

Transplant Center Contact Management

Transplant programs must have a primary contact for organ offers designated at all times. The transplant center contact management on-call view feature allows transplant programs to see who is on-call to receive organ offers, set on-call contacts, or change contacts that are already on-call.

Center: Select a center from the dropdown. This field is **required**.

Organ Program: This drop-down list contains all of the organ programs that the user has access rights to. You may select to filter the On-Call screen by organ program. Only liver programs are able to set contacts for expedited offers.

Local Offers

Primary: To set a contact as the primary contact, click on the appropriate box in the **Primary** column.

Secondary: To set a contact as the secondary contact, click on the appropriate box in the **Secondary** column.

Import Offers

Primary: To set a contact as the primary contact, click on the appropriate box in the **Primary** column.

Secondary: To set a contact as the secondary contact, click on the appropriate box in the **Secondary** column.

Set to same as local contacts: If you prefer that import offers go to the same contact that is on-call for local offers, select **Yes**. If this option is selected, your import contacts will automatically update to align with changes made on the local on-call contact tab. If not, select **No**.

Expedited Offers

Primary: To set a contact as the primary contact, click on the appropriate box in the **Primary** column.

Secondary: To set a contact as the secondary contact, click on the appropriate box in the **Secondary** column.

Set to same as local contacts: If you prefer that expedited offers go to the same contact that is on-call for local offers, select **Yes**. If this option is selected, your expedited contacts will automatically update to align with changes made on the local on-call contact tab. If not, select **No**.

Add Contact

User Type: Select either **UNet Contact** or **Non-UNet Contact**. UNet Contact is someone registered with UNOS, a Non-UNet Contact is not registered with UNOS. This field is **required**.

First Name: Populated by the system if adding a UNet contact. Enter the first name if adding a non-UNet contact.

Middle Initial: Enter the middle initial if adding a non-UNet contact.

Last Name: Populated by the system if adding a UNet contact. Enter the last name if adding a non-UNet contact.

Institution: Populated by the system if adding a UNet contact. Enter the institution name if adding a non-UNet contact.

Occupation: Populated by the system if adding a UNet contact. Enter the occupation if adding a non-UNet contact.

Voice and Text Contact Methods

Voice Description: Enter the description of the voice contact.

Voice Device Type: Select device type from the drop-down list.

Standard Telephone
Mobile Phone

Voice Number/E-mail Address: Enter the number for the voice contact.

Voice Default: Select the checkbox to designate the contact as the default. The default methods are the contact information the system will use if this contact becomes a primary or secondary on-call contact. There can be only one default contact at any given time.

Text Description: Enter the description of the text contact.

Text Device Type: Select device type from the drop-down list.

Standard E-mail
Mobile E-mail
Alphanumeric Pager
SMS

Text Number/E-mail Address: Enter the number or e-mail address for the text contact.

Text Default: Select the checkbox to designate the contact as the default. The default methods are the contact information the system will use if this contact becomes a primary or secondary on-call contact. There can be only one default contact at any given time.

Organ Program: Select the appropriate organ program.

