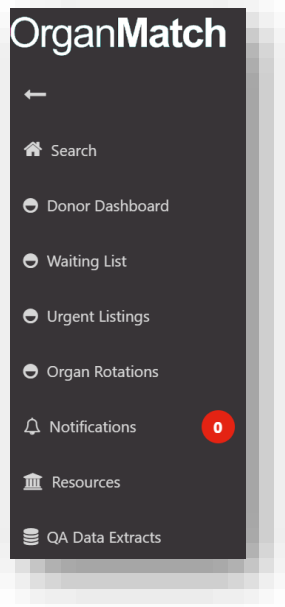


The following menu options are available in the Donation Portal.



1. SEARCH

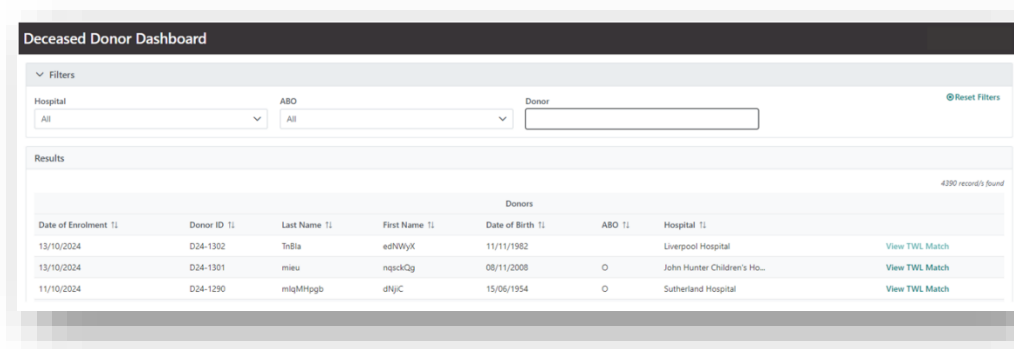
Donor records can be searched using:

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

2. DONOR DASHBOARD

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

Only donors that are from the users jurisdiction are visible.



Deceased Donor Dashboard

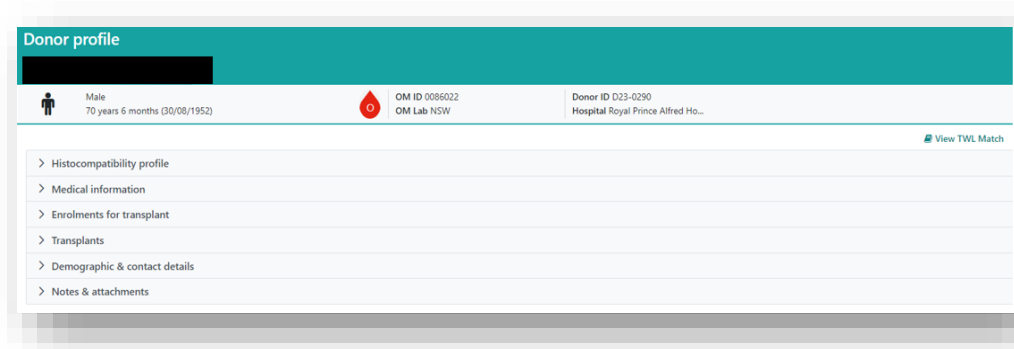
Filters

Hospital: All | ABO: All | 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	edWwyK	11/11/1962		Liverpool Hospital	View TWL Match
13/10/2024	D24-1301	mieu	nsckGg	08/11/2008	O	John Hunter Children's Ho...	View TWL Match
11/10/2024	D24-1290	mlqMhggb	dNjC	15/06/1954	O	Sutherland Hospital	View TWL Match

By clicking on the donor, the user will be able to view the Donor Profile.



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

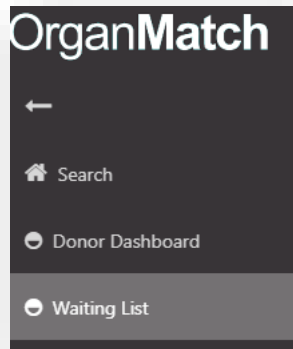
Refer to [Donation Portal \(OM-034\)](#) for more information.

