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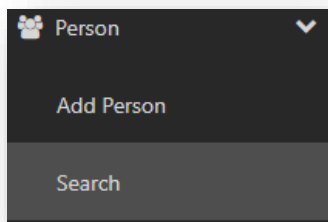
Referenced Internal Documents _____ **43**

Change History _____ **44**

Electronic Signature _____ **44**

The **Person** section in the navigation pane contains two functions:

- Add Person
- Search



1. ADD PERSON

There are four ways a person is added or registered in OrganMatch:

- **Manually Added Person Record**
Coordinators at the Transplant/Clinical units register their patients for TWL or patient and donor for LDD, in OrganMatch via the Transplantation Portal when they have been assessed as eligible.

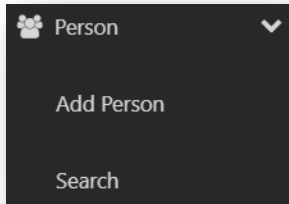
Creating a new record in OrganMatch should only be performed by the laboratory if the record is not being registered in OrganMatch by the transplant or clinical unit via the Transplantation Portal.
- **Automated Deceased Donor Enrolments**
A deceased organ donor is worked up by the Donate Life agencies who enter clinical data into the Electronic Donor Record (EDR). The EDR is integrated with OrganMatch, which then automatically creates the person record and deceased donor enrolment.
See [Automated Deceased Donor Enrolments – Laboratory Portal, OM-042](#)
Add person function can be used for adding donor records in exceptional circumstances.
- **Importing a Person Record**
See [Import Management – Laboratory Portal, OM-073](#).
- **Off System Donor**
An **Off System Donor** record is added where a recipient has had a transplant overseas or has had a transplant in the past, and information about the donor is incomplete. For an Off system donor, usually less information is known about the donor and samples will not have been submitted or tested. These cannot be created via registration in the Transplantation Portal.

MANUALLY ADDING A PERSON

This functionality is only available if you have appropriate permissions in OrganMatch.

A new person record can be saved at any stage after the duplicate check. i.e. If it is a unique person, the system will register the person with just basic details (first name, last name, DOB).

1. From the navigation pane, click **Person** and then click **Add Person**.



2. Type in the person information. Mandatory fields are indicated by an asterisk (*).

3. Click **Next**.

4. Potential duplicate records will display in the right-hand pane:

Potential duplicates

1 record/s found

Last Name ↑↓	First Name ↑↓	Date of Birth ↑↓	Final ABO ↑↓	OM Lab ↑↓	Donor ID ↑↓	Laboratory Reference ↑↓	National Reference ↑↓
AbROxj	eBjXE	13/05/1984	O	NSW		P0034801 KR	P0034801

<< < 1 > >> 10 ▾

Note:

A potential duplicate means:

- Another person has an exact match to all three mandatory fields, i.e. last name, first name and date of birth (DOB).
- DOB is identical, and last name is identical. First name of duplicate person begins with the first three characters of first name entered.
- DOB is identical, and first name is identical. Last name of duplicate person begins with the first three characters of last name entered.
- DOB is identical. First name of duplicate person begins with first three characters of the first name entered, and last name of duplicate person begins with the first three characters of last name entered.
- Another person has an exact match to both first name and last name, but any DOB.
- An exact match on DOB and first name, but any Last name.

The duplicate results list is sorted by:

- Exact matches of all three fields are shown first, and then,
- Where there are differences, sorted by last name, first name and DOB.

The results list will display a maximum of 50 records, 10 records at a time. If you receive more than 50 records for any search that you do, you may not find the record you are after, so you should refine your search criteria.

-
5. If a matching duplicate record is displayed and you believe it is the same person, click **Start Again**. Search for the existing person and edit the record.

If there is no matching duplicate record or if the record found is not a duplicate, click **Continue to Add**.

A rectangular button with a white background and a thin grey border, containing the text "Start Again" in a teal color.A rectangular button with a teal background and a thin grey border, containing the text "Continue to Add" in a white color.

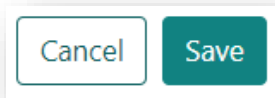
- Enter the remaining person information in the **Add Person** box. There are four sections to complete. Note that the record can be saved without typing any additional information into this screen.

The screenshot shows a web form titled 'Add Person' with the following sections:

- Main information:** Includes fields for Last Name, First Name, Middle Name, Date of Birth, Gender (Female, Male, Unknown), Ethnic Origin, and a checkbox for 'Is the person of Aboriginal or Torres Strait Islander origin?'.
- Blood group:** Includes fields for Interim ABO (O, A, B, AB, Unknown) and Rhetic (Pos, Neg, Unknown), and a dropdown for ABO Subtype.
- Contact information:** Includes a dropdown for 'Old Laboratory', a dropdown for Residential Country, a dropdown for Residential State/Territory, and fields for Postcode, Mobile Phone, Home Phone, and Email Address.
- Reference information:** Includes fields for National Reference and Laboratory Reference.

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

- Click **Save**.



ADDING AN OFF SYSTEM DONOR

The screenshot shows the 'Add person' form with the following fields:

- Main details:**
 - Last Name *
 - First Name *
 - Middle Name
 - Date of Birth * (format: dd/mm/yyyy)
 - Off System Donor (This checkbox is highlighted with a red box)

A 'Next' button is located at the bottom right of the form.

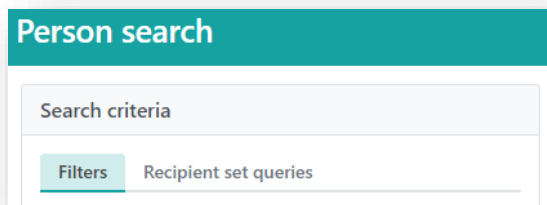
Note: If a person is added as an **Off System Donor**, the person can only be enrolled in the LDD Pathway i.e. no other transplant pathway may be used. The recipient must also be enrolled in the LDD program and pathway and a recipient-donor link added.

For information on adding Off System recipient-donor links, see [Living Directed Donation \(LDD\) – Laboratory Portal, OM-095](#).

2. PERSON SEARCH

Clicking **Search** from the navigation pane opens the **Person search** pane. There are two types of person search:

- Search using **Filters**.
- **Recipient set queries**.



