CONTENTS

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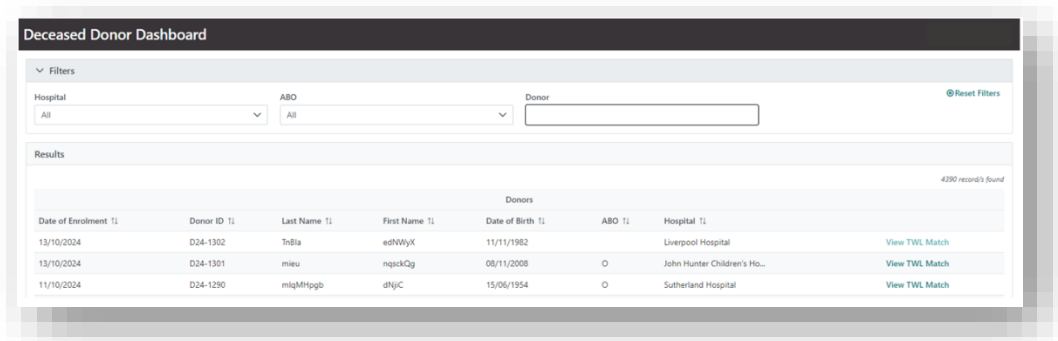
There are two roles that can be assigned in the Donation Portal:

- 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.

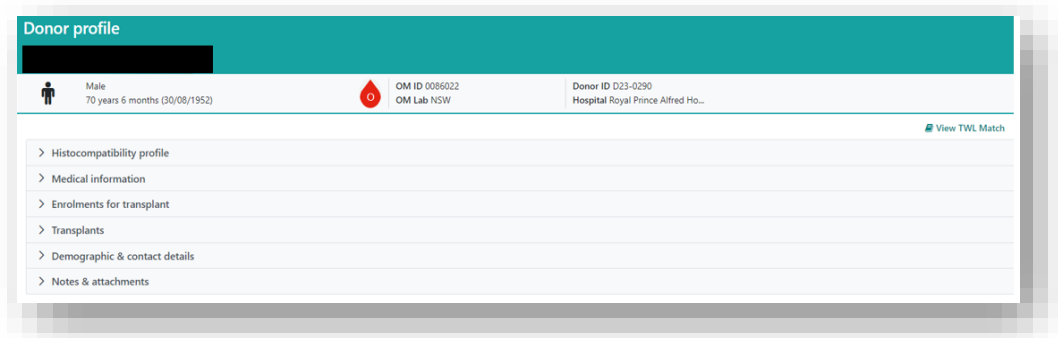By clicking on the donor, the user will be able to view the Donor Profile. The following tabs are viewable:

2.1 HISTOCOMPATIBILITY PROFILE

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

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.

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

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 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.

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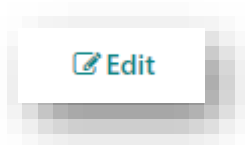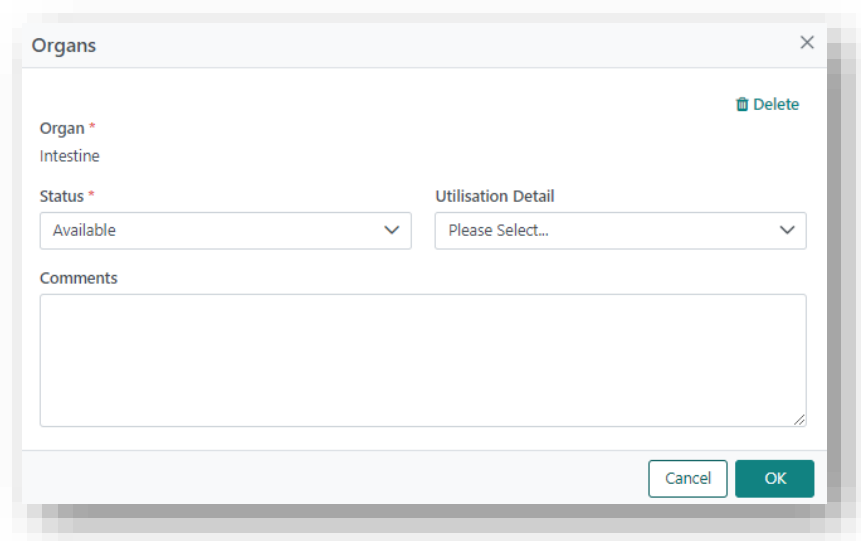
2. To add a new organ, click **Add Organ**.

