The OrganMatch Donation Portal allows Donate Life agencies to access donor records that were created through the Electronic Donor Record (EDR) interface. The matching and compatibility information added through the Laboratory Portal can be viewed in the donor record and Organ Offer List (OOL) reports can be generated and downloaded.

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1. ACCESS TO ORGANMATCH DONATION PORTAL

Access to the OrganMatch Donation Portal is by request from the Donate Life Agencies.

There are two roles that can be assigned in the Donation Portal:

- Read only donation.
- Donation Coordinator.

Access is assigned at a jurisdictional level.

2. MENU

The following menu options are available in the Donation Portal.



3. SEARCH

Donor records can be searched using:

- Last Name.
- First Name.
- Date of Birth.
- Donor ID.

Search criteria	
Last Name	
First Name	
Date of Birth	
DD/[MM]/[YYYY]	
Donor ID	

4. DONOR DASHBOARD

The donor dashboard will display a list of deceased organ donors which the user has access to.

Filters							
lospital All	~	ABO		Donor			Reset Filters
esults							
							4390 record/s found
				Donors			
Date of Enrolment 11	Donor ID 11	Last Name 11	First Name 11	Date of Birth 11	ABO 11	Hospital 11	
13/10/2024	D24-1302	TnBla	edNWyX	11/11/1982		Liverpool Hospital	View TWL Match
13/10/2024	D24-1301	mieu	nqsckQg	08/11/2008	0	John Hunter Children's Ho	View TWL Match
11/10/2024	D24-1290	mlqMHpgb	dNjiC	15/06/1954	0	Sutherland Hospital	View TWL Match

By clicking on the donor, the user will be able to view the Donor Profile. The following tabs are viewable:

Male 70 years 6 months (30/08/1952)	o	OM ID 0086022 OM Lab NSW	Donor ID D23-0290 Hospital Royal Prince Alfred Ho	
				🖉 View TWL Match
> Histocompatibility profile				
> Medical information				
> Enrolments for transplant				
> Transplants				
> Demographic & contact details				
> Notes & attachments				

4.1 HISTOCOMPATIBILITY PROFILE

This section is populated from the Laboratory Portal when the HLA typing of the donor is authorised by the laboratory.

A Typin	a profile										
	В	с	DRB1	DQ81	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5	
02	*07 *44	*05	*04	*03:01	*03	*04:01	*01		*01 *-		

4.2 MEDICAL INFORMATION

The data in this section is populated from the EDR where the information is available. The **General Information** tab displays height, weight, BMI and predicted heart mass which is used in the Kidney Donor Profile Index (KDPI) calculation and the Lung Matching Algorithm and Heart Matching Algorithm.

General Information Deceased Dong	or		
leight & Weight			
leight (cms)	Weight (kg)	BMI	Predicted Heart Mass
78	122	38.51	236.3

The Deceased Donor tab displays the donor hospital, donor ID, donation pathway and date and cause of death.

Deceased Donor information		
Donation Pathway	Referral Number	
Donation after Circulatory Death (DCD)		
Donor ID	Hospital	Hospital Reference
D23-0290	Royal Prince Alfred Hospital (NRPA)	2787599
Details of death		
Date of Death		
15/03/2023		
EDR Cause of Death	EDR Circumstance of Death	Additional Details
		-

4.3 ENROLMENTS FOR TRANSPLANT

The deceased donor enrolment is automatically populated through the EDR interface.

Note: If Lungs are consented for donation one organ will transfer in the enrolment. If two single lungs are transplanted, an additional lung needs to be added to the enrolment. If Pancreas is consented for donation the Pancreas Islets will also transfer in the enrolment.

The match and audit KDPI can be viewed by clicking on the enrolment.