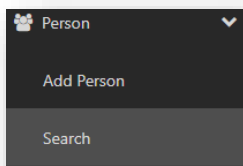
2.1 SEARCH USING FILTERS

To search for a person, you may search using several different criteria in combination:

- Enter two or more letters into either name field. Possible name matches will display immediately below the search box.
- For remaining criteria, enter the search details into any search criteria field and then click **Search** or press <Enter>. A list of people who meet the criteria will be displayed in the Search results on the right hand side of the page.

SEARCHING FOR A PERSON IN ORGANMATCH USING FILTERS

1. From the navigation pane, click **Person**, then **Search**.



2. Select required **Search** criteria.

The 'Person search' form includes the following fields and options:

- Search criteria:** Filters, Recipient set queries
- OM ID:** Text input field
- Last Name:** Text input field
- First Name:** Text input field
- Date of Birth:** DD/MM/YYYY date picker
- Gender:** Radio buttons for All, Female, Male, Unknown
- OM Laboratory:** Dropdown menu (All selected)
- Residential Country:** Dropdown menu (All selected)
- Residential State/Territory:** Dropdown menu (N/A)
- Reference ID Type:** Dropdown menu (Please Select... selected)
- Reference ID:** Text input field (N/A)
- Transplant Role:** Dropdown menu (All selected)
- Donor Type:** Text input field (N/A)
- Enrolment Status:** Text input field (N/A)
- System Status:** Dropdown menu (Active selected)

Note:

If **Reference ID Type** is chosen, the **Reference ID** field becomes available so the reference can be added.

Reference ID Type: Please Select... (dropdown arrow)

Reference ID: N/A

Reference ID Type: Laboratory Reference (dropdown arrow)

Reference ID: [Empty text input field]

If Donor is selected as the **Transplant Role**, **Donor Type** becomes available.

Transplant Role: Donor (dropdown arrow)

Donor Type: All (dropdown arrow)

- When searching for unenrolled records, select the Transplant Role as Unenrolled. The Date of last sample, hospital and date registered are displayed in the search results to allow for grouping of these records for transparency.

Transplant Role

Unenrolled

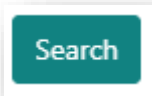
Search results

126 record/s found

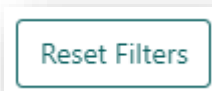
Last Name	First Name	Date of Birth	Final ABO	OM Lab	National Reference	Date of Last Sample	Hospital	Date Registered
ofqT	JkKpT	01/01/1963		NSW	P0059169	24/07/2024	NWESR	07/08/2024 09:55
FoPb	ZySif	20/10/1999		VIC	P0326593V	29/07/2024	VALFL	30/07/2024 15:23
rdBxqv	TxKXUoy	23/11/1989		WA	670059138			23/07/2024 17:03

Note: The sort order is on Date Registered and defaults to most recent date.

- Click **Search**.



Note: Click **Reset Filters** to reset all filters



- Person records that match the filter criteria will appear in the **Search results** pane.

2.2 RUNNING RECIPIENT SET QUERIES

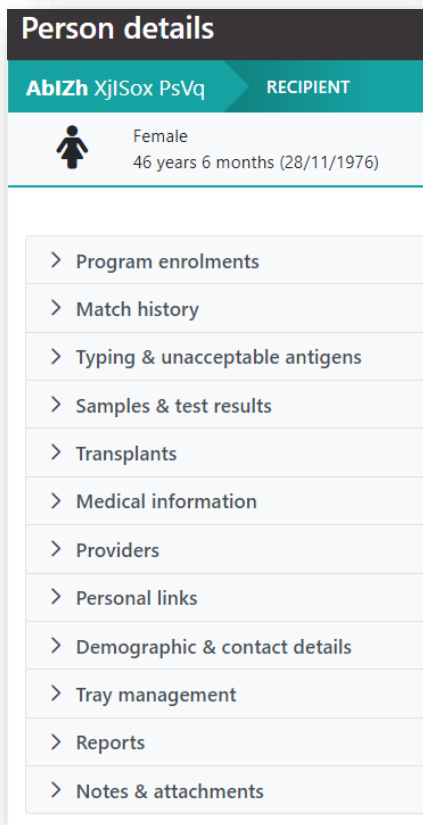
A recipient set query is a configurable query that can be run at any time to look at a list of people that fit the search criteria, at the time the query is run.

Recipient set queries are mainly used with tray management functionality, see [Tray Management – Laboratory Portal, OM-082](#).

3. PERSON DETAILS

OrganMatch Laboratory Portal allows Laboratory users to view information on recipients and donors.

Recipient and Donor information is found in the Person Details:

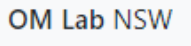

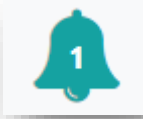
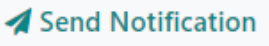





3.1 PERSON BANNER

The Person record displays key details about the person in a banner at the top of the screen for easy reference.



Banner information	Notes
	Patient Name – Last name First name
	Transplant role Note – chevron only shown when person has a current enrolment.
	Visually indicates gender – Male or Female
	Written Gender label
	Calculated age in years/months, and date of birth Note – If a person does not have a date of birth entered, the banner will display 'Age Unknown'. Note – If date of death is added in person record, then age will stay the same.
	Blood Group Note – Once the ABO has been Confirmed, the Final ABO will appear as a red blood drop in the banner. If no blood drop appears you know that the blood group has not been confirmed.
	OrganMatch ID (alphanumeric)

	OrganMatch Lab location
	Lab reference number (alphanumeric)
	Indicates the number of current notifications
	To send a notification
	Link to the Match Profile
	Change person system status to archive
	User name

3.2 MATCH PROFILE

The **Match Profile** displays a read-only view of relevant matching information and only contains current data. To update any information in the **Match Profile** the user needs to go to the relevant section of the **Person** profile.

A person only has one match profile so if they are a recipient and a donor both sets of information will be displayed in the match profile. Any updates in the person record will be reflected in the match profile once the information has been authorised.



[Match Profile](#)

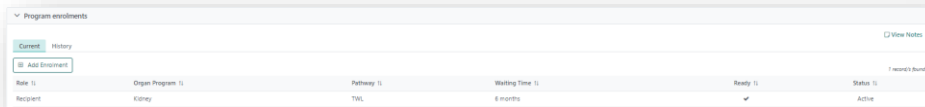
3.3 PERSON DETAILS TABS

3.3.1 PROGRAM ENROLMENTS

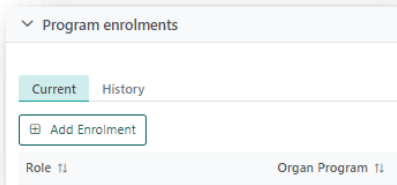
This is an overview of Program Enrolments.

