

CONTENTS

1. ACCESS TO ORGANMATCH DONATION PORTAL	2
2. DONOR DASHBOARD.....	2
2.1 HISTOCOMPATIBILITY PROFILE	3
2.2 MEDICAL INFORMATION.....	3
2.3 ENROLMENTS FOR TRANSPLANT.....	4
2.4 ORGAN STATUS UPDATE	5
2.4.1 Add or Delete an Organ	5
2.4.2 Update Organ Status	6
2.5 TRANSPLANTS	8
2.6 DEMOGRAPHICS AND CONTACT DETAILS	9
2.7 NOTES AND ATTACHMENTS.....	9
2.7.1 Add ABO Note	10
2.8 VIEW TRANSPLANT WAITING LIST (TWL) MATCHING SCREEN	11
Kidney TWL	12
Kidney/Pancreas TWL	13
Lung TWL	13
Heart TWL.....	13
2.9 GENERATE ORGAN OFFER LIST (OOL)	14
3. POST DONATION UPDATE.....	17
3.1 UPLOAD ORGAN OFFER DETAILS.....	17
3.2 UPLOAD DONOR SUMMARY.....	20
APPENDIX 1: ORGAN STATUS AND UTILISATION DETAIL SELECTIONS	23
DEFINITIONS	24
CHANGE HISTORY	25
ELECTRONIC SIGNATURE	25

ORGANMATCH DONATION PORTAL

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.

1. ACCESS TO ORGANMATCH DONATION PORTAL

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

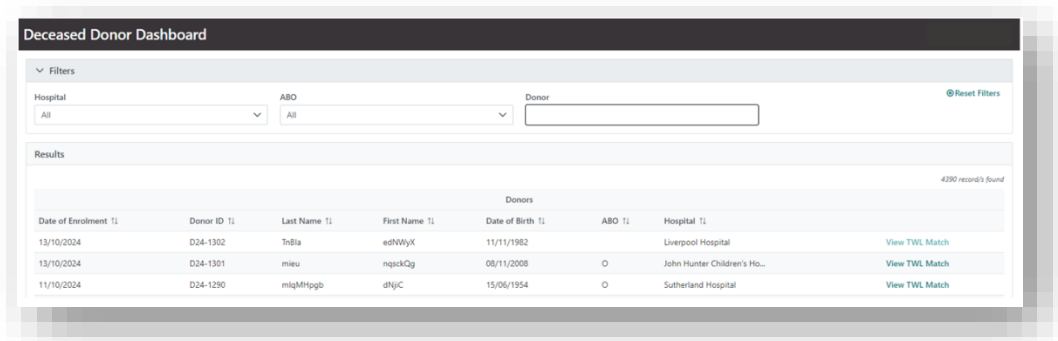
There are two roles that can be assigned in the Donation Portal:

- Read only – donation.
- Donation Coordinator.

Access is assigned at a jurisdictional level.

2. DONOR DASHBOARD

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



Deceased Donor Dashboard

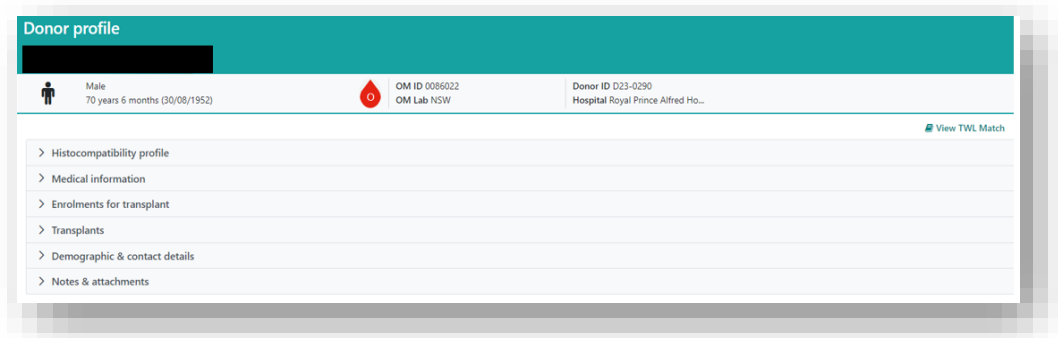
Filters

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

Results 4290 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	TrBla	edNWyK	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	mlqMfsgb	dNgJC	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 0086022
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

2.1 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 -	

2.2 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

2.3 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.