Enrolment information					C2° Edit
Pathway	Date	Enrolled			
TWL.	19/10	0/2024			
Transplant Role *	Done	er Type *	First Kidney Allocation	Outcome	
Donor	Dece	ased	Left Kidney	Intended	
Organs Consented					
					9 record/s found
Organs	Status	Utilisation Detail		Comments	
Heart	Not Retrieved	Organ not offered	- not medically suitable		
Intestine	Not Retrieved	Organ not offered	- not medically suitable		
Liver	Available				
Pancreas	Not Retrieved	Organ not offered	- age of donor		
Pancreas Islets	Not Retrieved	Declined in offer pr	rocess		
Kidney	Not Retrieved	Organ not offered	- not medically suitable		
Kidney	Not Retrieved	Organ not offered	- not medically suitable		
Lung	Not Retrieved	Organ not offered	- not medically suitable	Double Lung	
Lung	Available			Added by Organ Offer	
KDPI Match Million Dataile	andi	University			
	Pod				
KDRI (Kaw) 1.6486	KDRI	(Kam)			
KDPI (Percentile)	KDPI	(Percentile)			
C)	-				
					Close

The KDPI information can be viewed in the enrolment by clicking **View Details**. This will bring up a popup box and any missing details can be viewed.

Age (Years)	KDRI (Raw)	KDPI (Percentile)	
54	-	-	
Height (cms) *	Weight (kg) *		
172	90		
Cause of death cerebral i	nfarction or intracranial ha	emorrhage?	
Unknown			
Diabetes?		History of treated hypertension?	
Unknown		Unknown	
Current Creatinine			
Date and Time		Current Creatinine (µmol/L) *	
-			
Renal replacement therap	by in prior 24 hours?	Intended donation pathway DCD?	
Unknown		Not Determined	
Comments			
-			
			Close

4.4 ORGAN STATUS UPDATE

Consented organs are populated via the EDR interface with status available in the deceased donor enrolment. If the organs are deemed not medically suitable or won't be offered for donation, the status can be updated via the Donation Portal. If the whole Pancreas is transplanted the Pancreas Islets need to be updated to status as Not Retrieved, Utilisation Detail as Not Used- Other with a comment that the whole pancreas was transplanted.

4.4.1 ADD OR DELETE AN ORGAN

In the deceased donor enrolment complete the following steps to add or delete an organ or update the status.

1. Click Edit.



2. To add a new organ, click Add Organ.



3. Select the organ from the dropdown and click **OK**.

rgan *			
Please Select	~		
	Q	Utilisation Detail	
Please Select		✓ Please Select	\sim
Kidney			
Lung			
Heart			
Liver			1
Dancroac	•		

4. To delete an existing organ, click on the organ and click **Delete**.

Organs			
			🛍 Delete
Organ *			
Intestine			
Status *		Utilisation Detail	
Available	~	Please Select	~
Comments			
			Cancal
			Cancer

4.4.2 UPDATE ORGAN STATUS

If an organ is not suitable for matching or retrieval the status is changed to Not Retrieved with a reason selected from the dropdown.

If an organ is retrieved but not used or retrieved for research, the status is selected as Retrieved with the reason selected from the **Utilisation Detail** dropdown.

1. To update the status of an organ, click on the organ and select the **Status** from the dropdown.

Irgan *			🛍 Delete
itestine			
tatus *		Utilisation Detail	
Not Retrieved	\sim	Please Select	\sim
1	Q		
Please Select	A		
Available			
Not Retrieved			
Not Used			
Retrieved			Cancel OK
Stored	-		

2. Select the **Utilisation Detail** from the dropdown and add further information in the **Comments** box if required.

Jigans		^
Organ *		🏛 Delete
Intestine		
Status *		Utilisation Detail
Not Retrieved	~	Organ not offered - not medically suitable 🛛 🗸
Comments		
		h
		Cancel OK

organs		
		🖻 Delete
Organ *		
Pancreas Islets		
Status *		Utilisation Detail
Retrieved	~	Research - Primary intention for retrieval 🗸 🗸
Comments		
		Cancel OK

3. Click OK.



4. Click Save.



4.5 TRANSPLANTS

Upon completion of a donor the recipients that receive the organs for transplant are linked in the Laboratory Portal. Once these transplants are linked, they will be visible in the Donation Portal.

