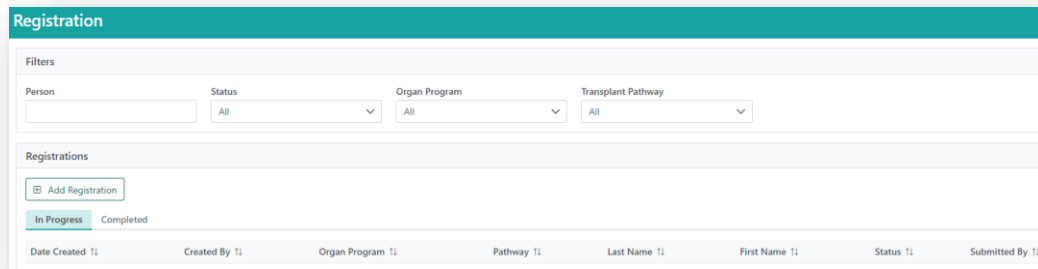


PURPOSE

This document describes the process of registering a recipient and donor in OrganMatch and enrolling the pair on the Living Directed Donation (LDD) 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**.



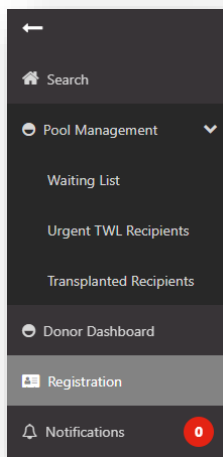
1. PROGRAM REGISTRATION

1.1 CREATE A REGISTRATION

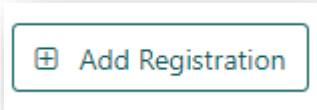
Perform the following to register a pair in OrganMatch for LDD.

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

1. Select the **Registration** menu.



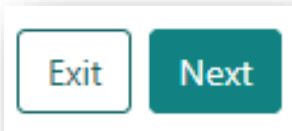
2. Click **Add Registration**.



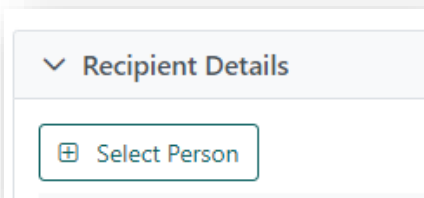
3. Select the **LDD Transplant Pathway** and select the **Organ(s) required** (**Kidney** for renal donation or **Liver** for liver donation).

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

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 with the following search criteria:

- Last Name: (empty field)
- First Name: (empty field)
- Date of Birth: dd/mm/yyyy (with a red error message: "Date of Birth must be entered.")
- Reference ID Type: Please Select...
- Reference ID: N/A

Buttons: Reset Filters, Search, Close, Add Person, Select.

- 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**.

The screenshot shows the 'Select Person' dialog box with the following search criteria:

- Last Name: Patient
- First Name: Test
- Date of Birth: 06/01/1967 (with a tooltip: "Friday, January 6, 1967")
- Reference ID Type: Please Select...
- Reference ID: N/A

Buttons: Reset Filters, Search, Close, Add Person, Select.

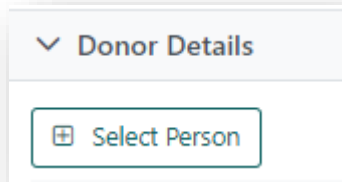
Select	Last Name	First Name	Date of Birth	Hospital Reference	National Reference
<input checked="" type="checkbox"/>	Patient	Test	06/01/1967		270164817

Navigation: << < 1 > >> 5

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

Buttons: Close, Add Person, Select.

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



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

A screenshot of the 'Select Person' search form. The 'Search criteria' section includes three input fields: 'Last Name *' (with a red error message 'Last Name must be entered.'), 'First Name', and 'Date of Birth *' (with a red error message 'Date of Birth must be entered.'). Below these are 'Reference ID Type' (a dropdown menu) and 'Reference ID' (displaying 'N/A'). There are 'Reset Filters' and 'Search' buttons. The 'Potential Duplicates' section shows a table with columns: 'Select', 'Last Name T1', 'First Name T1', 'Date of Birth T1', 'Hospital Reference T1', and 'National Reference T1'. The table is currently empty with the text 'No records found' below it. At the bottom are 'Close', 'Add Person', and 'Select' buttons.