The screenshot shows the 'Enrolment' form with the following details:

- Enrolment Information:**
 - Pathway: TWT
 - Date Enrolled: 19/10/2014
 - Transplant Role: Donor
 - Donor Type: Deceased
 - First Kidney Allocation: Left Kidney
 - Outcome: Intended
- Organs Consented:** 9 records found

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: 1.5466
 - KDRI (Raw): -
 - KDPI (Percentile): 15
 - Audit: View Details
 - KDRI (Raw): -
 - KDPI (Percentile): -

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.

The 'View Audit KDPI Details' popup box contains the following information:

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

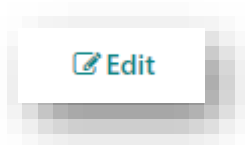
2.4 ORGAN STATUS UPDATE

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 to not retrieved. 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.

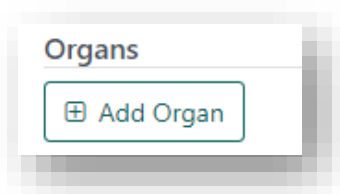
2.4.1 ADD OR DELETE AN ORGAN

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

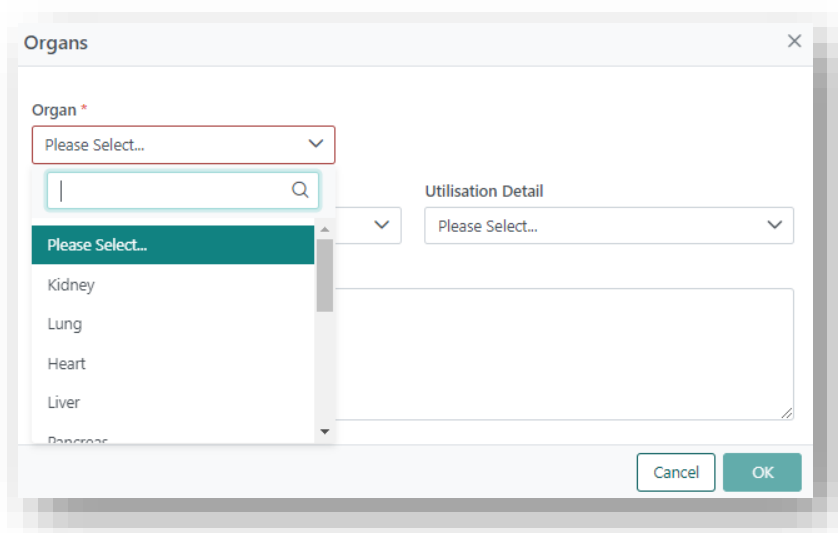
1. Click **Edit**.



