

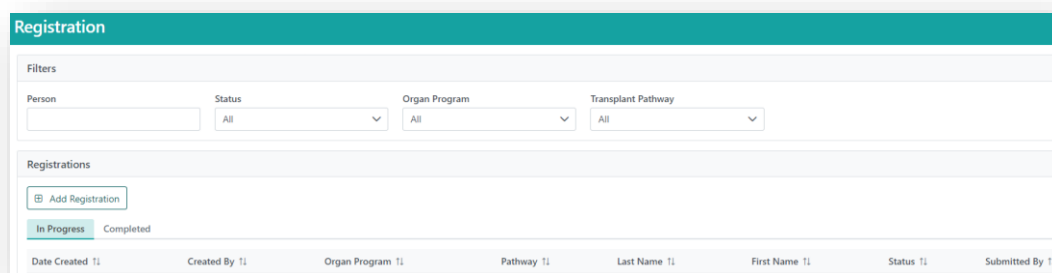
ORGANMATCH KIDNEY/PANCREAS TRANSPLANT WAITING LIST REGISTRATION- TRANSPLANTATION PORTAL

PURPOSE

This document describes the process of registering a recipient in OrganMatch and enrolling on the Transplant Waiting List (TWL) pathway.

The registration menu has an **In Progress** tab where registration records are flagged that have been saved but not submitted. The **Completed** tab lists the records that have been submitted with an enrolment created.

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



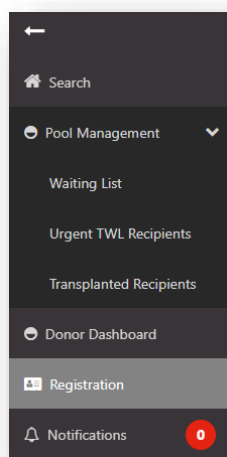
1. PROGRAM REGISTRATION

1.1 CREATE A REGISTRATION

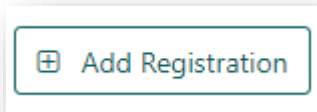
Perform the following to register a recipient in OrganMatch for TWL.

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

1. Select the **Registration** menu.



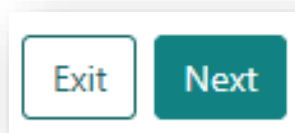
2. Click **Add Registration**.



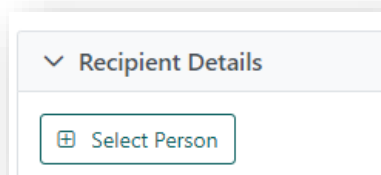
3. Select the **TWL Transplant Pathway** and select **Kidney** and **Pancreas** for **Organ(s) required**. Select **Kidney/Pancreas** as the **Organ Program(s)**.

A form titled "Select the Organ Program" with three sections. The first section, "Transplant Pathway *", has three buttons: "TWL" (teal), "LDD" (white), and "KPD" (white). The second section, "Organ(s) required *", has two teal buttons: "Kidney" and "Pancreas". The third section, "Organ Program(s) *", has three buttons: "Kidney" (white), "Kidney/Pancreas" (teal), and "Pancreas" (white).

4. Click **Next**.



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



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

The screenshot shows the 'Select Person' dialog box. Under 'Search criteria', there are input fields for 'Last Name *', 'First Name', and 'Date of Birth *'. The 'Date of Birth' field has a date picker showing '05/01/1967'. Below these are dropdown menus for 'Reference ID Type' (set to 'Please Select...') and 'Reference ID' (set to 'N/A'). There are 'Reset Filters' and 'Search' buttons. The 'Potential Duplicates' section shows a table with columns: 'Select', 'Last Name', 'First Name', 'Date of Birth', 'Hospital Reference', and 'National Reference'. The table is currently empty, with the text 'No records found' below it. At the bottom of the dialog are 'Close', 'Add Person', and 'Select' buttons.

7. If a recipient is found to be a match to the person you are registering, they will appear in the **Potential Duplicates** section.

Click the **Select** checkbox for the corresponding person and click **Select**.

Proceed to [1.3 Recipient Details](#).

This screenshot shows the 'Select Person' dialog box with search results. The search criteria are filled with 'Patient' for Last Name, 'Test' for First Name, and '05/01/1967' for Date of Birth. The 'Potential Duplicates' table now contains one record:

Select	Last Name	First Name	Date of Birth	Hospital Reference	National Reference
<input checked="" type="checkbox"/>	Patient	Test	05/01/1967		270164817

Below the table is a pagination control showing '1' of 5 items. At the bottom of the dialog are 'Close', 'Add Person', and 'Select' buttons.

