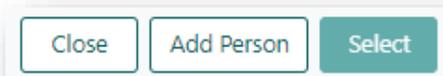
- If a recipient is found to be a match to the person you are registering, they will appear in the **Results** section.
Click the **Select** checkbox for the corresponding person and click **Select**.
Proceed to **1.3 Recipient Details**.

The screenshot shows the 'Select Person' form with the following fields and values:

- Search criteria:**
 - Last Name: Patient
 - First Name: Test
 - Date of Birth: 06/01/1967 (Friday, January 6, 1967)
 - Reference ID Type: Please Select...
 - Reference ID: N/A
- Results:**

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

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



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.

Select Person

▼ Main information

Last Name *	First Name *	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Last Name must be entered.</small>	<small>First Name must be entered.</small>	
Date of Birth *	Gender	
<input type="text" value="dd/mm/yyyy"/>	Female Male Unknown	
<small>Date of Birth must be entered.</small>		
Ethnic Origin	Specific Ethnic Origin	Is the person of Aboriginal or Torres Strait Islander origin?
<input type="text" value="Please Select..."/>	<input type="text"/>	<input type="text" value="Please Select..."/>

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

▼ Blood group

Interim ABO	Rhesus	ABO Subtype
O A B AB Unknown	Pos Neg Unknown	N/A

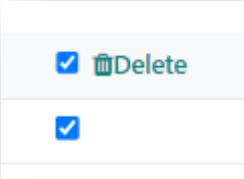
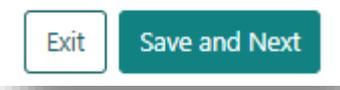
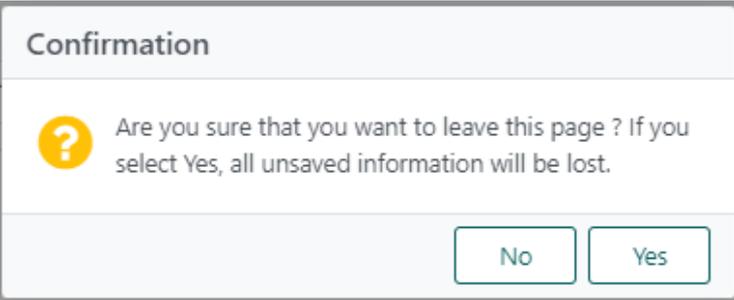
3. Complete the mandatory field of **Residential State/Territory**.
The other fields can be populated if information is available.

▼ Contact information

Residential Country *	Residential State/Territory *	Postcode
<input type="text" value="Australia"/>	<input type="text" value="Please Select..."/>	<input type="text"/>
	<small>State must be entered.</small>	
Mobile Phone	Home Phone	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Click **Save**.

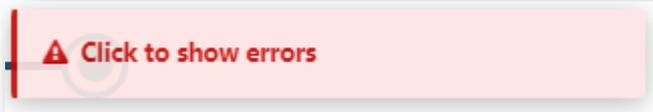
1.3 RECIPIENT DETAILS

To...	Then...
save the recipient details and proceed to enrolment	<p>click Save and Next.</p> 
remove the recipient from the registration section	<p>select the delete check box next on the person's row and click Delete.</p> 
exit without saving	<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 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.

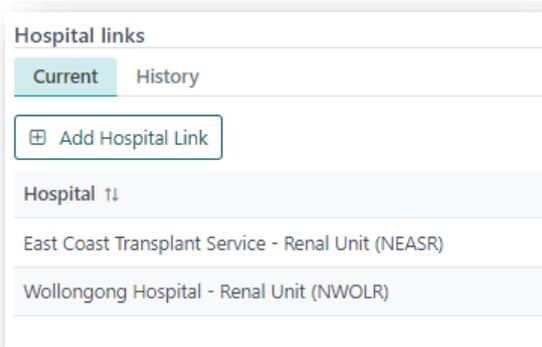
1. Update Demographics and Contact Information as required.

2. If you have added an ABO result in the main information you are required to upload an ABO report before registration can be submitted. 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.

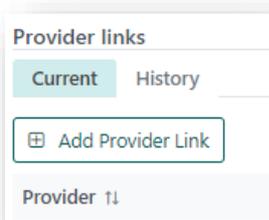
Note: a requirement for registration is the upload of NATA accredited ABO results.

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.

- 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.



2.2 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

Transfusion History

Previous Transfusions Date of last Transfusion

Drug treatments

Receiving Drug Treatments? As At Description of Drug Treatments

Receiving Immunosuppression? As At

Medical events

Type ¹	Start date ¹	End date ¹	Hospital ¹
Blood Transfusion	01/01/2015		

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2.3 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 ¹	Last Updated By ¹	Sub-category ¹	Title ¹	Details ¹	Total No. of Attachments ¹	Has Attachments ¹
No records found						

2.4 ENROLMENT INFORMATION RECIPIENT KIDNEY TWL

1. If the time frame of activation is expected to exceed a month, the **Estimated Date of Activation** can be populated.

Enrolment Information Recipient - Kidney - TWL

Estimated Date of Activation

- 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.