3. WAITING LIST

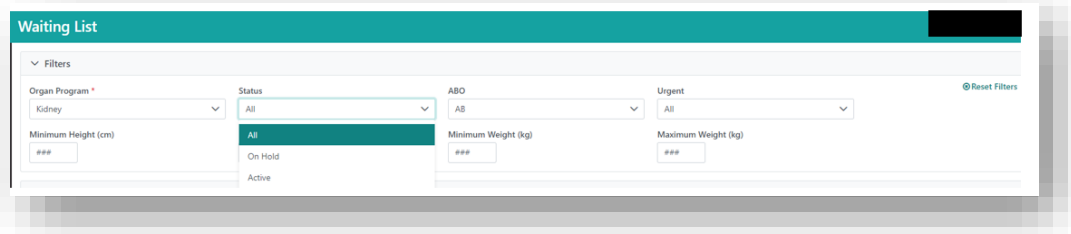
Donate Life agencies may need to find the number of recipients that fit certain criteria in OrganMatch. There is an option to view the waiting list and filter on organ program, blood group, urgency or height and weight. All recipient information is de-identified.

3.1 VIEW THE WAITING LIST

1. Click **Waiting List**.



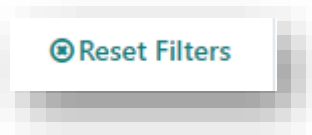
2. From the filter drop down select **Organ Program**, **Status**, **ABO** and **Height/Weight** as required.



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

The screenshot shows the 'Waiting List' interface. At the top, there's a teal header with the text 'Waiting List'. Below it, a 'Filters' section contains several dropdown menus: 'Organ Program' (set to 'Kidney'), 'Status' (set to 'Active'), 'ABO' (set to 'AB'), and 'Urgent' (set to 'All'). There are also input fields for 'Minimum Height (cm)', 'Maximum Height (cm)', 'Minimum Weight (kg)', and 'Maximum Weight (kg)', each with a placeholder '###'. A 'Reset Filters' button is located to the right of the filters. Below the filters, a 'Results' section displays a table with 19 records. The table has columns for 'Organ Program', 'OM ID', 'Date of Birth', 'Age (Years)', 'ABO', 'OM Lab', 'Transplant Hospital', 'Clinical Unit', 'Ready', 'Status', 'Height (cm)', 'Weight (kg)', and 'Urgent'. The first four rows of data are visible, showing recipients with various attributes.

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

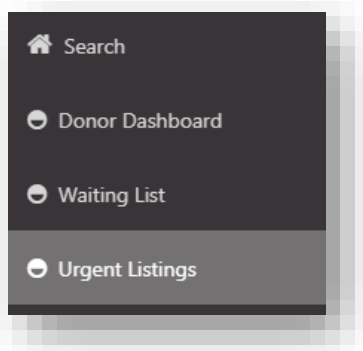


4. URGENT LISTINGS

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.

Note: This functionality will be in use from September 22nd 2025.

- Click **Urgent Listings**.



2. The recipients listed as urgent will be displayed.

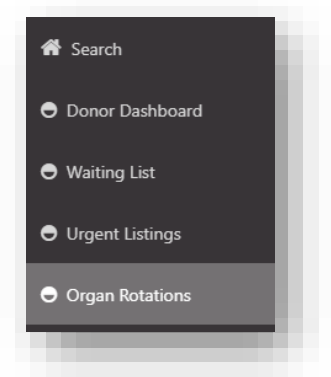
Urgent Listings								
Organ Program	Last Name	First Name	Date of Birth	ABO	OM ID	Transplant Hospital	Urgent Category	Date listed as Urgent
Heart	axxxxx	xxxxx	02/08/1982	O	0091252	St Vincent's Hospital - Sydney - Heart Unit	Life threatening complications whilst on support	24/06/2024
Heart	xxxxxx	Cxxxx	23/10/1953	B	0090618	St Vincent's Hospital - Sydney - Heart Unit	Unsuitable for Mechanical Support	27/06/2024
Lung	axxxxx	Gxxxx	20/05/1958	AB	0090967	Alfred Hospital - Lung Unit	Recipient is aged <18years old	25/06/2024
Lung	axxxxx	xxxxx	30/04/1960	B	0087955	St Vincent's Hospital - Sydney - Lung Unit	High acuity ie immediate risk of death	27/06/2024

