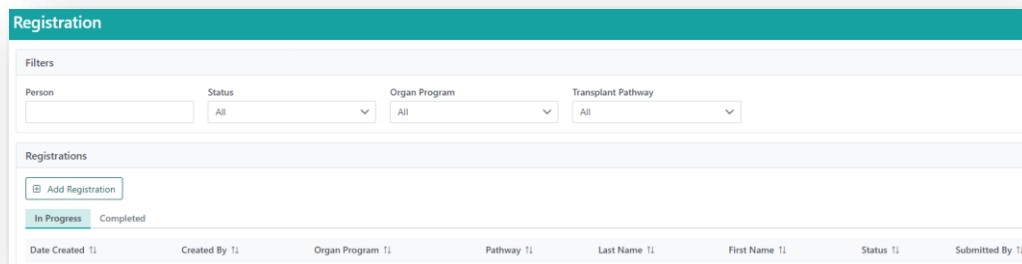


## PURPOSE

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**.



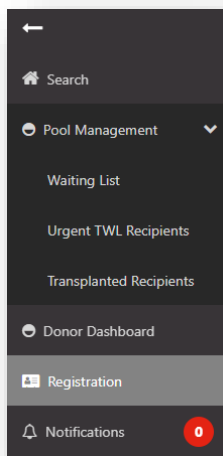
## 1. PROGRAM REGISTRATION

### 1.1 CREATE A REGISTRATION

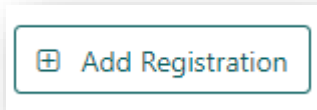
Perform the following to register a recipient in OrganMatch for TWL.

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

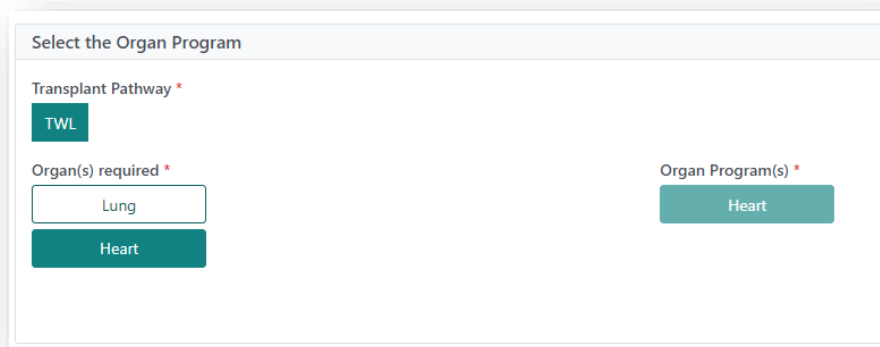
1. Select the **Registration** menu.



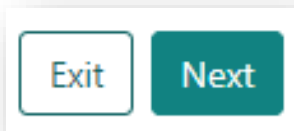
2. Click **Add Registration**.



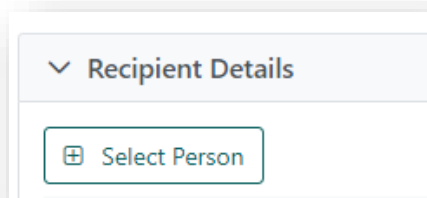
3. Select the **TWL Transplant Pathway** and select **Heart** for **Organ(s) required**.

A form titled "Select the Organ Program". It contains two sections: "Transplant Pathway \*" with a teal button labeled "TWL"; and "Organ(s) required \*" with two buttons, "Lung" and "Heart", where "Heart" is highlighted in teal. To the right, there is a section "Organ Program(s) \*" with a teal button labeled "Heart".

4. Click **Next**.



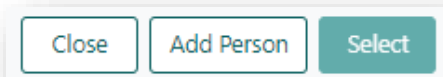
5. Search OrganMatch to see if the recipient exists in the system.  
In Recipient Details click **Select Person**.

A form titled "Recipient Details" with a dropdown arrow. Below the title is a button with a teal icon of a plus sign inside a square, followed by the text "Select Person" in teal.

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

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

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



## 1.2 MAIN INFORMATION

- The mandatory fields **Last Name**, **First Name** and **Date of Birth** will populate with the details included in your search criteria. Update the fields if required.  
The other fields can be populated if information is available.

Select Person

▼ Main information

Last Name \*  
Test

First Name \*  
Patient

Middle Name

Date of Birth \*  
23/07/1990  
Monday, July 23, 1990

Gender  
Female Male **Unknown**

Ethnic Origin  
Please Select...

Specific Ethnic Origin

Is the person of Aboriginal or Torres Strait Islander origin?  
Please Select...

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

▼ Blood group

Interim ABO  
O A B AB **Unknown**

Rhesus  
Pos Neg **Unknown**

ABO Subtype  
N/A

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

▼ Contact information

Residential Country \*  
Australia

Residential State/Territory \*  
Please Select...  
State must be entered.