- A recipient may consent to receive a kidney from a deceased donor that has tested positive for Hep C, is an increased viral risk or may be willing to accept a tumour resected kidney.

To enable the matching of the recipient with a donor who is Hep C Ab positive, an increased viral risk or has a tumour resected kidney, the recipient must be consented. The acceptance criteria is added to OrganMatch with the date of consent.

Note: The recipient’s consent for Hep C expires in OrganMatch after one year.

Note: Recipients who are consented to receive Hep C Ab Pos donors are usually Hepatitis C Virus Antibody positive/PCR positive (HCV Ab+ve / PCR+ve).

A notification will be sent to the laboratory portal to confirm these **Willing to Accept** criteria.

- A recipient with blood group A or B may consent to receive an organ from a donor who has an incompatible blood group. It is the clinical/transplant unit’s responsibility to test the recipient’s blood group titre and to obtain the appropriate consent.

Select **Yes** in Accept **ABOi** and enter the **Date of Consent**. Select the blood group AB (to select both A1B and A2B). A notification is sent to the laboratory portal to confirm the **Willing to Accept ABOi**.

Note: ABOi is only relevant to A and B recipients to receive an AB donor. Other options appear in OM but there is no functionality in the matching algorithms.

5. The recipient’s range of accepting the Kidney Donor Profile Index (KDPI) score may be adjusted. The **Acceptable KDPI range (%)** for all enrolments defaults to include matching for all deceased donors (i.e. regardless of their score), from 1 – 100%. Update the **From** and **To** boxes as required to change the acceptable range.

Acceptable KDPI range (%)

From * To *

6. To be eligible for the kidney TWL, the recipient must be on dialysis. The dialysis start date is used in the calculation of the recipients’ waiting time on the TWL, therefore the dialysis start date is required to be eligible for matching on this program. For a second or subsequent transplant, waiting time is calculated from the date that dialysis was recommenced (TSANZ Clinical Guidelines for Organ transplantation from Deceased Donors).

Select **Yes** for **Receiving Dialysis** and enter the dialysis start date under **Start Date**.

Dialysis for matching

Receiving Dialysis Yes No Unknown

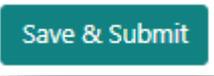
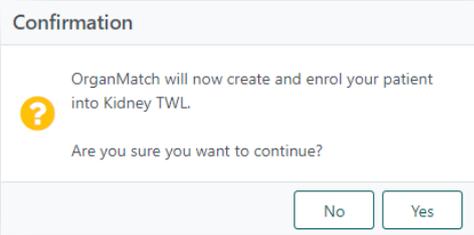
Start Date *

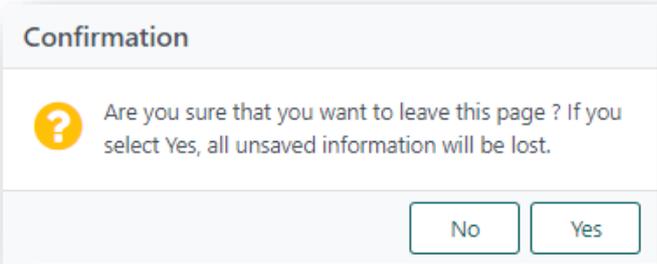
Dialysis Start Date must be entered.

Note: If **Yes** is selected under **Receiving Dialysis** a start date must be entered before registration can be submitted.

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 TWL. Are you sure you want to continue?” • Select Yes and the enrolment is created. • the data is populated in the person profile. • future updates can be made directly to the person record. • the recipient is enrolled into TWL 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.

<p>Exit</p> 	<p>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. The patient record is flagged in the Registration menu record as In Progress. • Select No and remain in the update general information section. 
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DEFINITIONS

Term/abbreviation	Definition
ABOi	ABO incompatible
EPTS	Estimated Post-Transplant Survival
Hep C	Hepatitis C
IVR	Increased Viral Risk
KDPI	Kidney Donor Profile Index
TRK	Tumour-Resected Kidney
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.
TWL	Transplant Waiting List

REFERENCED EXTERNAL DOCUMENTS

Document title	Source
Clinical Guidelines for Organ Transplantation from Deceased Donors.	TSANZ Clinical Guidelines for Organ transplantation from Deceased Donors V 1.10 October 2022

REFERENCED INTERNAL DOCUMENTS

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

CHANGE HISTORY

Version number	Effective date	Summary of change
1	06/04/2022	First version of document.
2	26/07/2022	Update for OrganMatch Sprint 34: <ul style="list-style-type: none"> Purpose updated to include filters in registration menu.

3	Refer to footer	Update to new template and inclusion of screenshots.
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ELECTRONIC SIGNATURE

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