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| **Issuing Blood Products in Sunquest** | | | | | | | |
| **Purpose** | This procedure provides instructions for the issue of tissue products through the Sunquest computer system. | | | | | | |
| **Related**  **Documents** | [TSja 15.0.1 Sunquest Crib Sheet](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/JobA/199777.pdf). | | | | | | |
| **Procedure** |  | | | | | | |
|  | **Step** | Action | | | | | |
|  | 1 | Log into the Gateway.  Choose Location: R for Mpls, L for STP | | | | | |
|  | 2 | Under the All tab or the Blood Bank tab, double-click on the Blood Product Issue folder .  Note: Step 1-2 are not required if branching from Blood Order Processing. | | | | | |
|  | 3 | Click on the Lookup by: drop down arrow and select the accession number or unit number.   1. Select accession number if issuing more than one unit. 2. Use unit number if issuing only one unit. | | | | | |
|  | 4 | 1. If entering by Unit #:  * Scan or enter the product ID number in the Unit # box * Enter of select the component code if required * Enter division # if required     b. If entering by Accession #:   * Check in the Select column box for each product to issued, or * Click on Select All if all products are to be issued      * Press Continue | | | | | |
|  | 4 | 1. Compare the following on the computer screen and the unit tag:    * Patient identify information (Full name and MRN)    * Product information (Unit #, product type, expiration)    * Patient/product special requirement and instructions 2. Compare the following on the unit tag, product order & release slip:  * Patient identify information (Full name and MRN) * Product type * Quantity/volume requested | | | | | |
| **If** | | | | **Then** | |
| No discrepancies | | | | Proceed to step 5 | |
| Any discrepancy noted | | | | Resolve prior to issue. | |
|  | 5 | Document label check and visual inspection of product.  A. If issuing by Accession Number, by doing one of the following:   1. Pressing the **Pass All** 2. Clicking **Inspect Unit** tab then the appropriate radio buttons indicating Yes or \*No.     B. If issuing by Unit Number, document label check and visual inspection of product by clicking appropriate Yes or \*No radio button. | | | | | |
| **If** | | | **Then** | | |
| \*Unit fails label and or visual check | | | 1. Click on the \*No radio button  2. Select the appropriate product status prompt.   1. Quarantine product if cause of failure can be   Corrected. Refer to [TS 9.2](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/BSC/202473.pdf).   1. Discard product is product is definitely   unacceptable for use. Document discard on daily  QC form. Refer to [TS 9.3](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/BSC/202335.pdf). | | |
|  | 6 | **ALL QA failures have to be reviewed and responded by a second tech**   * 1. Override to continue to issue.   2. Cancel to terminate the issue.     To Override:   * + - Click in the Override box to the left of the unit display     - Enter tech ID User name and password     - Enter Reason Code (refer to [TSja 15.0.1](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/JobA/199777.pdf)or use the search option)     - Enter Free Text additional information as needed.     - Click on the Add tab, then OK      * + - * Click on the Continue tab. | | | | | |
|  | 7 | a. Tab through **Issue date** and **Issue time** fields or enter the specific time if in the past.   1. **Issue Location:** Enter in location code (refer to [TSja 15.0.1](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/JobA/199777.pdf) ) 2. **Issued to:** Enter in employee CE number from the release slip. 3. **Issue physician:** Enter ordering provider or surgeon name. Perform a search and select. 4. **Issue Comments**: Enter the English text code corresponding to the transfusion indication and any other comment codes corresponding to the issue. (refer to [TSja 15.0.1](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/JobA/199777.pdf)  and [TSja 12.12.01 Transfusion Codes](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/JobA/199776.pdf)) 5. **Issue Account:** Click on search box and choose the current account number. 6. Confirm the entry and click on the Save or Cancel tab. | | | | | |
|  | 8 | 1. Enter additional billing as required. (Refer to [TSja 15.0.1](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/JobA/199777.pdf)  for common codes) 2. Review, click OK and SAVE | | | | | |
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| **References** | Sunquest Users Manual, current edition | | | | | | |
| **Approval**  **Workflow** | Transfusion Service/Technical Specialist | | | | | | |
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| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | | | **Summary of Revisions** |
| 1 | | K Hartley | 5/1982 | | | Initial Version |
| 2 | | C Berglund | 5/1987 | | |  |
| 3 | | J Wenzel | 12/1991 | | |  |
| 4 | | J Wenzel | 8/1993 | | |  |
| 5 | | J Wenzel | 9/1994 | | |  |
| 6 | | J Wenzel | 9/1997 | | | Post-merger |
| 7 | | J Wenzel | 9/1999 | | |  |
| 8 | | J Wenzel | 5/22/2001 | | |  |
| 9 | | J Wenzel | 7/9/2009 | | | New format |
| 10 | | J Wenzel | 4/16/2012 | | | Added Related Document.Removed Appendices. Reference to selection of division numbers. Previous TS 12.12. Added instruction if product does not pass final inspection. |
|  | 11 | | S Cassidy | 5/27/2015 | | | Added change account number during issue to current account number. |
|  | 12 | | S. Cassidy | 07/03/19 | | | Added statement that a second tech needs to review and respond to QA failures. |