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1. How to register ‘We need payback’ or ‘This is a payback’ on a specific organ

Donor -> Deceased donors -> Donation
Click on procure an organ

When you export an organ to another center, you will be able to state, whether it is part of a payback agreement or not.
2. Payback status - overview

Select which payback status list you wish to look at - liver or kidney?

Select your center in ‘Payback to center, if you wish to look at the organs that other centers owe you

Please be aware that due to national agreements you might be responsible for paybacks to other centers (look at next section ‘If ‘Payback to center’ is not the same as procuring center)

Select your center in ‘Organ to center’, if you wish to look at the organs that you owe other centers
3. If ‘Payback to center’ is not the same as procuring center

‘Payback to center’ is mostly the same as the procuring center, however in some situations, the payback should be done to another. This could be in connection with local kidney agreements or in relation with a liver procuring center that is not a liver transplant center. Through the ‘Payback status’ list you are able to register an alternative payback center than procuring center.

To do so, find the donor you need payback for and click on it. Change the ‘payback to center’ as needed.

4. Register payback refusals

A center that owes an organ and tries to pay it back, but the payback is refused, must register this information.

Find the organ you wish to payback through the ‘Payback status’ menu
Click in the donor field to select the donor organ you tried to payback with.

A pop-up window will appear, please (search and) select the donor organ by clicking on the actual line. The information will be added in the ‘Payback refusals’ box.

Select causes (one to many) of payback refusal and write additional comment if needed.

Save the information.
5. Register actual payback
A center who has done a payback must register the information

Find the organ you wish to payback through the ‘Payback status’ menu, click in the payback window.

A pop up window will appear, find the donor organ you have used for payback and click on it.
The information will be transferred – press save

In the payback status overview, the organ will now be displayed with payback information