

## 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' portal interface. At the top, there's a teal header with the title 'Registration'. Below it, a 'Filters' section contains four dropdown menus: 'Person', 'Status' (set to 'All'), 'Organ Program' (set to 'All'), and 'Transplant Pathway' (set to 'All'). Under the filters is a 'Registrations' section with an 'Add Registration' button. Below this are two tabs: 'In Progress' (active) and 'Completed'. At the bottom, a table lists registration records with columns: 'Date Created', 'Created By', 'Organ Program', 'Pathway', 'Last Name', 'First Name', 'Status', and 'Submitted By'.

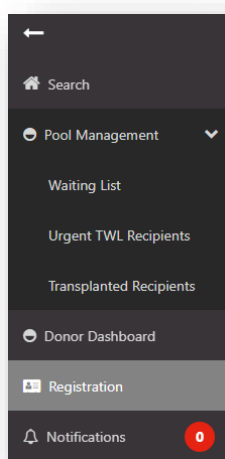
## 1. PROGRAM REGISTRATION

### 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.



- Click **Add Registration**.

 Add Registration

- Select the **TWL Transplant Pathway** and select **Lung** for **Organ(s) required**.

Select the Organ Program

Transplant Pathway \*

TWL

Organ(s) required \*

Lung

Heart

Organ Program(s) \*

Lung

- Click **Next**.

 Exit Next

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

▼ Recipient Details

 Select Person

6. 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 N/A

Reset Filters Search

Results

| Select           | Last Name T1 | First Name T1 | Date of Birth T1 | Hospital Reference T1 | National Reference T1 |
|------------------|--------------|---------------|------------------|-----------------------|-----------------------|
| No records found |              |               |                  |                       |                       |

Close Add Person Select

7. 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](#).

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 N/A

Reset Filters Search

Results

| Select                              | Last Name T1 | First Name T1 | Date of Birth T1 | Hospital Reference T1 | National Reference T1 |
|-------------------------------------|--------------|---------------|------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> | Patient      | Test          | 06/01/1967       | 158224                | 270122120             |

Close Add Person Select

8. If no records match the person to be registered, click **Add Person**.

Proceed to [1.2 Main Information](#).

Close Add Person Select

## 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 'Select Person' form has a 'Main information' section with the following fields:

- Last Name \***: Text input field with a red border and error message 'Last Name must be entered.'
- First Name \***: Text input field with a red border and error message 'First Name must be entered.'
- Middle Name**: Text input field.
- Date of Birth \***: Text input field with a red border and error message 'Date of Birth must be entered.' The placeholder text is 'dd/mm/yyyy'.
- Gender**: Radio buttons for 'Female', 'Male', and 'Unknown' (selected).
- Ethnic Origin**: Dropdown menu with 'Please Select...'.
- Specific Ethnic Origin**: Text input field.
- Is the person of Aboriginal or Torres Strait Islander origin?**: Dropdown menu with 'Please Select...'.

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

The 'Blood group' section contains the following fields:

- Interim ABO**: Radio buttons for 'O', 'A', 'B', 'AB', and 'Unknown' (selected).
- Rhesus**: Radio buttons for 'Pos', 'Neg', and 'Unknown' (selected).
- ABO Subtype**: Text input field with 'N/A'.

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

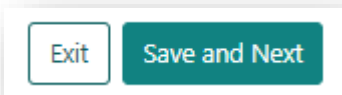
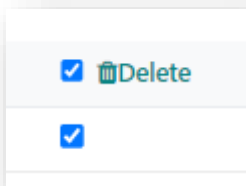
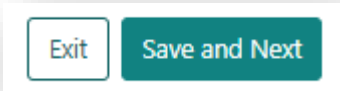
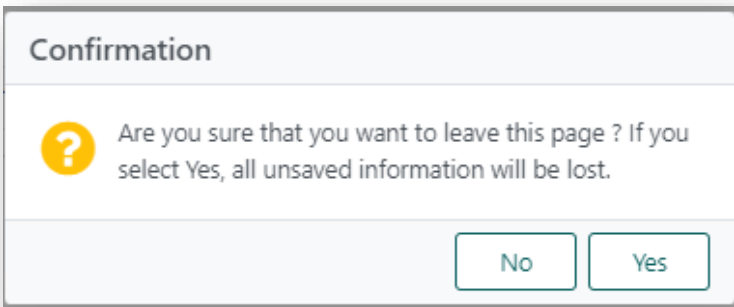
The 'Contact information' section contains the following fields:

- Residential Country \***: Dropdown menu with 'Australia' selected.
- Residential State/Territory \***: Dropdown menu with 'Please Select...' and a red border and error message 'State must be entered.'
- Postcode**: Text input field.
- Mobile Phone**: Text input field.
- Home Phone**: Text input field.
- Email Address**: Text input field.

4. Click **Save**.

Two buttons are shown: 'Cancel' and 'Save'.

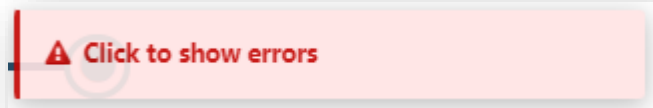
## 1.3 RECIPIENT DETAILS

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

## 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.

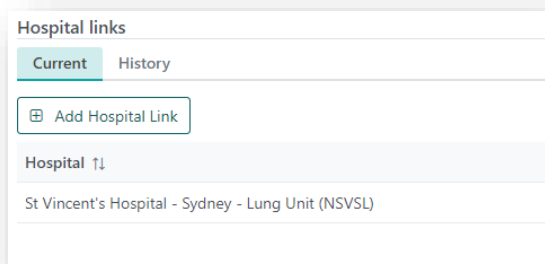
1. Update Demographics and Contact Information as required.

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.

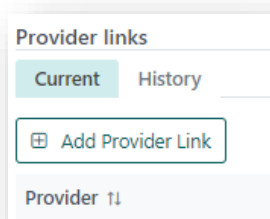
This is a critical data field and requires verification before the results are accepted into the system. This will be performed by the scientists in the Tissue Typing lab.

- 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.



The screenshot shows a web interface titled "Hospital links". It has two tabs: "Current" (selected) and "History". Below the tabs is a button labeled "Add Hospital Link". Underneath is a table with a header "Hospital" and a sort icon (up and down arrows). The table contains one entry: "St Vincent's Hospital - Sydney - Lung Unit (NSVSL)".

- 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.



The screenshot shows a web interface titled "Provider links". It has two tabs: "Current" (selected) and "History". Below the tabs is a button labeled "Add Provider Link". Underneath is a table with a header "Provider" and a sort icon (up and down arrows). The table is currently empty.

## 2.2 MEDICAL INFORMATION

Complete the medical information as required. Height and weight fields are required to be populated for a Lung recipient to be deemed ready to be matched on the Lung TWL program.

**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.

## ORGANMATCH LUNG TRANSPLANT WAITING LIST REGISTRATION- TRANSPLANTATION PORTAL

Medical Information

Height & Weight

Height (cms)

###

Weight (kg)

###

BMI

-

Medical conditions

Primary Diagnosis

Polycystic Kidney Disease

Additional Diagnosis

Please Select...

Diabetes

Yes

No

Unknown

Transfusion History

Previous Transfusions

Yes

No

Unknown

Date of last Transfusion

dd/mm/yyyy

Drug treatments

Receiving Drug Treatments?

Yes

No

Unknown

As At

dd/mm/yyyy

Description of Drug Treatments

Receiving Immunosuppression?

Yes

No

Unknown

As At

dd/mm/yyyy

Medical events

Add Medical Event

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

<< < 1 > >> 5

### 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

Add Note

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

### 2.4 ENROLMENT INFORMATION RECIPIENT LUNG TWL

- 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 Provider Links. See [2.1 General Information](#).

Providers

Transplant Hospital

Please Select...

Hospital Reference

Transplant Provider

Please Select...

Role

Clinical Hospital

Please Select...

Hospital Reference

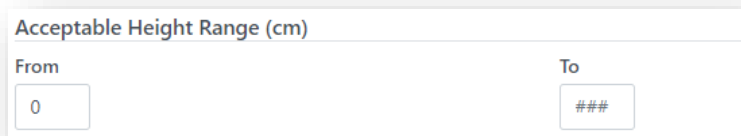
Clinical Provider

Please Select...