3. Select the organ from the dropdown and click **OK**.
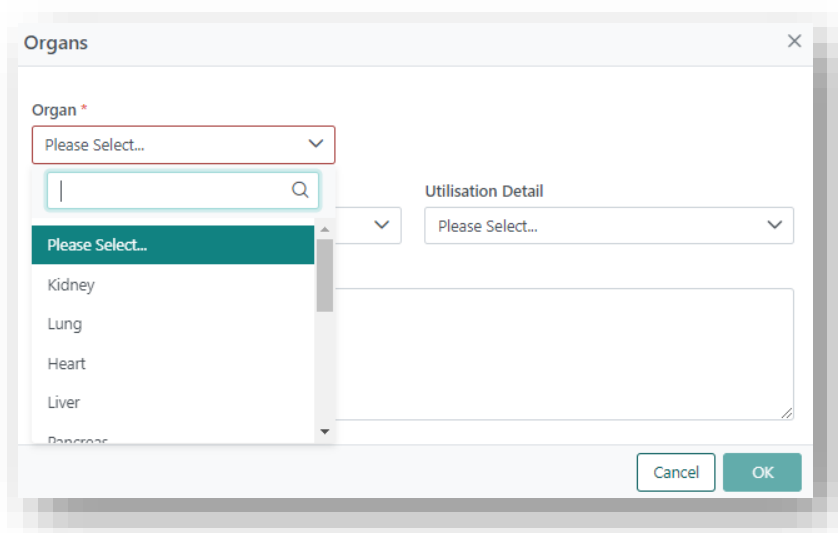
4. To delete an existing organ, click on the organ and click **Delete**.
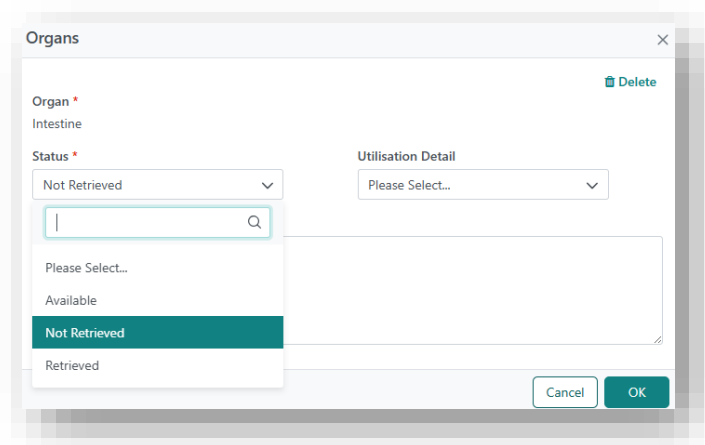
2.4.2 UPDATE ORGAN STATUS

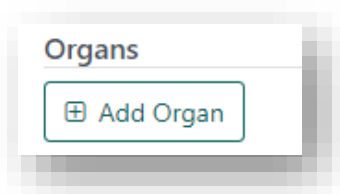If an organ is not suitable for matching or retrieval the status is changed to Not Retrieved with a reason selected from the dropdown.

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.

