ORGANMATCH KIDNEY PAIRED DONATION (KPD) REGISTRATION- TRANSPLANTATION PORTAL

PURPOSE

This document describes the process of registering kidney donor and recipient pairs in the Australian and New Zealand Paired Kidney Exchange (ANZKX) program to create an enrolment in OrganMatch. To register a patient and donor in OrganMatch, a transplant coordinator must have appropriate OrganMatch access.

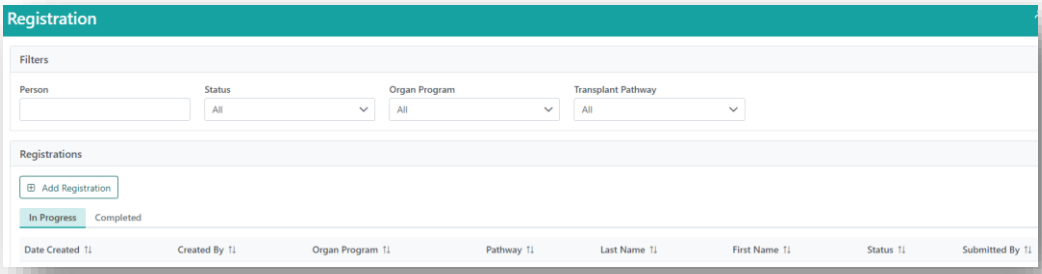
REGISTRATION STAGING

Registering a patient and donor is a three-step process:

1. Manage Enrolment- select the organ program and pathway.
2. Select People- search for the record in the system or create a new record.
3. Detailed Information- enter clinical information in the record.

Once a person is registered and the details have been saved but not submitted, the Registration moves to **In Progress** in the OrganMatch **Registration** menu. Data can continue to be added via Registration and the details can be edited during any step. When the registration is saved and submitted it moves to the **Completed** tab and the enrolment is created. No further updates can be made in the registration form after it has been submitted. Further data updates can be made via the person profile.

Records can be filtered on **Status**, **Organ Program** or **Transplant Pathway**.



1. MANAGE ENROLMENT

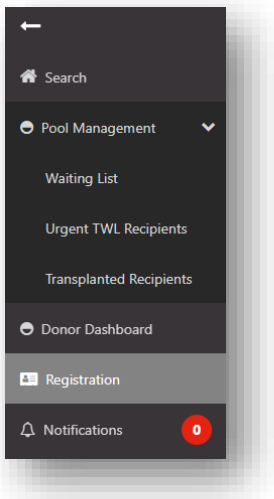
A recipient and donor pair can be registered in OrganMatch and enrolled on the KPD pathway through the Transplantation Portal. A Living Non-Directed Donor can also be registered without an associated recipient. Refer to **1.2 Living Non-Directed Donor** for the process.

1.1 KPD PAIRS

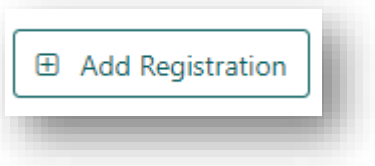
Perform the following to register a pair in OrganMatch for KPD.

Note: User can only select the Organ Programs/Transplant Pathway assigned to their user account

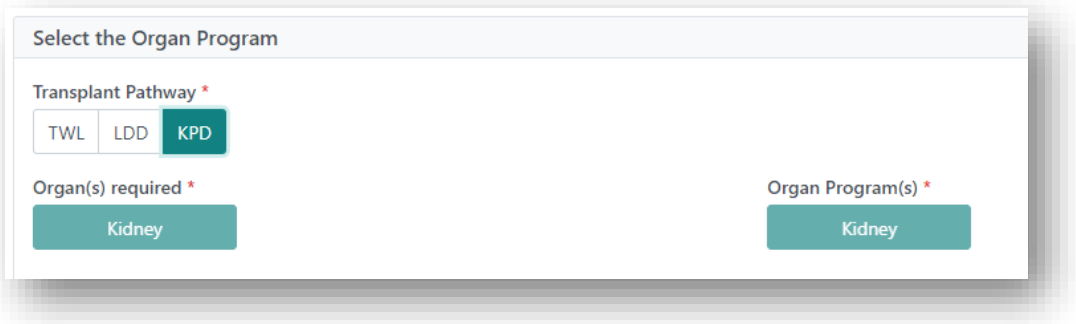
1. Select the **Registration** menu.



