

## 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**.

The screenshot shows the 'Registration' interface. At the top, there is a teal header with the title 'Registration'. Below the header is a 'Filters' section with four input fields: 'Person' (text input), 'Status' (dropdown menu with 'All' selected), 'Organ Program' (dropdown menu with 'All' selected), and 'Transplant Pathway' (dropdown menu with 'All' selected). Below the filters is a 'Registrations' section with an 'Add Registration' button. There are two tabs: 'In Progress' (active) and 'Completed'. Below the tabs is a table with the following columns: 'Date Created', 'Created By', 'Organ Program', 'Pathway', 'Last Name', 'First Name', 'Status', and 'Submitted By'.

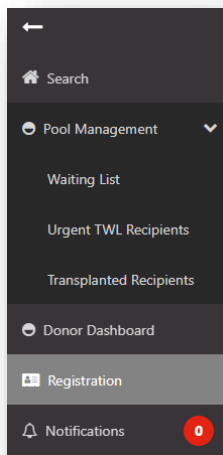
## 1. PROGRAM REGISTRATION

### 1.1 CREATE A REGISTRATION

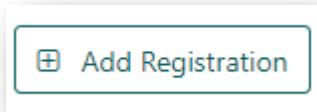
Perform the following to register a recipient in OrganMatch for TWL.

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

1. Select the **Registration** menu.



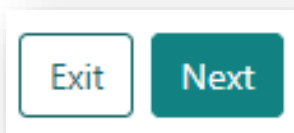
2. Click **Add Registration**.



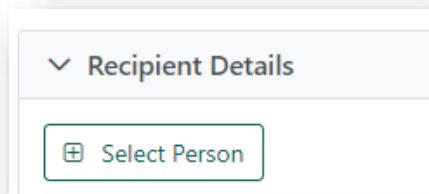
3. Select the **TWL Transplant Pathway** and select **Lung** for **Organ(s) required**.

A form titled "Select the Organ Program". It contains two sections. The first section is "Transplant Pathway \*" with a teal button labeled "TWL". The second section is "Organ(s) required \*" with two buttons: a teal button labeled "Lung" and a white button with a teal border labeled "Heart". To the right of this section is another section titled "Organ Program(s) \*" with a teal button labeled "Lung".

4. Click **Next**.



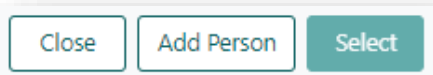
5. Search OrganMatch to see if the recipient exists in the system.  
In Recipient Details click **Select Person**.



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

- 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](#).

- If no records match the person to be registered, click **Add Person**.  
Proceed to [1.2 Main Information](#).



1.2 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 if required.  
The other fields can be populated if information is available.

Select Person

▼ Main information

Last Name \*  
Test

First Name \*  
Patient

Middle Name

Date of Birth \*  
23/07/1990  
Monday, July 23, 1990

Gender  
Female Male **Unknown**

Ethnic Origin  
Please Select...

Specific Ethnic Origin

Is the person of Aboriginal or Torres Strait Islander origin?  
Please Select...

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

▼ Blood group

Interim ABO  
O A B AB **Unknown**

Rhesus  
Pos Neg **Unknown**

ABO Subtype  
N/A

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

▼ Contact information

Residential Country \*  
Australia

Residential State/Territory \*  
Please Select...  
State must be entered.