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

3. Click **OK**.

4. Click **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.

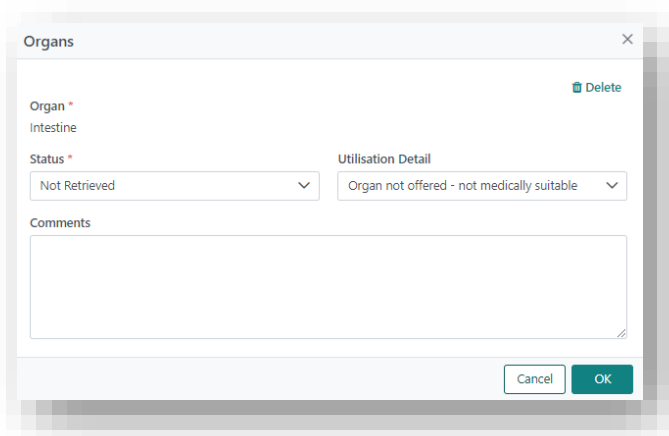| Transplant Date ↑↓	Lab Ref ↑↓	Organ Program ↑↓	Transplant Pathway ↑↓	Last Updated Date ↑↓
14/03/2023	10171 KR	Kidney	TWL	15/03/2023
14/03/2023	3036 LR	Kidney/Liver	TWL	15/03/2023
14/03/2023	4788 HR	Heart	TWL	15/03/2023
14/03/2023	4749 LUR	Lung	TWL	15/03/2023

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.

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.

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.

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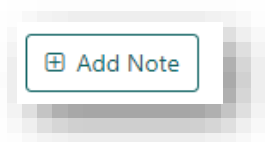
2. Add **Title**, **Details** and select **ABO forms** as the sub-category. These are mandatory fields that must be completed before the note can be saved.

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

4.   Click **Save**.
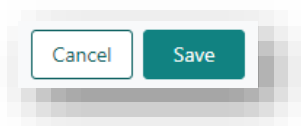
2.8 VIEW TRANSPLANT WAITING LIST (TWL) MATCHING SCREEN

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.

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).**

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

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

KIDNEY TWL

KIDNEY/PANCREAS TWL

Donor	Recipient - Kidney/Pancreas - TWL - 11 months (waiting time)		
Renal parameters	**Renal parameters**		
Match KDPI (Percentile)	EPTS	Max KDPI	Dialysis Start Date
28%	-	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

Donor			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			
			-26.8			
			Patient category			
			Urgent	Urgent Reason	Urgent status Accepted at Transplant Unit	
			✖ 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

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 lgteoH hgdGHAz	No DSA identified 83 days since last SAG	68	Alfred Hospital - Lung Unit	
Lung	Lung Standard v1	-	6114800	BYJEMPCR UtMl 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.**

   🗋 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**.
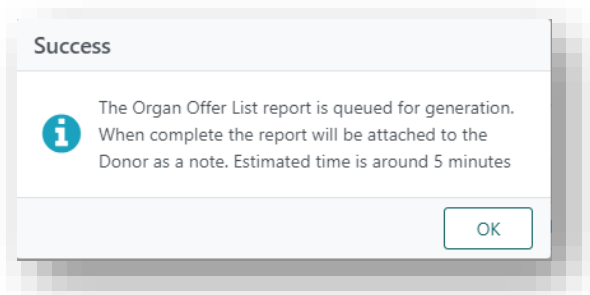
4. Click **View Notes** to access the report.
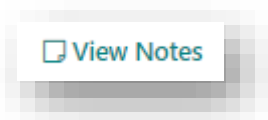
A note will be created, "Organ Offer List Report- Donation Portal" with the following file name in the attachment tab:

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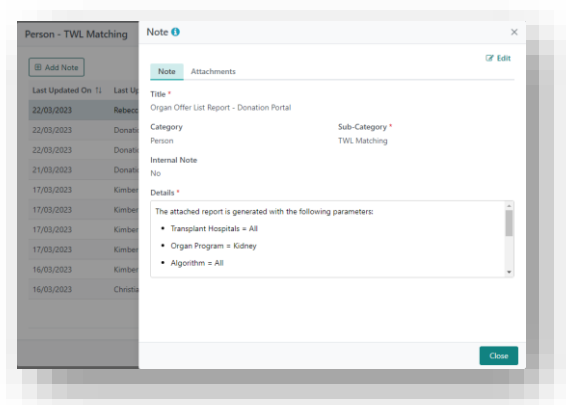
5. Click **Edit** and select **Yes** for **Internal Note** if the note is only to appear in the Donation Portal.