				4 record.
Transplant Date 1	Lab Ref 1↓	Organ Program 11	Transplant Pathway 11	Last Updated Date 11
14/03/2023	10171 KR	Kidney	TWL	15/03/2023
14/03/2023	3036 LR	Kidney/Liver	TWL	15/03/2023
14/03/2023	4788 HR	Heart	TWL	15/03/2023
14/03/2023	4749 LUR	Lung	TWL	15/03/2023
		« < 1 > >>	10 ×	

Clicking on the record will display the transplant event and recipient information which reflects the data of the match event at the time of offer.

N S	ale I years 8 i	months (21/06/1968)	Ó	OM ID 00 OM Lab N	85991 D SW H	onor ID D23 Iospital John Iospital	-0279 Hunter	De	onor Profile	Ŵ	Male 44 years 4 r	nonths (26/	10/1978)	٨	OM ID 006 OM Lab NS	6258 L SW	ab Ref 1017	1 KR		
Infe	ormation	1																			
t Up 03/2 >lish 03/2	dated On 023 ed Date 023					Last Upda Published	eted By				Published Published	Status									
toc	ompatib	ility ass	essment &	Transplant	details																
Dong	r HLA Typ	oing prot	ile								Recipie	nt HLA Typin	g profile								
1	В	с	DRB1	DQ81	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5	A	В	с	DRB1	DQB1	DQA1	DPB1	DPA1	DRB3	DRB4	DRB5
01 26	*08 *38	*07 *12	*03:01 *13	*02 *06	*01 *05	*02:01 *10:01	*01 *02	*01 *_			*01:01 *11:01	*15:17 *51:01	*07:01 *15:02	*03:01 *13:01	*02:01 *06:03	*01:03 *05:01	*02:01 *04:01	*01:03 *.	*01:01 *02:02		
Alleli	assessm	ent																			
Allel	c Differe	ences									Eplet loa	d									
A	в	с	DRB1	DQ81	DQA1	DPB1	DPA1	DR83	DRB4	DRB5	Class I			CL	ass II			Total			
*26	*08 *38	- *12	1		-	- *10:01	- *02	•			2							5			
#Not Alleli	Determin assessm	ned - ins nent	ufficient typ	ing to deter	nine allelic d	ifferences															
DSA :	ssessmer	nt																			
DSA	assessmer	nt																			

4.6 DEMOGRAPHICS AND CONTACT DETAILS

The data in this section is populated from the EDR where the information is available. This section is not editable in the Donation Portal.

Main information		
Last Name *	First Name *	Middle Name
Date of Birth *	Age	Off System Donor
21/06/1968	54 years 8 months	
Gender		
Male		
Ethnic Origin	Specific Ethnic Origin	Is the person of Aboriginal or Torres Strait
Contact information		
Contact information OM Laboratory * NSW		
Contact information OM Laboratory * NSW Residential Country	Residential State/Territory	Postcode
Contact information OM Laboratory * NSW Residential Country Australia	Residential State/Territory NSW	Postcode
Contact information OM Laboratory * NSW Residential Country Australia Mobile Phone	Residential State/Territory NSW Home Phone	Postcode Email Address
Contact information OM Laboratory * NSW Residential Country Australia Mobile Phone Reference information	Residential State/Territory NSW Home Phone	Postcode Email Address
Contact information OM Laboratory * NSW Residential Country Australia Mobile Phone Reference information National Reference	Residential State/Territory NSW Home Phone Laboratory Reference	Postcode Email Address Date Registered

4.7 NOTES AND ATTACHMENTS

Any notes added via the Laboratory Portal are viewable in the Donation Portal if they are not set as an internal note. Only notes added in the Donation Portal can be edited, all others can just be viewed.