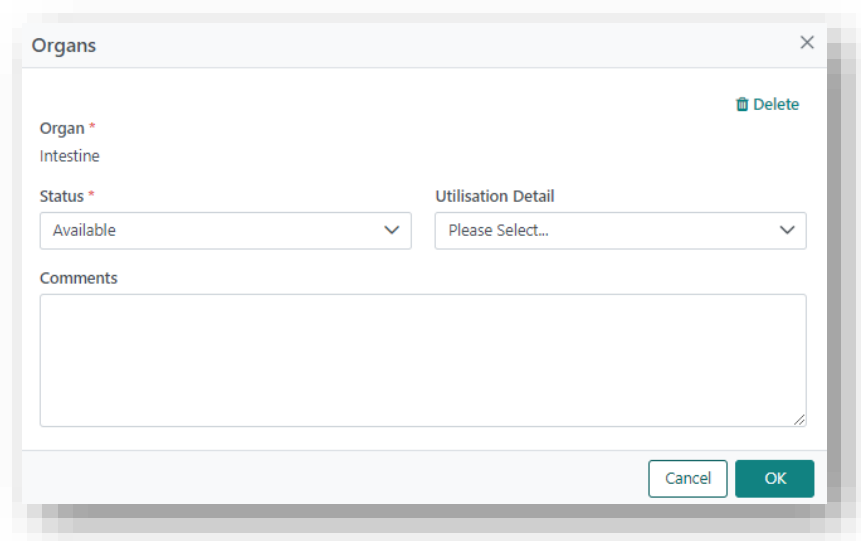
2. To add a new organ, click **Add Organ**.



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 web form titled "Organs" with a close button (X) in the top right corner. The form contains the following fields:

- Organ ***: A text input field containing "Intestine".
- Status ***: A dropdown menu currently showing "Available".
- Utilisation Detail**: A dropdown menu currently showing "Please Select...".
- Comments**: A large text area for additional information.
- Buttons**: A "Delete" button (with a trash icon) in the top right, and "Cancel" and "OK" buttons at the bottom right.

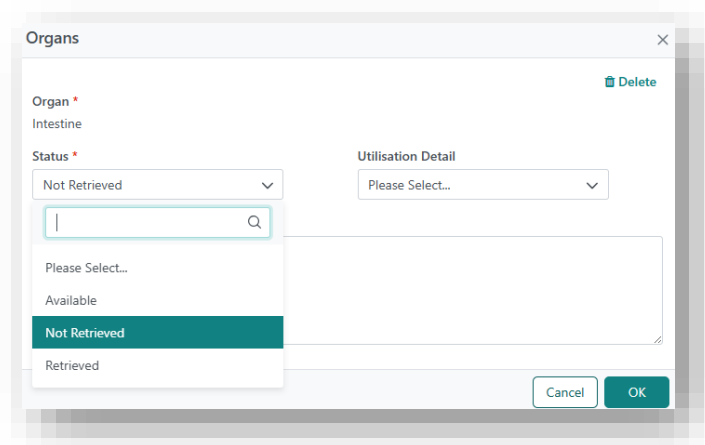
2.4.2 UPDATE ORGAN STATUS

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.

See [Appendix 1: Organ Status and Utilisation Detail Selections](#) for options.

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

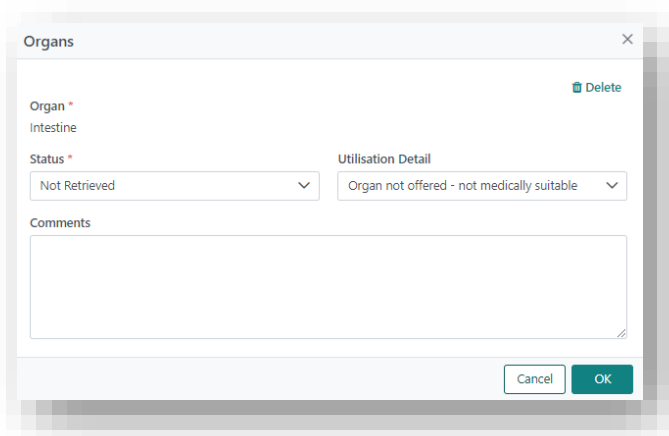


This screenshot shows the "Organs" form with the "Status *" dropdown menu open. The dropdown list contains the following options:

- Please Select...
- Available
- Not Retrieved** (highlighted in teal)
- Retrieved

The "Organ *" field still contains "Intestine". The "Utilisation Detail" dropdown remains at "Please Select...". The "Cancel" and "OK" buttons are visible at the bottom right.