5. ORGAN ROTATIONS

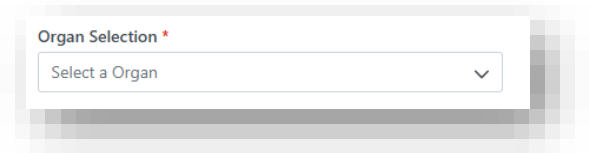
Note: This functionality is not currently in use and the rotation process remains in place. This section will not be visible until Organ Offer Management is implemented.

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

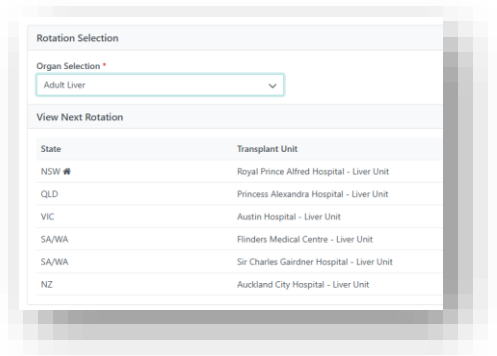
1. Click **Organ Rotations**.



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



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



6. 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.

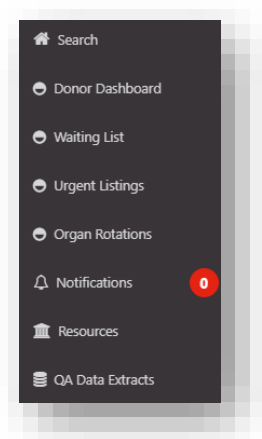
Refer to [Donation Portal \(OM-034\)](#) for more information.

7. QA DATA EXTRACTS

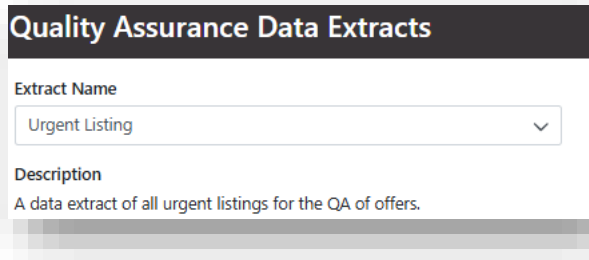
The QA Data Extract menu allows users to extract files containing data to review organ allocation, offering and quality assurance of these processes for each state.

Complete the following steps to extract a file of urgent listed recipients.

- Click **QA Data Extracts**.



2. Select **Urgent Listing** from the **Extract Name** dropdown.



Quality Assurance Data Extracts

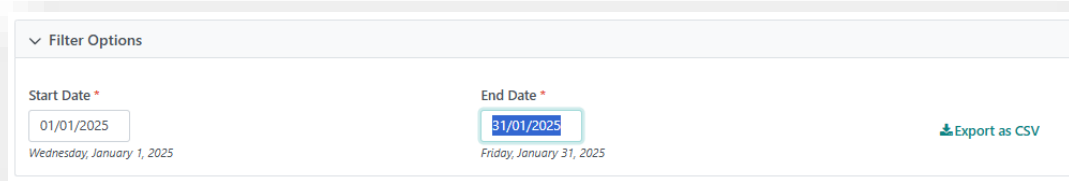
Extract Name

Urgent Listing

Description

A data extract of all urgent listings for the QA of offers.

3. Populate the **Start Date** and **End Date** with the urgent listing date range that you wish to extract. Click **Export as CSV**.



