

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

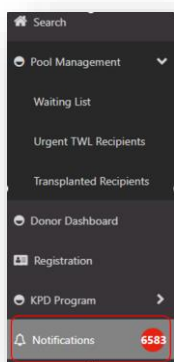
- The notification menu lists all the notifications relevant to the user's access.
- A notification is not directed to you as a user, it is a notification for all users in your transplant unit, with the prescribed user level.
- The notification table lists the name of the person, when it was updated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

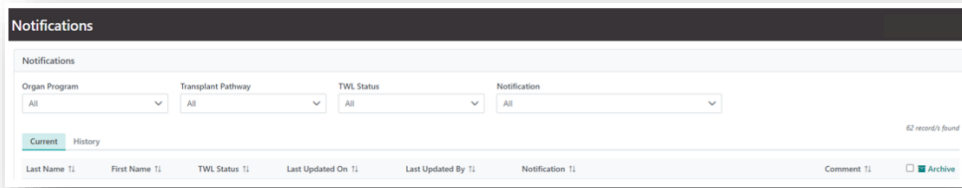
2. ACCESSING NOTIFICATIONS

2.1 NOTIFICATIONS IN NAVIGATION PANE

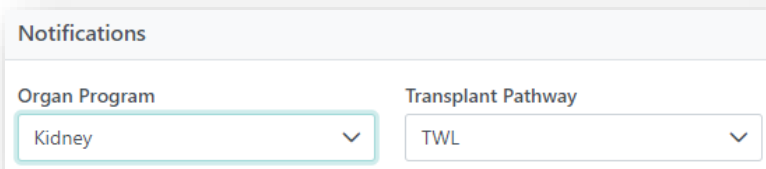
1. Click on the **Notifications** icon.



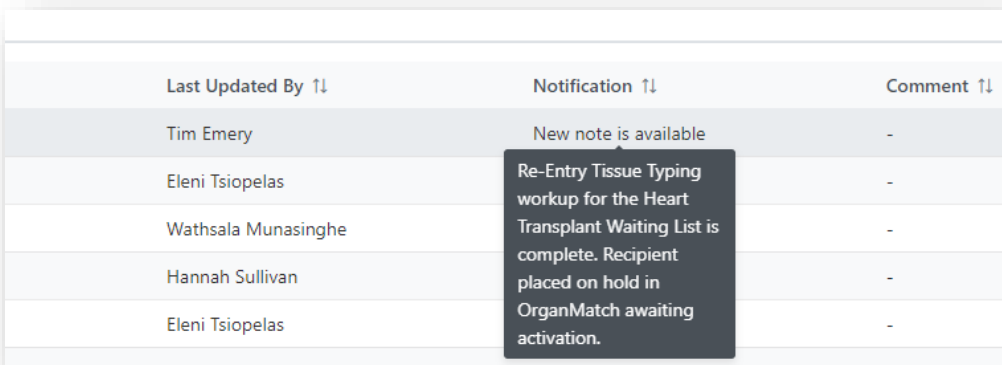
- This will take you into the Notifications page.



- The filters can be used to identify a specific group of notifications to action. For example, selecting the **Organ Program** Kidney and **Transplant Pathway** TWL filters will display notifications from recipients with a Kidney TWL enrolment.

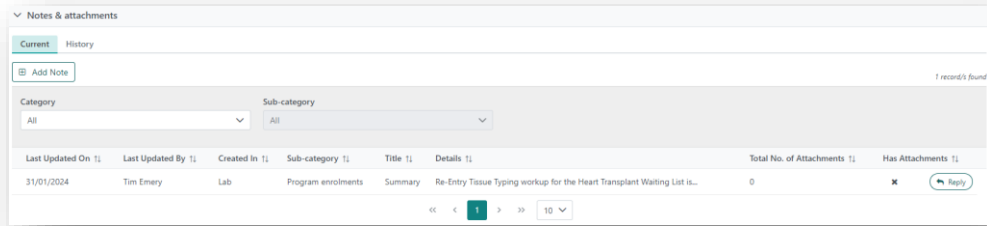


- If the notification is for a new note created, hovering over the notification will display the contents of the current note created by the user.