Notes & attachments							
urrent History							
/ Add Note							18 record/s found
ub-category							
All							
Last Updated On 11 Last Updated By 11	Created In 11	Sub-category 1	Title 11	Details †1	Total No. of Attachments 11	Has Attachments 1	Internal Note 11
15/03/2023	Donation	TWL Matching	Donor Summary 2	Tx date: 14/3/23	1	~	× Reply
15/03/2023	Donation	TWL Matching	Donor Summary	Tx Date 14/3/23	1	~	× Reply

There is a current and history tab in the Donation Portal with active notes appearing in the current tab and archived notes appearing in the history tab.

Notes can be added in the Donation Portal, and this triggers a notification to the Laboratory Portal.

The notes and attachments section is where the user can view the Organ Offer List (OOL).

ADD ABO NOTE

1. Click Add Note.



2. Add **Title**, **Details** and select **ABO forms** as the sub-category. These are mandatory fields that must be completed before the note can be saved.

Title *	
Category	Sub-Category *
Person	Please Select 🗸
Internal Note	
Yes No	
B Z U := :=	
Enter text here	
	Court Court

3. Click the Attachments tab and click Select a file to upload the report or drag and drop the file.

Note	Attachments			
		+ selec	tafile	
			file berg	
		or Drag a	me nere	
File Nar	ne î↓		File Size ↑↓	🗆 📋 Delete
No reco	rds found			
				Cancel Save

4. Click Save.



4.8 VIEW TRANSPLANT WAITING LIST (TWL) MATCHING SCREEN

In the donor record or from the donor dashboard, click on **View TWL Match** to see **Transplant waiting list matching**.



This screen will list the recipients matched with the donor including rank and offer status. The filters allow the list to be filtered on organ, transplant hospital and compatibility status.

HhyCt kAiueO	VKwB DECEASED DONO										
Male 73 years	8 months (01/04/1950)		0	OM ID 00892 OM Lab NSW	20 r		Donor ID D23-149 Hospital Westmean	2 d Hospital			Donor Profile
1atching Recipien	ts										
										View Notes	Generate OOL report
✓ Filters											
Find Person			Transplant Hospi	tals			Organ Program			Algorithm	Reset Filters
			All			\sim	All		\sim	All	~
Compatibility State	15		Rank From		Rank To			Age(Years) From		Age(Years) To	
All		~	***		***			***		***	
											7 record/s found
Organ Program	Algorithm	Rank	Score	Last Name	First Name	OM Lab	DoB	Age(Years)	Compatibility Status	Transplant Hospital	
Kidney	National Algorithm	1	87.001.047					39	Eligible for offer	Royal Adelaide Hospital - Renal	Unit
Kidney	State Restricted Waiting	26	40.000.059					73	Eligible for offer	John Hunter Hospital - Renal Un	it
Kidney	State Restricted Waiting	50	40.000.052					73	Eligible for offer	East Coast Transplant Service - R	lenal Unit

Click on **View Notes** to find the OOL generated by the lab. For further information on how to generate an OOL see **4.9 Generate Organ Offer List (OOL)**.



						16 record/s found
Last Updated On 1	Last Updated By 1	Title 1↓	Details 1	Sub-category ↑↓	Total No. of Attachments 11	Has Attachments ↑↓
15/03/2023		Donor Summary 2	Tx date: 14/3/23	TWL Matching	1	~
15/03/2023		Donor Summary	Tx Date 14/3/23	TWL Matching	1	~
14/03/2023		Organ Offer Lis	The attached report is ge	TWL Matching	1	~

Clicking on the row proceeds to Match Event assessment. The match event will display the DSA assessment and crossmatch results (if applicable).

