

The OrganMatch Donation Portal allows Donate Life agencies to access donor records that were created through the Electronic Donor Record (EDR) interface. The matching and compatibility information added through the Laboratory Portal can be viewed in the donor record and Organ Offer List (OOL) reports can be generated and downloaded.

CONTENTS

1. ACCESS TO ORGANMATCH DONATION PORTAL	2
2. MENU	2
3. SEARCH	2
4. DONOR DASHBOARD.....	3
4.1 HISTOCOMPATIBILITY PROFILE	3
4.2 MEDICAL INFORMATION.....	4
4.3 ENROLMENTS FOR TRANSPLANT.....	4
4.4 ORGAN STATUS UPDATE	5
4.4.1 Add or Delete an Organ	6
4.4.2 Update Organ Status	7
4.5 TRANSPLANTS	9
4.6 DEMOGRAPHICS AND CONTACT DETAILS	10
4.7 NOTES AND ATTACHMENTS.....	10
4.7.1 Add ABO Note	11
4.8 VIEW TRANSPLANT WAITING LIST (TWL) MATCHING SCREEN	12
Kidney TWL	14
Kidney/Pancreas TWL.....	14
Lung TWL	15
Heart TWL.....	15
4.9 GENERATE ORGAN OFFER LIST (OOL)	15
4.10 UPLOAD ORGAN OFFER DETAILS.....	18
4.11 UPLOAD DONOR SUMMARY.....	21
5. WAITING LIST	24
5.1 VIEW THE WAITING LIST.....	24
6. URGENT LISTINGS.....	25
7. ORGAN ROTATIONS	26
8. NOTIFICATIONS	27
DEFINITIONS	28
CHANGE HISTORY	29
ELECTRONIC SIGNATURE	29

1. ACCESS TO ORGANMATCH DONATION PORTAL

Access to the OrganMatch Donation Portal is by request from the Donate Life Agencies.

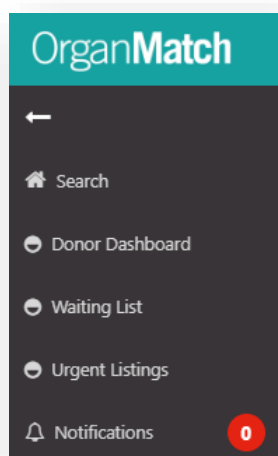
There are two roles that can be assigned in the Donation Portal:

- Read only – donation.
- Donation Coordinator.

Access is assigned at a jurisdictional level.

2. MENU

The following menu options are available in the Donation Portal.



3. SEARCH

Donor records can be searched using:

- Last Name.
- First Name.
- Date of Birth.
- Donor ID.

ORGANMATCH DONATION PORTAL

Person Search

Search criteria

Last Name

First Name

Date of Birth

Donor ID

[Reset Filters](#) [Search](#)

4. DONOR DASHBOARD

The donor dashboard will display a list of deceased organ donors which the user has access to.

Deceased Donor Dashboard

Filters


Hospital: ABO: Donor: [Reset Filters](#)


Results 4390 records found

Date of Enrolment T1	Donor ID T1	Last Name T1	First Name T1	Date of Birth T1	ABO T1	Hospital T1	
13/10/2024	D24-1302	TnBla	edNWyX	11/11/1982		Liverpool Hospital	View TWL Match
13/10/2024	D24-1301	mieu	ngsckQg	08/11/2008	O	John Hunter Children's Ho...	View TWL Match
11/10/2024	D24-1290	mlqMrjggb	dfljC	15/06/1954	O	Sutherland Hospital	View TWL Match

By clicking on the donor, the user will be able to view the Donor Profile. The following tabs are viewable:

Donor profile

 Male
70 years 6 months (30/08/1952)

 OM ID 0085022
OM Lab NSW

Donor ID D23-0290
Hospital Royal Prince Alfred Ho...

[View TWL Match](#)

- > Histocompatibility profile
- > Medical information
- > Enrolments for transplant
- > Transplants
- > Demographic & contact details
- > Notes & attachments

4.1 HISTOCOMPATIBILITY PROFILE

This section is populated from the Laboratory Portal when the HLA typing of the donor is authorised by the laboratory.

▼ Histocompatibility profile

HLA Typing profile										
A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
*02 *..	*07 *44	*05 *07	*04 *..	*03:01 *..	*03 *..	*04:01 *..	*01 *..		*01 *..	

4.2 MEDICAL INFORMATION

The data in this section is populated from the EDR where the information is available. The **General Information** tab displays height, weight, BMI and predicted heart mass which is used in the Kidney Donor Profile Index (KDPI) calculation and the Lung Matching Algorithm and Heart Matching Algorithm.

▼ Medical information

General Information				Deceased Donor
Height & Weight				
Height (cms)		Weight (kg)	BMI	Predicted Heart Mass
178		122	38.51	236.3

The Deceased Donor tab displays the donor hospital, donor ID, donation pathway and date and cause of death.

▼ Medical information

General Information			Deceased Donor
Deceased Donor information			
Donation Pathway	Referral Number		
Donation after Circulatory Death (DCD)	-		
Donor ID	Hospital	Hospital Reference	
D23-0290	Royal Prince Alfred Hospital (NRPA)	2787599	
Details of death			
Date of Death			
15/03/2023			
EDR Cause of Death	EDR Circumstance of Death	Additional Details	

4.3 ENROLMENTS FOR TRANSPLANT

The deceased donor enrolment is automatically populated through the EDR interface.

Note: If Lungs are consented for donation one organ will transfer in the enrolment. If two single lungs are transplanted, an additional lung needs to be added to the enrolment. If Pancreas is consented for donation the Pancreas Islets will also transfer in the enrolment.

The match and audit KDPI can be viewed by clicking on the enrolment.

ORGANMATCH DONATION PORTAL

Enrolment

Enrolment Information

Pathway	Date Enrolled		
Transplant Role *	Donor Type *	First Kidney Allocation	Outcome
Donor	Deceased	Left Kidney	Intended

Organs Consented

Organs	Status	Utilisation Detail	Comments
Heart	Not Retrieved	Organ not offered - not medically suitable	
Intestine	Not Retrieved	Organ not offered - not medically suitable	
Liver	Available		
Pancreas	Not Retrieved	Organ not offered - age of donor	
Pancreas Islets	Not Retrieved	Declined in offer process	
Kidney	Not Retrieved	Organ not offered - not medically suitable	
Kidney	Not Retrieved	Organ not offered - not medically suitable	
Lung	Not Retrieved	Organ not offered - not medically suitable	Double Lung
Lung	Available	Added by Organ offer	

KDPI

Match	Audit
KDRI (Raw)	KDRI (Raw)
1.6486	-
KDPI (Percentile)	KDPI (Percentile)
75	-

[View Details](#) [View Details](#)

[Close](#)

The KDPI information can be viewed in the enrolment by clicking **View Details**. This will bring up a popup box and any missing details can be viewed.

