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| **BloodHub- Credits** | | | | | |
| **Purpose** | This procedure provides instructions for entering in credits for blood products that either are short-dated, recalled or broken through BloodHub. | | | | |
| **Procedure** |  | | | | |
|  | **Step** | Action | | | |
|  | 1 | Sign into BloodHub | | | |
|  | 2 | Click on Manage Inventory | | | |
|  | 3 | Click on “Discard Units” | | | |
|  | 4 | Select Discard Reason: | | | |
|  | 5 | Click “Blue Arrow” to continue | | | |
|  | 6 | Enter the unit number and the product code (EXXXXV00) | | | |
|  | 7 | Click the “ADD” button | | | |
|  | 8 | The Blood type and Expiration date should auto-populate | | | |
|  | 9 | Verify the button under “Request for Credit is selected if credit is requested. | | | |
|  | 10 | Click “Next” | | | |
|  | 11 | 1.Verify information has been entered correctly  2. Make corrections with the “Edit Transaction link under 3 line menu  3. Click “Confirm” located under 3 line menu at bottom right | | | |
|  | 12 | Unit has been discarded in BloodHub and the credit request has been sent to IBR HS | | | |
|  | 13 | Print credit report and file with invoices | | | |
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| **Approval**  **Workflow** | Transfusion Service/Transfusion Medical Director | | | | |
|  |  | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | S. Cassidy | 5/20/2021 | Initial Version |