For more detailed information see, [Transplant Waiting List \(TWL\) Management – Laboratory Portal, OM-051](#).

A new Organ Program enrolment can be added in the **Program enrolments** section of the **Person** record. Once a new Organ Program is added, it will appear in the table on the **Current** tab. A second enrolment for the same Organ Program cannot be added unless the first enrolment has been ended. A person can be re-enrolled in an Organ Program and Pathway at any time.



Current and historical enrolments can be viewed. View **History** of status changes is also available.



When enrolling a person in an Organ Program, you can only view and select a pathway that is linked to the Organ Pathway.

e.g. if you select the Organ Program - Kidney, you see three pathway options - TWL, LDD and KPD

For each Organ Program/Pathway enrolment, a **Ready** status will be displayed in the **Enrolment** table.

If the person is ready, ✓



If they are not ready, x



If not ready, click on the x to display the reasons why enrolment is not ready.

For further information, see [Readiness Criteria in OrganMatch – Laboratory Portal, OM-070](#).

Clicking on a row in the table will display the details of the enrolment.

Note:

- Transplant Pathways can only be added if a person is already enrolled in an Organ Program.
- It is possible for a person to have no Transplant Pathway specified for their Organ Program enrolment.
- It is also possible for a person to be enrolled in one or all Transplant Pathways for their Organ Program enrolment. i.e. any combination is allowed.
- Current Transplant Pathways include:
 - TWL - Transplant Waiting List
 - LDD - Living Directed Donor
 - KPD - Kidney Paired Donation
- Transplant Pathways must be added for each Organ Program enrolment individually, i.e. if a person is enrolled in three organ programs you need to add Transplant Pathways for each Organ Program individually.

Enrolment
✕

Edit

Enrolment information

Estimated Date of Activation	Waiting Time	Date Enrolled
-	4 years 10 months	02/02/2021

Transplant Role *	Donor Type *	
Recipient	N/A	

Organ Program *	Status View history	
Kidney	Active	

Pathway
TWL

Unacceptable Antigen List
Unacceptable & Acceptable Antigens -
TWL

Providers

Transplant Hospital	Hospital Reference	Transplant Provider	Role
John Hunter Hospital - Renal Unit (NJOHR)	2128563		

Clinical Hospital	Hospital Reference	Clinical Provider	Role
John Hunter Hospital - Renal Unit (NJOHR)	2128563	Emmanuel D'Almeida	Physician

EPTS

Raw	Percentile	
2.32	82	

Dialysis for matching

Receiving dialysis	Start date *	
Yes	31/07/2018	

Willing to accept

Accept HepC Ab pos	Date of Consent	Accept TRK	Date of Consent
<input checked="" type="checkbox"/> No	-	<input checked="" type="checkbox"/> No	-

Accept Increased Viral Risk	Date of Consent		
<input checked="" type="checkbox"/> No	-		

Accept ABOi	Date of Consent		
<input checked="" type="checkbox"/> No	-		

Acceptable KDPI range (%)

From	To
1	100

Patient category

State urgent	Proposed
-	-

National urgent	Proposed
-	-

Paediatric

Paediatric Status	Paediatric Status for Matching
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

Close

ESTIMATED DATE OF ACTIVATION (ONLY KIDNEY TWL)

This field can only be updated via the Transplantation Portal by the Transplant or clinical units. The intended purpose is for those units that list patients very early in the workup process, and the patient remains on hold for a significant length of time.



Estimated Date of Activation

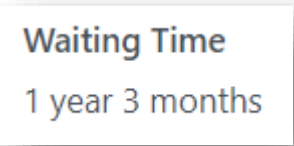
-

WAITING TIME

The Waiting Time calculation is based on the Organ Program – Transplant Pathway.

- Waiting time for Kidney-TWL or Kidney-KPD is calculated:
 - from the Dialysis for matching - Start Date up to the current system date.
If there is no Dialysis for Matching - Start Date then the system displays " - ".
- Waiting time for Kidney/Pancreas is calculated:
 - From the Referral date, if Referral date has a value, and eGFR at referral is less than 15.
 - From Date eGFR is less than 15ml/min if there is no Referral date or eGFR at referral is equal to or greater than 15.
 - if none of the above is met, then Waiting time is null.
- For all other Organ Program – Transplant Pathways, the Waiting Time is calculated:
 - from the Date Enrolled in OrganMatch on the Transplant Program up to the current system date.
This date may differ from the transplant units waiting time.

When the enrolment ends, the Waiting Time does not continue to 'elapse'. The waiting time will be recorded as the value when the enrolment ended.



Waiting Time

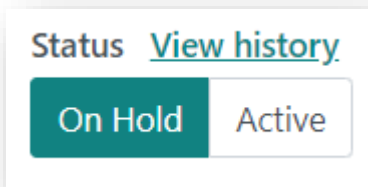
1 year 3 months

STATUS

A person’s status for enrolment can be either:

- On Hold
- Active

Click on **View history** to see log of person’s status history.



PROVIDERS

Changes to these fields can only be selected from units listed in the Providers dropdown list. These links can be updated in the Transplantation Portal at the time of registration or once the enrolment has been created. Laboratory portal users can also create links.

EPTS

EPTS (Estimated Post-Transplant Survival) score (raw and percentage) is calculated automatically by OrganMatch for kidney TWL and KPD enrolments, using the following information:

Value	Where to add or update
Date of birth	Date of birth is added when the Person record is created
Number of previous solid organ transplants	Recorded in the Medical Information / Transplant History section of the Person record
Dialysis for Matching start date	Recorded in the Medical Information section of the Person record

Any change in these values will cause OrganMatch to recalculate the EPTS. It is also recalculated overnight.

The value will be calculated, even if the person is on hold or not ready, if the values required for the calculation have been entered into OrganMatch.

EPTS	
Raw	Percentile
1.56	34

DIALYSIS START DATE

Users with Coordinator access should enter Dialysis start date via the transplantation portal. If updating is required via the lab portal, this can be done.

Dialysis for matching

Receiving dialysis Start date *

Yes
 No
 Unknown

Monday, October 3, 2022

WILLING TO ACCEPT

Users with Coordinator access are able to enter Willing to Accept details via the Edit functionality. A consent document should be uploaded if applicable via Notes to allow verification by an OrganMatch Laboratory Portal user.