View Audit KDPI Details

Age (Years)	KDRI (Raw)	KDPI (Percentile)
54	-	-
Height (cms) *	Weight (kg) *	
172	90	
Cause of death cerebral infarction or intracranial haemorrhage?		
Unknown		
Diabetes?	History of treated hypertension?	
Unknown	Unknown	
Current Creatinine		
Date and Time	Current Creatinine (µmol/L) *	
-		
Renal replacement therapy in prior 24 hours?	Intended donation pathway DCD?	
Unknown	Not Determined	
Comments		
-		

[Close](#)

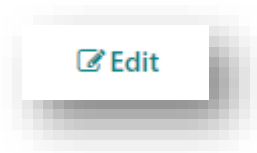
4.4 ORGAN STATUS UPDATE

Consented organs are populated via the EDR interface with status available in the deceased donor enrolment. If the organs are deemed not medically suitable or won't be offered for donation, the status can be updated via the Donation Portal. If the whole Pancreas is transplanted the Pancreas Islets need to be updated to status as Not Retrieved, Utilisation Detail as Not Used- Other with a comment that the whole pancreas was transplanted.

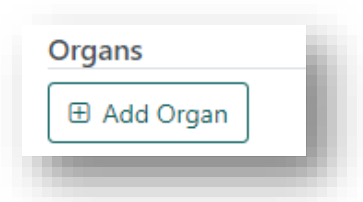
4.4.1 ADD OR DELETE AN ORGAN

In the deceased donor enrolment complete the following steps to add or delete an organ or update the status.

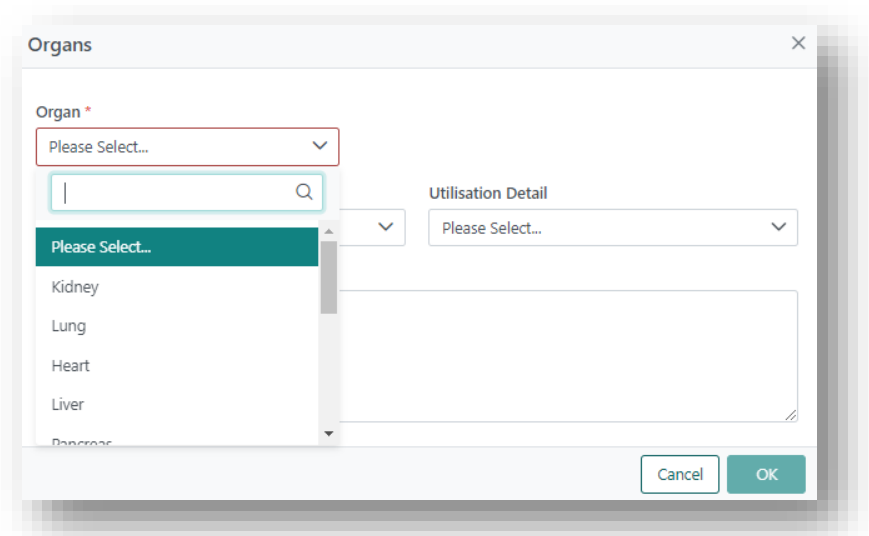
1. Click **Edit**.



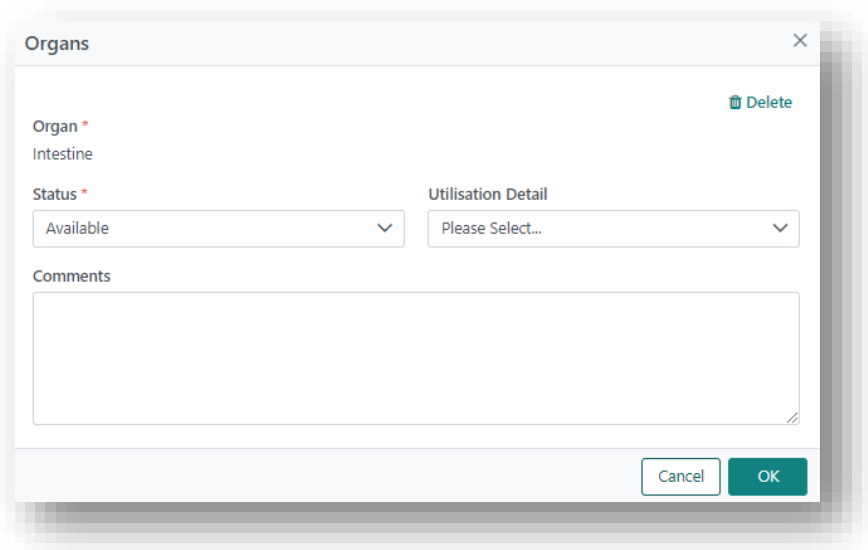
2. To add a new organ, click **Add Organ**.



3. Select the organ from the dropdown and click **OK**.



4. To delete an existing organ, click on the organ and click **Delete**.



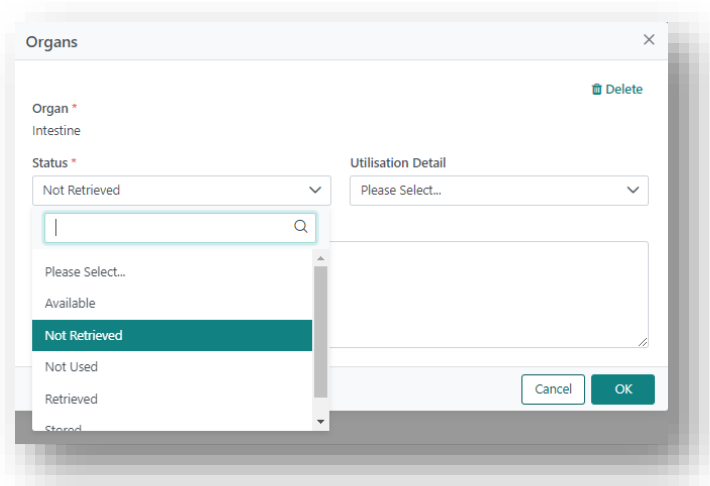
The screenshot shows a modal window titled "Organs" with a close button (X) in the top right corner. Inside the window, there is a "Delete" button with a trash icon in the top right. Below this, the "Organ" field is set to "Intestine". The "Status" dropdown is set to "Available". The "Utilisation Detail" dropdown is set to "Please Select...". There is a large text area for "Comments". At the bottom right, there are "Cancel" and "OK" buttons.

4.4.2 UPDATE ORGAN STATUS

If an organ is not suitable for matching or retrieval the status is changed to Not Retrieved with a reason selected from the dropdown.

