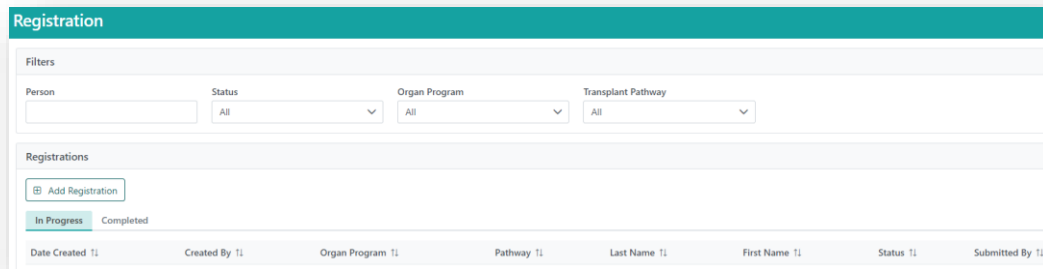


PURPOSE

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**.



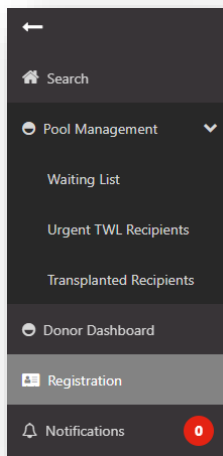
1. PROGRAM REGISTRATION

1.1 CREATE A REGISTRATION

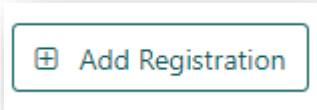
Perform the following to register a recipient in OrganMatch for TWL.

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

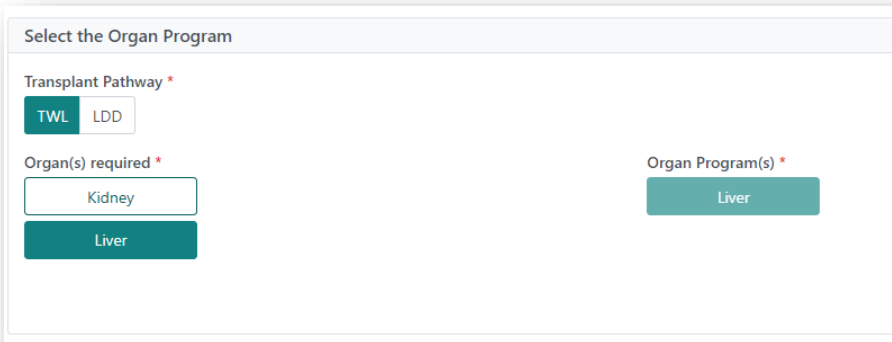
1. Select the **Registration** menu.



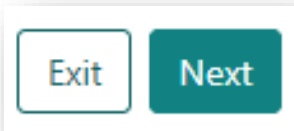
2. Click **Add Registration**.



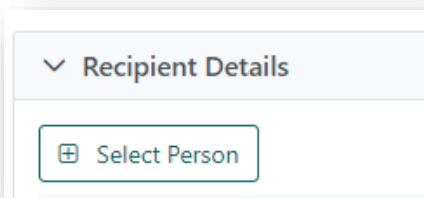
3. Select the **TWL Transplant Pathway** and select **Liver** for **Organ(s) required**.

A form titled "Select the Organ Program". It has two sections. The first section, "Transplant Pathway *", has two buttons: "TWL" (highlighted in teal) and "LDD". The second section, "Organ(s) required *", has two buttons: "Kidney" and "Liver" (highlighted in teal). To the right of this section is another section, "Organ Program(s) *", with a single teal button labeled "Liver".

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**.

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 placeholder 'dd/mm/yyyy' and a red error message 'Date of Birth must be entered.'. Below these are 'Reference ID Type' (a dropdown menu) and 'Reference ID' (N/A). There are 'Reset Filters' and 'Search' buttons. The 'Potential Duplicates' section contains a table with columns: 'Select', 'Last Name', 'First Name', 'Date of Birth', 'Hospital Reference', and 'National Reference'. The table is empty with the text 'No records found' below it. At the bottom are 'Close', 'Add Person', and 'Select' buttons.