Laboratory Portal users are also able to use the Edit functionality. Preference is for this to be done via Transplantation Portal.

The extended acceptance criteria are displayed in the match profile of recipients and donors. They are made up of the answers to **Willing to accept** questions which are asked at the time a recipient or donor is enrolled into a program.

The options for acceptance differ for each enrolment pathway.

- If Yes is selected for any of the questions, the Date of Consent is mandatory.
- For Hep C **Willing to Accept** question where the answer is **Yes**, 12 months from the **Date of Consent** on a recipient’s enrolment:
 1. The response will expire. The person is deemed to no longer have given consent to accept an organ positive for Hep C for the purpose of matching. Willing to accept automatically changes to No on both the person record and the Match Profile.
To remain **Yes**, the result must be re-entered and verified by another user to be considered during matching.
 2. Date of Consent is cleared and the user cannot enter a new date unless they answer Yes to the Willing to accept question.

Note: Willing to Accept ABOi for TWL is limited to blood group A and B recipients willing to accept AB donor kidneys.

Willing to Accept fields require verification by a user other than the person entering the information. Verification must be done in Laboratory Portal.

Another user can do this by selecting the Enrolment and clicking **Edit** and then **Verify/unverify** at the top of the update Enrolment screen. For any **Yes** answer to be included on the matching profile it must be verified.

In the **Verify Willing to Accept** box, only those options where a date of consent has been entered will be displayed.

Willing to accept	Verified
Accept HepC Ab pos	<input type="checkbox"/>

ACCEPTABLE KDPI RANGE

The KDPI min/max fields can only be updated via the transplantation portal for Kidney TWL enrolments.

The KDPI (Kidney Donor Profile Index) is a percentage measure that combines several dimensions of information about a donor, including clinical parameters and demographics. It expresses the relative quality of donor kidneys. Lower KDPI values are associated with increased organ survival; higher KDPI values are associated with lower organ survival.

KDPI values are recorded for a deceased donor who is donating a kidney. The acceptable range of quality that a recipient is willing to accept of a donated kidney, is recorded in the recipient’s enrolment. The values entered are used by OrganMatch when evaluating acceptable donors for matching. The values are only recorded for recipients enrolled in the TWL pathway.

Acceptable KDPI range (%)	
From	To
1	100

Note:

- **From** is a numeric field that represents the minimum **percentile Kidney Donor Profile Index** value that a recipient would accept in a deceased organ donor.
- **To** is a numeric field that represents the maximum **percentile KDPI Kidney Donor Profile Index** value that a patient would accept in a deceased organ donor.
- Allowable values are 1-100. The **From** field value must be less than the To field value.

For more information see, [Automated Deceased Donor Enrolments – Laboratory Portal, OM-042](#).

CLINICAL PARAMETERS

Some organ programs have additional data fields which are editable only via the Transplantation Portal.

Kidney/Pancreas TWL

The waiting time for Kidney/Pancreas enrolment is calculated from the referral date if eGFR is <15ml/min at referral or the date eGFR is <15ml/min.

Clinical Parameters	
Referral date	eGFR at referral *
09/08/2021	15
Date eGFR is less than 15 ml/min	
01/07/2021	
Activation Date	
04/04/2022	

Heart TWL

Predicted heart mass is calculated by the system using height, weight, and gender of the person. The type of mechanical support can be selected from the dropdown in Medical Information.

PATIENT CATEGORY

This is Organ and Pathway specific.

Kidney TWL

These fields are only editable in Laboratory Portal

Patient category	
State urgent	Proposed
-	##
National urgent	Proposed
-	##

Kidney/Pancreas TWL

The National Priority value will be set by the system if the patient meets the criteria of mPRA>75% and be on dialysis. The National Priority Override can be edited in the Lab Portal.

Patient Category

National Priority No Yes

National Priority Override Yes No

Lung TWL

These categories are editable by the Transplant Portal only. A history of the urgent status of a patient can be viewed by clicking **View urgent history**.

Acceptable Height Range (cm)				
From	To			
162	180			
Patient Category				
Urgent (National Notification)	View urgent history	Urgent Category	Date relisted as Urgent *	Date listed as Urgent *
<input checked="" type="checkbox"/> Yes		High acuity i.e. immediate risk of death	01/10/2024	15/09/2024

Urgent Categories

High Acuity of i.e. immediate risk of death

Highly sensitised i.e. >95% cPRA

Recipient is aged <16 years old. This category is not used in the Lung matching algorithm.

Heart TWL

The urgent field for Heart TWL is editable in the Transplantation Portal only. A history of the urgent status of a patient can be viewed by clicking **View urgent history**.

Patient Category				
Urgent	View urgent history	Urgent Reason *	Date listed as Urgent *	
<input checked="" type="checkbox"/> Yes		Life threatening complications whilst on support	15/09/2024	
Urgent status Accepted at Transplant Unit			Comment	
St Vincent's Hospital - Sydney - Heart Unit	<input checked="" type="checkbox"/> Yes	-		
Children's Hospital Westmead - Heart Unit				
Alfred Hospital - Heart Unit	<input checked="" type="checkbox"/> Yes	-		
Royal Children's Hospital - Melbourne - Heart Unit				
Prince Charles Hospital - Heart Unit	Unknown	-		
Fiona Stanley Hospital - Heart Unit	Unknown	-		

Urgent Categories

- Unsuitable for Mechanical Support
- Life threatening complications whilst on support

Note: Listing of Urgent Patients in OrganMatch is not a functional process currently. An off system process is currently used.

Liver TWL

The urgent field for Liver TWL is editable in the Transplantation Portal only. A history of the urgent status of a patient can be viewed by clicking **View urgent history**. When a recipient is enrolled on Liver TWL a new tab is displayed in the **Medical Information** section called **Liver Recipients**. This tab allows the Transplant Portal users to capture relevant clinical data required for urgent listing. This tab cannot be viewed in the Laboratory Portal.

Patient Category			
Urgent View urgent history	Urgent Category *	Date relisted as Urgent *	Date listed as Urgent *
✓ Yes	2a	21/09/2024	20/09/2024
Urgent Listing Physician	Urgent Listing Surgeon		
Comments			

Note: Listing of Urgent Patients in OrganMatch is not a functional process currently. An off system process is currently used.

Urgent Categories

- 1
- 2a
- 2b
- 2c
- Share 35

PAEDIATRIC

The paediatric field is editable in the Laboratory Portal only.

