



Kaiser Permanente Medical Center, San Francisco
Northern California Region

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 Work Instruction		
Title: TS Modified Transfusion Report	WI Number SFOWI-1364 Revision: 1	
Department: Immunohematology	Document is in the Final Approval Process. 2 - approvals are required	
Area: 2425 Geary Blvd SFO Hospital Lab		
Type of Document: Work Instruction	Review Period - 340 Days	

PURPOSE

This document describes the use of the **“The Modified Transfusion Report”**. **This KPHC report is generated** when an ordering provider makes any change to an existing Transfusion order which is directed to and acted upon by an RN. Once placed by the ordering provider, an IP Prepare Order is no longer accessible for modification or communicating updates to the Blood Bank. The Modified Transfusion Report allows the Blood Bank CLS to identify changes that may be relevant to and acted upon by the Blood Bank.

Potential changes that would impact and require action by the Blood Bank could include:

1. Change in the number of blood product needed
2. Special Requirements e.g. CMV neg, IRR
3. Blood Bank Procedure: e.g. Thalassemia, Sickle Cell Protocol, Stem Cell Transplant
4. Additional Special Requirements; e.g. HLA matched

SCOPE

This report is only used within the Blood Bank by CLS trained in its use.

DEFINITION OF TERMS

Transfusion order: This is a KPHC order directing the RN caring for the patient, on what and how a transfusion is to be administered.

POLICY

A. Blood Bank CLS to retrieve and review modified Transfusion Reports (TR)

1. When a Modified Transfusion Report prints on the designated BB printer, retrieve the report and evaluate what has been changed. Circle or high-light the changed information.

2. Determine if the changes are to be acted upon by the following policies.

B. Changes to Special Requirements, Blood Bank procedures, or Free text

1. Each patient is to be evaluated based on Blood Bank policy to determine if the patient meets the criteria for requested Special Requirements.
 - a. If patient does not meet the policy's criteria, ordering provider will be notified.
 - b. If patient qualifies, the Special Requirements will be honored and entered as Transfusion Requirements in PPI.
2. Changed Blood Bank Procedures and/or Free text will be evaluated to determine if action is needed based on Blood Bank protocols.

C. Changes to the number of blood products

1. Increase number of blood product is to be honored as long as the increase is not contraindicated by Blood Bank policy.
2. Decrease in the number of blood product should be evaluated to determine if the additional crossmatched / assigned units can be released.

PROCEDURE

A. Review the Modified Transfusion Report (TR) when it prints out

1. Highlight or circle with (red / yellow) pen the items which have been modified.
2. Locate prior paper Prepare Orders for this patient and staple the Modified TR to the corresponding original order.

B. Determine if the changed information applies to Blood Bank

NOTE: Changes to the transfusion rate, medication or other non-Blood Bank comments will also generate Modified TR.

1. Address applicable changes according to policy stated above.

C. Fill the modified order if applicable

1. Call patient's RN when products are ready.
2. Record communication on the Modified TR.

NOTE: Use the existing IP Prepare Order accession number to prepare and issue additional blood products in CM.

D. Document communication with ordering provider, RN or BB Medical Director if applicable

1. Include the date/time and your (initials /NUID).

E. Track Modified TR

1. Make a copy of the Modified TR. File the original Modified TR and IP Prepare Order in designated area.
2. Record the Modified TR order number, patient name, MRN on the Modified TR Log clipboard. Place the copied Modified TR behind the log.

DOCUMENTATION AND RECORDS

Modified TR will be handled as manual Blood Bank requisitions and retained for 5 years.

QUALITY REVIEW

Modified TR metrics will be reviewed by the BB Supervisor, shared with the Transfusion Committee and / or Regional Blood Bank Practice Leader when necessary for further process improvement efforts.

Associated Documents:

External Documents



Modified TR Report Examples_3.28.2019.docx

Associated Documents:

SFOWI-0079 -- TS-Blood Bank Specimen and Requisition

SFOWI-0107 -- TS-Unusual Product Request Policy

SFOFCD-0488 -- AF0031 MODIFIED TRANSFUSION REPORT LOG

[Click to Open an Associated Document](#)

Document Revision History:

Revision: 1	Date Created: 04/16/2019 Date of Last Revision: 04/16/2019	Last Approval Date:
Document Author: Cara H Lim/CA/KAIPERM	Document Manager: Richard Chui/CA/KAIPERM	

Reason for Change:

Revision:	Sec/Para Changed	Change Made:	Date
1	N/A	Initial Issue of Document. New process implemented 4/16/19.	4/16/19

Notification List:

Approvals:

First Approver's Signature

Name: Sarah C Cherny/CA/KAIPERM
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Second Approver's Signature

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Document History Section