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



Organs

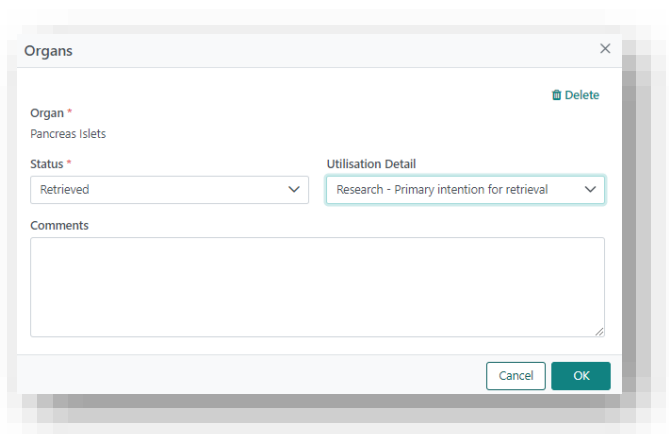
Organ *
Intestine

Status *
Not Retrieved

Utilisation Detail
Organ not offered - not medically suitable

Comments

Cancel OK



Organs

Organ *
Pancreas Islets

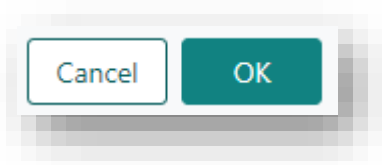
Status *
Retrieved

Utilisation Detail
Research - Primary intention for retrieval

Comments

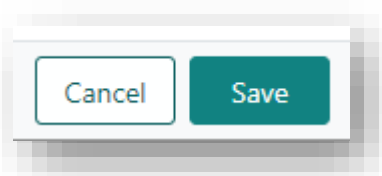
Cancel OK

3. Click **OK**.



Cancel OK

4. Click **Save**.



Cancel Save

2.5 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.

Transplant Date T1	Lab Ref T1	Organ Program T1	Transplant Pathway T1	Last Updated Date T1
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 0085991 OM Lab NSW Donor ID 023-0279 Hospital John Hunter Hospital [Donor Profile](#) Male 44 years 4 months (26/10/1978) OM ID 0066258 OM Lab NSW Lab Ref 10171 KR

Information

Last Updated On 15/03/2023 Last Updated By [Redacted] Published Status Published
Published Date 15/03/2023 Published By [Redacted]

Histocompatibility assessment & Transplant details

Donor HLA Typing profile											Recipient HLA Typing profile										
A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5	A	B	C	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
*01	*08	*07	*03:01	*02	*01	*02:01	*01	*01			*01:01	*15:17	*07:01	*03:01	*02:01	*01:03	*02:01	*01:03	*01:01		
*26	*38	*12	*13	*06	*05	*10:01	*02	*-			*11:01	*51:01	*15:02	*13:01	*06:03	*05:01	*04:01	*-	*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

Epitope load

Epitope load		
Class I	Class II	Total
-	-	-

DSA assessment

DSA Assessment
Class I and II DSA identified

2.6 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
[REDACTED]	[REDACTED]	
Date of Birth *	Age	Off System Donor
21/06/1968	54 years 8 months	<input type="checkbox"/>
Gender		
Male		
Ethnic Origin	Specific Ethnic Origin	Is the person of Aboriginal or Torres Strait I
[REDACTED]		

Contact information

OM Laboratory *		
NSW		
Residential Country	Residential State/Territory	Postcode
Australia	NSW	
Mobile Phone	Home Phone	Email Address

Reference information

National Reference	Laboratory Reference	Date Registered
P0021353	NP0021353	13/03/2023 10:24

2.7 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

Sub-category: All

Created On T1	Created By T1	Created In T1	Last Updated On T1	Last Updated By T1	Sub-category T1	Title T1	Details T1	Total No. of Attachments T1	Has Attachments T1	Internal Note T1
16/06/2025 02:02 PM		Donation	16/06/2025 02:02 PM		TWL Matching	donor summary	xxxxxxxxxxxx	1	<input checked="" type="checkbox"/>	<input type="checkbox"/> Reply

5 records found

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.

