

## KPD Questions and Answers Individuals Receiving KPD Match Offer Emails

### **What does 'Individuals Receiving KPD Match Offer Email' mean?**

KPD Match Offer Emails is a list of individuals at a transplant hospital with permissions to receive KPD Match Offer emails and other important KPD notices.

### **How do transplant hospitals add/remove individuals from the KPD email group?**

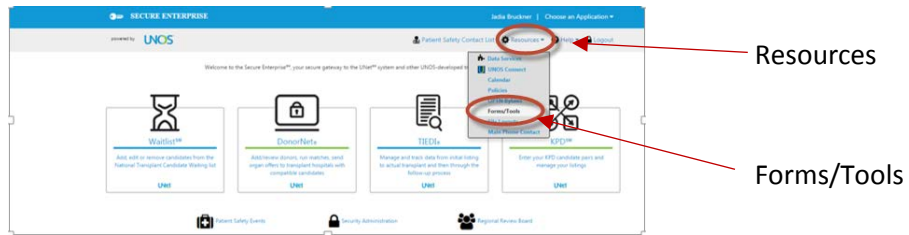
A hospital's UNet<sup>SM</sup> Site Administrator must add/remove a KPD occupation to each required individual by completing the 'Modify Individuals Receiving KPD Match Offer Emails Form' and returning it to [MembershipRequests@unos.org](mailto:MembershipRequests@unos.org)

- Membership will process the request
- Turnaround time is approx. 48 hours
- The requestor **will not** receive a notification that their form has been received
- The requestor **will** receive a notification that their form has been processed

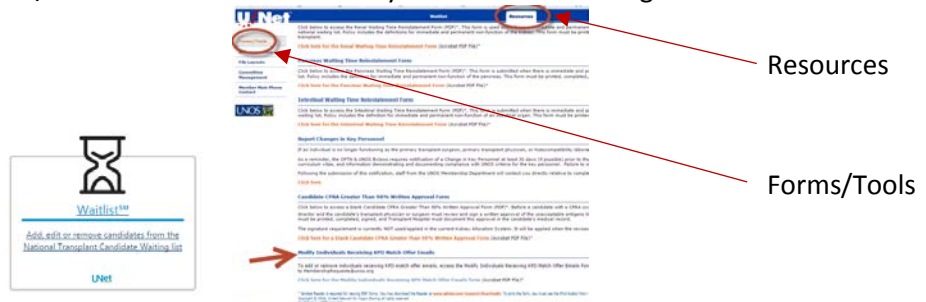
### **Where can I find the 'Modify Individuals Receiving KPD Match Offer Emails Form' (PDF)?**

There are 2 ways to access the form

1. Secure Enterprise > Resources > Form/Tools > scroll down to Modify Individuals Receiving KPD Match Offer Emails



2. In Waitlist > Resources > Forms/Tools > scroll down to Modify Individuals Receiving KPD Match Offer Emails



### **What are the KPD occupations and are there limits to the number of individuals with an occupation?**

**Required Primary KPD Contact:** Usually the KPD/LD coordinator

**Required Secondary (Alternate) KPD Contact**

Primary and Secondary contact information will appear on the 'Exchange Report' with the Match Offer.

*Limited to three individuals* (space on the exchange report is limited)

**Requested Financial Contact:** Individuals who work with KPD finances at your hospital

*Limited to three individuals*

**Optional Match offer support:** Surgeons, nephrologists, administrators, social workers, coordinators, and any individuals at your hospital who need to receive match offer emails

*Unlimited*

**Optional Match Offer support (HLA lab contact and OPO contact):** HLA/OPO individuals working at an institution different from the transplant hospital who wish to receive match offer emails.

*Unlimited*