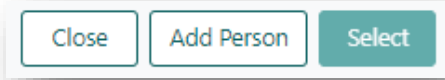
- If a donor is found to be a match to the person you are registering, click the **Select** checkbox for the corresponding person and click **Select**.

A screenshot of the 'Select Person' search form with search criteria filled in. 'Last Name *' is 'Donor', 'First Name' is 'Test', and 'Date of Birth *' is '10/09/1980' (with a tooltip showing 'Wednesday, September 10, 1980'). 'Reference ID Type' is 'Please Select...' and 'Reference ID' is 'N/A'. The 'Search' button is highlighted. The 'Potential Duplicates' table now contains one row:

Select	Last Name T1	First Name T1	Date of Birth T1	Hospital Reference T1	National Reference T1
<input checked="" type="checkbox"/>	Donor	Test	10/09/1980		P0008387

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

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



Note: Multiple donors can be added for one recipient.

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.

The 'Select Person' form displays the 'Main information' section with the following fields and values:

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

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

The 'Blood group' section of the form contains the following fields and values:

- Interim ABO**: Radio buttons for 'O', 'A', 'B', 'AB', and 'Unknown' (selected).
- Rhesus**: Radio buttons for 'Pos', 'Neg', and 'Unknown' (selected).
- ABO Subtype**: Text input containing 'N/A'

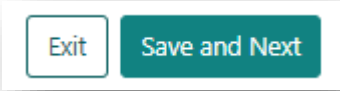
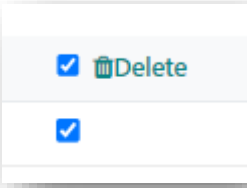
- Complete the mandatory field of **Residential State/Territory**. The other fields can be populated if information is available.

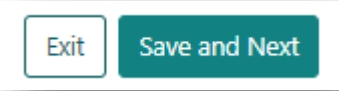
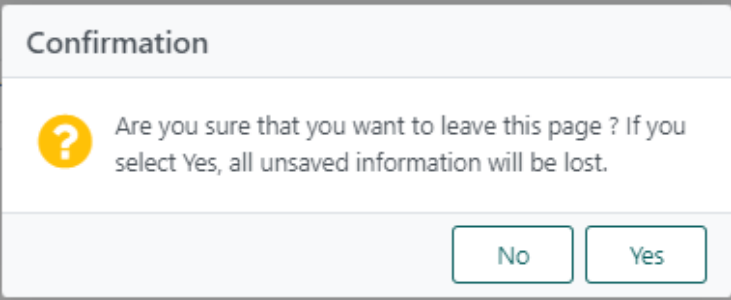
- Click **Save**.



- Repeat the above steps for the donor if required.

1.3 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 . 

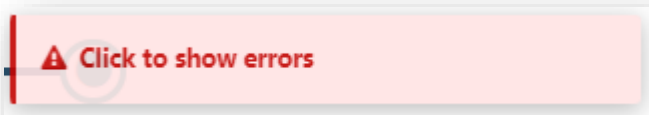
<p>exit without saving</p>	<p>click Exit. A confirmation pop up will appear as follows “Are you sure you want to leave this page?”</p> <ul style="list-style-type: none"> ○ Select Yes and return to the Registrations page. ○ Select No. To progress to the next step, click Save and Next.  
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2. DETAILED INFORMATION

2.1 RECIPIENT DETAILS

2.1.1 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.

- 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, see *OM-077 Notes and Attachments- Transplantation Portal* for further information.

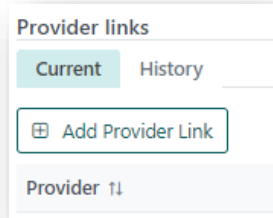
Note: a requirement for registration is the upload of NATA accredited ABO results.

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.

