



GENERAL INSTRUCTIONS

This form captures all liver offers for a patient from the time of the onset of the episode of ALF through the 12 month follow-up.

Offers accepted and denied must be recorded.

If an offer is never received from the time of onset of the episode of ALF through the 12 month follow-up, the form must be completed at the 12 month visit to indicate that an offer has never been received.

This form is in log format and each line should be completed as needed to record new information.

SPECIFIC INSTRUCTIONS

- Patient ID: Record the Patient ID
- Ever Offered: Record whether or not the patient has ever been offered a liver for transplantation. If "Yes" record the information for the first offer and then keep the form up to date through the 12 month follow-up. If at the time of the 12 month follow-up and offer has never been made, check "No".
- Date of Offer: Record the date (mm/dd/yy) that the patient was offered a liver for transplantation, regardless of whether the organ was accepted. If any part of the date is unknown, enter -3 for the unknown part of the date and enter the other parts of the date that are known. If the entire date is unknown, check "Unknown".
- Time of Offer: Record the time in 24 hour, military time (midnight = 00:00, 8 p.m. = 20:00) that the patient was offered a liver for transplantation, regardless of whether the organ was accepted. If any part of the time is unknown, enter -3 for the unknown part of the time and enter the other parts of the time that are known. If the entire time is unknown, check "Unknown".
- Accepted: Record whether or not the organ was accepted or accepted and then subsequently denied. For those offers not accepted and offers subsequently denied, the denial code is required.
- Date Accept/Denial: Record the date (mm/dd/yy) that the liver offer was accepted or refused. For livers accepted and subsequently denied, record the date of acceptance. If any part of the date is unknown, enter -3 for the unknown part of the date and enter the other parts of the date that are known. If the entire date is unknown, check "Unknown".
- Time Accept/Denial: Record the time in 24 hour, military time (midnight = 00:00, 8 p.m. = 20:00) that the liver offer was accepted or refused. For livers accepted and subsequently denied, record the time of acceptance. If any part of the time is unknown, enter -3 for the unknown part of the time and enter the other parts of the time that are known. If the entire time is unknown, check "Unknown".
- Denial Code: For those organs that were refused, record the denial code associated with the reason the organ was refused. Refer to the Potential Transplant Recipient Refusal Codes Table. If the reason for refusal is unknown, check "Unknown".



Liver Offer Log

Donor Age:	<p>Record the age of the donor at the time of the offer in years, months, or days, and check the appropriate box to indicate the unit of measure. Use the following guidelines for recording age:</p> <ul style="list-style-type: none">– If less than 1 month old, record the age of the donor in days.– If less than 5 years of age, record the age of the donor in months.– For ages 5 and older, record the age in years, <p>Record -3 if the age of the donor is unknown at the time of the offer.</p>
Donor blood type:	<p>Record the donor blood type and Rh factor according to the ABO blood group system. The O may be called zero or null. It is the specific classification of antibodies and antigens into the four principal types of blood; A, B, AB and O. The presence or absence of the Rh antigens is signified by the + or - sign, so that, for example, the A-group does not have any of the Rh antigens.</p> <p>Check “Unknown” if the donor’s blood type is not known or cannot be obtained.</p>
Date Donor Evaluation Initiation:	<p>Record the date (mm/dd/yy) that the <u>living donor</u> was initially evaluated to donate a liver. If any part of the date is unknown, enter -3 for the unknown part of the date and enter the other parts of the date that are known. If the entire date is unknown, check “Unknown”. This date does not apply to a cadaveric organ and the default value in the data system will be N/A.</p>
Date Donor Acceptable:	<p>Record the date (mm/dd/yy) that the donor was deemed to be an acceptable Deemed donor. If any part of the date is unknown, enter -3 for the unknown part of the date and enter the other parts of the date that are known. If the entire date is unknown, check “Unknown”.</p>
Donor organ weight:	<p>Record the weight of the donated organ in kilograms (round to 2 decimal places). If the weight of the donor organ is unknown, check “Unknown”.</p>
System ID:	<p>Record the system generated ID for the record.</p>