For further information, see [Transplant Waiting List \(TWL\) Management- Laboratory Portal, OM-051](#).

3.3.2 MATCH HISTORY

For further information, see [Match History– Laboratory Portal, OM-099](#).

3.3.3 TYPING & UNACCEPTABLE ANTIGENS

For further information, see [Patient Antibody Assessment, OM-008](#).

3.3.4 SAMPLES & TEST RESULTS

For further information, see [Result Entry and Authorisation – Laboratory Portal, OM-055](#).

Samples from the Lab Portal can be viewed as read only in the Transplant Portal. Samples can be expanded to view test results in the child table.

The following tabs are viewable:

- Samples
- HLA antibody screen results
- Antibody consolidation
- HLA typing results

ORGANMATCH PERSON DETAILS – LABORATORY PORTAL

- Non-HLA antibody results
- Crossmatch
- Blood group
- Extended acceptance criteria

SAMPLES TAB

Samples	HLA antibody screen results	Antibody consolidation	HLA typing results	Non-HLA antibody results	Crossmatch	Blood group	Extended acceptance criteria									
<div style="display: flex; justify-content: space-between; align-items: center;"> ⊞ Add Sample 28 records found </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Sample Date</th> <th>Sample Reference</th> <th>Type</th> <th>Freezer Location</th> <th>Microfuge</th> <th>Reserve</th> <th>Crossmatch Tray</th> <th>Sample Tag</th> <th>Tests</th> </tr> </thead> </table>								Sample Date	Sample Reference	Type	Freezer Location	Microfuge	Reserve	Crossmatch Tray	Sample Tag	Tests
Sample Date	Sample Reference	Type	Freezer Location	Microfuge	Reserve	Crossmatch Tray	Sample Tag	Tests								

Samples	HLA antibody screen results	Antibody consolidation	HLA typing results	Non-HLA antibody results	Crossmatch	Blood group	Extended acceptance criteria																											
<div style="display: flex; justify-content: space-between; align-items: center;"> ⊞ Add Sample 19 records found </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Sample Date</th> <th>Sample Reference</th> <th>Type</th> <th>Freezer Location</th> <th>Microfuge</th> <th>Reserve</th> <th>Crossmatch Tray</th> <th>Sample Tag</th> <th>Tests</th> </tr> </thead> <tbody> <tr> <td>13/06/2023</td> <td>N-23-11350-A</td> <td>Serum</td> <td></td> <td>0</td> <td>1</td> <td>No</td> <td></td> <td>0 ⊞ Add Test</td> </tr> <tr> <td>03/05/2023</td> <td>N-23-8631-A</td> <td>Serum</td> <td></td> <td>0</td> <td>1</td> <td>No</td> <td></td> <td>2 ⊞ Add Test</td> </tr> </tbody> </table>								Sample Date	Sample Reference	Type	Freezer Location	Microfuge	Reserve	Crossmatch Tray	Sample Tag	Tests	13/06/2023	N-23-11350-A	Serum		0	1	No		0 ⊞ Add Test	03/05/2023	N-23-8631-A	Serum		0	1	No		2 ⊞ Add Test
Sample Date	Sample Reference	Type	Freezer Location	Microfuge	Reserve	Crossmatch Tray	Sample Tag	Tests																										
13/06/2023	N-23-11350-A	Serum		0	1	No		0 ⊞ Add Test																										
03/05/2023	N-23-8631-A	Serum		0	1	No		2 ⊞ Add Test																										

03/05/2023	N-23-8631-A	Serum		0	1	No		2 ⊞ Add Test
Test Method	Short Name	Test Type	Test Date	Testing Laboratory	Verified			
Luminex Single Antigen Class I	SAG1	HLA Antibody	11/05/2023	NSW Tissue Typing Laboratory	✓			
Luminex Single Antigen Class II	SAG2	HLA Antibody	10/05/2023	NSW Tissue Typing Laboratory	✓			

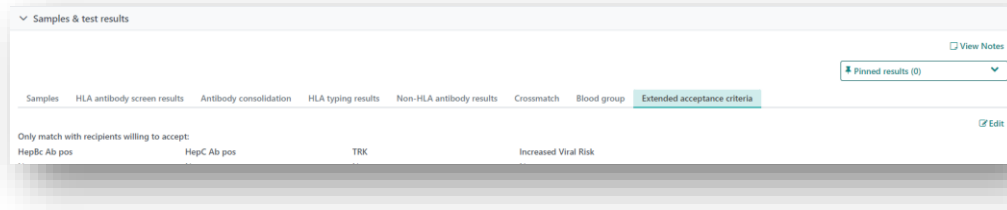
Sample
✕

✎ Edit

Sample Reference *	Sample Type *
N-23-8631-A	Serum (SRM)
Freezer Location	Sample Date *
	03/05/2023
Microfuge Inventory	Reserve Inventory
0	1
Include on Crossmatch Tray?	Sample Tag
No	
Internal Comment	Reportable Note

Close

EXTENDED ACCEPTANCE CRITERIA TAB



This tab is only applicable to donors.

For further information on other tabs, see [Result Entry and Authorisation – Laboratory Portal, OM-055](#).

3.3.5 TRANSPLANTS

For further information, see [Post Transplant Management – Laboratory Portal, OM-094](#).

On creation of a transplant event, the transplant record is shown in the Transplants section. The following information can be viewed for previous transplants:

Transplant Date	Name of Matched Person	OM ID	OM Lab	Donor ID	Organ Program	Transplant Pathway	Published	Last Updated On
15/03/1989	ACFBqvut.mUAMong	0068595	NSW		Kidney	TWL	✓	15/03/1989

Click on the row and the transplant event and Histocompatibility assessment can be seen.

3.3.6 MEDICAL INFORMATION

Medical information can be viewed:

The screenshot shows the 'Person details' page with the following sections:

- General Information:** Height & Weight, Weight (kg), BMI, Predicted Heart Mass.
- Medical conditions:** Primary Diagnosis, Additional Diagnosis, Diabetes.
- Mechanical support:** Type of Mechanical Support.
- Pregnancy information:** Number of Pregnancies, Date of Last Pregnancy.
- Drug treatment:** Receiving Drug Treatment?, As At, Description of Drug Treatments; Receiving Immunosuppression?, As At, N/A.
- Details of death:** Date of Death, Cause of Death, Specific Cause of Death.
- Medical events:** A table with columns: Type, Start date, End date, Hospital, Comment. It shows one record for 'Haemodialysis' on '01/06/1983' at 'Prince Henry Hospital - Sydney (JPHNS)'. There is also a 'Historical Days for Matching' entry for '01/06/1983'.