Male 54 years 8	l months (21/06/1961	8) 01	И ID 0085991 И Lab NSW	Donor ID Hospital Hospital	D23-0279 John Hunter	Don	ior Profile	Fem 59 y	ale ears 7 months (16/07/19	63) o	A ID 0074946 Lab A Lab VIC	Ref 43820 KR	
llelic Diffe	rences							Eplet load				Total DRB1 n	natches
A B	C DRB1	DQB1 D	IQA1 DP8	DP	A1 DRB3	DRB4	DR85	Class I	Class II	Total			
26 *38	*12		*02: *10:	01 - 01 -									
SA assessmi	ent												
SA assessme SA Assessme lass I DSA id Show on	ent lent Intified DSA	Recipient	Donor	MEI 11	Strength	Samula Date	. 11	DSA Note 11	Test Result	lg	Sera	Clare 1	Sample Tao 11
SA assessmi SA Assessmi lass I DSA id Show on Report	ent lentified DSA Category 11	Recipient Antibody 1⊥	Donor HLA †↓	MFI 11	Strength Rating †↓	Sample Date	» T1	DSA Note 11	Test Result Reportable Note †↓	lg Isotype †⊥	Sera Treatment †↓	Class 11	Sample Tag 11
SA assessmi SA Assessmi lass I DSA id Show on Report	ent lentified DSA Category 11 Specific	Recipient Antibody 11 A*26:01	Donor HLA 11 A*26	MFI 11 1892	Strength Rating 1↓ Weak	Sample Date 15/08/2022	▶ T⊥	DSA Note 11	Test Result Reportable Note †↓	lg Isotype 11 IgG	Sera Treatment 11 EDTA	Class 11 Class I	Sample Tag 11
SA assessmi SA Assessmi lass I DSA id Show on Report	ent lentified DSA Category 11 Specific Specific	Recipient Antibody 11 A*26:01 A*26:01	Donor HLA 11 A*26 A*26	MFI 11 1892 1536	Strength Rating 11 Weak Weak	Sample Date 15/08/2022 11/02/2020	» TL	DSA Note 11	Test Result Reportable Note †↓	lg Isotype †⊥ IgG IgG	Sera Treatment 11 EDTA EDTA	Class 11 Class 1 Class 1	Sample Tag 1
SA assessmi SA Assessmi lass I DSA id Show on Report	ent lentified DSA Category 11 Specific Specific Specific	Recipient Antibody 11 A*26:01 A*26:01 A*26:01	Donor HLA 11 A*26 A*26 A*26	MFI 11 1892 1536 797	Strength Rating †i Weak Weak Weak	Sample Date 15/08/2022 11/02/2020 18/01/2023	+ 71	DSA Note 11	Test Result Reportable Note ⊺i	lg kotype 11 lgG lgG lgG	Sera Treatment 11 EDTA EDTA EDTA	Class 11 Class 1 Class 1 Class 1	Sample Tag 1

Match event parameters are specific to each organ program and can be viewed in the match event as below.

KIDNEY TWL

anor			Recipient - Kidney - 1	WL - 1 year 2 months (waiting time)	
xtended acceptance	criteria		Extended accepta	nce criteria		
HepC Ab pos K No Renal parameters	TRK ¥ No	Increased Viral Risk ¥ No	Accept HepC Ab por X No Accept ABOi	Accept TRK X No	Accept Incre X No	ased Viral Risk
Aatch KDPI (Percentile) 16%			¥ No Renal parameters EPTS	Max KDPI		Dialysis Start Date
			2 TWL renal parame	100% ters	a Umana.	08/05/2021
			✓ Yes	-	ig orgency	-

KIDNEY/PANCREAS TWL

or	Recipient - Kidney/Pancreas - TWL - 11 mo	Recipient - Kidney/Pancreas - TWL - 11 months (waiting time)				
enal parameters	Renal parameters	Renal parameters				
latch KDPI (Percentile)	EPTS	Max KDPI	Dialysis Start Date			
3%		100%	-			
	Clinical parameters	Clinical parameters				
	Referral date	eGFR a	t referral			
	31/01/2019	30				
	Date eGFR is less than 15 ml/min	Activat	ion date			
	01/09/2021	12/11/2	2021			
	Patient category					
	National Priority					
	x No					

LUNG TWL

nor	Recipient - Lung - TWL - 1	year 8 months (waiting time)	
tended acceptance criteria	Extended acceptance c	riteria	
eight & Weight	Acceptable Height Ran	ge (cm)	
ight (cms) Weight (kg)	From	То	
	0		
	Patient category		
	Urgent (National	Urgent Category	
	Notification)	•	
	× No		