6. 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.

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

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.
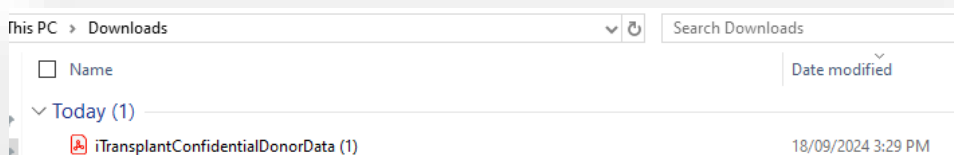
4. Rename the document according to the standard naming conventions.
   Dxx-xxxx_Organofferdetail_deidentified

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

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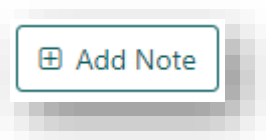
7. Add **Title**, **Details** and select **TWL Matching** as the sub-category.

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.
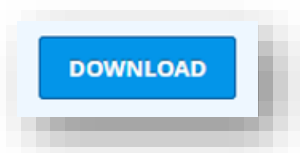
3. The PDF versions of these pages are now in the download folder of your computer.
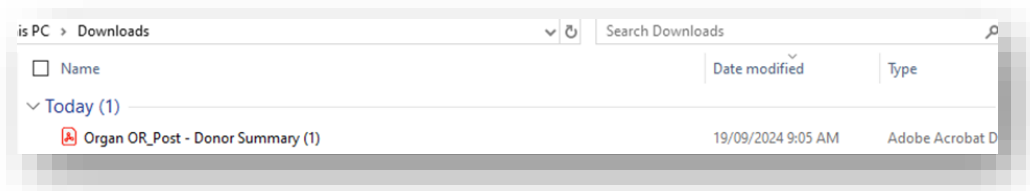
4. Rename the document according to the standard naming conventions.
   Dxx-xxxx_Donorsummary_deidentified

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

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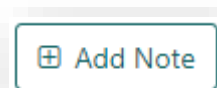
7. Add **Title** and select **TWL Matching** as the sub-category. Add the date of the transplants in the **Details** box.

8. Click the **Attachments** tab and click **Select a file** to upload the pdf or drag and drop the file.
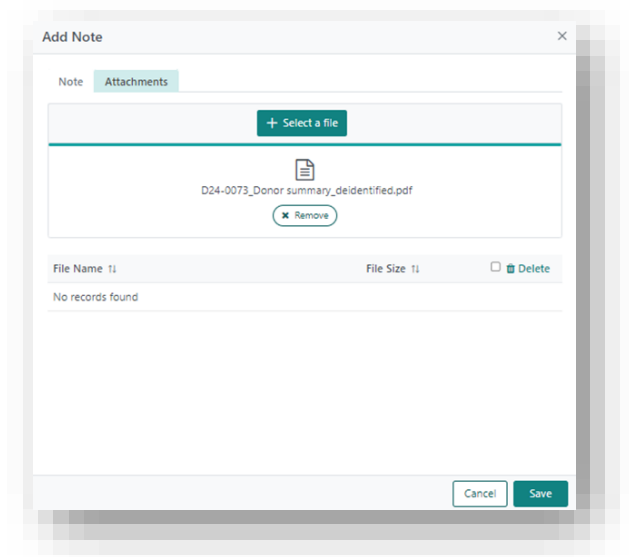
9. Click **Save**. A notification is generated to the laboratory portal to inform the lab that paperwork has been uploaded.

# 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: • 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: • Section 4 updated to include new subsection for uploading donor information into OM.
16	22/07/2025	Update for OrganMatch Sprint 58: • 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: • 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

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