8. If no records match the person to be registered, click **Add Person**.

Proceed to [1.2 Main Information](#).

A row of three buttons: 'Close', 'Add Person', and 'Select'.

1.2 MAIN INFORMATION

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

The other fields can be populated if information is available.

The screenshot shows a form titled "Select Person" with a section for "Main information". It contains the following fields:

- Last Name *: Text input with "Test" entered.
- First Name *: Text input with "Patient" entered.
- Middle Name: Text input.
- Date of Birth *: Date picker with "23/07/1990" selected. Below it, the text "Monday, July 23, 1990" is displayed.
- Gender: Radio buttons for "Female", "Male", and "Unknown". "Unknown" is selected.
- Ethnic Origin: Dropdown menu with "Please Select..." selected.
- Specific Ethnic Origin: Text input.
- Is the person of Aboriginal or Torres Strait Islander origin?: Dropdown menu with "Please Select..." selected.

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

The screenshot shows the "Blood group" section of the form with the following fields:

- Interim ABO: Radio buttons for "O", "A", "B", "AB", and "Unknown". "Unknown" is selected.
- Rhesus: Radio buttons for "Pos", "Neg", and "Unknown". "Unknown" is selected.
- ABO Subtype: Text input with "N/A" entered.

3. Complete the mandatory field of **Residential State/Territory**.

The other fields can be populated if information is available.

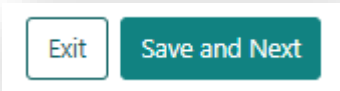
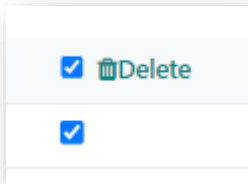
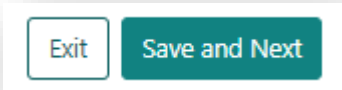
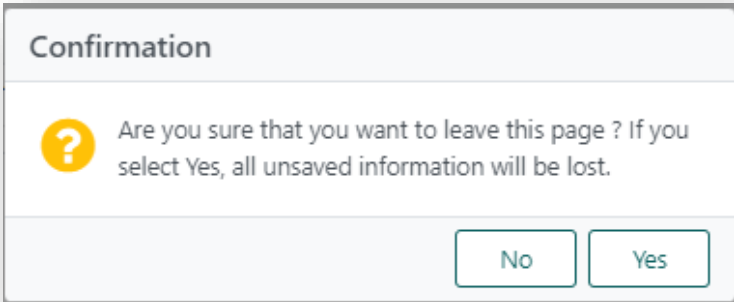
The screenshot shows the "Contact information" section of the form with the following fields:

- Residential Country *: Dropdown menu with "Australia" selected.
- Residential State/Territory *: Dropdown menu with "Please Select..." selected. Below it, the text "State must be entered." is displayed.
- Postcode: Text input.
- Mobile Phone: Text input.
- Home Phone: Text input.
- Email Address: Text input.

4. Click **Continue to Add**.

The screenshot shows two buttons: "Cancel" and "Continue to Add". The "Continue to Add" button is highlighted in teal.

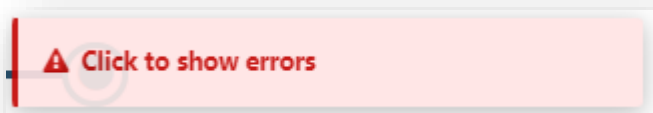
1.3 RECIPIENT DETAILS

To...	Then...
save the recipient details and proceed to enrolment	<p>click Save and Next.</p> 
remove the recipient from the registration section	<p>select the delete check box next on the person's row and click Delete.</p> 
exit without saving	<p>click Exit.</p> <p>A confirmation pop up will appear as follows "Are you sure you want to leave this page?"</p> <ul style="list-style-type: none"> ○ Select Yes and return to the Registrations page. ○ Select No. To progress to the next step, click Save and Next.  

2. DETAILED INFORMATION

2.1 GENERAL INFORMATION

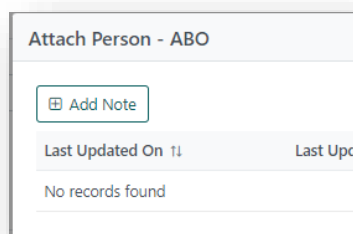
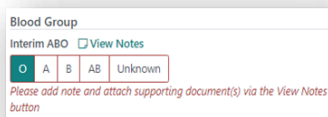
In the General Information section complete the following steps to add or update demographics, contact details, ABO, Hospital links and Provider links for the person. Any data that is required to be added before submitting the registration will be flagged in the **Click to show errors** box.



