

**Maine Medical Center  
Maine Transplant Program  
Policies and Procedures  
UNOS Living Donor Forms Completion and Submission Policy**

**Purpose**

To clearly outline the process and accountabilities for timely submission of required UNOS forms: Living Donor Feedback; Living Donor Registration (LDR); and Living Donor Follow-up (LDF).

**Procedure**

1. Data Submission Requirements for Living Donor forms are outlined in UNOS Policy 18.
2. All living donor team members will be familiar with and understand the requirements of UNOS Policy 18. The Policy will be included in new team member orientation, and posted in the living donor team office.
3. The Living Donor RN Coordinator will be responsible for the completion of all UNOS forms in a timely manner, including the LDR form. The Coordinator will refer to any policy changes published by OPTN regarding submission of forms during a state of emergency (e.g., amnesty status-eligible forms).
4. The Living Donor RN Coordinator and Quality Business Analyst will login to UNET/TEIDI weekly to review due dates on all forms. The Quality Business Analyst will send a weekly email to the RN Coordinator as a reminder of forms due.
5. At the first follow up appointment following surgery (2 weeks post-operative), the Medical Assistant/Scheduler will schedule follow up appointments for 6 months, 1 year, and 2 years. For patients following up remotely, the RN Coordinator will reeducate the living donor on need for follow up at these intervals and request information regarding his/her primary care physician who will be providing the follow up.
6. The Medical Assistant/Scheduler will also utilize a reminder waitlist system within Epic to remind her 90 days in advance of the follow up timelines.
7. Any failed follow up appointments for living donors will be communicated to the Living Donor RN Coordinator on the same day and a plan developed for rescheduling or outreach.
8. To facilitate testing results needed for timely completion of living donor follow up forms, whenever possible, the RN Coordinator will order labs prior to the follow up appointment so results are available at the appointment. Patient follow up information will be added into the UNOS form at the appointment whenever possible.
9. If a patient has not shown for a follow up appointment, and/or updated information is not available for the follow up form, the appropriate code will be utilized to complete and close the form in a timely manner. The following guidelines will be used to complete and submit the form by the due date:
  - Most Recent Donor Status since [last reported status date]: If the donor is living at the time of the follow-up visit, select the appropriate **Living** entry. If the donor died during this follow-up period or you are completing an interim follow-up, select **Dead**. If donor information is unavailable, you may report the donor is lost to follow-up on the 6-MO or 1-YR follow up. If the 2-YR LDF has

generated, a work order must be submitted to UNOS in order to report the lost to follow up. This field is **required**.

Not seen (UNOS use only)

Living: Donor seen at transplant center

Living: Donor status update by verbal or written communication between transplant center and donor

Living: Donor status update by other health care facility

Living: Donor status update via other source (example; recipient)

Living: Donor contacted, declined follow-up with transplant center

Dead

Lost: No attempt to contact donor

Lost: Unable to contact donor

10. The timely completion of Living Donor forms will be tracked and reported monthly at the Transplant QAPI Meeting, and bimonthly at the Living Donor QAPI Meeting.

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