

	Collection and Labeling Blood Bank Samples OP-306-16	Dept:	Outpatient Phlebotomy 324306
		Effective Date:	February, 2011
		Revised Date:	February, 2019
		Contact:	Rinard Howard
Name & Title: Greg Pomper, MD Medical Director		Date:	
Signature:			

1) General Procedure Statement:

- a. **Purpose:** The collection of a properly identified blood sample from the intended recipient is an essential step for a safe blood transfusion. Blood Bank samples that will be used for identifying blood products for recipients require 2 forms for identification. These forms are the Blood Bank Request Form and the hospital identification band. These identifications include the medical record number and the patient's name.
- b. **Responsible Department/Scope:**
 - 1.Procedure owner/Implementer: Outpatient Phlebotomy
 - 2.Procedure prepared by: Rinard Howard, MHA PBT – ACSP
 - 3.Who performs procedure: Outpatient Phlebotomy staff

2) Procedure:

1. Confirm the patient name and medical record number on all documents. Requests for crossmatches may be on a Blood Bank requisition at the patient's location. In addition to the patient requisitions, a Blood Bank request form must accompany the samples to be collected. The Blood Bank requisition and patient armband must have exactly the same information. Any observed discrepancies must be resolved before the sample is collected.
2. Collect the blood sample following the Venipuncture Procedure. The Blood Bank requires one 7 mL pink top EDTA tube for testing. Two purple bullets may be substituted for pediatric patients.
3. Date a BBID number sticker and place it on the patient's identification bracelet.
4. Attach labels to the specimen tubes in the presence of the patient. Acceptable labels include preprinted labels, LIS barcodes, or clearly written labels. Each label contains the following information:
 - a. The patient's full name, as it appears on the forms and patient identification bracelet

- b. Medical record number
 - c. BBID number sticker with the date collected on the sticker.
5. Write on the Blood Bank request the date and time collected along the collector's name.
 6. Deliver the sample to the Blood Bank.

3) Delayed Crossmatches for Preadmission Patients

For patients who have orders for crossmatch or type and screen prior to admission:

1. Confirm the patient name and medical record number on all documents. In addition to the patient requisitions, a Blood Bank request form must accompany the samples to be collected. The Blood Bank requisition and patient armband must have exactly the same information. Any observed discrepancies must be resolved before the sample is collected.
2. Collect the blood sample following the Venipuncture Procedure. The Blood Bank requires one 7 mL pink top EDTA for testing. Two purple bullets may be substituted for pediatric patients.
3. ***Date a BBID number sticker with the date of anticipated surgery or admission and place it on the patient's identification bracelet.***
4. Attach labels to the specimen tubes in the presence of the patient. Acceptable labels include LIS barcodes, or clearly written labels. Each label contains the following information:
 - a. The patient's full name, as it appears on the forms and patient identification bracelet
 - b. Medical record number
 - c. BBID number sticker with the date collected on the sticker.
5. Write the name of the collector on the Blood Bank request form along with the date and time collected. Deliver the sample to the Blood Bank

Procedure Notes

- a. Incorrectly labeled samples will not be returned for corrections and are treated as a bad ID for the collector.
- b. A crossmatch sample may be reused for 3 days. The day drawn counts as day 0 and expires at midnight of day 3. (Example: A sample drawn on Monday expires at midnight Thursday.)
- c. Phlebotomists leave old BBID stickers on the patient's identification bracelet. If the bracelet has several BBID stickers that interfere with the placement of a new sticker, then the phlebotomist may ask the nurse to remove the oldest number.
- d. The Blood Bank may request additional samples to be drawn on a patient. The phlebotomist will be instructed as to how much blood will be required as well as how much blood to draw. The current BBID number must be written on each tube.
- e. Not all tests performed in the Blood Bank require a BBID. The table below lists the orderable tests and the BBID requirement.

Test Code	Procedure	BBID
XM	Crossmatch	Yes
TSX	Type and Screen	Yes
TPL	Transfuse Platelets	No
TCRY	Transfuse Cryoprecipitate	No
TFFP	Transfuse Plasma	No
GTX	Group and Type	No
DATX	Direct Antiglobulin Test	No
TNEO	Transfuse Neonate	Yes
UADX	Antibody Screen	No

4) Related Procedures:

Blood Collection Procedure

5) References: N/A

6) Attachments: N/A

7) Revised/Reviewed Dates and Signatures:

Reviewed/Revised Date: _____ **By:** _____

(Medical Director/Designee)

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