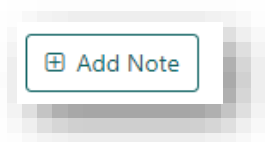
The notes and attachments section is where the user can view the Organ Offer List (OOL).

2.7.1 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**.



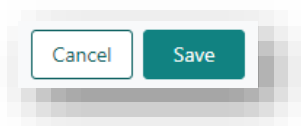
2. Add **Title**, **Details** and select **ABO forms** as the sub-category. These are mandatory fields that must be completed before the note can be saved.

A screenshot of the "Add Note" dialog box with the "Note" tab selected. It contains a "Title" text field, a "Category" dropdown menu with "Person" selected, a "Sub-Category" dropdown menu with "Please Select..." selected, an "Internal Note" section with "Yes" and "No" radio buttons, and a "Details" section with a rich text editor containing the placeholder "Enter text here...". At the bottom 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.

A screenshot of the "Add Note" dialog box with the "Attachments" tab selected. It features a "+ Select a file" button, a file upload area with a document icon and the text "or Drag a file here", a table with columns "File Name" and "File Size" (both showing "11"), and a "Delete" button. Below the table, it says "No records found". At the bottom are "Cancel" and "Save" buttons.

4. Click **Save**.



2.8 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**.

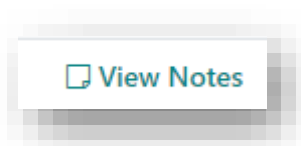


This screen will list the recipients matched with the donor including rank and offer status. The filters allow the list to be filtered on organ, transplant hospital and compatibility status.

The screenshot shows the 'Transplant waiting list matching' interface. At the top, it displays donor information: 'Male', '73 years 8 months (01/04/1950)', 'OM ID 0089220', 'OM Lab NSW', and 'Donor ID D23-1492 Hospital Westmead Hospital'. Below this is a 'Matching Recipients' section with a 'Filters' panel. The filters include 'Find Person', 'Transplant Hospitals' (set to 'All'), 'Organ Program' (set to 'All'), 'Algorithm' (set to 'All'), 'Compatibility Status' (set to 'All'), 'Rank From' (set to '***'), 'Rank To' (set to '***'), 'Age(Years) From' (set to '***'), and 'Age(Years) To' (set to '***'). A 'Reset Filters' button is also present. Below the filters is a table with 7 records. The table columns are: Organ Program, Algorithm, Rank, Score, Last Name, First Name, OM Lab, DoB, Age(Years), Compatibility Status, and Transplant Hospital.

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 **2.9 Generate Organ Offer List (OOL)**.



ORGANMATCH DONATION PORTAL

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).

Match event

Male

54 years 8 months (21/06/1968)

OM ID 0085991

OM Lab NSW

Donor ID D23-0279

Hospital John Hunter Hospital

Female

59 years 7 months (16/07/1963)

OM ID 0074946

OM Lab VIC

Lab Ref 43820 KR

Donor Profile

Allelic Differences

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

#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	15/06/2022			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	

Eplet load

Class I	Class II	Total
-	-	-

Total DRB1 matches

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

KIDNEY TWL

Match parameters

Donor	Recipient - Kidney - TWL - 1 year 2 months (waiting time)
<p>Extended acceptance criteria</p> <p>HepC Ab pos <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No</p> <p>Renal parameters</p> <p>Match KDPI (Percentile)</p> <p>25%</p>	<p>Extended acceptance criteria</p> <p>Accept HepC Ab pos <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No</p> <p>Accept ABOI</p> <p><input checked="" type="checkbox"/> No</p> <p>Renal parameters</p> <p>EPTS</p> <p>2</p> <p>Max KDPI</p> <p>100%</p> <p>Dialysis Start Date</p> <p>08/05/2021</p> <p>TWL renal parameters</p> <p>Paediatric Status</p> <p><input checked="" type="checkbox"/> Yes</p> <p>State Matching Urgency</p> <p>-</p> <p>National Matching Urgency</p> <p>-</p>