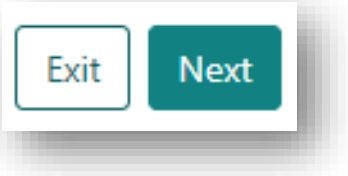
2. Click **Add Registration**.



3. Select the **KPD Transplant Pathway** and select the **Organ(s) required** as **Kidney**.



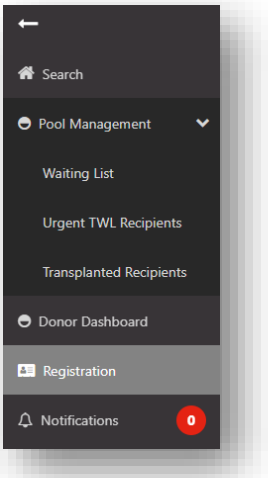
4. Click **Next**. Proceed to **2. Select People.**



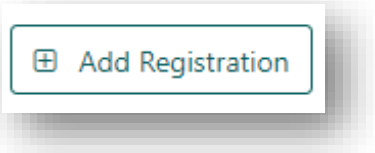
1.2 LIVING NON-DIRECTED DONOR

Perform the following to register LNDD in OrganMatch for KPD.

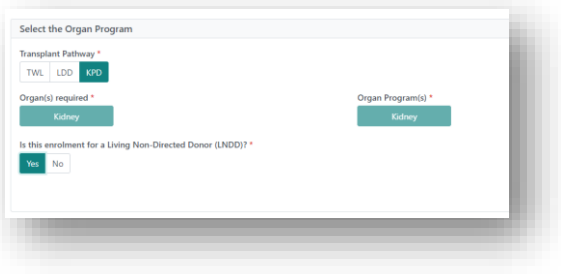
1. Select the **Registration** menu.



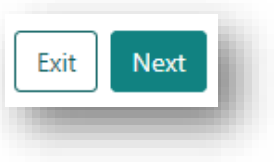
2. Click **Add Registration**.



3. Select the **KPD Transplant Pathway** and select **Yes** under **Is this enrolment for a Living Non-Directed Donor (LNDD)?**



4. Click **Next**.



2. SELECT PEOPLE

The Select People screen has two sections:

- Recipient Details
- Donor Details

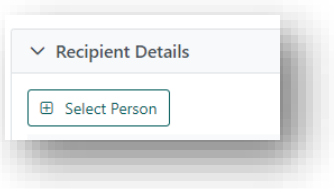
This step involves adding Recipient and Donor Details. Multiple donors can be added.

Recipient and Donor must be selected to allow progress to Section 3. Detailed Information.

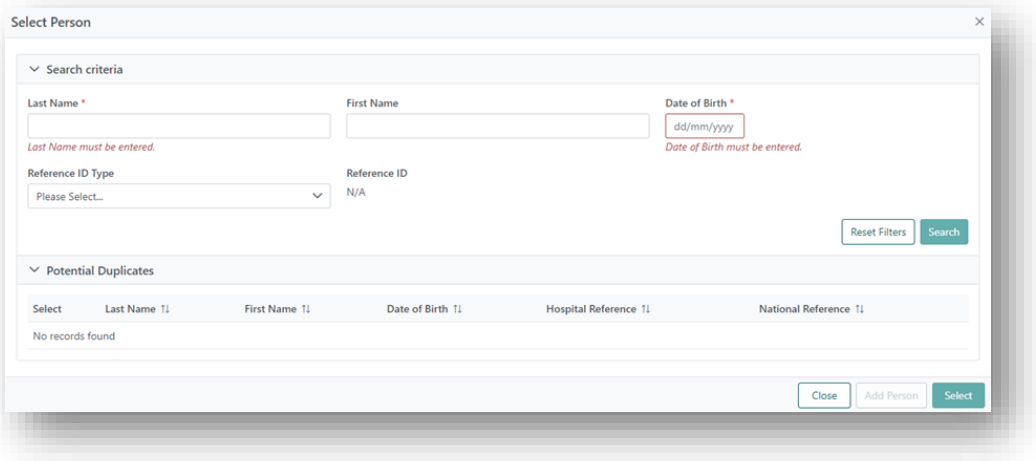
2.1 SELECT PERSON

If you are registering a Living Non-Directed Donor only the donor details will appear as there is no associated recipient. Proceed to Step 5 for details on selecting a donor.