Postcode

Mobile Phone

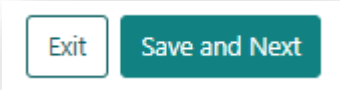
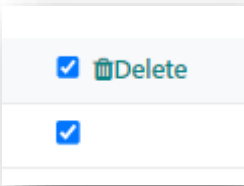
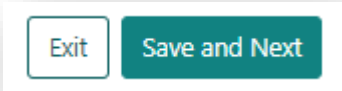
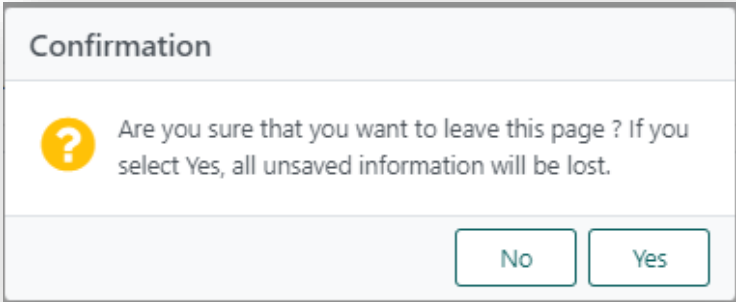
Home Phone

Email Address

- Click **Continue to Add**.

Cancel **Continue to Add**

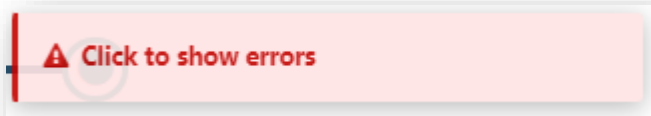
1.3 RECIPIENT DETAILS

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>.</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.</li> <li>○ Select <b>No</b>. To progress to the next step, click <b>Save and Next</b>.</li> </ul>  

## 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.

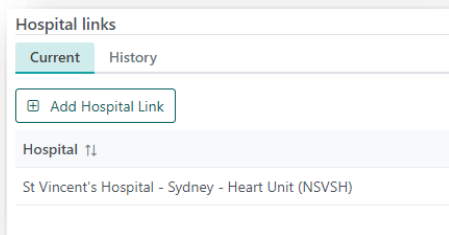
1. Update Demographics and Contact Information as required.

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-077 Notes and Attachments- Transplantation Portal* for further information.

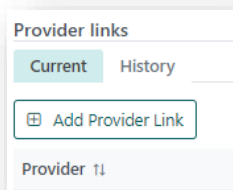
**Note:** a requirement for registration is the upload of NATA accredited ABO results.

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.

3. Update Hospital Links as required. Hospital links will be prepopulated with the users hospital under the **Current** tab. See *OM-083 Person Details- Transplantation Portal* for further information for adding or ending hospital links.



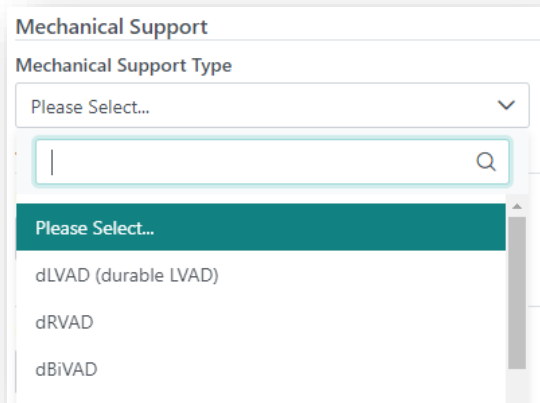
4. Update Provider Links as required. Provider links will be prepopulated with the user under the **Current** tab. See *OM-083 Person Details- Transplantation Portal* for further information for adding or ending a provider link.



2.2 MEDICAL INFORMATION

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

If the recipient is on mechanical support the type of support can be selected from the **Mechanical Support** dropdown.

