

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

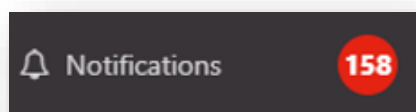
- The notification menu lists all the notifications relevant to the user's access.
- A notification is not directed to you as a user, it is a notification for all users in your transplant unit, with the prescribed user level.
- The notification table lists the name of the person, when it was updated 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: Notification Generation** for list of current notifications in OrganMatch.

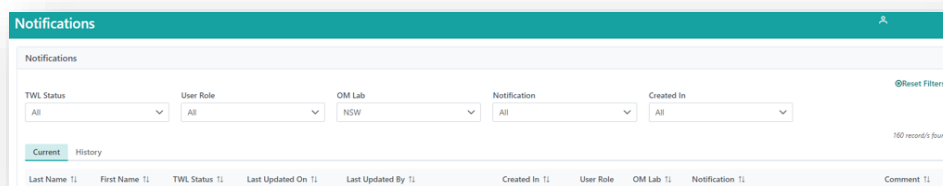
2. ACCESSING NOTIFICATIONS

2.1 NOTIFICATIONS IN NAVIGATION PANE

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



- This will take you into the Notifications tab.

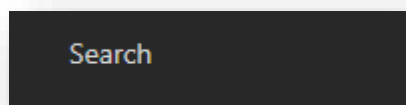


- Click on the person notification.

- This will take you directly into **Person details**.

2.2 NOTIFICATIONS USING PERSON SEARCH

- Click on the Search icon in the navigation pane.



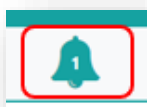
- This will take you directly into **Person details**.

2.3 NOTIFICATIONS IN HEADER BAR OF PERSON DETAILS

- Click on the bell icon.

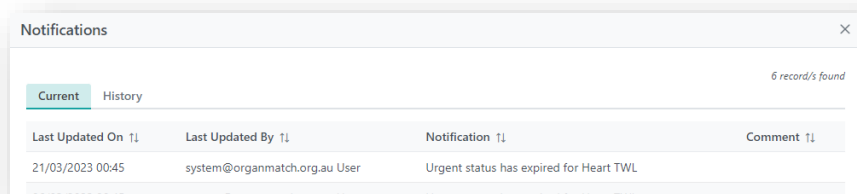


BELL ICON



- 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.

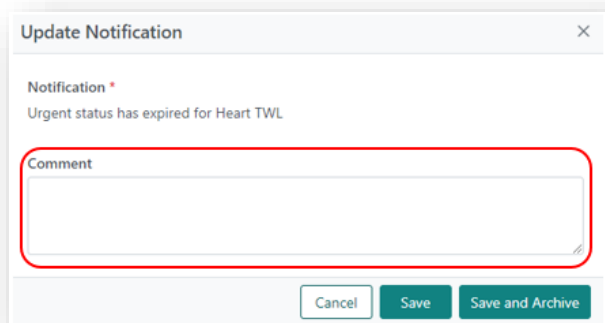
3. ACTIONING NOTIFICATIONS

3.1 ADD A COMMENT

1. Click **Edit**.



2. Add a **Comment**.



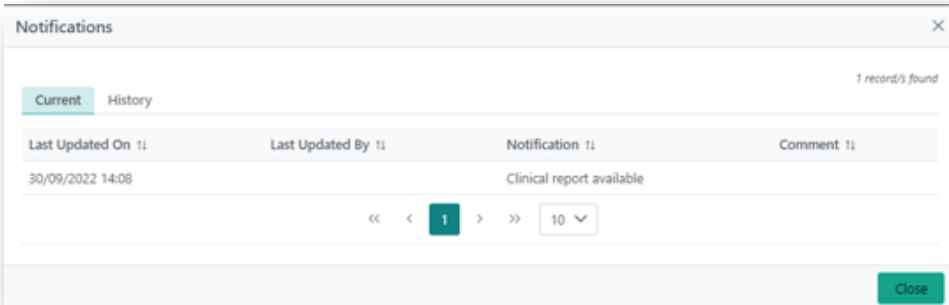
3. Click **Save**.



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

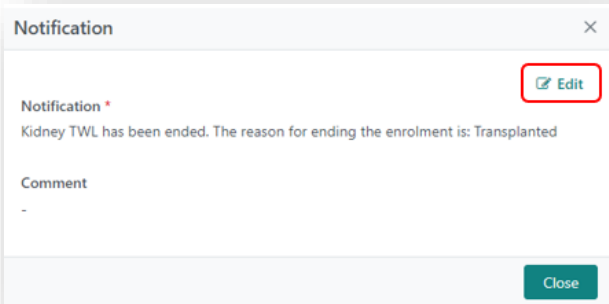
3.2 ARCHIVING

1. Click on the notification you wish to archive.



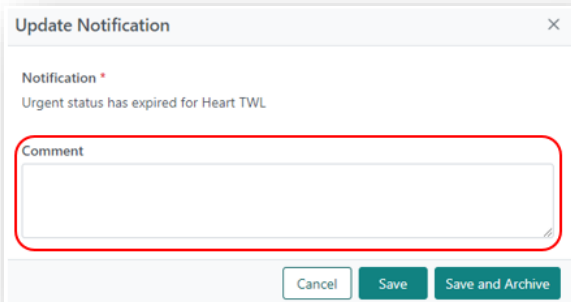
The screenshot shows a 'Notifications' window with a close button (X) in the top right corner. Below the title bar, there are two tabs: 'Current' (selected) and 'History'. To the right of the tabs, it says '1 record/s found'. Below the tabs is a table with four columns: 'Last Updated On', 'Last Updated By', 'Notification', and 'Comment'. The first row of the table contains the following data: '30/09/2022 14:08', an empty field, 'Clinical report available', and an empty field. Below the table, there are navigation controls: '<<', '<', '1' (highlighted in a green box), '>', '>>', and a dropdown menu showing '10'. At the bottom right of the window is a green 'Close' button.