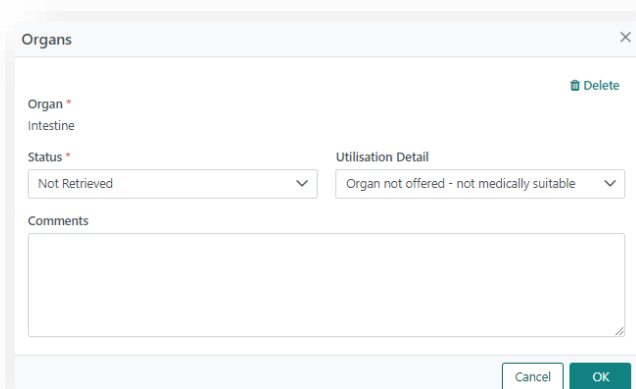
If an organ is retrieved but not used or retrieved for research, the status is selected as Retrieved with the reason selected from the **Utilisation Detail** dropdown.

1. To update the status of an organ, click on the organ and select the **Status** from the dropdown.



The screenshot shows the same "Organs" modal window. The "Status" dropdown is now open, showing a search bar and a list of options: "Please Select...", "Available", "Not Retrieved" (highlighted in teal), "Not Used", "Retrieved", and "Stored". The "Utilisation Detail" dropdown remains set to "Please Select...". The "Cancel" and "OK" buttons are still at the bottom right.

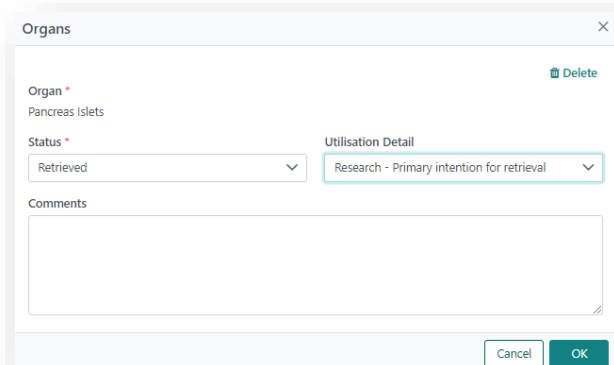
2. Select the **Utilisation Detail** from the dropdown and add further information in the **Comments** box if required.



The screenshot shows a form titled "Organs" with a close button (X) in the top right corner. Below the title bar, there is a "Delete" button with a trash icon. The form contains the following fields:

- Organ ***: A text field containing "Intestine".
- Status ***: A dropdown menu with "Not Retrieved" selected.
- Utilisation Detail**: A dropdown menu with "Organ not offered - not medically suitable" selected.
- Comments**: A large text area for additional information.

At the bottom right of the form, there are two buttons: "Cancel" and "OK".



The screenshot shows the same "Organs" form, but with different values:

- Organ ***: A text field containing "Pancreas Islets".
- Status ***: A dropdown menu with "Retrieved" selected.
- Utilisation Detail**: A dropdown menu with "Research - Primary intention for retrieval" selected.
- Comments**: A large text area for additional information.

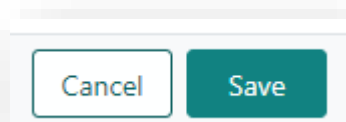
At the bottom right of the form, there are two buttons: "Cancel" and "OK".

3. Click **OK**.



A close-up of the "Cancel" and "OK" buttons from the previous form. The "OK" button is highlighted in teal.

4. Click **Save**.



A close-up of the "Cancel" and "Save" buttons. The "Save" button is highlighted in teal.

4.5 TRANSPLANTS

Upon completion of a donor the recipients that receive the organs for transplant are linked in the Laboratory Portal. Once these transplants are linked, they will be visible in the Donation Portal.

Transplants				
Transplant Date TI	Lab Ref TI	Organ Program TI	Transplant Pathway TI	Last Updated Date TI
14/03/2023	10171 KR	Kidney	TWL	15/03/2023
14/03/2023	3036 LR	Kidney/Liver	TWL	15/03/2023
14/03/2023	4788 HR	Heart	TWL	15/03/2023
14/03/2023	4749 LUR	Lung	TWL	15/03/2023

Clicking on the record will display the transplant event and recipient information which reflects the data of the match event at the time of offer.

Transplant event

Male

54 years 8 months (21/06/1968)

OM ID 0055991

OM Lab NSW

Donor ID D23-0279

Hospital John Hunter Hospital

Donor Profile

Male

44 years 4 months (26/10/1978)

A

OM ID 0066258

OM Lab NSW

Lab Ref 10171 KR

Information

Last Updated On

15/03/2023

Last Updated By

Published Status

Published

Published Date

15/03/2023

Published By

Histocompatibility assessment & Transplant details

Donor HLA Typing profile

A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
*01	*08	*07	*03:01	*02	*01	*02:01	*01	*01		
*26	*38	*12	*13	*06	*05	*10:01	*02	*6		

Recipient HLA Typing profile

A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
*01:01	*15:17	*07:01	*03:01	*02:01	*01:03	*02:01	*01:03	*01:01		
*11:01	*51:01	*15:02	*13:01	*06:03	*05:01	*04:01	*6	*02:02		

Allelic assessment

Allelic Differences

A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
-	*08	-	-	-	-	-	-	-		
*26	*38	*12	-	-	-	*10:01	*02			

#Not Determined - insufficient typing to determine allelic differences

Allelic assessment

DSA assessment

DSA Assessment

Class I and II DSA identified

4.6 DEMOGRAPHICS AND CONTACT DETAILS

The data in this section is populated from the EDR where the information is available. This section is not editable in the Donation Portal.

Demographic & contact details

Main information

Last Name *

First Name *

Middle Name

Date of Birth *

Age

Off System Donor

Gender

Specific Ethnic Origin

Is the person of Aboriginal or Torres Strait I

Contact information

OM Laboratory *

Residential Country

Residential State/Territory

Postcode

Mobile Phone

Home Phone

Email Address

Reference information

National Reference

Laboratory Reference

Date Registered

4.7 NOTES AND ATTACHMENTS

Any notes added via the Laboratory Portal are viewable in the Donation Portal if they are not set as an internal note. Only notes added in the Donation Portal can be edited, all others can just be viewed.

Notes & attachments

Current
History

Add Note

18 records found

Sub-category

All

Last Updated On 1	Last Updated By 1	Created In 1	Sub-category 1	Title 1	Details 1	Total No. of Attachments 1	Has Attachments 1	Internal Note 1
15/03/2023		Donation	TWL Matching	Donor Summary 2	Tx date: 14/3/23	1	✓	✕ Reply
15/03/2023		Donation	TWL Matching	Donor Summary	Tx Date: 14/3/23	1	✓	✕ Reply

There is a current and history tab in the Donation Portal with active notes appearing in the current tab and archived notes appearing in the history tab.

Notes can be added in the Donation Portal, and this triggers a notification to the Laboratory Portal.

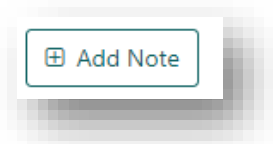
The notes and attachments section is where the user can view the Organ Offer List (OOL).