Postcode

Mobile Phone

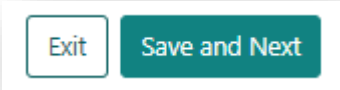
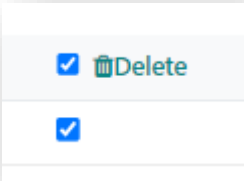
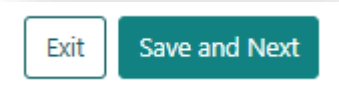
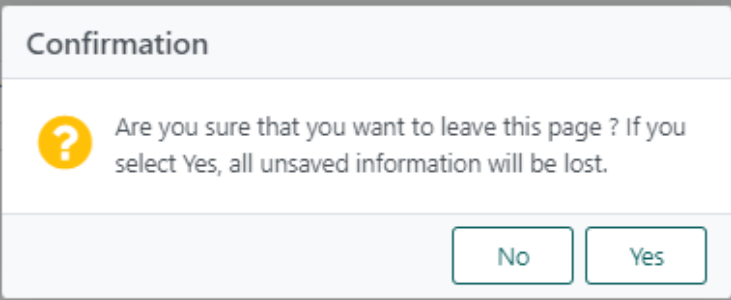
Home Phone

Email Address

4. Click **Continue to Add**.

Cancel **Continue to Add**

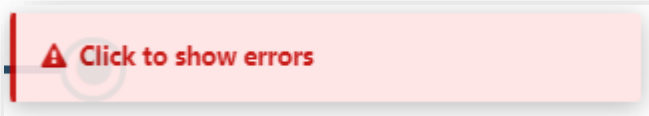
1.3 RECIPIENT DETAILS

| To...   | Then...  |
|---|--|
| save the recipient details and proceed to enrolment | <p>click <b>Save and Next</b>.</p>    |
| remove the recipient from the registration section  | <p>select the delete check box next on the person's row and click <b>Delete</b>.</p>    |
| exit without saving                                 | <p>click <b>Exit</b>.</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"> <li>○ Select <b>Yes</b> and return to the Registrations page.</li> <li>○ Select <b>No</b>. To progress to the next step, click <b>Save and Next</b>.</li> </ul> <br> |

## 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.

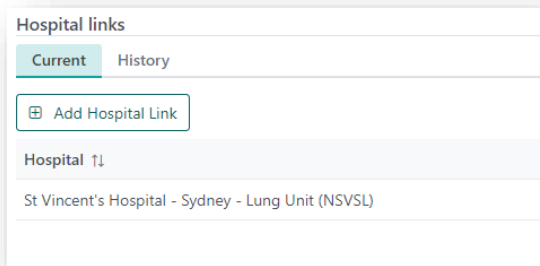
1. Update Demographics and Contact Information as required.

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.

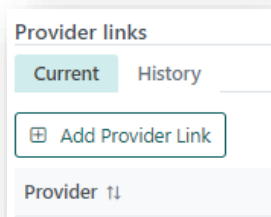
**Note:** a requirement for registration is the upload of NATA accredited ABO results.

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. Height and weight fields are required to be populated for a Lung recipient to be deemed ready to be matched on the Lung TWL program.

**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.

Medical Information

Height & Weight

Height (cms)  Weight (kg)  BMI

Medical conditions

Primary Diagnosis  Additional Diagnosis  Diabetes

Transfusion History

Previous Transfusions    Date of last Transfusion

Drug treatments

Receiving Drug Treatments?    As At  Description of Drug Treatments

Receiving Immunosuppression?    As At

Medical events

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

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### 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 LUNG 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 Provider Links. See [2.1 General Information](#).

Providers

Transplant Hospital  Hospital Reference

Transplant Provider  Role

Clinical Hospital  Hospital Reference

Clinical Provider  Role



- The **Acceptable Height Range (cm)** is the range of donor height that would be accepted for the recipient. It is required to be populated for a Lung recipient to be deemed ready to be matched on the Lung TWL program. Add the height in cm's in the **From** and **To** box.

Acceptable Height Range (cm)

|                                |                                  |
|--------------------------------|----------------------------------|
| From                           | To                               |
| <input type="text" value="0"/> | <input type="text" value="###"/> |

- The **Patient Category** can be populated if the recipient requires an urgent national listing. Select **Yes** for **Urgent (National Notification)** and select the **Urgent Category** from the dropdown.