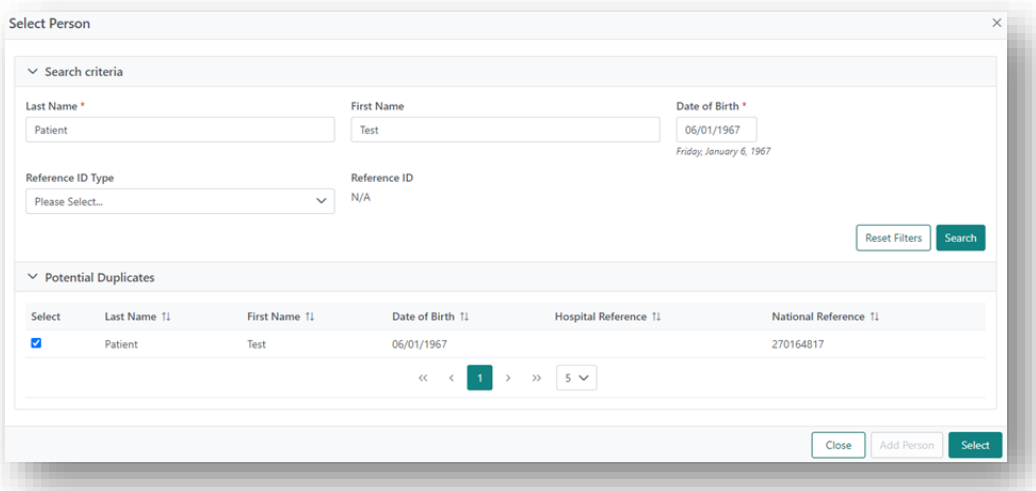
1. Search OrganMatch to see if the recipient exists in the system.
   In Recipient Details click **Select Person**.



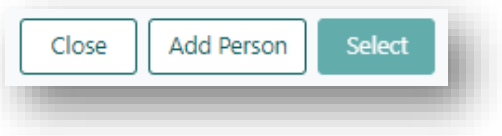
2. Enter Last Name, First Name and Date of Birth in the Search criteria and click **Search**.



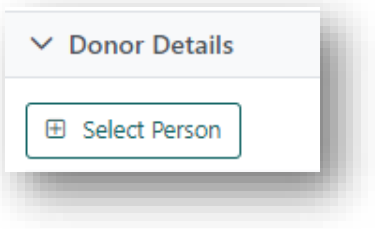
3. If a recipient is found to be a match to the person you are registering, click the **Select** checkbox for the corresponding person and click **Select**.



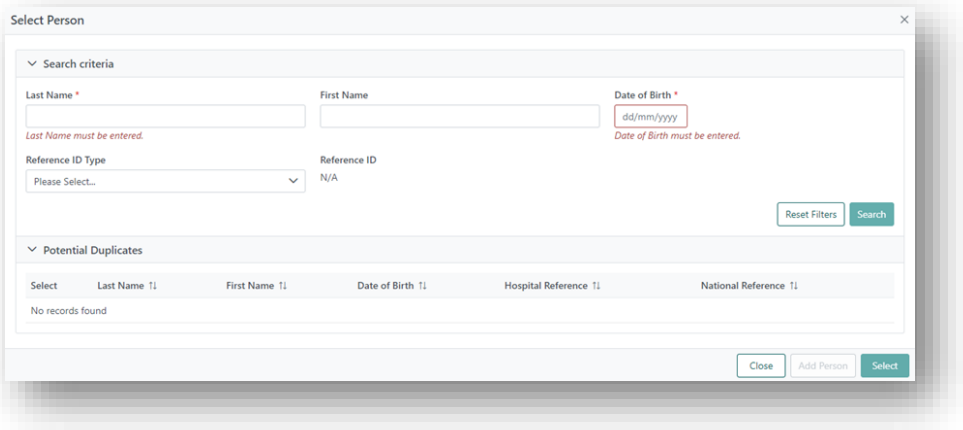
4. If no records match the person to be registered, click **Add Person** and proceed to **2.2 Main Information.**