Filter Options

Start Date *

01/01/2025

Wednesday, January 1, 2025

End Date *

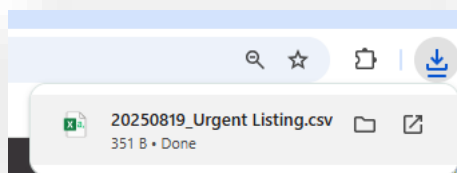
31/01/2025

Friday, January 31, 2025

Export as CSV

Note: The maximum date range is 1 year

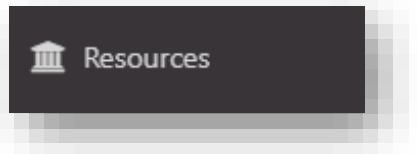
4. Click on the file from the download menu. View, save and download as required.
See [Appendix 1: Urgent Listing Extract](#) for data included in this extract.



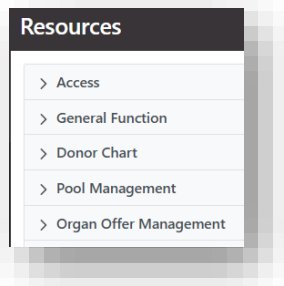
8. RESOURCES

The Resources menu allows users to view documentation and training videos in OrganMatch.

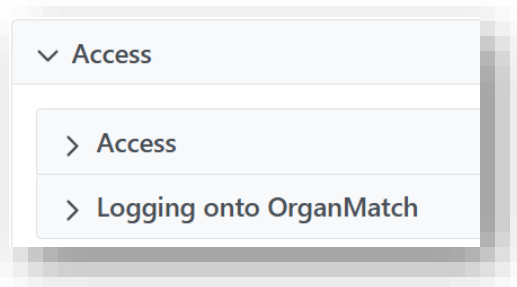
1. Click **Resources**.



2. Resource **Sections** are displayed.



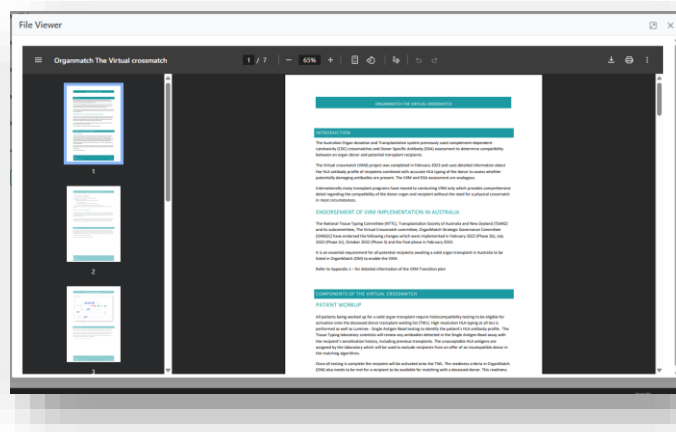
3. Click on a **Resource Section** to open the accordion.
Section **Topics** are displayed.



- Click on **Topic** to display **Resources** available.

Histocompatibility				
Matching				
Resource	Document ID	Summary	Items	Last Modified
Virtual Crossmatch	OM-032	Outline of the implementation and components of Virtual Crossmatch (VXM) in Australia.	OM-032 Virtual Crossmatch v8.pdf	September 5, 2025
			Virtual Crossmatch Link	September 5, 2025
			OM-032 Virtual Crossmatch v7.pdf	September 5, 2025
			OM-032 Virtual Crossmatch v6.pdf	September 5, 2025

- Click on the **Resource** to view.



APPENDIX 1: URGENT LISTING EXTRACT

Column	Description
Recipient OMID	Urgent recipient OrganMatch ID
Date of birth	Urgent recipient date of birth
Organ	The organ the recipient was listed as urgent for
Enrolment End Date	Date the TWL enrolment was ended
Reason Enrolment ended	Reason why the TWL enrolment was ended
Date listed as Urgent	The date the recipient was listed as urgent in OrganMatch
Urgent Listing	Urgent category flagged as Yes in the recipient enrolment
Urgent Category	The urgent category selected in the enrolment when the recipient was urgently listed
Date Relisted	The date the recipient was relisted as urgent in OrganMatch

DEFINITIONS

Term/abbreviation	Definition
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-034	Donation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	Refer to Footer	New document

ELECTRONIC SIGNATURE

Author	NATASHA HAYWOOD
Approver(s)	NARELLE WATSON