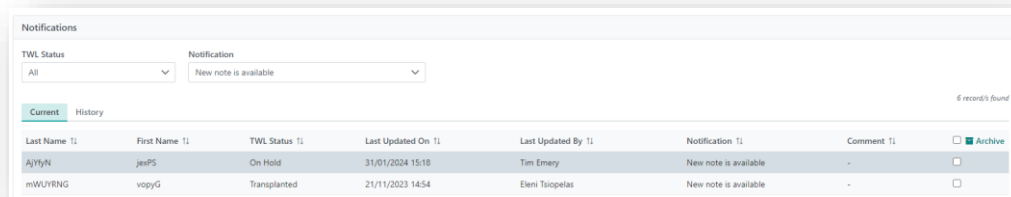
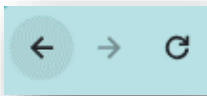


- Click on the person notification.

- This will take you directly into the person’s **Match profile**. If the notification is for a new note created, the **Notes & attachments** tab will be expanded to display the note.

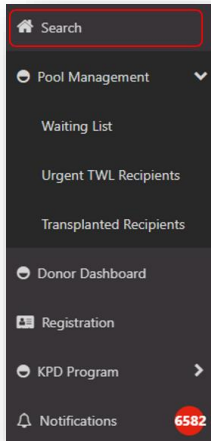


- If the user clicks the back arrow to return to the notification page, the notification will be highlighted grey to indicate which one was just viewed.



2.2 NOTIFICATIONS USING PERSON SEARCH

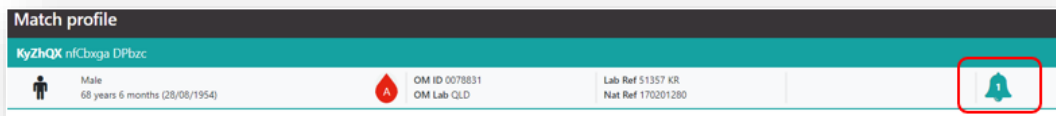
1. Click on the Search icon in the navigation pane.



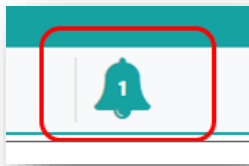
2. This will take you directly into the person's Match profile.

2.3 NOTIFICATIONS IN HEADER BAR OF PERSON MATCH PROFILE

1. Click on the bell icon.

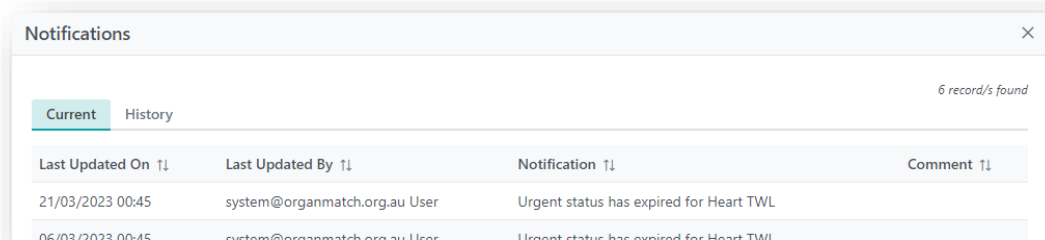


BELL ICON



- 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.