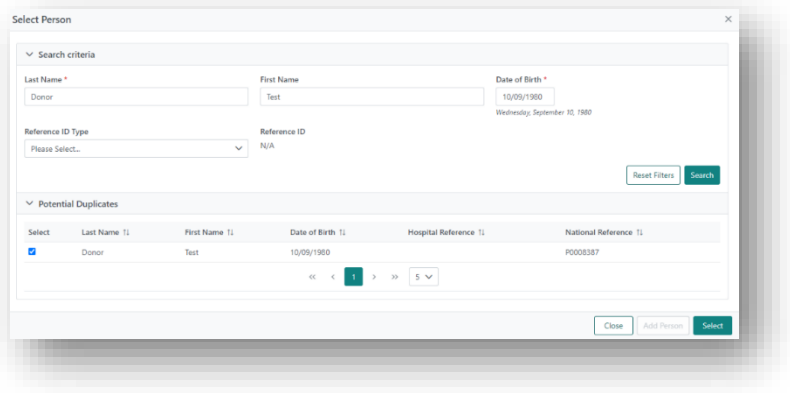
5. Search OrganMatch to see if the donor exists in the system.
   In Donor Details click **Select Person**.



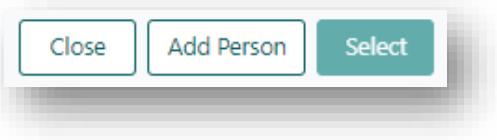
6. Enter Last Name, First Name and Date of Birth in the Search criteria and click **Search**.



7. If a donor is found to be a match to the person you are registering, click the **Select** checkbox for the corresponding person and click **Select**.

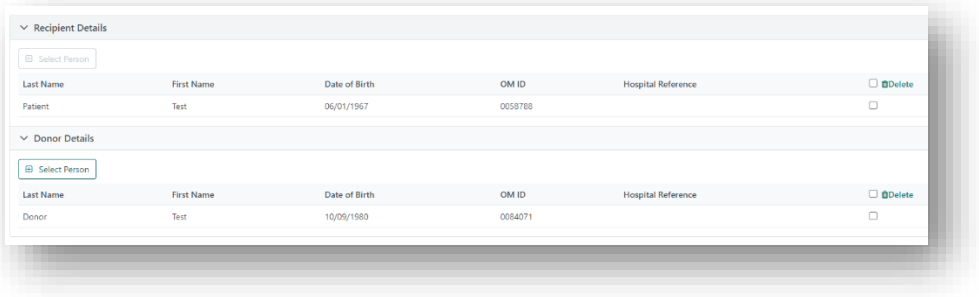


8. If no records match the person to be registered, click **Add Person** and proceed to **2.2 Main Information**



Note: Multiple donors can be added for one recipient.

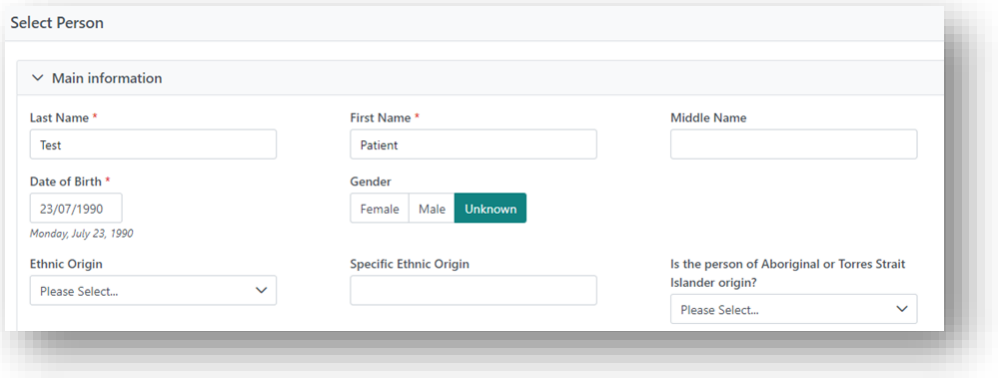
9. Once **Recipient Details** and **Donor Details** are populated proceed to **2.3 Recipient and Donor Details.**



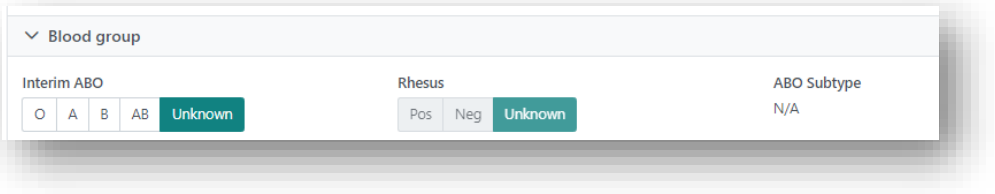
2.2 MAIN INFORMATION

1. The mandatory fields **Last Name**, **First Name** and **Date of Birth** will populate with the details included in your search criteria. Update the fields in required.