Information can be added and edited in these sections.

Note: in the Transplantation Portal, additional medical information is added by the transplant units for KPD pairs and Liver recipients. This is not viewable in the Laboratory Portal.

Medical Event information can be added to Person Details. The medical event box also has a comments section for free text information.

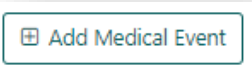
EDIT MEDICAL EVENTS

1. Under **Medical events**, click **Add Medical Event**.

The screenshot shows the 'Medical events' section with the following details:

- Buttons:** Add Medical Event, View Notes, Edit.
- Table:**

Type	Start date	End date	Hospital	Comment
Haemodialysis	01/06/1983		Prince Henry Hospital - Sydney (JPHNS)	
Historical Days for Matching	01/06/1983			
- Footer:** 2 records found

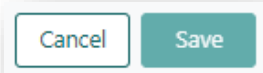


2. Enter a **Start Date**, and an **End Date** (if known).
From the **Medical Event** dropdown, select the medical event.
From the **Hospital** dropdown, select the hospital.

Free text can be added in the **Comment** field.

3. Click **Save**.

Click **Cancel** to close the box without saving.



4. You can view the new record in the table.

5. Click on the record and click **Edit** to edit or delete the record. Click **Close** to close the record.

6. Make any edits to the information and click **Save**, or **Cancel** to close the box without saving. Click **Delete** to delete the record.

Update Medical Event [X]

Start Date * End Date [Delete](#)

Monday, August 1, 1983

Medical Event * Hospital

Comment

3.3.7 PROVIDERS

Laboratory portal users are able to create provider links.

The Provider section in the Person record has two sections:

- Hospital links
- Provider links

Information can be added and edited.

HOSPITAL LINKS

VIEW CURRENT AND HISTORICAL LINKS WITH HOSPITALS

1. Below the **Provider** pane, in the **Hospital Links** area, on the **Current** tab, a list of current links with hospitals is displayed.

Hospital links

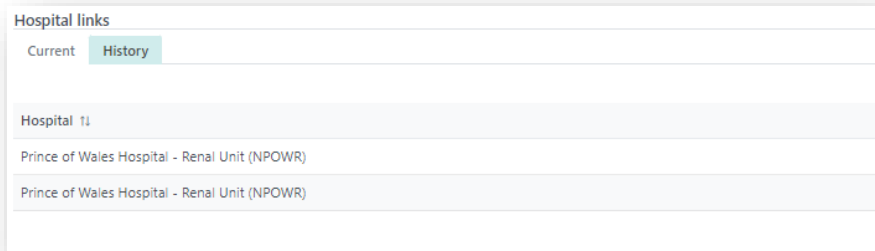
Current History

Hospital ⓘ

Royal Prince Alfred Hospital - Renal Unit (NRPAR)

Liverpool Hospital - Renal Unit (NLIVR)

2. In the **Provider** section, in the **Hospital Links**, on the **History** tab, a list of historical links with hospitals is displayed.

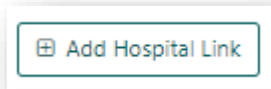


Hospital links	
Current	History
Hospital ID	
Prince of Wales Hospital - Renal Unit (NPOWR)	
Prince of Wales Hospital - Renal Unit (NPOWR)	

ADD HOSPITAL LINK

The same hospital cannot be added twice (ie. the same hospital cannot appear on the Current tab twice but can appear on the **History** tab and the **Current** tab).

1. Click **Add Hospital Link**.



2. Select the required option from the **Hospital** drop down list. Alternatively, type at least three letters of a hospital name to bring up a list of hospitals to select from.

3. Type in the **Hospital Reference** number if the hospital medical reference number is known.

4. The **From Date** defaults to the day the link was added. Modify the date if the association with the hospital began prior to this.

5. Select **Receive Reports** checkbox if required.

Note: The Hospital Link allows Transplantation Portal users to view the report in the person record at any time.

6. Add **Comment** if required.

7. Click **Save**.

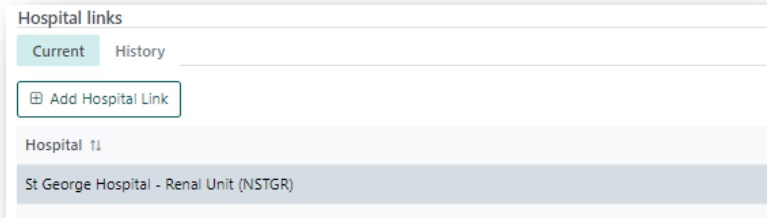


Note:

In the **Provider** section, in **Hospital Links**, on **Current** tab is a summary of the hospital links.

EDIT HOSPITAL LINK

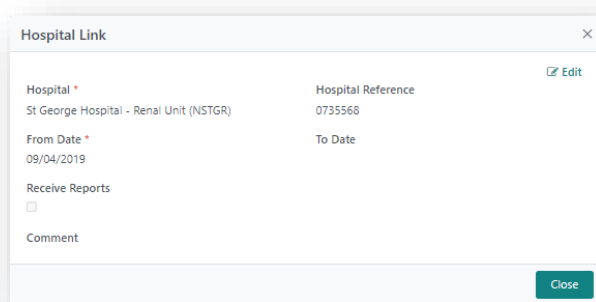
1. Click the hospital link record to update in **Current** tab.



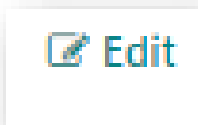
Note:

Hospital Links cannot be edited in **History** tab.

2. **Hospital Link** screen displays.



3. Click **Edit**.



4. Edit **Hospital Link** as required.

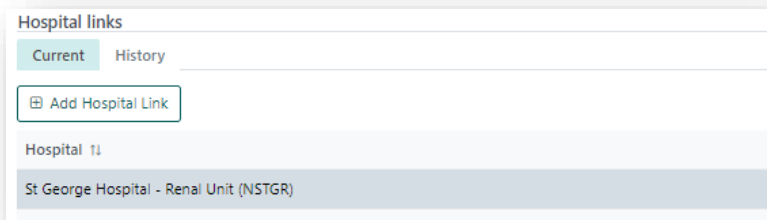
5. Click **Save**.