HEART TWL

onor			Recipient - Heart -	TWL - 5 months (waiting time)		
eight & Weight			Height & Weigh	nt		
Jht (cms) Weight (lig) Predicted Heart Mass Height (cms) 60 165.6 Predicted Heart Mass Ratio -26.8 Predicted Heart Mass Ratio	Weight (kg) 105 Mass Ratio	Predicted Heart Mass 226.2				
	Linear Article	Urgent ¥t No	Urgent Reason -	Urgent status Accepted at Transplant Unit St Vincent's Hospital - Sydney - Heart Unit Children's Hospital Westmead - Heart Unit	Unknown	
					Alfred Hospital - Heart Unit Royal Children's Hospital - Melbourne - Heart Unit	Unknown
					Prince Charles Hospital - Heart Unit	Unknown
					Fiona Stanley Hospital - Heart Unit	Unknown

4.9 GENERATE ORGAN OFFER LIST (OOL)

The Organ Offer List (OOL) generated in the Laboratory Portal can be accessed through the **View Notes** button.

An OOL can be generated in the Donation Portal when the **Generate OOL report** button is enabled through the Laboratory Portal.

The first page of the OOL contains a summary of each recipient on the report. The table includes the recipient names, age and DSA summary. The report for each recipient also includes the number of days since the recipients last Single Antigen test result.

Organ Program	Algorithm	Rank	Score	Recipient	DSA Summary	Age (Years)	Transplant Hospital	Transplant Reference
Lung	Lung Standard v1	-	6115000	TDXYO IgteoH hgdGHAz	No DSA identified 83 days since last SAG	68	Alfred Hospital - Lung Unit	
Lung	Lung Standard v1	-	6114800	BYJEMPCR UtMI cCFpK	No DSA identified 69 days since last SAG	24	Alfred Hospital - Lung Unit	1241903

 Select the organ you wish to generate a list for from the Organ Program dropdown. If required filter on Transplant Hospitals, Compatibility Status or a specific patient.

AII	\checkmark
	Q X
Kidney	

2. Click Generate OOL report.



3. A popup appears noting that the OOL report is queued and is estimated to take 5 minutes to complete. Click **OK**.



4. Click **View Notes** to access the report.



A note will be created, "Organ Offer List Report- Donation Portal" with the following file name in the attachment tab:

<Donor ID>_<OrganProgram>_<Rank from>_<Rank to>_<Selected Transplant Hospital>_<YYYY-MM-DD>_<HH-MM-SS>.

All the selected parameters will be listed in the note.



5. Click Edit and select Yes for Internal Note if the note is only to appear in the Donation Portal.

Note Attachments		
itle *		
Organ Offer List Report - Doni	tion Portal	
ategory	Sub-Category *	
erson	TWL Matching	\sim
nternal Note		
Yes No		

6. Select the **Attachments** tab and click on the file to download the report.

ote 🛈		×
Note Attachments		☑ Edit
file Name ↑↓	File Size 1↓	
D23-0290_Kidney_Rank1-1_All_2023-03-22_10-35-27.pdf	141.97 kB	

Note: The header and footer of the report will match the Laboratory Portal copy which is selected based on the donor OrganMatch lab.

7. Click **Save** if the note has been updated, otherwise click **Close**.



4.10 UPLOAD ORGAN OFFER DETAILS

Once the donor is complete the organ offer details need to be uploaded into OrganMatch to capture the information for the donor and allow the laboratory to update any details in the system.