2. Click **Edit**.



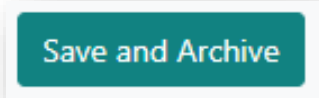
The screenshot shows a 'Notification' window with a close button (X) in the top right corner. The window contains the following text: 'Notification *', 'Kidney TWL has been ended. The reason for ending the enrolment is: Transplanted', and 'Comment -'. In the top right corner of the window, there is a red box around an 'Edit' button with a pencil icon. At the bottom right of the window is a green 'Close' button.

4. Add a comment if applicable.



The screenshot shows an 'Update Notification' window with a close button (X) in the top right corner. The window contains the following text: 'Notification *', 'Urgent status has expired for Heart TWL', and a 'Comment' field. The 'Comment' field is a text area with a red border. At the bottom of the window, there are three buttons: 'Cancel', 'Save', and 'Save and Archive'.

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4. Click **Save and Archive**.



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5. 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.

APPENDIX 1: NOTIFICATION GENERATION

Note: *Automatic deletion. OrganMatch automatically deletes notification once user completes the action.

LABORATORY PORTAL ONLY

The following notification are generated from actions in the Laboratory Portal to other roles in the Laboratory Portal.

Notification	To
Verify HepBc Ab pos	Lab User
Verify HepC Ab pos	Lab User
Verify Increased Viral Risk	Lab User
Verify TRK	Lab User
Authorise the Paediatric override	Lab User
TWL enrolment was placed on hold due to KPD chain	Lab User
Authorise State and/or National Urgency	Lab User
Verify ABOi for <Organ Pathway>	Lab User
Verify HepBc Ab pos for <Organ Pathway>	Lab User
Verify HepC Ab pos for <Organ Pathway>	Lab User
Consent to accept HepC Ab pos for <Organ Pathway> will expire on <Expiry Date>	Lab User
Verify Increased Viral Risk for <Organ Pathway>	Lab User
Verify TRK for <Organ Pathway>	Lab User
Review Paediatric override	Advanced Lab User, Senior Lab User
Enrolment status is now on Hold for <Organ Pathway> due to <on Hold Reason>	KPD National Lab Coordinator
Enrolment status is now active for <Organ Pathway>	KPD National Lab Coordinator
KPD Donor is now 70 years of age	KPD National Lab Coordinator

Testing

Notification	To
*Confirm Interim ABO values	Lab User
New HLA Antibody result added	Lab User
HLA Antibody result added from another laboratory	Lab User
New HLA Typing test result added	Lab User
*New <Test Type> added, please review and verify	Lab User
*Authorise <Unacceptable & acceptable antigens>	Advanced Lab User, Senior Lab User
*Authorise HLA Typing	Advanced Lab User, Senior Lab User
The Luminex Antibody Screen SAG1 or SAG2 test will expire in 20 days. Note: if a person has multiple OP/TP with different expiry set for SAG1/2, the first one due to expire will trigger this notification.	Advanced Lab User, Senior Lab User
A new test result has been added for <role> in a KPD match	KPD National Lab Coordinator

Match Events

Notification	To
Transplant occurred with Donor from <Donor OM Laboratory>	Lab User
Transplant occurred with Donor from <Donor OM Laboratory> was reversed	Lab User
A new note is available for this person's match event	Senior Lab User
The note <title> has been replied to by <user/provider> for this person's match event	Senior Lab User
KPD Recipient transplanted via TWL	KPD National Lab Coordinator

Reports

Notification	To
Authorise <ReportName>	Lab Manager

Miscellaneous

Notification	To
Transferred from <Previous OM Lab> OM Lab	Lab User
Transferred to <New OM Lab> OM Lab	Lab User
The note <title> has been replied to by <user/provider>	Advanced Lab User, Senior Lab User
Review Staging Records	Senior Lab User

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

ORGANMATCH NOTIFICATIONS – LABORATORY PORTAL

TRK has been verified for <Organ Pathway>	Provider
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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

ORGANMATCH NOTIFICATIONS – LABORATORY PORTAL

<Organ Program> <Pathway> has been ended in Transplant Portal. The reason for ending the enrolment is: <reason>	Advanced Lab User, Senior Lab User
*Confirm Interim ABO values	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.

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

DONATION PORTAL TO LABORATORY PORTAL

The following notification is generated from actions in the Donation portal to the users in the Laboratory portal.

Notification	To
New note created by <Donation Portal Users' Name>	Advanced Lab User, Senior Lab User, On-Call for TWL Matching

CHANGE HISTORY

Version number	Effective date	Summary of change
1	18/04/2023	New version of document. OM-FCN-004 merged into this document and obsoleted.
2	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.
3	Refer to footer	Sprint 45 updates: <ul style="list-style-type: none"> Notification for Confirm Interim ABO updated to Confirm Interim ABO values.

ELECTRONIC SIGNATURE

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