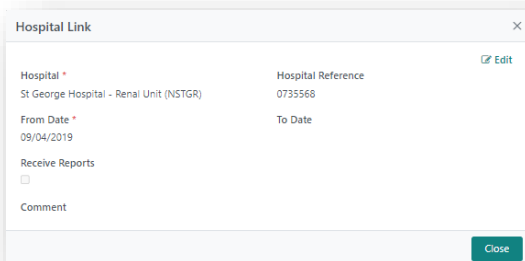
END HOSPITAL LINK

- Hospital Links cannot be deleted. The end date ends the link between the person and Hospital.
- A Hospital link with an end date does not receive reports. The Receive Reports checkbox is deactivated.
- If a Hospital link is ended, there is a flow on effect to any enrolment in which this hospital is used. The user must edit any enrolment that uses the hospital. This must occur prior to any report being generated.

1. Click the hospital link record to end in **Current** tab.



2. **Hospital Link** screen displays.



3. Click **Edit**.

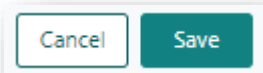


4. In **To Date**, type in date hospital link was ended.

To Date

dd/mm/yyyy

5. Click **Save**.



Note: Hospital link moves to **History** tab.

PROVIDER LINKS

VIEW CURRENT AND HISTORICAL LINKS WITH PROVIDERS

1. Below the **Provider** pane, in the **Provider Links** area, on the **Current** tab, a list of current links with providers is displayed.

Provider links	
Current	History
<input type="button" value="Add Provider Link"/>	
Provider <small>tl</small>	Role <small>tl</small>
Dr John Kelly	Physician
St. George Renal Co-ordinators	Transplant Coordinator

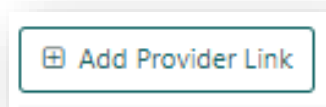
- In the **Provider** section, in the **Provider Links**, on the **History** tab, a list of historical links with providers is displayed.

Provider links	
Current	History
Provider ID	Role ID
Dr Bruce Pussell	Physician

ADD PROVIDER LINK

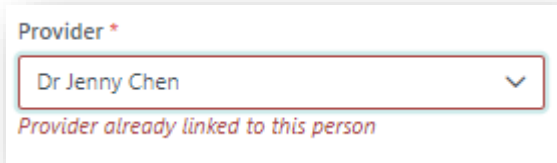
The same Provider cannot be added twice (ie. the same Provider cannot appear on the Current tab twice but can appear on the History tab and the Current tab).

- Click **Add Provider Link**.



- Select the required option from the **Provider** drop down list. Alternatively, type at least three letters of a providers name to bring up a list of providers to select from.

Note: Adding a Provider already linked, brings up error message.



Provider *

Dr Jenny Chen

Provider already linked to this person

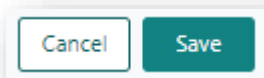
3. The **From Date** defaults to the day the link was added. Modify the date if the association with the provider began prior to this.

4. Select **Receive Reports** checkbox if required.

Note: The Provider Link allows the Transplantation Portal user to view the report in the person record at any time.

5. Add **Comment** if required.

6. Click **Save**.



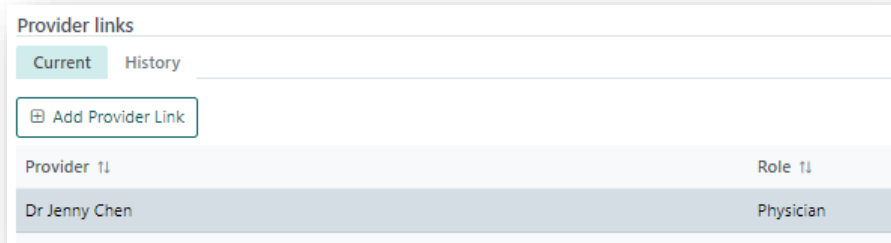
Cancel Save

Note:

In the **Provider** section, in **Provider Links**, on **Current** tab is a summary of the Provider link.

EDIT PROVIDER LINK

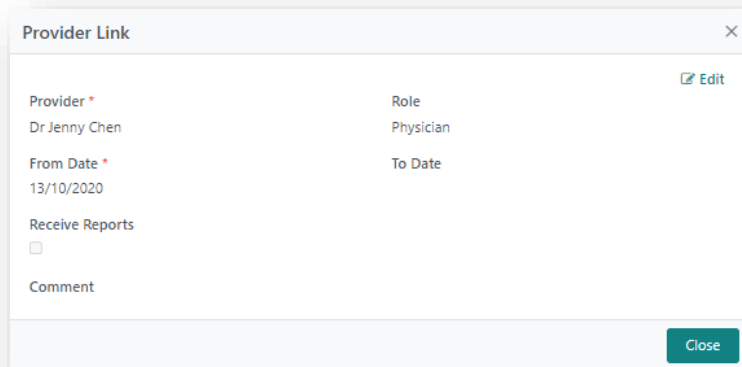
1. Click the provider link record to update in **Current** tab.



Note:

Provider Links cannot be edited in **History** tab.

2. **Provider Link** screen displays.



3. Click **Edit**.



4. Edit **Provider Link** as required.

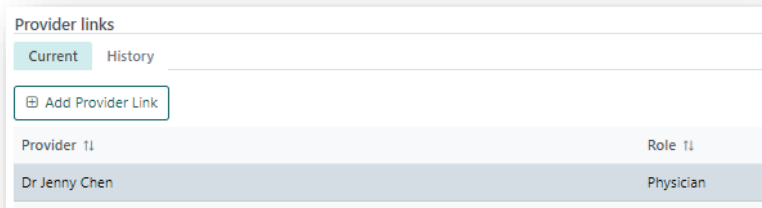
5. Click **Save**.



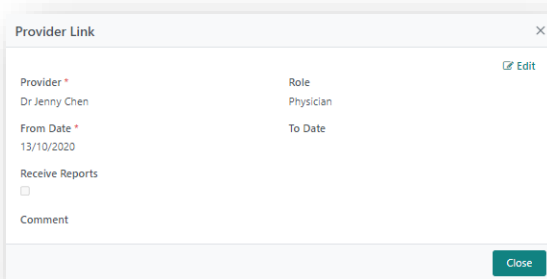
END PROVIDER LINK

- Provider Links cannot be deleted. The end date ends the link between the person and Provider.
- A Provider with an end date no longer receives reports. The Receive Reports checkbox is deactivated.
- If a Provider link is ended, there is a flow on effect to any enrolment in which this provider is used. The user must edit any enrolment that uses the provider. This must occur prior to any report being generated.