4.7.1 ADD ABO NOTE

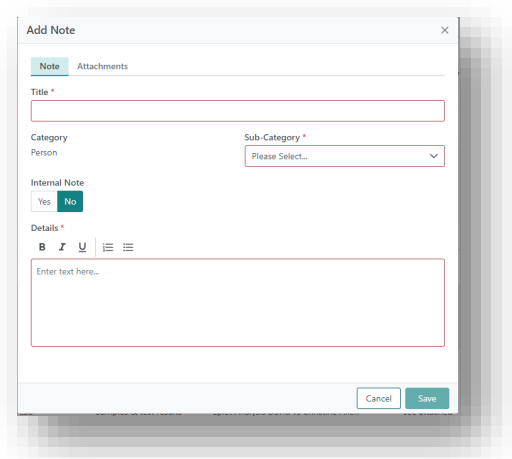
The ABO report is transferred via integration from the EDR and attached to a note in the donor record through the Donation Portal. This process is automatic, and a manual note is not required to be added.

If the ABO report is not transferred from the EDR, follow the below steps to upload the report to a note.

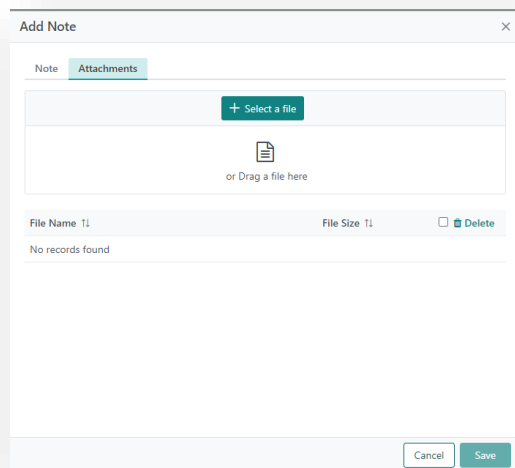
1. Click **Add Note**.



2. Add **Title**, **Details** and select **ABO forms** as the sub-category. These are mandatory fields that must be completed before the note can be saved.

A screenshot of the "Add Note" dialog box. It has two tabs: "Note" (selected) and "Attachments". The "Note" tab contains the following fields: "Title *" (a text input field), "Category" (a dropdown menu with "Person" selected), "Sub-Category *" (a dropdown menu with "Please Select..." selected), "Internal Note" (a checkbox with "Yes" selected), and "Details *" (a text area with a rich text editor toolbar). At the bottom right are "Cancel" and "Save" buttons.

3. Click the **Attachments** tab and click **Select a file** to upload the report or drag and drop the file.



4. Click **Save**.



4.8 VIEW TRANSPLANT WAITING LIST (TWL) MATCHING SCREEN

In the donor record or from the donor dashboard, click on **View TWL Match** to see **Transplant waiting list matching**.



This screen will list the recipients matched with the donor including rank and offer status. The filters allow the list to be filtered on organ, transplant hospital and compatibility status.

ORGANMATCH DONATION PORTAL

Transplant waiting list matching

Male
73 years 8 months (01/04/1950)

DECEASED DONOR

OM ID 0089220
OM Lab NSW

Donor ID 023-1492
Hospital Westmead Hospital

[Donor Profile](#)

Matching Recipients

☐ View Notes ☐ Generate OOL report

Filters

Find Person:

Transplant Hospitals:

Organ Program:

Algorithm:

Compatibility Status:

Rank From:

Rank To:

Age(Years) From:


Age(Years) To:

[Reset Filters](#)

7 records found

Organ Program	Algorithm	Rank	Score	Last Name	First Name	OM Lab	DoB	Age(Years)	Compatibility Status	Transplant Hospital
Kidney	National Algorithm	1	87.001047					39	Eligible for offer	Royal Adelaide Hospital - Renal Unit
Kidney	State Restricted Waiting	26	40.000059					73	Eligible for offer	John Hunter Hospital - Renal Unit
Kidney	State Restricted Waiting	50	40.000052					73	Eligible for offer	East Coast Transplant Service - Renal Unit

Click on **View Notes** to find the OOL generated by the lab. For further information on how to generate an OOL see [4.9 Generate Organ Offer List \(OOL\)](#).

 **View Notes**

Person - TWL Matching

[Add Note](#)

16 record/s found

Last Updated On	Last Updated By	Title	Details	Sub-category	Total No. of Attachments	Has Attachments
15/03/2023		Donor Summary 2	Tx date: 14/3/23	TWL Matching	1	✓
15/03/2023		Donor Summary	Tx Date 14/3/23	TWL Matching	1	✓
14/03/2023		Organ Offer Lis...	The attached report is ge...	TWL Matching	1	✓

Clicking on the row proceeds to Match Event assessment. The match event will display the DSA assessment and crossmatch results (if applicable).

ORGANMATCH DONATION PORTAL

Match event

Male 54 years 8 months (21/06/1968) OM ID 0055951 OM Lab NSW Donor ID 023-0279 Hospital John Hunter Hospital

Female 59 years 7 months (16/07/1963) OM ID 0074946 OM Lab VIC Lab Ref 43820 KR

Allelic Differences

A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
-	-	-	-	-	-	-	-	-	-	-
*26	*38	*12	-	-	-	*02:01	-	-	-	-

#Not Determined - insufficient typing to determine allelic differences
Allelic assessment

DSA assessment

DSA Assessment
Class I DSA identified

Show on Report	DSA Category	Recipient Antibody	Donor HLA	MFI	Strength Rating	Sample Date	DSA Note	Test Result Reportable Note	Ig Isotype	Sera Treatment	Class	Sample Tag
✓	Specific	A*26:01	A*26	1892	Weak	15/08/2022			IgG	EDTA	Class I	
✓	Specific	A*26:01	A*26	1536	Weak	11/02/2020			IgG	EDTA	Class I	
✓	Specific	A*26:01	A*26	797	Weak	18/01/2023			IgG	EDTA	Class I	
✓	Specific	B*38:01	B*38	516	Weak	11/02/2020			IgG	EDTA	Class I	

Match event parameters are specific to each organ program and can be viewed in the match event as below.