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.

1. Update Demographics and Contact Information as required.

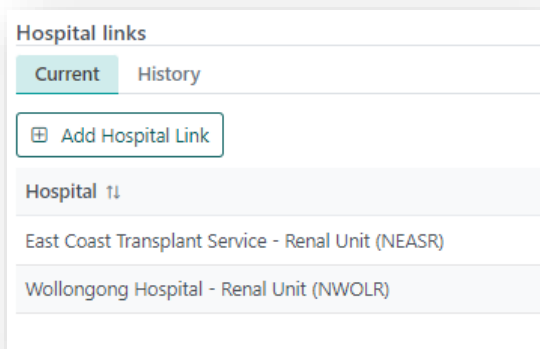
2. If you have added an ABO result in the main information you are required to upload an ABO report before registration can be submitted. The **Sub-Category** of the note needs to be **ABO Forms**. Click **View Notes** and attach the ABO report as a note, see *OM-077 Notes and Attachments- Transplantation Portal* for further information.



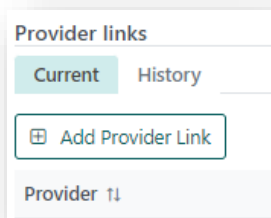
Note: a requirement for registration is the upload of NATA accredited ABO results.

This is a critical data field and requires verification before the results are accepted into the system. This will be performed by the scientists in the Tissue Typing lab.

3. Update Hospital Links as required. Hospital links will be prepopulated with the users hospital under the **Current** tab. See *OM-083 Person Details- Transplantation Portal* for further information for adding or ending hospital links.



4. Update Provider Links as required. Provider links will be prepopulated with the user under the **Current** tab. See *OM-083 Person Details- Transplantation Portal* for further information for adding or ending a provider link.



2.2 MEDICAL INFORMATION

Complete the medical information as required.

Note: Pregnancy information will not be available if the gender of the person is male.

Note: When adding drug treatments, the **From Date** field auto-populates with today's date.

Drug treatments only relevant to immunosuppression, sensitisation or desensitisation need to be added.

See *OM-083 Person Details- Transplantation Portal* for further information for adding or updating a medical event.

ORGANMATCH KIDNEY/PANCREAS TRANSPLANT WAITING LIST REGISTRATION- TRANSPLANTATION PORTAL

Medical Information

Height & Weight
 Height (cms) Weight (kg) BMI

Medical conditions
 Primary Diagnosis: Polycystic Kidney Disease
 Additional Diagnosis: Please Select...
 Diabetes: Yes No Unknown

Transfusion History
 Previous Transfusions: Yes No Unknown
 Date of last Transfusion:

Drug treatments
 Receiving Drug Treatments?: Yes No Unknown
 As At: Description of Drug Treatments:

Receiving Immunosuppression?: Yes No Unknown
 As At:

Medical events

Type	Start date	End date	Hospital
Blood Transfusion	01/01/2015		

2.3 NOTES & ATTACHMENTS

Notes & Attachments relevant to the person can be added or deleted.

See *OM-077 Notes and Attachments- Transplantation Portal* for further information for adding or updating notes and attachments.

Notes & Attachments

Last Updated On	Last Updated By	Sub-category	Title	Details	Total No. of Attachments	Has Attachments
No records found						

2.4 ENROLMENT INFORMATION RECIPIENT KIDNEY/PANCREAS TWL

- Under **Providers**, select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns.

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

Providers

Transplant Hospital <input type="text" value="Please Select..."/>	Hospital Reference	Transplant Provider <input type="text" value="Please Select..."/>	Role
Clinical Hospital <input type="text" value="Please Select..."/>	Hospital Reference	Clinical Provider <input type="text" value="Please Select..."/>	Role

2. The following Clinical Parameters must be completed for a recipient to be deemed ready to be matching on the Kidney/Pancreas TWL program and will be used in the calculation of waiting time for these recipients.
- **Referral date-** Date the letter is written from the referring physician.
 - **Date eGFR is less than 15ml/min-** Date when renal function falls to eGRF <15mls/Min is the date the patient can be actively listed.
 - **Activation Date-** May be the date eGFR <15ml/min or could be a later date if referred late or not ready.
 - **eGFR at referral-** This gives the clinicians an idea of when patients were referred (early or late).