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	Dialysis Start Date		
-	100%	-		
Clinical parameters				
Referral date	eGFR at referral			
31/01/2019	30			
Date eGFR is less than 15 ml/min	Activation date			
01/09/2021	12/11/2021			
Patient category				
National Priority				
✖ No				

LUNG TWL

Donor		Recipient - Lung - TWL - 1 year 8 months (waiting time)	
Extended acceptance criteria		Extended acceptance criteria	
Height & Weight		Acceptable Height Range (cm)	
Height (cms)	Weight (kg)	From	To
-	-	0	-
		Patient category	
Urgent (National Notification)		Urgent Category	
✖ No		-	

HEART TWL

Match parameters					
Doner			Recipient - Heart - TWL - 5 months (waiting time)		
Height & Weight			Height & Weight		
Height (cms)	Weight (kg)	Predicted Heart Mass	Height (cms)	Weight (kg)	Predicted Heart Mass
170	60	165.6	172	105	226.2
Predicted Heart Mass Ratio			Predicted Heart Mass Ratio		
~26.8			~26.8		
Patient category			Patient category		
Urgent	Urgent Reason	Urgent status	Accepted at Transplant Unit	Unknown	
✖ No	-	St Vincent's Hospital - Sydney - Heart Unit	Children's Hospital Westmead - Heart Unit	Unknown	
		Alfred Hospital - Heart Unit	Royal Children's Hospital - Melbourne - Heart Unit	Unknown	
		Prince Charles Hospital - Heart Unit	Fiona Stanley Hospital - Heart Unit	Unknown	

2.9 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.

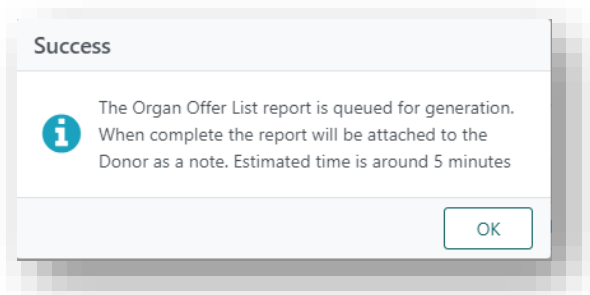
Organ allocations *

Organ Program	Algorithm	Rank	Score	Recipient	DSA Summary	Age (Years)	Transplant Hospital	Transplant Reference
Lung	Lung Standard v1	-	6115000	TDXYO IgleoH 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

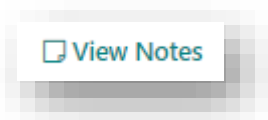
1. Select the organ you wish to generate a list for from the **Organ Program** dropdown.
If required filter on **Transplant Hospitals**, **Compatibility Status** or a specific patient.

2. Click **Generate OOL report**.

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



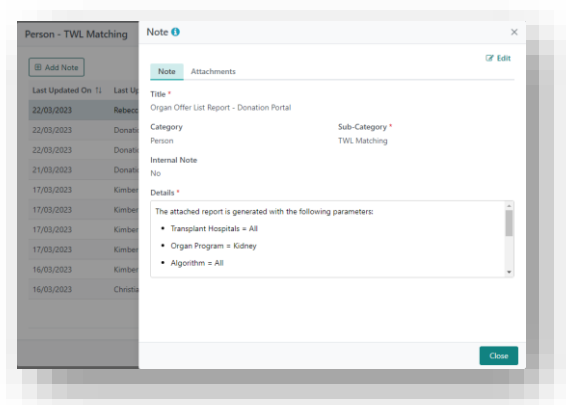
- Click **View Notes** to access the report.