KIDNEY TWL

Match parameters

Donor

Extended acceptance criteria

HepC Ab pos ☒ No TRK ☒ No Increased Viral Risk ☒ No

Renal parameters

Match KDPI (Percentile)

26%

Recipient - Kidney - TWL - 1 year 2 months (waiting time)

Extended acceptance criteria

Accept HepC Ab pos ☒ No Accept TRK ☒ No Accept Increased Viral Risk ☒ No

Accept ABOi

☒ No

Renal parameters

EPTS 2 Max KDPI 100% Dialysis Start Date 08/05/2021

TWL renal parameters

Paediatric Status ☒ Yes State Matching Urgency - National Matching Urgency -

KIDNEY/PANCREAS TWL

Match parameters

Donor

Renal parameters

Match KDPI (Percentile)

28%

Recipient - Kidney/Pancreas - TWL - 11 months (waiting time)

Renal parameters

EPTS - Max KDPI 100% Dialysis Start Date -

Clinical parameters

Referral date 31/01/2019 eGFR at referral 30

Date eGFR is less than 15 ml/min 01/09/2021 Activation date 12/11/2021

Patient category

National Priority ☒ No

LUNG TWL

Match parameters

Donor

Extended acceptance criteria

Height & Weight

Height (cms)	Weight (kg)
-	-

Recipient - Lung - TWL - 1 year 8 months (waiting time)

Extended acceptance criteria

Acceptable Height Range (cm)

From	To
0	-

Patient category

Urgent (National Notification)	Urgent Category
<input checked="" type="checkbox"/> No	-

HEART TWL

Match parameters

Donor

Height & Weight

Height (cms)	Weight (kg)	Predicted Heart Mass
170	60	155.6

Recipient - Heart - TWL - 5 months (waiting time)

Height & Weight

Height (cms)	Weight (kg)	Predicted Heart Mass
172	105	225.2

Predicted Heart Mass Ratio

-26.8

Patient category

Urgent	Urgent Reason	Urgent status Accepted at Transplant Unit	
<input checked="" type="checkbox"/> No	-	St Vincent's Hospital - Sydney - Heart Unit	Unknown
		Children's Hospital Westmead - Heart Unit	
		Alfred Hospital - Heart Unit	Unknown
		Royal Children's Hospital - Melbourne - Heart Unit	
		Prince Charles Hospital - Heart Unit	Unknown
		Fiona Stanley Hospital - Heart Unit	Unknown

4.9 GENERATE ORGAN OFFER LIST (OOL)

The Organ Offer List (OOL) generated in the Laboratory Portal can be accessed through the **View Notes** button.

An OOL can be generated in the Donation Portal when the **Generate OOL report** button is enabled through the Laboratory Portal.

The first page of the OOL contains a summary of each recipient on the report. The table includes the recipient names, age and DSA summary. The report for each recipient also includes the number of days since the recipients last Single Antigen test result.

Organ allocations *

Organ Program	Algorithm	Rank	Score	Recipient	DSA Summary	Age (Years)	Transplant Hospital	Transplant Reference
Lung	Lung Standard v1	-	6115000	TDXYO lgeioH hgdGHaz	No DSA identified 83 days since last SAG	68	Alfred Hospital - Lung Unit	
Lung	Lung Standard v1	-	6114800	BYJEMPCR UIMl cCFpK	No DSA identified 69 days since last SAG	24	Alfred Hospital - Lung Unit	1241903

1. Select the organ you wish to generate a list for from the **Organ Program** dropdown.
If required filter on **Transplant Hospitals**, **Compatibility Status** or a specific patient.

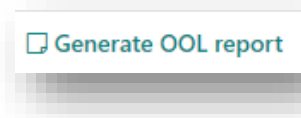
Organ Program

All

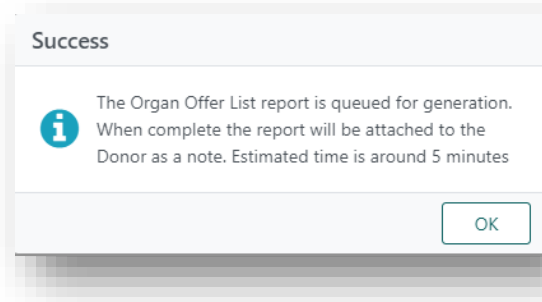
☐

☐ Kidney

2. Click **Generate OOL report**.



3. A popup appears noting that the OOL report is queued and is estimated to take 5 minutes to complete. Click **OK**.



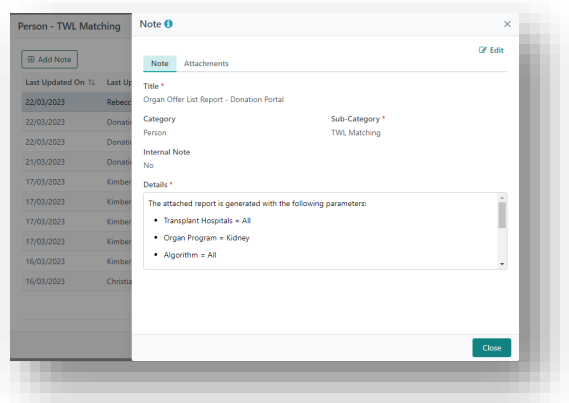
4. Click **View Notes** to access the report.



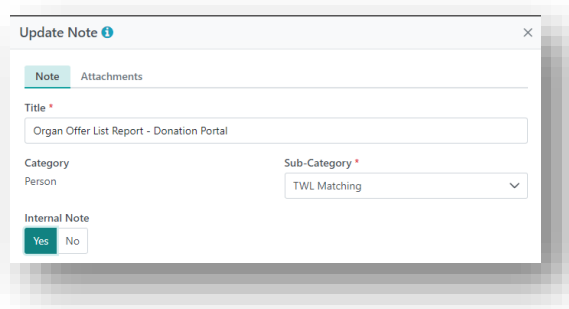
A note will be created, "Organ Offer List Report- Donation Portal" with the following file name in the attachment tab:

<Donor ID>_<OrganProgram>_<Rank from>_<Rank to>_<Selected Transplant Hospital>_<YYYY-MM-DD>_<HH-MM-SS>.

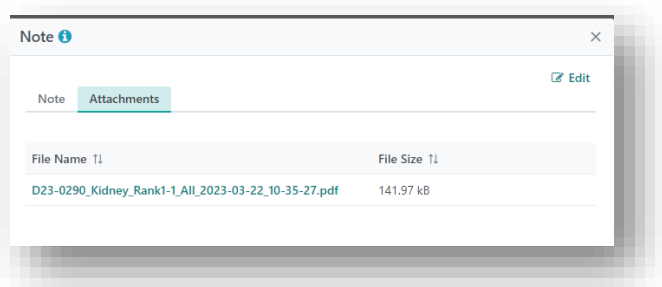
All the selected parameters will be listed in the note.



- Click **Edit** and select **Yes** for **Internal Note** if the note is only to appear in the Donation Portal.

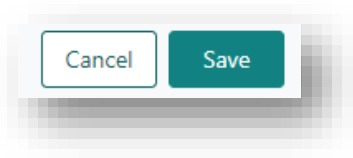


- Select the **Attachments** tab and click on the file to download the report.



Note: The header and footer of the report will match the Laboratory Portal copy which is selected based on the donor OrganMatch lab.

- Click **Save** if the note has been updated, otherwise click **Close**.



4.10 UPLOAD ORGAN OFFER DETAILS

Once the donor is complete the organ offer details need to be uploaded into OrganMatch to capture the information for the donor and allow the laboratory to update any details in the system.

