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℠ 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*

- 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

[Image 1]

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

[Image 2]

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*