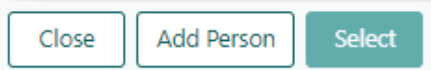
- If a recipient is found to be a match to the person you are registering, they will appear in the **Potential Duplicates** section. Click the **Select** checkbox for the corresponding person and click **Select**. Proceed to [1.3 Recipient Details](#).

The screenshot shows the 'Select Person' dialog box with search results. The 'Search criteria' fields are filled with 'Patient', 'Test', and '06/01/1967'. The 'Date of Birth' field has a placeholder 'Friday, January 6, 1967'. The 'Reference ID' is N/A. 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	06/01/1967		270164817

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

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



1.2 MAIN INFORMATION

- 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...

- 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

- 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

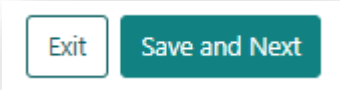
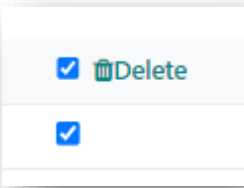
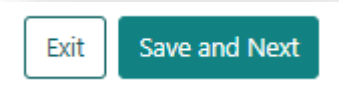
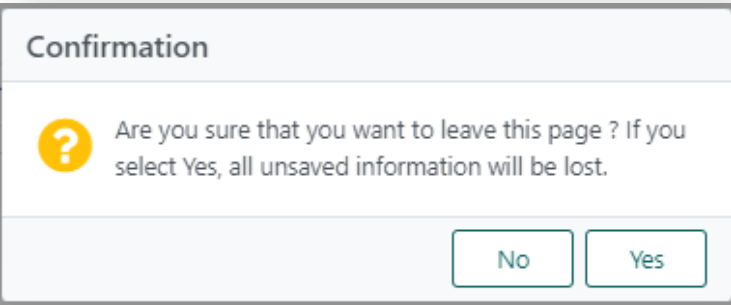
Home Phone

Email Address

- Click **Continue to Add**.

Cancel **Continue to Add**

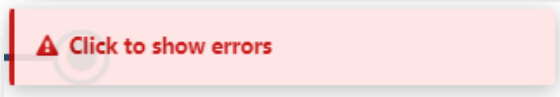
1.3 RECIPIENT DETAILS

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.

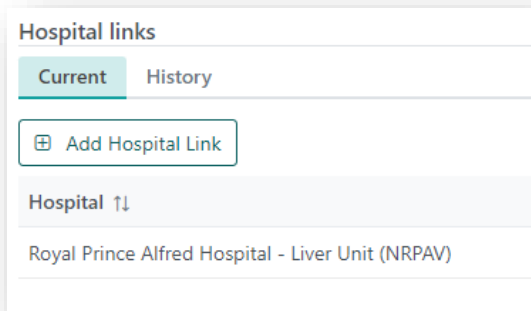
1. Update Demographics and Contact Information as required.

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.

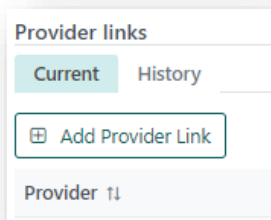
Note: a requirement for registration is the upload of NATA accredited ABO results.

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.

- 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 Guide* for further information for adding or ending hospital links.



- 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.

Medical Information

Height & Weight

Height (cms) Weight (kg) BMI

Medical conditions

Primary Diagnosis Additional Diagnosis 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		

Navigation: << < 1 > >> S

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 LIVER TWL

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

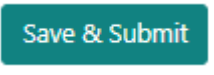
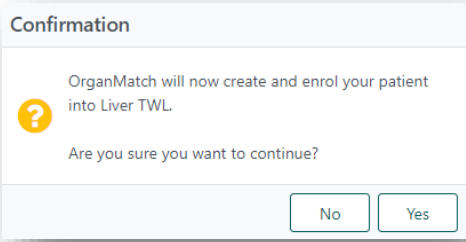
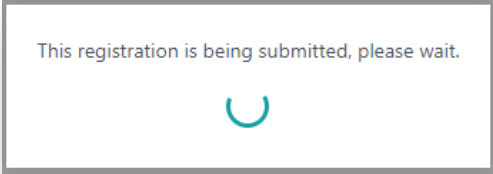

Note: You are only able to select providers and hospitals listed under Hospital and Provider Links. See [2.1 General Information](#).