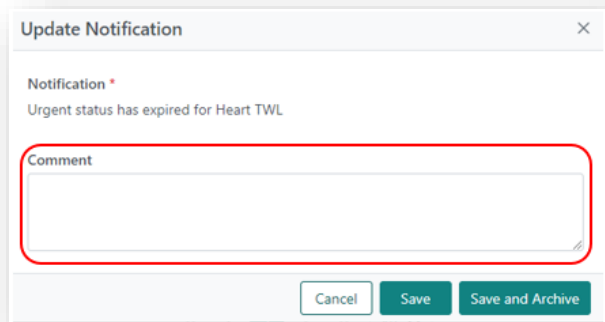
3. ACTIONING NOTIFICATIONS

3.1 ADD A COMMENT

1. Click **Edit**.



2. Add a **Comment**.



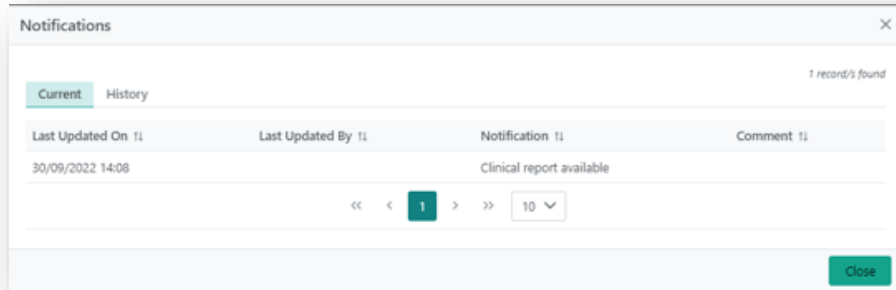
8. Click **Save**.



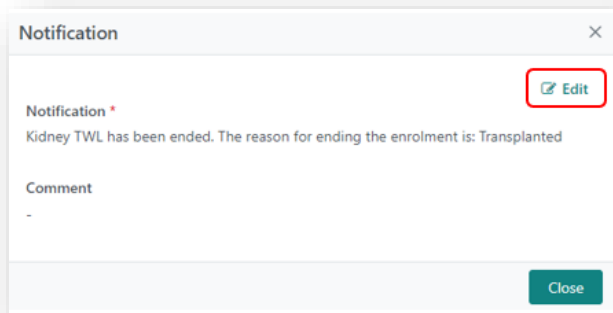
Note: The notification will remain Active and the comment can be viewed from the notification menu.

3.2 ARCHIVING

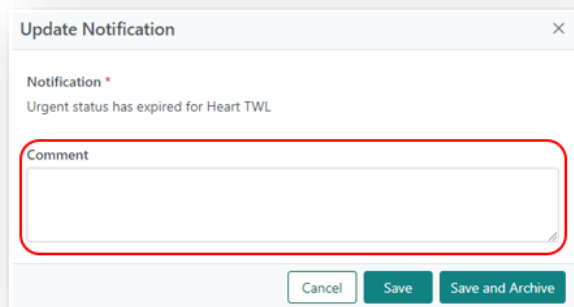
1. Click on the notification you wish to archive.



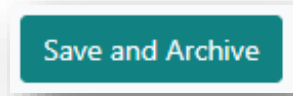
2. Click **Edit**.



4. Add a comment if applicable.



- Click **Save and Archive**.



- 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.

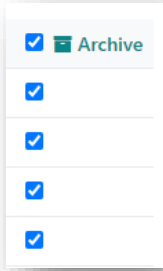
Archived notifications are read only.

BULK ARCHIVE

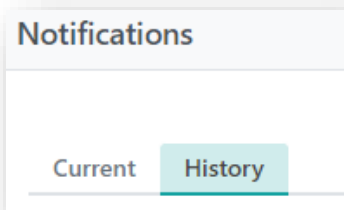
- On notification screen tick the check box next to the **Archive** button.

Current		History		30 records found			
Last Name	First Name	TWL Status	Last Updated On	Last Updated By	Notification	Comment	Archive
msy/Phoz	Nadm	Active	30/05/2022 16:10	Petina Guthrie	New note is available	-	<input type="checkbox"/>
kyGzRbHC	XAG	Active	30/05/2022 14:46	Anna Taverniti	New note is available	-	<input type="checkbox"/>

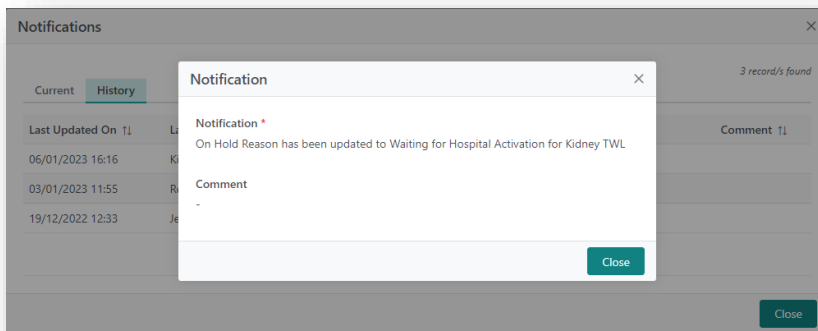
- All notifications on the screen will be ticked.



