

Permissions and Communication Methods in KPD

Participation in KPD allows transplant hospital staff access to:

1. Enroll donors and candidates in KPD UNetSM.
2. Receive match offer emails.
3. Communicate with other hospitals in an exchange.
4. Participate in the KPD listserv.

To gain access

Enroll donors and candidate in KPD UNet

- 1) Hospital UNet site administrators grant permission to any staff requiring read-only or full access into the KPD application in UNet.
 - a) Login to UNet™.
 - b) Click on Security Administration.
 - c) Click on the 'Access' key at the top to change to 'KI' program.
 - d) Click on UNet permissions to create a new group edit an existing group. KPD permissions are at the bottom of the page.
- 2) Once appropriate staff has access they can begin entering pairs and non-directed donors.

Receive Match Offer emails

- 1) The following roles can receive KPD Match Offer emails:
 - a) Primary and alternate contacts (OPTN Bylaws require at least one primary and one alternate contact)
 - b) Financial contact
 - c) Match offer support: Anyone else who would like to receive match offer emails: HLA staff, surgeons, Nephrologist...
- 2) To assign KPD roles, Hospital UNet site administrators:
 - a) Log into UNet
 - b) Click on Resources in the upper right
 - c) Click on Form/Tools
 - d) Click on the "Modify Individuals Receiving KPD Match Offer Emails" document

Communicate with other hospitals in an exchange

- 1) All hospital staff with a KPD role (as listed under Receive Match Offer emails) have access to the exchange message board
- 2) Hospital staff with read-only rights in KPD cannot post to the message board.
- 3) KPD primary or alternate contact will automatically receive email alerts when a new message is posted on the message board.
- 4) All other KPD roles must opt-in to receive message alerts (by checking the opt-in box on the message board page).

Participate in the KPD listserv (Google group)

The OPTN KPD listserv is a great place to get in touch with colleagues at other KPD transplant centers, ask questions and share ideas. To sign-up, email kidneypaireddonation@unos.org and request to be added to the KPD listserv.