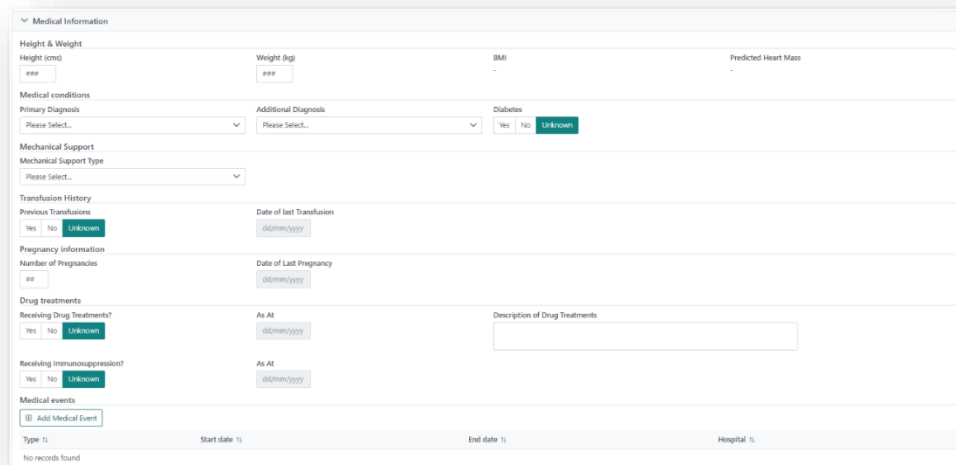


**Note:** Pregnancy information will not be available if the gender of the person is male.

**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-083 Person Details- Transplantation Portal* for further information for adding or updating a medical event.

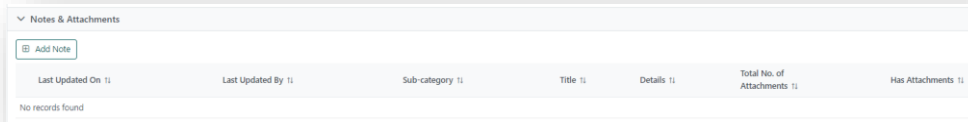




### 2.3 NOTES & ATTACHMENTS

Notes & Attachments relevant to the person can be added or deleted.

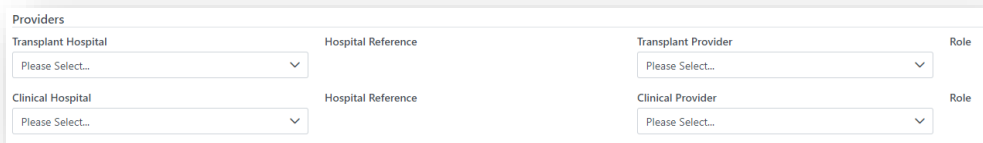
See *OM-077 Notes and Attachments- Transplantation Portal* for further information for adding or updating notes and attachments.



### 2.4 ENROLMENT INFORMATION RECIPIENT HEART TWL

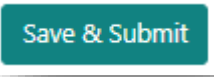
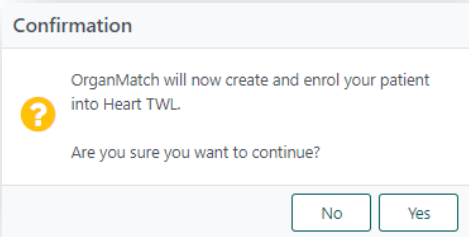
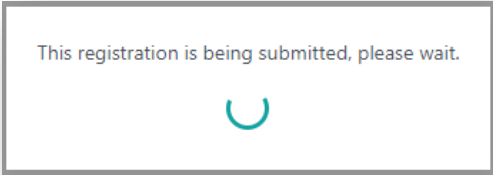

Under **Providers**, select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns.

**Note:** You are only able to select providers and hospitals listed under Hospital and Provider Links. See [2.1 General Information](#).



### 3. SAVE AND SUBMIT

The above information can be saved at any point.

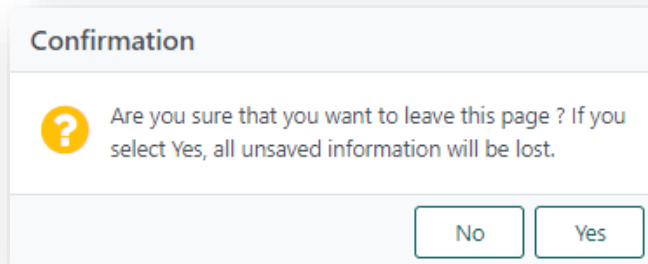
If you click...	Then...
<p>Save and Submit</p> 	<ul style="list-style-type: none"> <li>• a confirmation pop up will appear “OrganMatch will now create and enrol your patient into Heart TWL. Are you sure you want to continue?”</li> <li>• Select <b>Yes</b> and a pop-up will appear indicating the registration is being submitted. The user is directed to the recipient’s profile 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>

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.
TWL	Transplant Waiting List

## REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-077	Notes and Attachments- Transplantation Portal
OM-083	Person Details- Laboratory Portal

## CHANGE HISTORY

Version number	Effective date	Summary of change
1	14/11/2022	First version of document.
2	Refer to footer	<p>OrganMatch Sprint 51 updates:</p> <ul style="list-style-type: none"> <li>New process for search criteria when selecting a person.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Update to new template and inclusion of screenshots.</li> <li>Update of reference for notes and attachments and person details.</li> <li>Section 3 updated to include new save and submit process.</li> </ul>

## ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
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