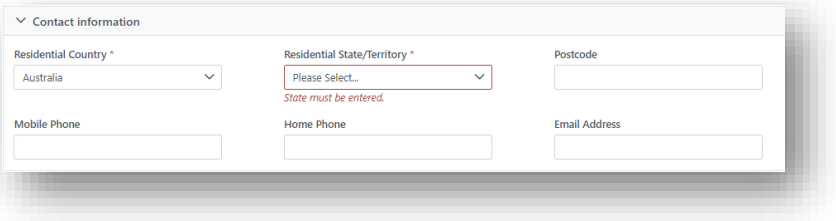
   The other fields can be populated if information is available.



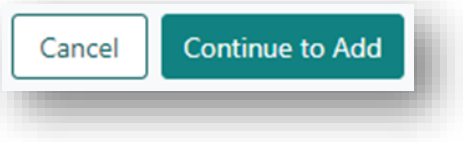
2. Select **Interim ABO**, **Rhesus** and **ABO Subtype** (if applicable).



3. Complete the mandatory field of **Residential State/Territory**. The other fields can be populated if information is available.

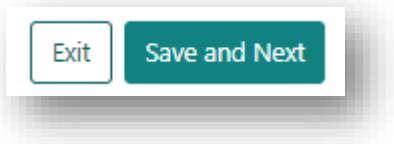
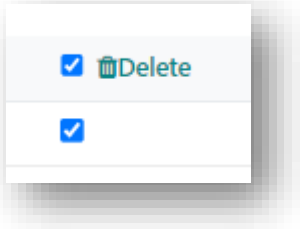
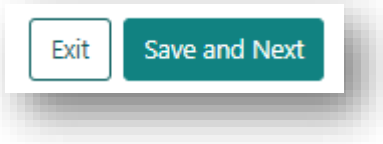
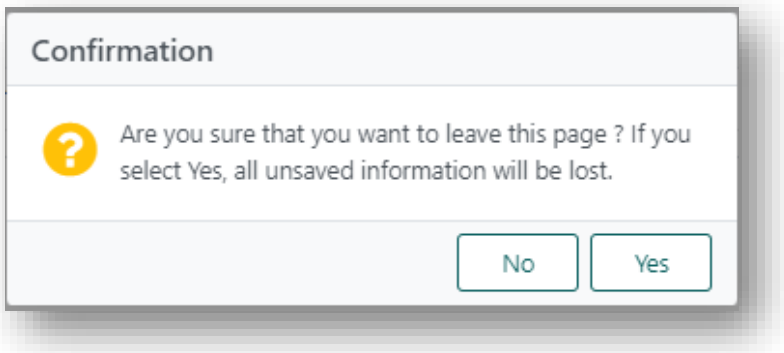


4. Click **Continue to Add**.



5. Repeat the above steps for the donor if required.

2.3 RECIPIENT AND DONOR DETAILS

To…	Then…
save the recipient and donor details and proceed to enrolment	click **Save and Next**. 
remove the recipient or donor from the registration section	select the delete check box next on the person's row and click **Delete**. 
exit without saving	click **Exit**. A confirmation pop up will appear as follows "Are you sure you want to leave this page?" ○ Select **Yes** and return to the Registrations page. ○ Select **No.** To progress to the next step, click **Save and Next.**  

