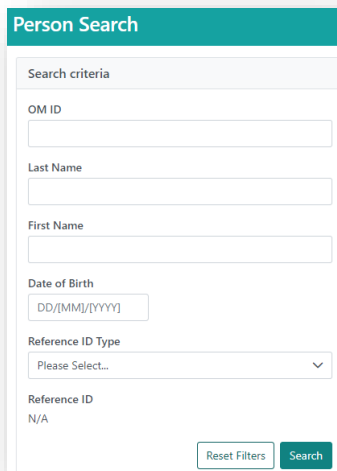


The Transplantation Portal allows users to access clinical reports for their patients and a notification is sent to the portal whenever a report is authorised. Clinical reports are always available in the patients record for viewing or downloading.

ACCESSING REPORTS

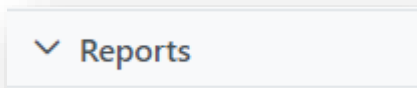
1. Search for the patient record in using **Person Search**.



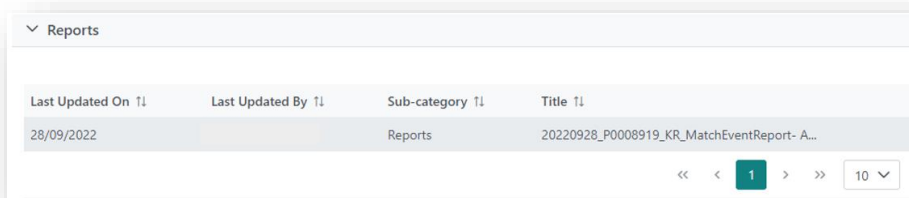
The 'Person Search' form includes the following fields and controls:

- Search criteria** (Section Header)
- OM ID** (Text input field)
- Last Name** (Text input field)
- First Name** (Text input field)
- Date of Birth** (Date input field with format DD/MM/YYYY)
- Reference ID Type** (Dropdown menu with 'Please Select...' option)
- Reference ID** (Text input field with 'N/A' value)
- Reset Filters** (Button)
- Search** (Button)

2. Select the **Reports** tab.



3. Click on the note for the report you want to access.

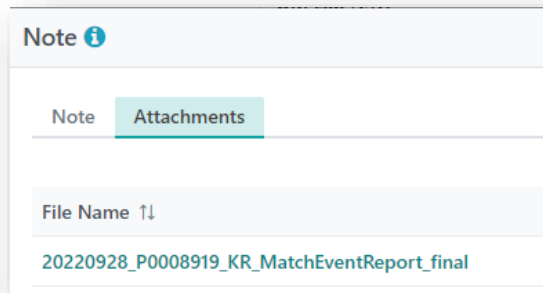


The 'Reports' table displays the following data:

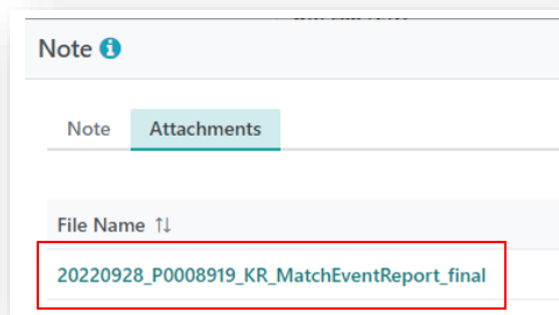
Last Updated On	Last Updated By	Sub-category	Title
28/09/2022		Reports	20220928_P0008919_KR_MatchEventReport- A...

Navigation controls at the bottom of the table include: '<<' (Previous), '<' (Previous), '1' (Current page), '>' (Next), '>>' (Next), and a dropdown menu showing '10' (Items per page).

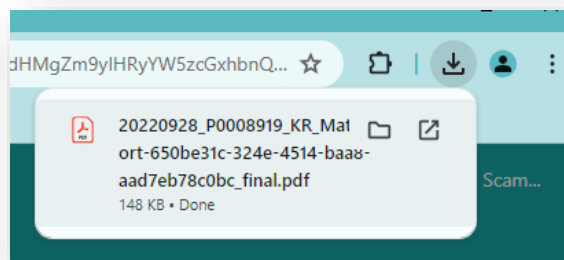
4. Click the **Attachments** tab.



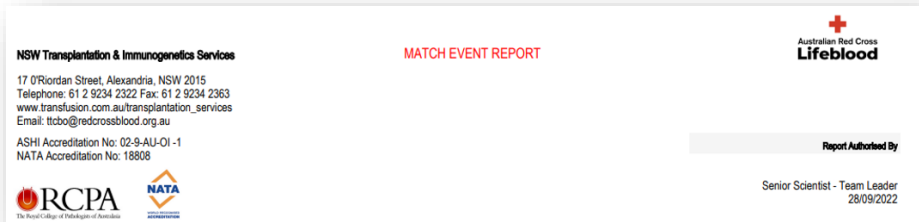
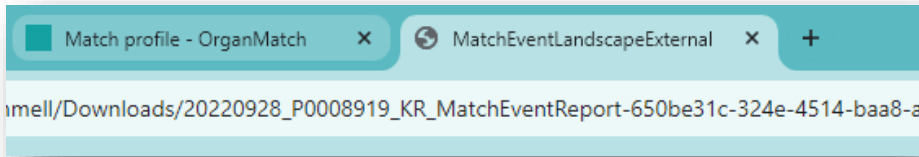
5. Click on the file name.



6. The report can be accessed from the download menu.

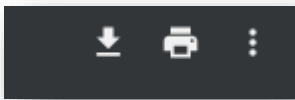


7. Click the report to open in another tab.

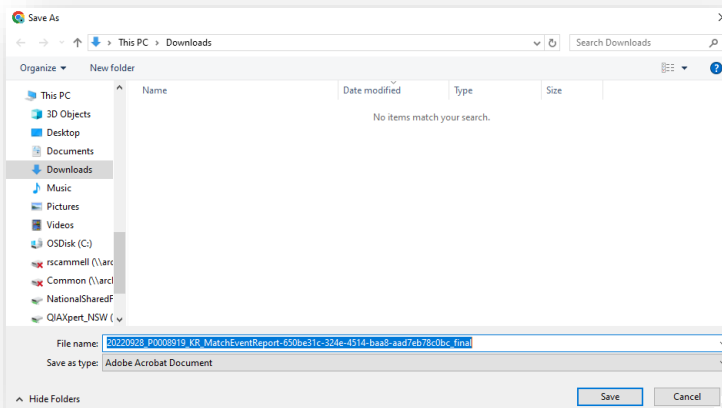


SAVING REPORTS

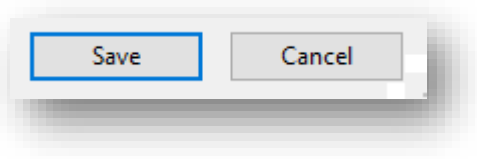
1. Click the arrow to select the location to save the report.



2. Navigate to the location in the dialogue box to save a copy of the report.



3. Click **Save**.



WHAT REPORTS ARE AVAILABLE?

Reports issued by the State Tissue Typing Laboratories include:

- Antibody Reports
- Laboratory Reports
- Transplant Event Reports
- Match Event Reports

CHANGE HISTORY

Version number	Effective date	Summary of change
1	03/06/2021	New document
2	Refer to footer	Document updated to new template

ELECTRONIC SIGNATURE

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