1. From the EDR, select the Transmit Tab and click Tracking – Organ Offer Summary and Tracking – Organ Offer Detail.

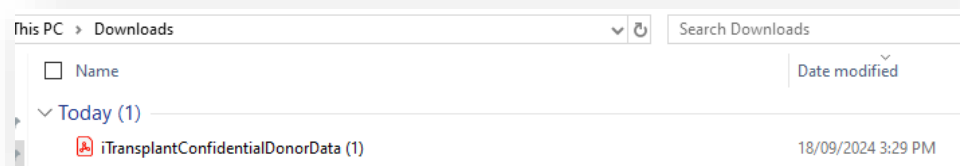
 A screenshot of the 'TRANSMIT PATIENT DATA' form. The form has a blue header and contains several sections:

- Available Pages (hold Ctrl to select multiple pages):** A list box containing items like 'Donor Chart', 'Tracking - Referral Worksheet', 'Tracking - Tissue Donor Screening', etc.
- Selected Pages (hold Ctrl to select multiple pages):** A list box containing 'Tracking - Organ Offer Summary' and 'Tracking - Organ Offer Detail'.
- Available Attachments (hold Ctrl to select multiple pages):** A list box containing 'MedSocPage.pdf'.
- Selected Attachments (hold Ctrl to select multiple pages):** An empty list box.
- TRANSMIT TO:** A section with a blue header and a text input field labeled 'Partner Organizations +/-'.
- Contacts:** A section with a blue header, a search input field 'Enter contact name and/or organization name to search', and a table with columns for contact information.
- Buttons:** At the bottom, there are 'DOWNLOAD' and 'TRANSMIT' buttons.

2. Click Download.



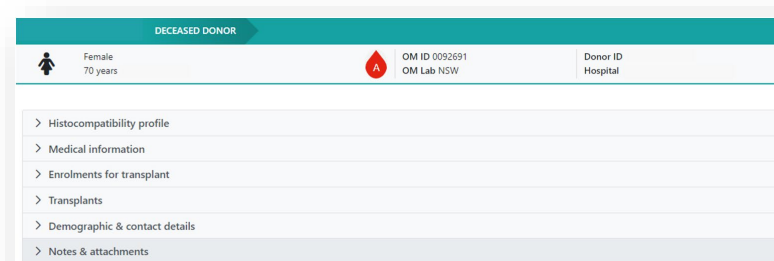
3. The PDF versions of these pages are now in the download folder of your computer.



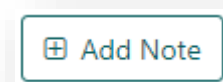
4. Rename the document according to the standard naming conventions.

Dxx-xxxx_Organofferdetail_deidentified

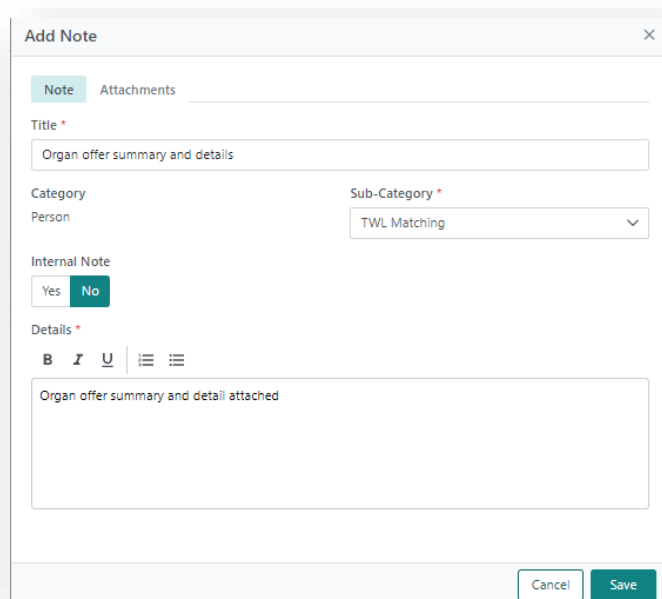
5. Find the donor in OrganMatch and click **Notes & attachments**.



6. Click **Add Note**.



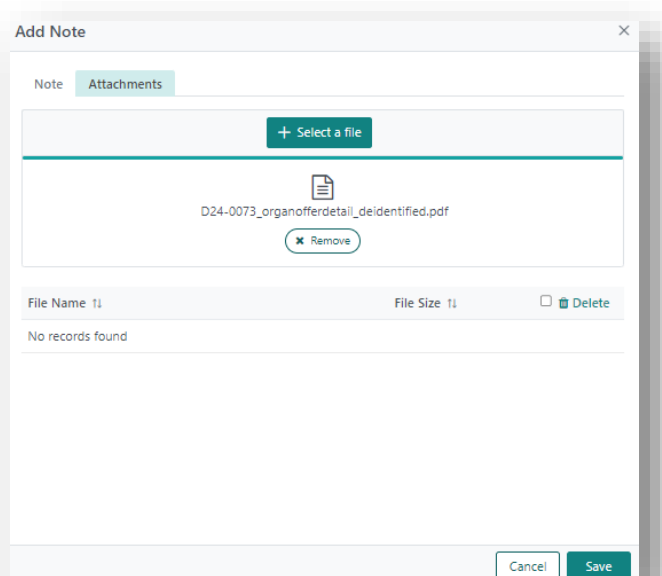
7. Add **Title, Details** and select **TWL Matching** as the sub-category.



The 'Add Note' dialog box is shown with the 'Note' tab selected. It contains the following fields and controls:

- Title ***: A text input field containing 'Organ offer summary and details'.
- Category**: A dropdown menu set to 'Person'.
- Sub-Category ***: A dropdown menu set to 'TWL Matching'.
- Internal Note**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Details ***: A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List) and a text area containing 'Organ offer summary and detail attached'.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

8. Click the **Attachments** tab and click **Select a file** to upload the pdf or drag and drop the file.



The 'Add Note' dialog box is shown with the 'Attachments' tab selected. It contains the following elements:

- + Select a file**: A button to upload a new file.
- File List**: A list showing one uploaded file:

File Name	File Size	Actions
D24-0073_organofferdetail_deidentified.pdf	11	Delete
- No records found**: A message displayed below the file list.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

9. Click **Save**. A notification is generated to the laboratory portal to inform the lab that paperwork has been uploaded.



4.11 UPLOAD DONOR SUMMARY

Once the donor is complete the donor summary needs to be uploaded into OrganMatch to capture the information for the donor and allow the laboratory to link the transplants.

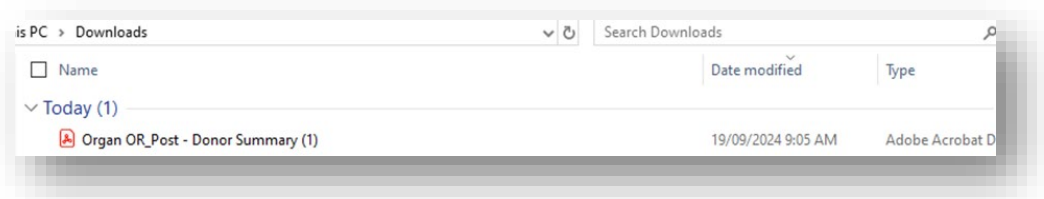
1. From the EDR, select the Transmit Tab and click Organ OR/Post- Donor Summary.