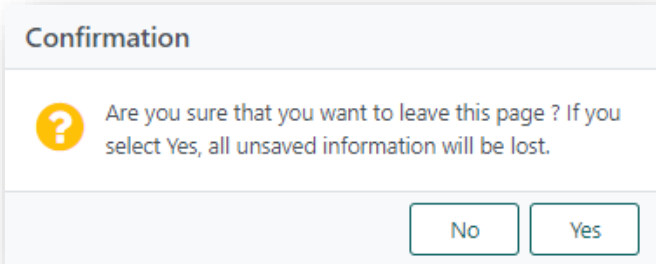
Providers

Transplant Hospital <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

3. SAVE AND SUBMIT

The above information can be saved at any point.

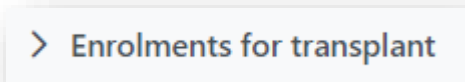
If you click...	Then...
<p>Save and Submit</p> 	<ul style="list-style-type: none"> • a confirmation pop up will appear “OrganMatch will now create and enrol your patient into Liver TWL. Are you sure you want to continue?” • Select Yes and a pop-up will appear indicating the registration is being submitted. 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 “Waiting for hospital activation”.  
<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.

<p>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. The patient record is flagged in the Registration menu record as In Progress. • Select No and remain in the update general information section. 
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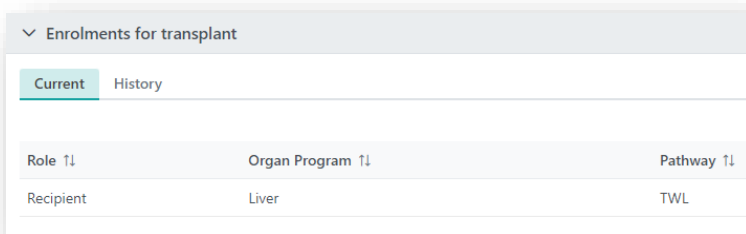
4. URGENT ENROLMENT

If a patient is being considered for urgent listing complete the following steps after submitting the registration to select an urgent category.

1. Click **Enrolments for transplant**.

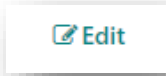


2. Click on the Liver TWL enrolment.

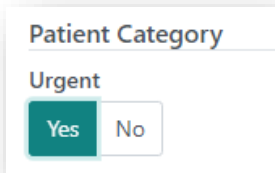


Enrolments for transplant		
Current	History	
Role ↑↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Liver	TWL

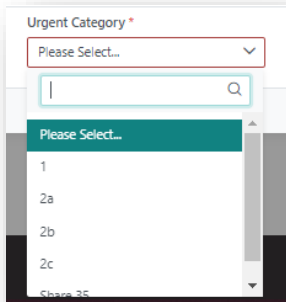
3. Click **Edit**.



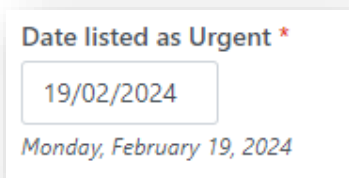
4. Under **Patient Category- Urgent** select **Yes**.



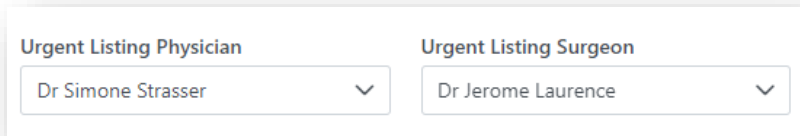
5. Select the relevant **Urgent Category** from the dropdown menu.



6. The **Date listed as Urgent** defaults to today's date but can be modified if required. It is a mandatory field if **Urgent** is selected as **Yes**.



7. Select the **Urgent Listing Physician** and the **Urgent Listing Surgeon** from the dropdown.



Urgent Listing Physician Urgent Listing Surgeon

Dr Simone Strasser Dr Jerome Laurence

8. Click **Save**.



Cancel Save

Note: These recipients will be listed in the Urgent TWL Recipients table

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-026	Liver 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	07/11/2022	First version of document.
2	Refer to footer	<p>OrganMatch Sprint 51 updates:</p> <ul style="list-style-type: none"> • New process for search criteria when selecting a person. • Additional fields added for urgent listing. <p>Other:</p> <ul style="list-style-type: none"> • Update to new template and inclusion of screenshots. • 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
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