Clinical Parameters

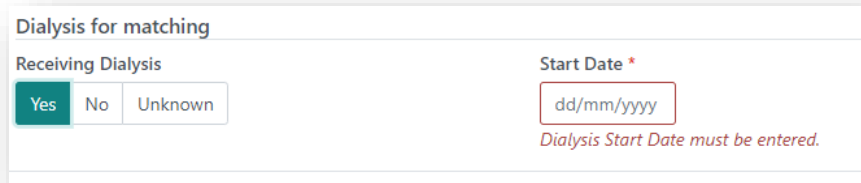
Referral date	eGFR at referral
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
Date eGFR is less than 15 ml/min	
<input type="text" value="dd/mm/yyyy"/>	
Activation Date	
<input type="text" value="dd/mm/yyyy"/>	

Note: A warning message displayed if **eGFR at referral** value is less than 15, and the **Date eGFR is less than 15 ml/min** is later than **Referral date**. It will not stop user from saving the enrolment or registration.

Clinical Parameters

Referral date	eGFR at referral *
<input type="text" value="08/02/2024"/>	<input type="text" value="14"/>
<i>Thursday, February 8, 2024</i>	
<i>Waiting time is calculated on the referral date in this scenario.</i>	
<i>Please check data entered.</i>	
Date eGFR is less than 15 ml/min	
<input type="text" value="10/02/2024"/>	
<i>Saturday, February 10, 2024</i>	

3. Select **Yes** for **Receiving Dialysis** and enter the dialysis start date under **Start Date**, if the recipient is on dialysis.



Dialysis for matching

Receiving Dialysis

Yes No Unknown

Start Date *

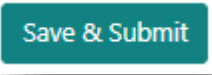
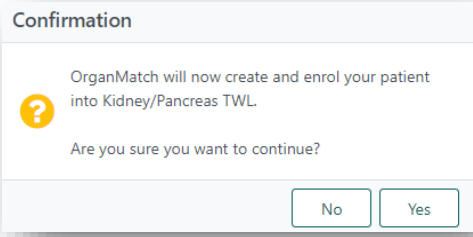
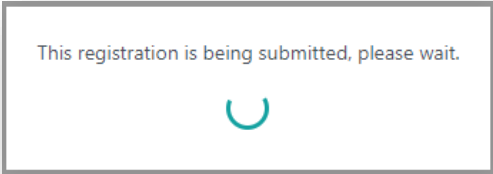

dd/mm/yyyy

Dialysis Start Date must be entered.

Note: If **Yes** is selected under **Receiving Dialysis** a start date must be entered before registration can be submitted.

3. SAVE AND SUBMIT

The above information can be saved at any point.

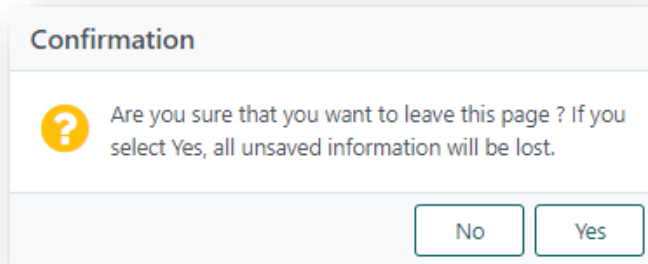
If you click...	Then...
<p>Save and Submit</p> 	<ul style="list-style-type: none"> • a confirmation pop up will appear “OrganMatch will now create and enrol your patient into Kidney/Pancreas TWL. Are you sure you want to continue?” • Select Yes and a pop-up will appear indicating the registration is being submitted. The user is directed to the recipient’s profile and the enrolment is created. • the data is populated in the person profile. • future updates can be made directly to the person record. • the recipient is enrolled into TWL program with Status On hold “In Progress”.  
<p>Save</p> 	<ul style="list-style-type: none"> • 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
eGFR	Estimated Glomerular Filtration Rate. A key indicator of kidney function.
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-077	Notes and Attachments- Transplantation Portal
OM-083	Person Details- Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	01/06/2022	First version of document.
2	26/07/2022	Update for OrganMatch Sprint 34: <ul style="list-style-type: none"> Section 4 updated to include filters in registration menu. Section 5 updated to include eGFR warning message.
3	Refer to footer	Update for OrganMatch Sprint 51: <ul style="list-style-type: none"> New process for search criteria when selecting a person. <p>Other:</p> <ul style="list-style-type: none"> Update to new template and inclusion of screenshots. Update of references and tables for notes and attachments and person details.

ELECTRONIC SIGNATURE

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