1. From the EDR, select the Transmit Tab and click Tracking – Organ Offer Summary and Tracking – Organ Offer Detail.

		Selected Pages (hold Ctrl to select multiple pages):
I Worksheet Doner Screening - Demographic Tracking Hidden Isation Form Isation Info nary Plasma Dilucion tem Reflexes ch Information Outcomme	80	Tracking - Organ Offer Summary Fracking - Organ Offer Datail
ents (hold Ctrl to select multiple pages):	_	Selected Attachments (hold Ctrl to select multiple pages):
	8	
TF	RANSMI	то
Partner	Organiz	ations +/-
anization(s) saved for this case.		
	Contact	s
Enter contact name and/or organization name to see	arch	
	_	
		•
		•
		•
	7	•
Specify deta	ils for ema	l/fax transmission
DOWNLO	AD	TRANSMIT
	I worksheet Doors Second Comparable: Tracking Hidden sation Form sation form sation form the index of the inde	U Workheet Doors Steering Door

2. Click Download.



3. The PDF versions of these pages are now in the download folder of your computer.

fhis PC > Downloads	✓ ひ Search Downloads
Name Name	Date modified
V Today (1)	
📕 iTransplantConfidentialDonorData (1)	18/09/2024 3:29 PM

- Rename the document according to the standard naming conventions.
 Dxx-xxxx_Organofferdetail_deidentified
- 5. Find the donor in OrganMatch and click **Notes & attachments**.

Female 70 years	OM ID 0092691 OM Lab NSW	Donor ID Hospital	
Histocompatibility profile			
Medical information			
Enrolments for transplant			
Transplants			
Demographic & contact details			
Notes & attachments			

6. Click Add Note.



7. Add Title, Details and select TWL Matching as the sub-category.

		×
Note Attachments		
Title *		
Organ offer summary and details		
Category	Sub-Category *	
Person	TWL Matching 🗸 🗸	
Internal Note		
Yes No		
Detelle *		
Details -		
B 7 <u>0</u> ;= :=		
Organ offer summary and detail attached		
	Cancel Save	

8. Click the Attachments tab and click Select a file to upload the pdf or drag and drop the file.

Note Attachments		
	+ Select a file	
D24-00	73_organofferdetail_deidentified.pdf	
ile Name 11	File Size 11	🗆 📋 Delete
o records found		
		Cancel Save
		Cancel Save

9. Click **Save**. A notification is generated to the laboratory portal to inform the lab that paperwork has been uploaded.

Cancel	Save	
	_	

4.11 UPLOAD DONOR SUMMARY

Once the donor is complete the donor summary needs to be uploaded into OrganMatch to capture the information for the donor and allow the laboratory to link the transplants.

1. From the EDR, select the Transmit Tab and click Organ OR/Post- Donor Summary.



2. Click Download.



3. The PDF versions of these pages are now in the download folder of your computer.



Rename the document according to the standard naming conventions.
 Dxx-xxxx_Donorsummary_deidentified

5. Find the donor in OrganMatch and click **Notes & attachments**.

Female 70 years	OM ID 0092691 OM Lab NSW	Donor ID Hospital	
> Histocompatibility profile			
> Medical information			
> Enrolments for transplant			
> Transplants			
> Demographic & contact details			
> Notes & attachments			

6. Click Add Note.



7. Add **Title** and select **TWL Matching** as the sub-category. Add the date of the transplants in the **Details** box.

Tial. *	
Deper Summary	
Donor Summary	
Category	Sub-Category *
Person	TWL Matching 🗸 🗸
nternal Note	
Yes No	
Details *	
Details * B I U i⊟	
Details * B I U ⊨ ≡ Transplant Dates:	
Details * B I U i⊟ ⊞ Transplant Dates: • Heart: 18.09.24	
B I U i≡ i≡ Transplant Dates: • Heart: 18.09.24 • Lung: 18.09.24	
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8. Click the Attachments tab and click Select a file to upload the pdf or drag and drop the file.

Note Attachments		
	+ Select a file	
D24-00	73_Donor summary_deidentified.pdf	
File Name 11	File Size 11	🗆 📋 Delete
No records found		

9. Click **Save**. A notification is generated to the laboratory portal to inform the lab that paperwork has been uploaded.

5. WAITING LIST

Donate Life agencies may need to find the number of recipients that fit certain criteria in OrganMatch. There is an option to view the waiting list and filter on organ program, blood group, urgency or height and weight.