- Select **Archive** to move all notifications shown to the history tab.



- Notification can be viewed in History tab.



Note: When all notifications on a person profile are actioned the notifications screen will close upon archiving the last notification.

APPENDIX 1: TRANSPLANTATION PORTAL NOTIFICATION GENERATION

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.

Note: **Automatic archiving of the notification will occur when SAG results are imported in the system.
***** Automatic archiving** of the notification will occur when the patient is relisted as urgent.

Notification	To
<Organ Pathway> has been ended. The reason for ending the enrolment is: <reason>	Coordinator
Enrolment Status is now on Hold for <Organ Pathway> due to <on Hold Reason>	Coordinator
On Hold Status has been updated for <Organ Pathway>	Coordinator
On Hold Reason has been updated to Waiting for Hospital Activation for <Organ Program> <Pathway>	Coordinator
Enrolment Status is now active for <Organ Pathway>	Coordinator
Paediatric override has been Authorised	Coordinator
Consent to accept HepC Ab pos for <Organ Pathway> will expire on <Expiry Date>	Provider/ Coordinator
State and/or National Urgency has been Authorised	Provider/Coordinator
ABOi has been verified for <Organ Pathway>	Provider/ Coordinator
HepBc Ab pos has been verified for <Organ Pathway>	Provider/ Coordinator
HepC Ab pos has been verified for <Organ Pathway>	Provider/Coordinator
Increased Viral Risk has been verified for <Organ Pathway>	Provider/ Coordinator
TRK has been verified for <Organ Pathway>	Provider/Coordinator
URGENT ACTION NEEDED - Patient is nearing expiry for matching. A serum sample needs to be sent to the	Coordinator

ORGANMATCH NOTIFICATIONS – TRANSPLANTATION PORTAL

local Tissue Typing lab as soon as possible for HLA antibody screening **	
Patient is not ready for matching. Luminex antibody screening has now expired **	Coordinator
Urgent relisting is required for this patient ***	Coordinator

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/ Coordinator

Miscellaneous

Notification	To
<Manual notification text>	Provider/Coordinator (specific person)
New note is available	Coordinator
The note <title> has been replied to by <user/provider>	Coordinator

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, Lab User
Enrolment has been updated by <user> (provider)	Advanced Lab User, Senior Lab User, Lab User
<Organ Program> <Pathway> has been ended in Transplant Portal. The reason for ending the enrolment is: <reason>	Advanced Lab User, Senior Lab User, Lab User
Medical Acceptance Date has been updated on the KPD Match Event	Senior Lab User, Advanced Lab User, KPD National Lab Coordinator
Proposed Theatre Date on the KPD Match Event is within 30 days	Senior Lab User, Advanced Lab User, KPD National Lab Coordinator

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 team.

Notification	To
An ANZKX registration record has been submitted	ANZKX Team

ORGANMATCH NOTIFICATIONS – TRANSPLANTATION PORTAL

Notification	To
Please review and authorize the Kidney KPD enrolment	ANZKX Team
The KPD Medical Information has been updated	ANZKX Team

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
7	03/04/2024	Sprint 51 updates: <ul style="list-style-type: none"> • Addition of KPD match event notifications for Proposed Theatre date and Medical Acceptance date. • Section 2.1 updated with hover over for new note created in notifications and highlighting notification when returning to the page.
8	23/07/2024	Sprint 53 updates: <ul style="list-style-type: none"> • Section 2.1 updated with new filters in notifications page. Other: <ul style="list-style-type: none"> • Addition of Advanced Lab User and KPD National Lab Coordinator roles to the KPD match event notifications.
9	Refer to footer	Sprint 55 updates: <ul style="list-style-type: none"> • Appendix 1 updated to include new notifications for heart, lung and liver patients requiring urgent relisting.

ELECTRONIC SIGNATURE

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