User must add a note and attachment for the Blood Group if an Interim ABO is added or updated (registration cannot be submitted if the user doesn't add a note and an attachment).

- 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.

- 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.



2.1.2 MEDICAL INFORMATION

Complete the medical information as required.

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

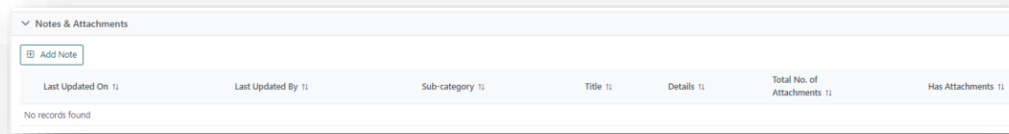
Note: When adding drug treatments, the **From Date** field auto-populates with today's date.

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.

2.1.3 NOTES & ATTACHMENTS

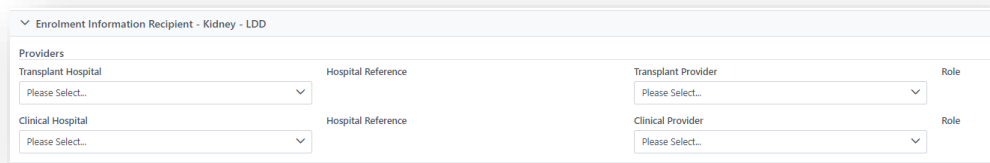
Notes & Attachments relevant to the person can be added or deleted. See *OM-077 Notes and Attachments-Transplantation Portal* for further information for adding or updating notes and attachments.



2.1.4 ENROLMENT INFORMATION RECIPIENT LDD

In the Enrolment Information section under Providers, select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns.

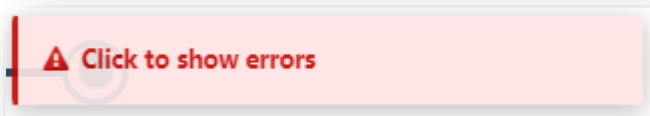
Note: You are only able to select providers and hospitals listed under Hospital and Providers Links.



2.2 DONOR DETAILS

2.2.1 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.

The screenshot shows the 'Donor Test Registration information' form, specifically the 'General Information' section. It includes fields for Demographics (Last Name, First Name, Middle Name), Date of Birth, Gender (Female, Male, Unknown), Ethnic Origin, and Contact Information (Residential Country, Residential State/Territory, Postcode, Mobile Phone, Home Phone, Email Address). The 'Date of Birth' field is populated with '01/01/2000' and 'Saturday, January 1, 2000'. The 'Gender' field has 'Female' selected. The 'Residential Country' is 'Australia' and 'Residential State/Territory' is 'NSW'.

- 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, see *OM-077 Notes and Attachments- Transplantation Portal* for further information.

The screenshot shows the 'Blood Group' form. It has a section for 'Interim ABO' with a 'View Notes' link. Below this are radio buttons for 'O', 'A', 'B', 'AB', and 'Unknown'. A red box highlights the 'View Notes' link and the radio buttons. A red message below reads: 'Please add note and attach supporting document(s) via the View Notes button'.

The screenshot shows the 'Attach Person - ABO' form. It features an 'Add Note' button. Below the button, there are columns for 'Last Updated On' and 'Last Update'. A message at the bottom states 'No records found'.

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.

User must add a note and attachment for the Blood Group if an Interim ABO is added or updated (registration cannot be submitted if the user doesn't add a note and an attachment).

3. Add a personal link for the donor. Select the relationship of the donor to the recipient from the dropdown.
Note: the donor patient relationship must be selected to submit the registration.

The screenshot shows a form titled "Personal Links" with a section "Relationship to the Recipient *". Below this is a dropdown menu currently displaying "Please Select...". A search bar is visible above the dropdown. The dropdown menu is open, showing the following options: "Please Select...", "Partner", "Child", and "Parent".

4. 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.