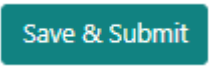
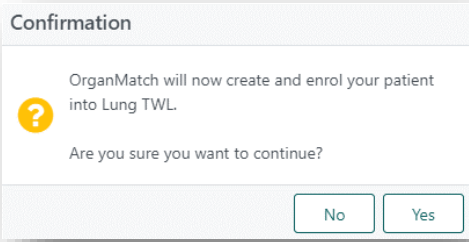
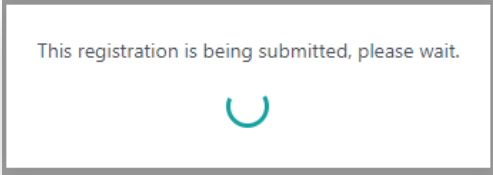

Patient Category

|   |  |
|---|--|
| Urgent (National Notification)                                | Urgent Category                              |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text" value="Please Select.."/> |

**Note:** If the urgent status is set to Yes, the date listed as urgent needs to be added to the enrolment. Refer to *OM-024 Heart and Lung Enrolment – Transplantation Portal* for further details.

### 3. SAVE AND SUBMIT

The above information can be saved at any point.

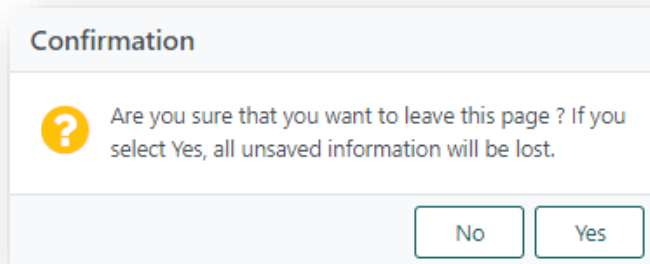
| If you click...  | Then...   |
|--|---|
| <p>Save and Submit</p>  | <ul style="list-style-type: none"> <li>• a confirmation pop up will appear “OrganMatch will now create and enrol your patient into Lung TWL. Are you sure you want to continue?”</li> <li>• Select <b>Yes</b> and a pop-up will appear indicating the registration is being submitted. The user is directed to the recipients profile and the enrolment is created.</li> <li>• the data is populated in the person profile.</li> <li>• future updates can be made directly to the person record.</li> <li>• the recipient is enrolled into TWL program with Status On hold “Waiting for hospital activation”.</li> </ul>   |
| <p>Save</p>           | <ul style="list-style-type: none"> <li>• All the information added in that session will be saved.</li> <li>• This does not submit the person registration.</li> <li>• The patient record is flagged in the <b>Registration</b> menu record as <b>In Progress</b>.</li> </ul>  |

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  |
|------------------------|---|
| ABO                    | ABO Blood Group   |
| Transplantation Portal | OrganMatch portal for transplant clinicians and coordinators. |
| TWL                    | Transplant Waiting List                                       |

## REFERENCED INTERNAL DOCUMENTS

| Document number | Source  |
|-----------------|---|
| OM-024          | Heart and Lung Enrolment – Transplantation Portal |
| OM-077          | Notes and Attachments- Transplantation Portal     |
| OM-083          | Person Details- Transplantation Portal            |

## CHANGE HISTORY

| Version number | Effective date  | Summary of change  |
|----------------|-----------------|--|
| 1              | 14/11/2022      | First version of document.   |
| 2              | 08/08/2023      | Update for OrganMatch Sprint 46: <ul style="list-style-type: none"> <li>Updated to new template.</li> <li>Enrolment updated to include date listed as urgent.</li> </ul>   |
| 3              | Refer to footer | OrganMatch Sprint 51 updates: <ul style="list-style-type: none"> <li>Create a registration section updated with new process for duplicate search of existing records.</li> </ul> Other: <ul style="list-style-type: none"> <li>General information and internal documents table updated to reference new notes and attachments and person details documents.</li> <li>Section 3 updated to include new save and submit process.</li> </ul> |

## ELECTRONIC SIGNATURE

|             |                  |
|-------------|------------------|
| Author      | REBECCA SCAMMELL |
| Approver(s) | NARELLE WATSON   |