 A screenshot of the 'TRANSMIT PATIENT DATA' form. It features four main sections: 'Available Pages' (listing various tracking and screening documents), 'Selected Pages' (currently showing 'Organ OR/Post- Donor Summary'), 'Available Attachments' (showing 'MedSocPage.pdf'), and 'Selected Attachments'. Below these is a 'TRANSMIT TO' section with a 'Partner Organizations +/-' header, a message 'No partner organization(s) saved for this case.', and a 'Contacts' table with search and selection fields. At the bottom, there is a checkbox for 'Specify details for email/fax transmission' and two buttons: 'DOWNLOAD' and 'TRANSMIT'.

2. Click Download.



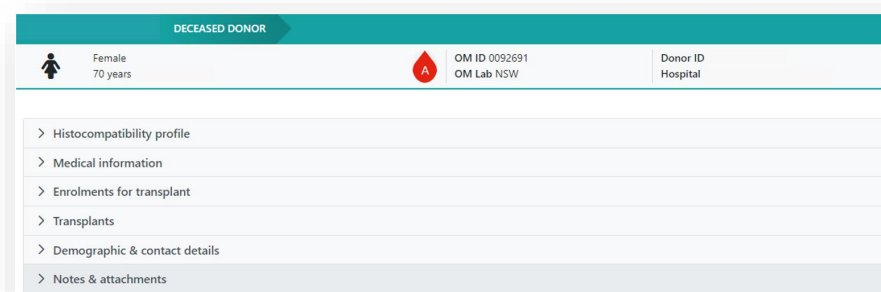
3. The PDF versions of these pages are now in the download folder of your computer.



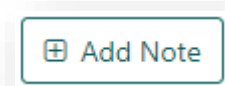
4. Rename the document according to the standard naming conventions.

Dxx-xxxx_Donorsummary_deidentified

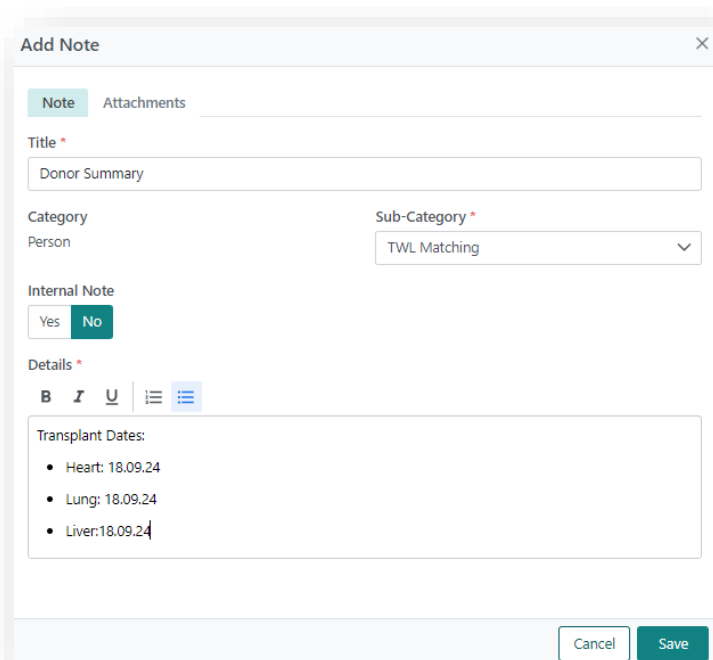
5. Find the donor in OrganMatch and click **Notes & attachments**.



6. Click **Add Note**.



7. Add **Title** and select **TWL Matching** as the sub-category. Add the date of the transplants in the **Details** box.

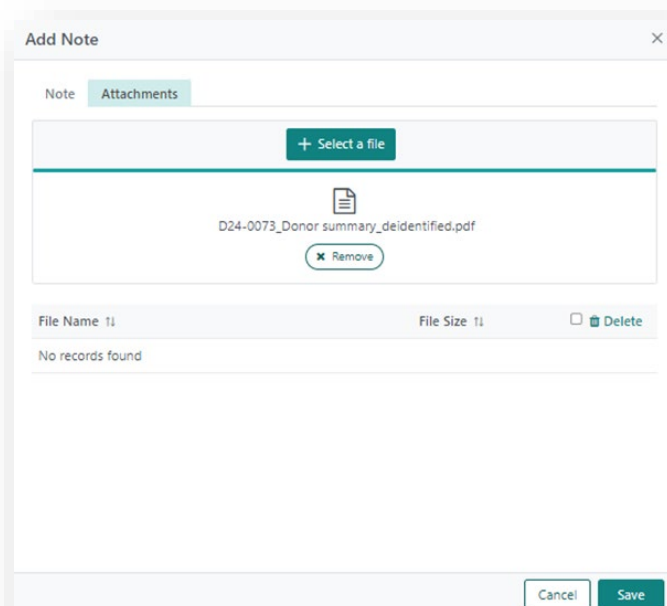


The 'Add Note' dialog box is shown with the 'Note' tab selected. It contains the following fields and options:

- Title ***: A text input field containing 'Donor Summary'.
- Category**: A dropdown menu with 'Person' selected.
- Sub-Category ***: A dropdown menu with 'TWL Matching' selected.
- Internal Note**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Details ***: A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List) and a text area containing:
Transplant Dates:
 - Heart: 18.09.24
 - Lung: 18.09.24
 - Liver: 18.09.24

At the bottom right are 'Cancel' and 'Save' buttons.

8. Click the **Attachments** tab and click **Select a file** to upload the pdf or drag and drop the file.



The 'Add Note' dialog box is shown with the 'Attachments' tab selected. It contains the following elements:

- A '+ Select a file' button at the top.
- A file upload area showing a document icon and the filename 'D24-0073_Donor summary_deidentified.pdf' with a 'Remove' button below it.
- A table with two columns: 'File Name' and 'File Size'. The first row shows '11' in both columns. A 'Delete' button with a trash icon is to the right of the table.
- The text 'No records found' below the table.
- 'Cancel' and 'Save' buttons at the bottom right.

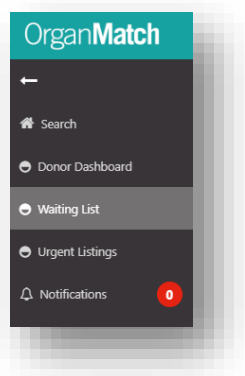
9. Click **Save**. A notification is generated to the laboratory portal to inform the lab that paperwork has been uploaded.

5. WAITING LIST

Donate Life agencies may need to find the number of recipients that fit certain criteria in OrganMatch. There is an option to view the waiting list and filter on organ program, blood group, urgency or height and weight.