The screenshot shows a form titled "Hospital links" with two tabs: "Current" (selected) and "History". Below the tabs is a button labeled "Add Hospital Link". Underneath is a section titled "Hospital" with a list of two entries: "East Coast Transplant Service - Renal Unit (NEASR)" and "Wollongong Hospital - Renal Unit (NWOLR)".

5. 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.

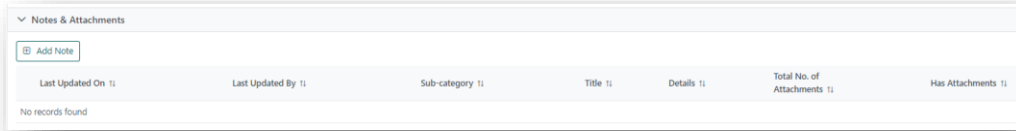
The screenshot shows a form titled "Provider links" with two tabs: "Current" (selected) and "History". Below the tabs is a button labeled "Add Provider Link". Underneath is a section titled "Provider" which is currently empty.

2.1.2 MEDICAL INFORMATION

This section is not relevant to donors.

2.1.3 NOTES & ATTACHMENTS

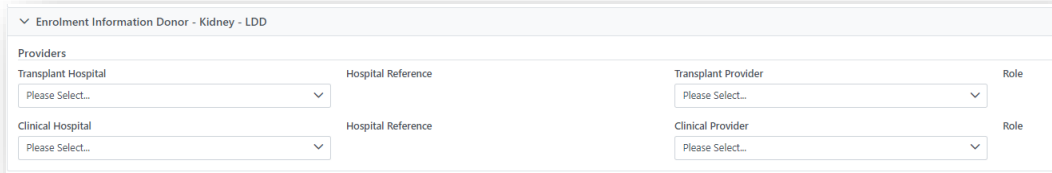
Notes & Attachments relevant to the person can be added or deleted. See *OM-077 Notes and Attachments-Transplantation Portal* for further information for adding or updating notes and attachments.



2.1.4 ENROLMENT INFORMATION DONOR LDD

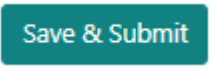
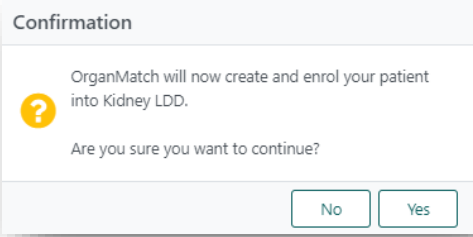
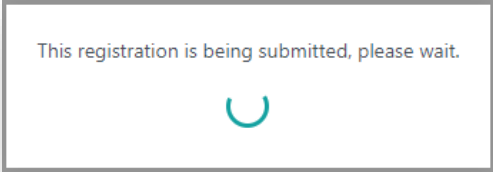

In the Enrolment Information section under Providers, select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns.

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



3. SAVE AND SUBMIT

The above information can be saved at any point.

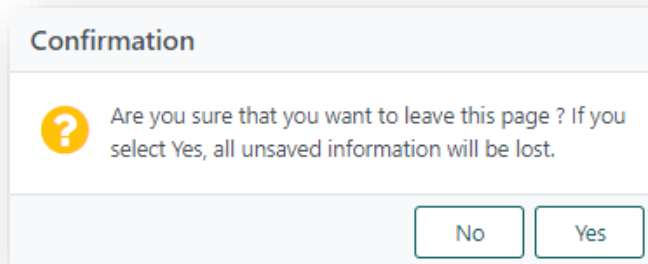
If you click...	Then...
<p>Save and Submit</p> 	<ul style="list-style-type: none"> • a confirmation pop up will appear “OrganMatch will now create and enrol your patient into Kidney LDD. Are you sure you want to continue?” • Select Yes and a pop-up will appear indicating the registration is being submitted. 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 LDD 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
ABO	ABO Blood Group
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.
LDD	Living Directed Donor

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	Refer to footer	First version of document
2	Refer to footer	<p>OrganMatch Sprint 51 updates:</p> <ul style="list-style-type: none"> Create a registration section updated with new process for duplicate search of existing records. <p>Other:</p> <ul style="list-style-type: none"> 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