**Policy: Pre-Liver Transplant Listing and Waitlist Management Protocol**  
  
**Statement: 1. Activation date: 2/19/08  
2. Affected Department: Liver Transplant Center  
3. Vision Strategy:** Patient Care  
**4. Policy Statement:** The Liver Transplant Center will comply with all applicable federal, state and local laws, regulations and policies regarding the selection of suitable candidates who are referred for a liver transplantation. Patients who are deemed suitable candidates for liver transplantation will be placed on the UNOS wait-list in accordance to their regulations. Patients will be continuously monitored in accordance with the following protocol to ensure that patients who receive a liver transplantation at Emory University Hospital continue to meet the criteria for selection.  
**5. Basis**: This protocol is necessary to ensure that all patients that are listed as possible candidates for a liver transplantation continue to meet selection criteria for a liver transplantation while they are listed for transplantation.  
**6. Administrative Responsibility:** Section heads, physicians, practitioners, and staff are responsible for compliance with this policy.  
  
**Scope/Procedure:**  
  
  
**7. Procedure:**1) Pt. will be considered for listing for a liver transplantation at Emory if the patient is a status 1 patient(see Fulminant Protocol), an urgent listing with a MELD greater than 25, or the patient has gone through a formal evaluation and is designated approved for listing at the Liver Transplantation Patient Selection Conference.

a) For status 1 and urgent listings, a note referencing the patient’s status /condition should be placed in the patient’s medical record.  
  
2) At the time the patient is designated approved for listing at conference, the liver transplant pre-coordinator will do the following:  
  
a) send notification to the designated transplant financial coordinator via EEMR messaging that the patient is approved for listing.  
b) The pre-transplant coordinator assures that patient has signed the patient liver transplant agreement at the time of evaluation. If this agreement was not signed and the patient has a MELD score of less than 15, the pre-transplant coordinator sends the patient, via fed-ex, the liver transplant agreement for the patient’s signature prior to listing.  
  
3) The transplant financial coordinator will then get prior-approval for transplant from the patient’s health insurance company.  
  
4) When the transplant financial coordinator receives notification that the patient’s prior-approval has been approved, the transplant financial coordinator sends out notification via EEMR messaging to the liver transplant team (includes all doctors, the designated coordinator, and the listing coordinator) that the patient has been cleared for transplant.  
  
5) The pre-transplant coordinator confirms that the transplant center has received a signed patient agreement back from the patient, if the patient has a MELD score of less than 15 and it was not obtained at the time of evaluation. If the paper work has not been received, the pre-transplant coordinator calls the patient to request the paper work and notifies the listing coordinator that the agreement has not been obtained.  
  
6) The listing coordinator lists patient within 24 hours of notification by TFC if patient has current MELD labs available per UNOS’ MELD lab draw protocol. If the patient does not have current blood work, the listing coordinator notifies the patient for the need for the MELD blood work draw ASAP. Once current blood work is obtained, and the signed agreement is returned to the transplant center, if applicable, the patient is listed with UNOS. At time of listing, the listing coordinator changes the patient status to “Listed” in OTTR and adds a candidate listing in OTTR.  
  
7) The listing coordinator notifies the patient of the listing MELD score within 24 hours of listing.   
  
8) The listing coordinator e-mails the appropriate coordinator the listing letter. The pre-transplant coordinator sends out a letter of listing notification to the patient that explains the MELD system and the frequency in which their blood work is due utilizing the following UNOS standards.

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| Status 1 (emergent) | New labs due every 7 days | Lab results must be received within 48 hrs from when drawn. |
| MELD score >25 | New labs due every 7 days | Lab results must be received within 48 hrs from when drawn. |
| MELD score 19-24 | New labs due every 1 month | Lab results must be received within 7 days from when drawn. |
| MELD score 11-18 | New labs due every 3 months | Lab results must be received within 14 days from when drawn. |
| MELD score <10 | New labs due every 12 months | Lab results must be received within 30 days from when drawn. |

9) Patients on the waiting list will be seen in the Emory Transplant Center’s Outpatient Clinic every three to six months or sooner as directed by the transplant Hepatologist based on the most recent clinical assessment.   
  
10) Patients who are active on the waiting list with a MELD score of 15 or greater will have a pulmonary function test and dobutamine stress echocardiogram, every 12 months. Testing may be done sooner if the transplant medical/surgical teams consider it medically necessary. Patients with a MELD score of less than 15 will have testing done as directed by medical/surgical team  
  
11) Patients who are active on the Emory liver transplant waiting list will have MELD labs drawn and recertified in accordance with UNOS guidelines See UNOS standards above.  
  
12) The wait list coordinator is responsible for the updating the MELD labs in UNET. If the wait list coordinator is unavailable then the pre-coordinator responsible for identified patient will update the MELD labs  
  
13) When MELD labs are drawn at an Emory facility the responsible coordinator will review the labs results via the Power-chart electronic medical record.   
  
14) When MELD labs are received from a non Emory facility, the responsible coordinator will forward the results to the listing coordinator for possible update in UNET.Outside labs will be scanned into EEMR.   
  
15) Once the coordinator updates the MELD labs in UNET they will advise a second coordinator via EEMR messaging of the update. The second coordinator verifies the accuracy of the labs in UNET and documents in EEMR that MELD labs have been verified.   
  
16)Patients who have deteriorated sufficiently, or who no longer meet the liver transplant selection criteria will be  
removed from the transplant waiting list as directed by the medical/surgical team. A letter will be sent to the patient   
and referring physician explaining this decision. The patient will be removed from UNET and the candidate listing will be ended in OTTR. Documentation of removal will be placed in EEMR.  
  
  
17)Urgent Listings After Hours  
After normal business hours, 8a-5p Monday-Friday, UNet waitlist listing requests for Liver transplant patients will be made by either a liver transplant surgeon or hepatologist by calling the Organ Placement Program main # 404-727-8850. During normal business hours all listings changes are to be directed to the listing coordinator or the pre-transplant coordinator.

For After Hours listings the OPP coordinator will ensure the following prior to listing:

Confirm that the patient has had the following labs performed, which is a UNOS requirement for listing: HIV (UNOS Policy 4.2) and 2 separate ABOs.  
Copy and paste attached template (Attachment 1) into e-mail, complete listing information by accessing the patient’s EeMR record, and send to requesting surgeon and on-call hepatologist with cc: OPP team, Kay Patterson and Wanda Allison. Physicians will respond with Agree or Do Not Agree. If the patient is not a 1 A listing, do not include that aspect of the template in e-mail.  
Review in EeMR-Administrative Documents- for insurance authorization by the Transplant Financial Coordinator. If a note on the patient’s financial clearance is not found, initiate an after-hours financial clearance request by contacting the EUH Admissions Supervisor at PIC #50484, See: *AFTER HOURS FINANCIAL CLEARANCE* guidelines. For recipients confirmed Medicaid Only, contact Cynthia Devroy, Financial Manager at cell: 404-712-5827.  
OPP coordinator will gather the necessary information needed to list from EeMR. Once listing is complete, the ABO and MELD labs will be verified by a second OPP coordinator and a Transplant Coord. Note added to EeMR.   
OPP coordinator will notify the liver team of the listing and add a candidate listing into OTTR.  
  
  
Approved by: Liver Transplant Leadership Group   
  
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Approval Dates: 02/09/08, 07/12/13  
Modified: 11/17/08, 07/12/13, 8/23/13