|  |
| --- |
| **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 button2. 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

 |
|  |  |
| **References** | Sunquest Users Manual, current edition |
| **Approval****Workflow** | Transfusion Service/Technical Specialist |
|  |  |
| **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. |