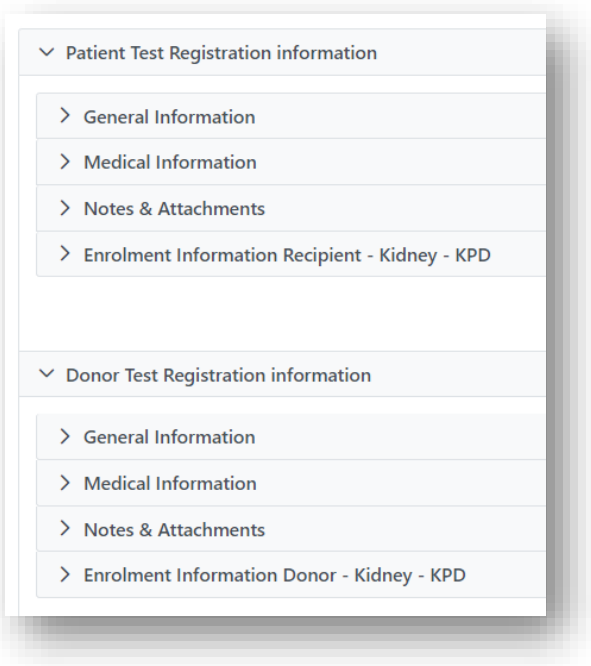
3. DETAILED INFORMATION

The Detailed Information screen involves adding Recipient and Donor information. It has two sections:

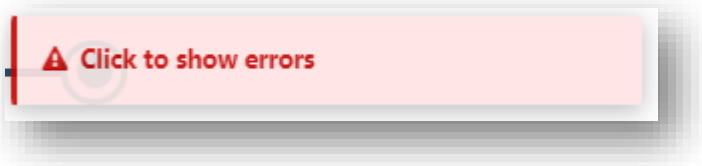
- Recipient Registration information
- Donor Registration information

Both Recipient and Donor Registration information sections are divided into separate tabs:

- General Information
- Medical Information
- Notes & Attachments
- Enrolment Information Recipient/Donor – Kidney – KPD



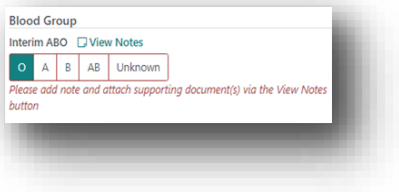
Any data that is required to be added before submitting the registration will be flagged in the **Click to show errors** box.

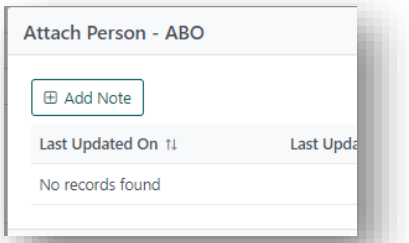


Note: Any existing data in OrganMatch will be prepopulated. Any new details added here will be added/updated in the Person details after registration has been submitted.

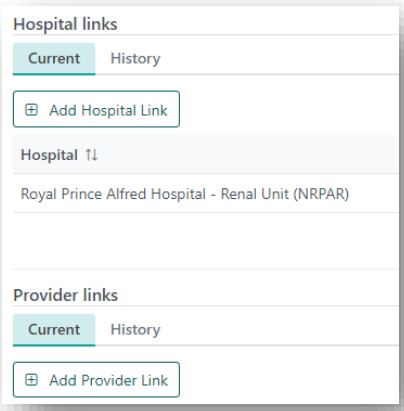
3.1 GENERAL INFORMATION

- Update the general demographic and contact information as required.
- If you have added an ABO result in the main information you are required to upload an ABO report. The **Sub-Category** of the note needs to be **ABO Forms**. Click **View Notes** and attach the ABO report as a note.





- Update Hospital and Provider Links as required. Hospital links will be prepopulated with the users hospital under the **Current** tab.



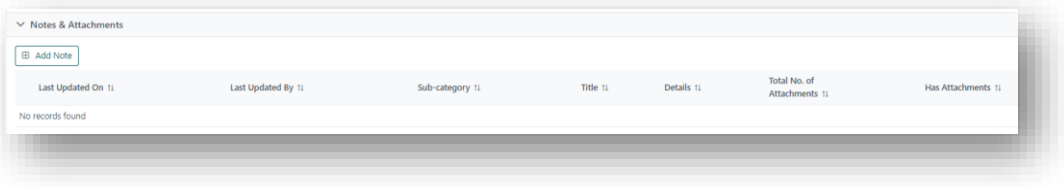
3.2 MEDICAL INFORMATION

Complete the **Medical Information** as required. These fields are not mandatory to complete to submit the registration. However, the medical data for recipient and donor that is required for the ANZKX program is required to be complete prior to sending the pair for authorisation. This can be completed in the person profile after the registration has been submitted. Refer to *OM-029 ANZKX Registration and Enrolment-Transplantation Portal* for further information on the process.

3.3 NOTES & ATTACHMENTS

Notes & Attachments relevant to the person can be added in this section. Any notes that need to be viewed by the Laboratory should be added in this section. For example, an ABO subtype report should be attached as a note in this section with the **Sub-Category** ABO Forms.