5.1 VIEW THE WAITING LIST

1. Click **Waiting List**.



2. From the filter drop down select **Organ Program**, **Status**, **ABO** and **Height/Weight** as required.

ORGANMATCH DONATION PORTAL

Waiting List

Filters

Organ Program *
Kidney

Status
All

ABO
AB

Urgent
All

Reset Filters

Minimum Height (cm)

Maximum Height (cm)

Minimum Weight (kg)

Maximum Weight (kg)

On Hold

Active

3. A list of recipients that fit the criteria selected will be generated.

Waiting List

Filters

Organ Program *
Kidney

Status
Active

ABO
AB

Urgent
All

Reset Filters

Minimum Height (cm)

Maximum Height (cm)

Minimum Weight (kg)

Maximum Weight (kg)

Results

19 records found

Organ Program T1	OM ID T1	Date of Birth T1	Age (Years) T1	ABO T1	OM Lab T1	Transplant Hospital T1	Clinical Unit T1	Ready T1	Status T1	Height (cm) T1	Weight (kg) T1	Urgent T1
Kidney	0014297	01/04/2000	22	AB	QLD	Princess Alexandra...	Royal Brisbane And...	✓	Active			No
Kidney	0034417	02/07/1971	51	AB	VIC	Royal Melbourne Ho...	Royal Melbourne Ho...	✓	Active			No
Kidney	0038893	30/05/1971	51	AB	VIC	Royal Melbourne Ho...	Royal Melbourne Ho...	✓	Active			No
Kidney	0055595	26/02/1963	60	AB	QLD	Princess Alexandra...	Princess Alexandra...	✓	Active			No

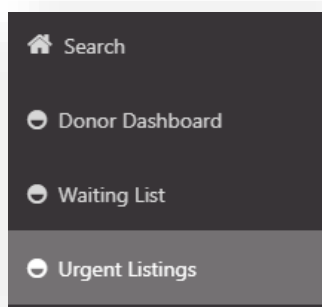
4. Click **Reset Filters** to clear the search.

 **Reset Filters**

6. URGENT LISTINGS

This section allows users to view any non-renal recipients urgently listed on the Transplant Waiting List. The names are masked with just the initials appearing.

1. Click **Urgent Listings**.



2. The recipients listed as urgent will be displayed.



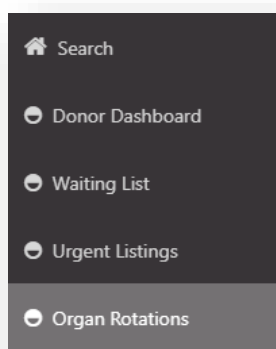
Organ Program	Last Name	First Name	Date of Birth	ABO	OM ID	Transplant Hospital	Urgent Category	Date listed as Urgent
Heart	axxxxx	xxxxxx	02/06/1982	O	0091252	St Vincent's Hospital - Sydney - Heart Unit	Life threatening complications whilst on support	24/06/2024
Heart	xxxxxx	Cxxxxx	23/10/1953	B	0090618	St Vincent's Hospital - Sydney - Heart Unit	Unsuitable for Mechanical Support	27/06/2024
Lung	axxxxx	Gxxxxx	20/05/1958	AB	0090967	Alfred Hospital - Lung Unit	Recipient is aged <18years old	25/06/2024
Lung	axxxxx	xxxxxx	30/04/1960	B	0087955	St Vincent's Hospital - Sydney - Lung Unit	High acuity ie immediate risk of death	27/06/2024

Note: This functionality is not currently in use as the existing urgent listing process remains in place.


7. ORGAN ROTATIONS

The Organ Rotations menu shows the next rotation in the user's state, helping users know where to offer organs next.

1. Click **Organ Rotations**.

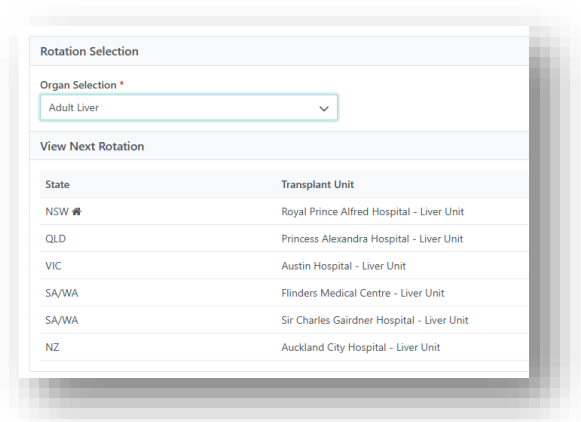


2. Select the organ to view from the **Organ Selection** dropdown.



The screenshot shows a dropdown menu titled "Organ Selection *". The menu is open, displaying a single option: "Select a Organ" with a downward arrow icon on the right.

3. The rotation order will display based on the users jurisdiction with the home state at the top of the list marked by a home icon.



The screenshot shows a "Rotation Selection" interface. It includes a dropdown menu for "Organ Selection *" with "Adult Liver" selected. Below this is a "View Next Rotation" button and a table listing transplant units by state.

State	Transplant Unit
NSW 🏠	Royal Prince Alfred Hospital - Liver Unit
QLD	Princess Alexandra Hospital - Liver Unit
VIC	Austin Hospital - Liver Unit
SA/WA	Flinders Medical Centre - Liver Unit
SA/WA	Sir Charles Gairdner Hospital - Liver Unit
NZ	Auckland City Hospital - Liver Unit

Note: This functionality is not currently in use and the rotation process remains in place. This section will not be visible until Organ Offer Management is implemented.

8. NOTIFICATIONS

There are currently no notifications in the Donation Portal.

When a note is added in the Donation Portal, a notification is sent to the Laboratory Portal.

See section [4.7 Notes and Attachments](#).

DEFINITIONS

Term/abbreviation	Definition
DP	Donation Portal
DSA	Donor Specific Antibodies
EDR	Electronic Donor Record
KDPI	Kidney Donor Profile Index
LP	Laboratory Portal
OOL	Organ Offer List
TWL	Transplant Waiting List

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
14	17/09/2024	Update for OrganMatch Sprint 54: <ul style="list-style-type: none"> Section 4.4 modified to include updating organ status when not retrieved or retrieved for research.
15	12/11/2024	Update for OrganMatch Sprint 55: <ul style="list-style-type: none"> Section 4.4 updated with new field labels of Organs Consented and Utilisation Detail. Section 4.8 updated with new View TWL match link on donor dashboard. Section 4 updated with new screenshot for donor dashboard. Other: <ul style="list-style-type: none"> Section 4 updated to include new subsection for uploading donor information into OM.
16	Refer to footer	Update for OrganMatch Sprint 58: <ul style="list-style-type: none"> Section 4.7.1 updated with reference to new process for ABO report transfer from EDR. Section 7 updated to add new menu to view organ rotation.

ELECTRONIC SIGNATURE

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