5.1 VIEW THE WAITING LIST

1. Click Waiting List.



2. From the filter drop down select Organ Program, Status, ABO and Height/Weight as required.

 Filters 							
rgan Program *		Status	ABO		Urgent		Reset Filters
Kidney	~	All	AB	~	All	~	
linimum Height (cm)		All	Minimum Weight (kg)		Maximum Weight (kg)		
***		On Hold	***		***		
		Active					

3. A list of recipients that fit the criteria selected will be generated.

Filters													
gan Program *		Status				ABO		Urgent					Reset Filter:
Kidney		✓ Activ	e		~	AB	~	All			~		
Ainimum Height (cm)		Maxim	um Height (cm)			Minimum Weight (kg)		Maximu	m Weight (kg)				
tesults													
													19 record/s four
Organ Program 11	OM ID 11	Date of Birth 11	Age (Years) 1↓	ABO 11	OM Lab 11	Transplant Hospital 11	Clinical Unit 11		Ready 11	Status 11	Height (cm) 1↓	Weight (kg) 11	Urgent 11
Kidney	0014297	01/04/2000	22	AB	QLD	Princess Alexandra	Royal Brisbane And	d	~	Active			No
Kidney	0034417	02/07/1971	51	AB	VIC	Royal Melbourne Ho	Royal Melbourne H	ło	~	Active			No
Kidney	0038893	30/05/1971	51	AB	VIC	Royal Melbourne Ho	Royal Melbourne H	ło	~	Active			No
Kidney	0055595	26/02/1963	60	AB	QLD	Princess Alexandra	Princess Alexandra		~	Active			No

	ORGANMATCH DONATION PORTAL
4.	Click Reset Filters to clear the search.
	Reset Filters

6. URGENT LISTINGS

This section allows users to view any non-renal recipients urgently listed on the Transplant Waiting List. The names are masked with just the initials appearing.

1. Click Urgent Listings.



2. The recipients listed as urgent will be displayed.

								4 record/s found
Organ Program	Last Name	First Name	Date of Birth	ABO	OM ID	Transplant Hospital	Urgent Category	Date listed as Urgent
Heart	axooox	100000X	02/08/1982	0	0091252	St Vincent's Hospital - Sydney - Heart Unit	Life threatening complications whilst on support	24/06/2024
Heart	Joooox	Ciccocx	23/10/1953	в	0090618	St Vincent's Hospital - Sydney - Heart Unit	Unsuitable for Mechanical Support	27/06/2024
Lung	800000X	GXXXXXX	20/05/1958	AB	0090967	Alfred Hospital - Lung Unit	Recipient is aged <10years old	25/06/2024
Lung	axooox	focoox	30/04/1960	в	0087955	St Vincent's Hospital - Sydney - Lung Unit	High acuity ie immediate risk of death	27/06/2024

Note: This functionality is not currently in use as the existing urgent listing process remains in place.

7. NOTIFICATIONS

There are currently no notifications in the Donation Portal.

When a note is added in the Donation Portal, a notification is sent to the Laboratory Portal.

See section 4.7 Notes and Attachments.

DEFINITIONS

Term/abbreviation	Definition
DP	Donation Portal
DSA	Donor Specific Antibodies
EDR	Electronic Donor Record
KDPI	Kidney Donor Profile Index
LP	Laboratory Portal
OOL	Organ Offer List
TWL	Transplant Waiting List

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
13	23/07/2024	Update for OrganMatch Sprint 53:Section 6 added for urgent listings.
14	17/09/2024	 Update for OrganMatch Sprint 54: Section 4.4 modified to include updating organ status when not retrieved or retrieved for research.
15	Refer to footer	 Update for OrganMatch Sprint 55: Section 4.4 updated with new field labels of Organs Consented and Utilisation Detail. Section 4.8 updated with new View TWL match link on donor dashboard. Section 4 updated with new screenshot for donor dashboard. Other: Section 4 updated to include new subsection for uploading donor information into OM.

ELECTRONIC SIGNATURE

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