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.

Update Note [X]

Note Attachments

Title *

Organ Offer List Report - Donation Portal

Category Sub-Category *

Person TWL Matching

Internal Note

Yes No

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

Note [X] Edit

Note Attachments

File Name	File Size
D23-0290_Kidney_Rank1-1_All_2023-03-22_10-35-27.pdf	141.97 kB

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**.

Cancel Save

3. POST DONATION UPDATE

3.1 UPLOAD ORGAN OFFER DETAILS

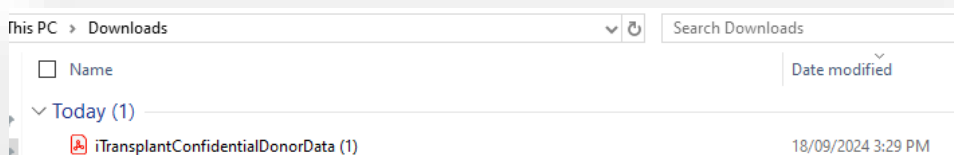
Once the donor is complete the organ offer details need to be uploaded into OrganMatch to capture the information for the donor and allow the laboratory to update any details in the system.

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

2. Click Download.



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



- Rename the document according to the standard naming conventions.

Dxx-xxxx_Organofferdetail_deidentified

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

DECEASED DONOR

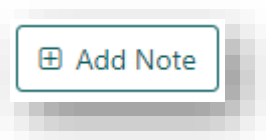
Female
70 years

OM ID 0092691
OM Lab NSW

Donor ID
Hospital

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

- Click **Add Note**.