1. Click the Provider link record to end in **Current** tab.



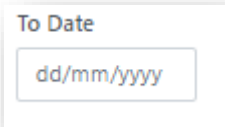
2. **Provider Link** screen displays.



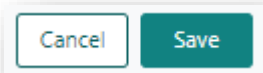
3. Click **Edit**.



-
6. In **To Date**, type in date Provider link was ended.



-
7. Click **Save**.



Note: Provider link moves to **History** tab.

3.3.8 PERSONAL LINKS

A person can be associated to another person in OrganMatch via a personal link. Personal links are maintained in the **Person** record. A link can be between a recipient and, for example, a relative or friend. LDD and KPD recipients and donors need to have a personal link added before a **Recipient-Donor** link can be added to an enrolment. The name of a person on an existing personal link cannot be updated. The **Relationship Type** on an existing personal link can be updated.

For information Personal Links, see [Living Directed Donation \(LDD\) – Laboratory Portal, OM-095](#).

3.3.9 DEMOGRAPHIC & CONTACT DETAILS

Demographic and contact details in the Person record has three sections:

- Main Information
- Contact Information
- Reference Information

Information can be added and edited.

Note: National Reference and Off System Donor fields cannot be edited.

VIEW AND EDIT DEMOGRAPHIC AND CONTACT DETAILS

1. In the Demographic & contact details section, **Main Information**, **Contact Information**, and **Reference Information** is displayed.

Person details		
<p>Male 66 years 9 months (29/05/1956)</p> <p>OM ID 0085083 OM Lab NSW</p> <p>Lab Ref P0023726 KR</p> <p>Send Notification Match Profile</p>		
<p>Demographic & contact details</p>		
<p>Main information</p>		
Last Name *	First Name *	Middle Name
aWVbVfm	LuTVXX	eWan
Date of Birth *	Age	Off System Donor
29/05/1956	66 years 9 months	<input type="checkbox"/>
Gender	Ethnic Origin	Specific Ethnic Origin
Male	Caucasoid	Serbian
		Is the person of Aboriginal or Torres Strait Islander origin?
		No
<p>Contact information</p>		
<p>OM Laboratory *</p> <p>NSW</p>		
Residential Country	Residential State/Territory	Postcode
Australia	NSW	2216
Mobile Phone	Home Phone	Email Address
<p>Reference information</p>		
National Reference	Laboratory Reference	Date Registered
P0023726	P0023726 KR	21/03/2023 15:39

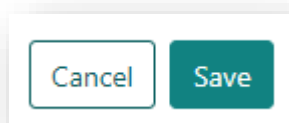
To edit information in this section, click **Edit**.



2. Edit the fields required.

3. Click **Save**.

Click **Cancel** to close the box without saving.



National Reference Number

When a National Reference ID is added to a new person record or an existing person record, OrganMatch does a duplicate check. If a duplicate is identified, OrganMatch will display the error message 'This National Reference already exists on another person record'.

When a demographics file is imported, a duplicate check is run to identify if the National Reference ID on the incoming person record is a duplicate of any that already exist in OrganMatch. If a duplicate is found, the record will be sent to Staging with the Error 'Duplicate National ID detected in import'.

Once saved, the National Reference ID cannot be edited, and a secondary National ID cannot be added. If this is required, contact the National OrganMatch Office:

nationalorganmatchoffice@redcrossblood.org.au

A National Reference number can be used to search for a Person record from the Person section of the navigation pane.

3.3.10 TRAY MANAGEMENT

For further information, see [Tray Management - Laboratory Portal, OM-082](#).

3.3.11 REPORTS

For further information, see [Report Generation – Laboratory Portal, OM-007](#).

3.3.12 NOTES & ATTACHMENTS

For further information, see [Notes and Attachments – Laboratory Portal, OM-097](#).

4. UPDATE PERSON (ONGOING PERSON MANAGEMENT)

Once a Person record has been added, the user can add and update information held in the Person record. Updates to the person record can also be imported e.g. test results.

Depending on the Organ Program, Transplant role and Donor type, different fields within the Person record will display when updating information, as different information must be recorded for each Organ Program.

DEFINITIONS

Term/abbreviation	Definition
LDD	Living Directed Donation
Match Event	A comparison of donor and recipient in OrganMatch, which is created to allow scientists to perform histocompatibility assessment.
Off System Donor	This a donor from overseas that has donated or is potentially donating to a recipient in OrganMatch. There is often missing demographic information on these donors, therefore these donors have reduced mandatory information required.
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators. Previously known as Clinical Portal.
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-007	Report Generation – Laboratory Portal
OM-008	Patient Antibody Assessment
OM-009	Match Event Assessment – Laboratory Portal
OM-040	Organ Program Registration – Laboratory Portal
OM-042	Automated Deceased Donor Enrolments – Laboratory Portal
OM-051	Transplant Waiting List (TWL) Management – Laboratory Portal
OM-055	Result Entry and Authorisation – Laboratory Portal
OM-063	Deceased Donor Matching – Laboratory Portal
OM-070	Readiness Criteria in OrganMatch – Laboratory Portal
OM-073	Import Management – Laboratory Portal
OM-077	Notes and Attachments – Transplantation Portal
OM-082	Tray Management - Laboratory Portal
OM-094	Post Transplant Management – Laboratory Portal
OM-097	Notes and Attachments – Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
2	28/05/2024	Sprint 52 update: <ul style="list-style-type: none"> Section 3.3.1 and 3.3.6 updated to include the new tab under Medical Information for Liver Recipients.
3	17/09/2024	Sprint 54 update: <ul style="list-style-type: none"> Section 2.1 updated to include new columns in person search results table. Section 3.3.1 updated to include new fields in Heart TWL enrolment for urgent listing. Other: <ul style="list-style-type: none"> Section 3.3.1 updated with new reference data for EPTS calculation. Table of contents added.
4	Refer to footer	Sprint 55 update: <ul style="list-style-type: none"> Section 3.3.1 updated to include new fields in Heart, Lung and Liver TWL enrolment for urgent listing. Removal of reference to automatic expiry of urgent heart listing.

ELECTRONIC SIGNATURE

Author	NATASHA HAYWOOD
Approver(s)	NARELLE WATON