Note: Any notes with attachments that are added in any other section cannot be viewed by the Laboratory as they are categorised as **Person ANZKX** which can only be viewed by the ANZKX team.



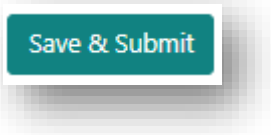
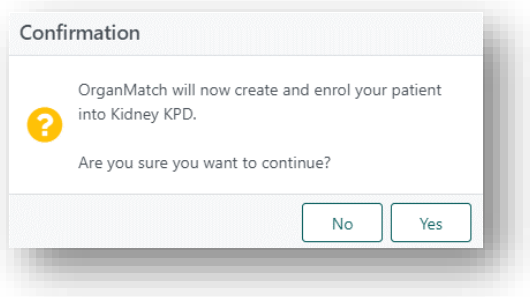
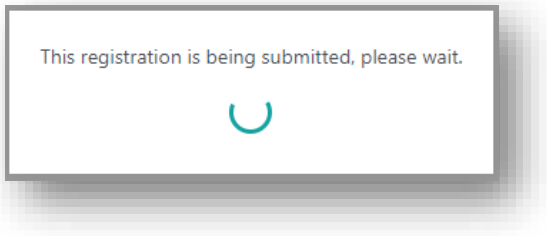
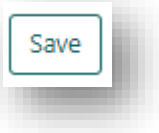
3.4 ENROLMENT INFORMATION

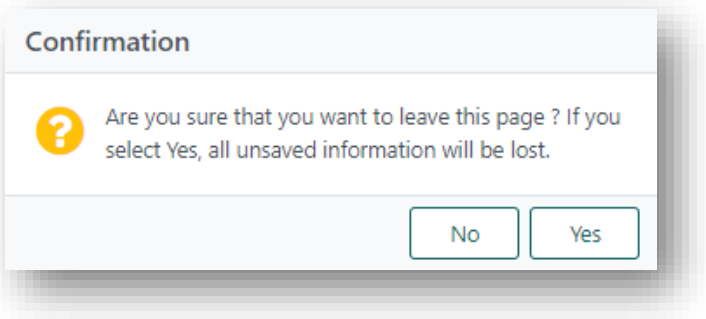
Complete the enrolment information for recipient and donor as required.

Note: You are only able to select providers and hospitals listed under Hospital and Providers Links.

4. SAVE AND SUBMIT

The above information can be saved at any point.

If you click…	Then…
Save and Submit 	• a confirmation pop up will appear "OrganMatch will now create and enrol your patient into Kidney KPD. Are you sure you want to continue?" • Select **Yes** and a pop-up will appear indicating the registration is being submitted. The user is directed to the recipients profile and the enrolment is created. • the data is populated in the person profile. • the donors are linked through the **Personal links** tab. • future updates can be made directly to the person record. • the recipient and donor are enrolled into KPD program with Status On hold "Awaiting ANZKX Activation".  
Save 	• All the information added in that session will be saved. • This does not submit the person registration. • The patient record is flagged in the **Registration** menu record as **In Progress.**

Exit 	A confirmation pop up will appear as follows “Are you sure you want to leave this page?” • Select **Yes** and return to the Registrations page. The patient record is flagged in the **Registration** menu record as **In Progress**. • Select **No** and remain in the update general information section. 

DEFINITIONS

Term/abbreviation	Definition
ABOi	ABO incompatible
ANZKX	Australian and New Zealand Kidney Exchange Program
KPD	Kidney Paired Donation
LNDD	Living Non-Directed Donor
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-029	ANZKX Registration and Enrolment- Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	16/11/2021	First version of document.
2	08/03/2022	Edit demographics for people during any step.
3	26/07/2022	Update for OrganMatch Sprint 34: • Section 4 updated to include filters in registration menu Other: • Clarify how to categorise the note for the ABO report
4	13/12/2022	Remove reference to obsolete document OM-INF-028.
5	06/02/2024	Update to the new template.

6	Refer to footer	OrganMatch Sprint 51 updates: • Create a registration section updated with new process for duplicate search of existing records. Other: • General information and internal documents table updated to reference new notes and attachments and person details documents. • Section 3 updated to include new save and submit process.

ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
Approver(s)	NARELLE WATSON