Role



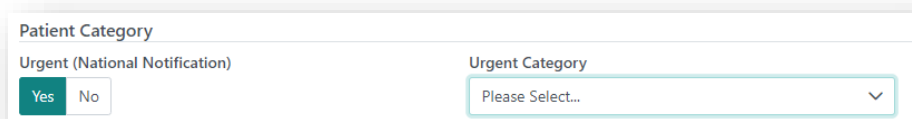
2. The **Acceptable Height Range (cm)** is the range of donor height that would be accepted for the recipient. It is required to be populated for a Lung recipient to be deemed ready to be matched on the Lung TWL program. Add the height in cm's in the **From** and **To** box.



Acceptable Height Range (cm)

|                                |                                  |
|--------------------------------|----------------------------------|
| From                           | To                               |
| <input type="text" value="0"/> | <input type="text" value="###"/> |

3. The **Patient Category** can be populated if the recipient requires and urgent national listing. Select **Yes** for **Urgent (National Notification)** and select the **Urgent Category** from the dropdown.



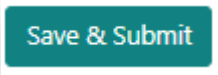
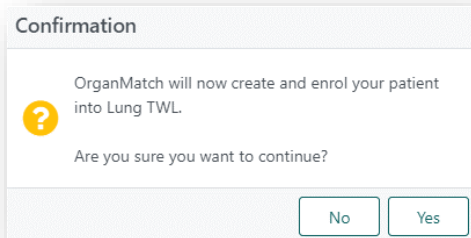

Patient Category


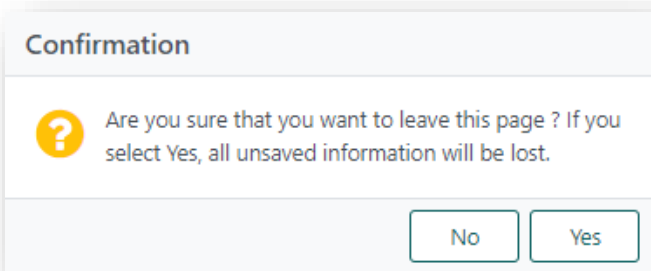
|   |   |
|---|---|
| Urgent (National Notification)                                | Urgent Category                               |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text" value="Please Select..."/> |

**Note:** If the urgent status is set to Yes, the date listed as urgent needs to be added to the enrolment. Refer to *OM-024 Heart and Lung Enrolment – Transplantation Portal* for further details.

## 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"> <li>a confirmation pop up will appear "OrganMatch will now create and enrol your patient into Lung TWL. Are you sure you want to continue?"</li> <li>Select <b>Yes</b> and the enrolment is created.</li> <li>the data is populated in the person profile.</li> <li>future updates can be made directly to the person record.</li> <li>the recipient is enrolled into TWL program with Status On hold "Waiting for hospital activation".</li> </ul>  |
| <p>Save</p>           | <ul style="list-style-type: none"> <li>All the information added in that session will be saved.</li> <li>This does not submit the person registration.</li> <li>The patient record is flagged in the <b>Registration</b> menu record as <b>In Progress</b>.</li> </ul>   |

|   |   |
|---|---|
| <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"><li>• Select <b>Yes</b> and return to the Registrations page. The patient record is flagged in the <b>Registration</b> menu record as <b>In Progress</b>.</li><li>• Select <b>No</b> and remain in the update general information section.</li></ul>  |
|---|---|

## DEFINITIONS

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

## REFERENCED INTERNAL DOCUMENTS

| Document number | Source  |
|-----------------|---|
| OM-013          | OrganMatch Transplantation Portal- How to Guide   |
| OM-024          | Heart and Lung Enrolment – Transplantation Portal |

## CHANGE HISTORY

| Version number | Effective date  | Summary of change  |
|----------------|-----------------|--|
| 1              | 14/11/2022      | First version of document.   |
| 2              | Refer to footer | Update for OrganMatch Sprint 46: <ul style="list-style-type: none"> <li>Updated to new template.</li> <li>Enrolment updated to include date listed as urgent.</li> </ul> |

## ELECTRONIC SIGNATURE

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