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

Add Note

Note Attachments

Title *

Organ offer summary and details

Category

Person

Sub-Category *

TWL Matching

Internal Note

Yes No

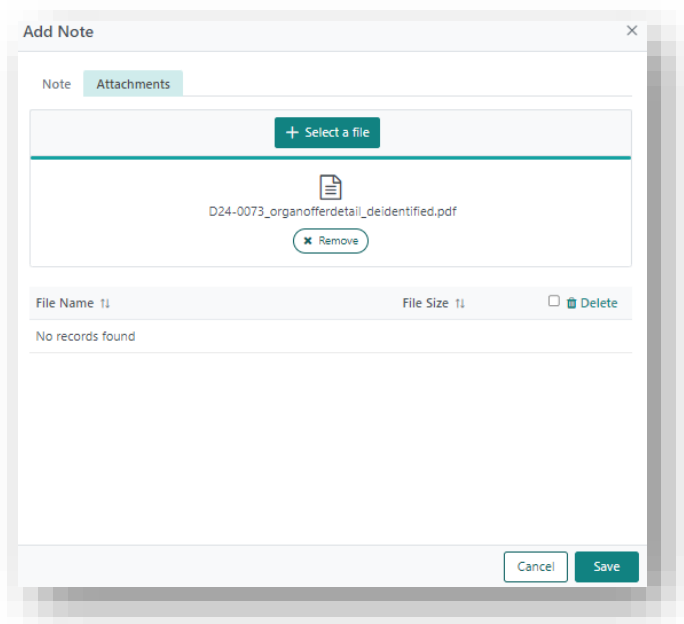
Details *

B I U | |

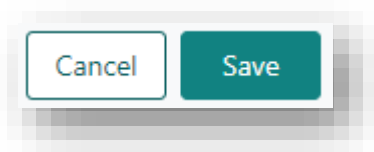
Organ offer summary and detail attached

Cancel Save

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



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

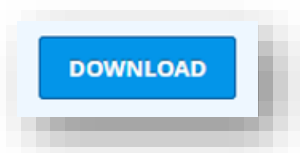


3.2 UPLOAD DONOR SUMMARY

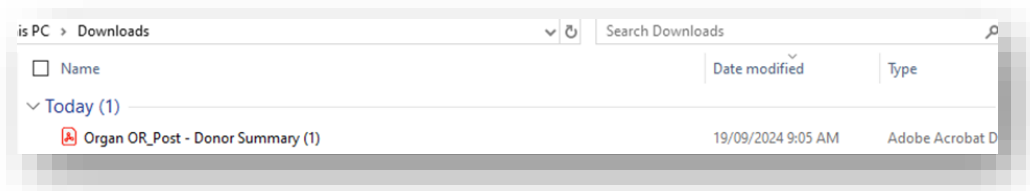
Once the donor is complete the donor summary needs to be uploaded into OrganMatch to capture the information for the donor and allow the laboratory to link the transplants.

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

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

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

DECEASED DONOR

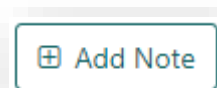
Female
70 years

OM ID 0092691
OM Lab NSW

Donor ID
Hospital

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

- Click **Add Note**.



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

Add Note

Note Attachments

Title *

Donor Summary

Category

Person

Sub-Category *

TWL Matching

Internal Note

Yes No

Details *

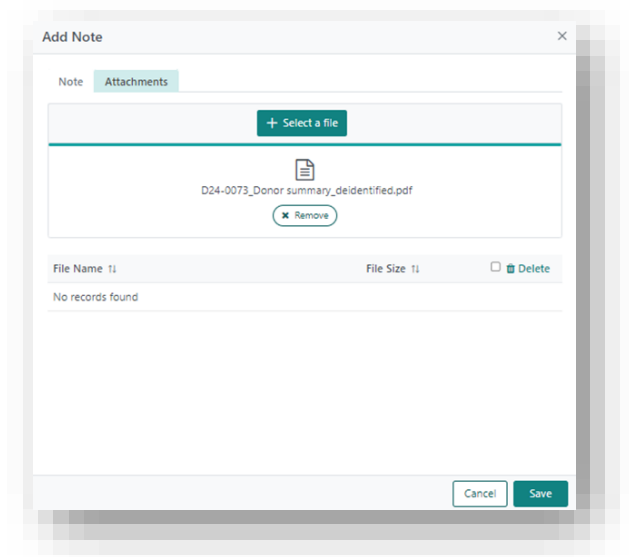
B I U

Transplant Dates:

- Heart: 18.09.24
- Lung: 18.09.24
- Liver: 18.09.24

Cancel Save

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



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

APPENDIX 1: ORGAN STATUS AND UTILISATION DETAIL SELECTIONS

Organ Status	Utilisation Detail
Not retrieved	Intra-operative assessment
	Post WCRS did not die in timeframe
	Cardiac arrest prior to WCRS/X-Clamp
	Surgical Retrieval injury
	Declined in offer process
	Organ not offered - pathway
	Organ not offered - age of donor
	Organ not offered - not medically suitable
	Organ not offered - NSR
	Organ not offered - Other
	No consent from Coroner
	Family Withdrew consent
Retrieved	Not utilised – Assessment at transplant unit
	Not utilised - Surgical Retrieval injury
	Not utilised - other
	Not utilised – Intraoperative assessment
	Research - Primary intention for retrieval
	Research - Secondary intention for retrieval
	Research - Pancreas Islet

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.
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	22/07/2025	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.
17	Refer to footer	Update for OrganMatch Sprint 59: <ul style="list-style-type: none"> Sections 2, 3, 5, 6, 7, 8 moved to OM-107 OrganMatch System Menu – Transplantation Portal. Section 4 updated re-collated, now section 2. Section 2.4 updated to remove organ status selections. Section 2.7 updated screenshot with new columns for created in and created by with time stamps. Addition of Appendix 1 with organ status and utilisation detail options.

ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
Approver(s)	NARELLE WATSON