

National Heart Review Board (NHRB) for Pediatrics FAQ

For Transplant Hospital Professionals:

Where can I see my upcoming extensions and available appeals?

You can view these in a couple of places. On the Secure Enterprise homepage, your extensions will continue to show under My Critical Data. On Waitlist, the Pediatric Heart – Extension Management Report contains information on actionable appeals and pending extensions.

My initial exception request was denied. What do I do from here?

After the first denial, an appeal to the original group of Review Board members can be submitted. If this is denied, a final appeal can be submitted to the Heart Transplantation Committee. If this is denied, the center must downgrade the candidate to the appropriate status.

I missed the window to file an extension or appeal on a denial. What can I do to fix this?

If the window to extend/appeal has been missed, a new initial justification form will need to be submitted. If the extend/appeal window was missed in error and the candidate has lost time at their correct status, a Waiting Time Modification Form can be submitted. Refer to [Policy 3.7: Waiting Time Modifications](#).

What if a patient is transplanted while their status exception is still under review, only to have the exception request denied post-transplant?

Per Policy 6.4.A: Review Board and Committee Review of Status Exceptions, the instance is referred to the Heart Transplantation Committee for review and the transplant center is notified.

What happened to the “Criteria Change,” “Status 1A,” and “Status 1B” buttons?

Status selection and forms history are now located under Manage Heart Forms on the Pediatric Heart Justification Forms page.

Why are certain forms not hyperlinked on the Manage Heart Forms page? Where can I view them?

Any forms submitted prior to NHRB implementation (June 15, 2021) will need to be searched via Active List > Justification Forms. All forms submitted post implementation will be directly available under Manage Heart Forms.

At what point will a candidate show as having an upcoming extension?

A candidate will appear under Upcoming Extensions in the Extension Management Report/Expected Data three days prior to the deadline. If the day a candidate is made Status 1A is day 01, the candidate will be eligible for extension on days 12, 13, and 14. The moment an extension form reaches day 15 at 12 a.m. Eastern time, the candidate is downgraded.

How many days do I have to submit an appeal?

An appeal can be submitted up to *a full calendar day after a denial*. If a decision to deny is made on a Monday, the center will be able to appeal up until Tuesday at 11:59 p.m. Eastern time.

I have a new user who needs to be added as a member of the NHRB and/or a current member who needs to be removed. How do I do this?

Contact the Heart Review Board staff at UNOS directly at HeartReviewBoard@unos.org

How will I be notified of outcomes?

You will be notified by email for both approved and denied cases. Information on next steps for denied cases will be provided in the email.

What happens if I make a mistake on a form?

If the form is still pending you may be able to withdraw it. Contact the Heart Review Board staff at HeartReviewBoard@unos.org if it has been submitted to the NHRB.

I see several new statuses in the Manage Heart Forms page for my candidate, what do they mean and is there anything I need to take action on?

Below is a list of the new statuses that may be associated with one of your submitted justification forms:

Form status	Applies to	Available actions for members
Pending	Any exception form	<ul style="list-style-type: none"> Update narrative or authorization sections If the form is an extension that isn't yet active, the member can withdraw it using the Withdraw button
Submitted to RB	Any exception form	Update authorization section only
Approved	Forms that meet criteria or exceptions that have been approved by the NHRB	<ul style="list-style-type: none"> Extensions can be submitted for approved Status 1A forms starting on the 12th day of the 14 day cycle. An Extend button will display in the Manage Heart Forms page next to the form to be extended
Denied	Forms that have been denied by the NHRB	<ul style="list-style-type: none"> An Appeal button will display for one full calendar day Once the button disappears, the form cannot be appealed. Another Status 1A or 1B form will need to be submitted
Entered in error	Forms that staff have recalled per the member's request	None
System-generated 1B	Forms that have been automatically generated by the system because the Status 1A extension timeframe was missed	<ul style="list-style-type: none"> An Update button will display for this form unless and until a new Status 1A or 1B form is submitted
Withdrawn	Extension forms that are not yet active and haven't been submitted to the RB yet that have been withdrawn per member action or request	None
Not required – newer form submitted	Extensions that are in pending status when a new Status 1A or 1B form is submitted	None
Ineligible for review – prior form denied	Extensions that are in pending status when their Status 1A parent form is denied.	None
Not required – patient transplanted	Extensions that aren't active when the candidate is removed for transplant and the Status 1A parent form is subsequently denied	None
Not required – patient removed	Extensions that aren't active when the candidate is removed for any other reason and the Status 1A parent form is subsequently denied	None

If you have a question not covered in the list above, please contact the Heart Review Board staff directly at HeartReviewBoard@unos.org.

For Review Board Participants:

How do I mark myself out of office?

On the Review Board landing page, you can click on manage settings to add dates that you will be unavailable to review cases. You are able to add multiple date ranges and delete ones no longer needed.

Who will review the case when I'm out of office?

If you have an alternate, they will be offered the case. If not, the case will be reassigned to another randomly selected participant.

If I forget to mark myself out of office, how do I reassign the case?

On the voting form you will see a Reassign button below the Supporting Comments text field. When you click Reassign, the system randomly selects another participant to review the case. If you want cases to be automatically forwarded to your alternate, you must remember to mark yourself out of office.

If I vote on a case but reconsider my decision, can I change my vote?

You can change your vote on a case until the case is closed. Once it is either approved or denied, the case will disappear from your Vote on cases list.

What does the indicator "(4 active, 1 waiting)" that displays on my Review Board page mean?

This means that 4 cases have been assigned to you and you have voted on 3 but have yet to vote on 1 of them. Cases will remain active on your Vote on cases list until a final decision has been rendered. You will be able to see the vote you submitted for each case you have reviewed.

Am I able to view old cases that were assigned to me?

By clicking on View resolved cases you will be able to search for all of the cases you have reviewed. If you did not review the case because you reassigned it to another reviewer, it will not appear in the list.