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| **Entering Blood Products into Sunquest** | | | | | |
| **Purpose** | This procedure provides instructions for entering blood products into Sunquest inventory. Refer to [TS 7.9 for Entering Directed Donor or Autologous Products into Inventory.](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/BPOrd/202707.pdf) | | | | |
| **Policy Statements** | All blood products entered into the LIS system to become part of the accessible inventory. | | | | |
| **Procedure** |  | | | | |
|  | Step | Action | | | |
|  | 1 | Log into the Gateway choosing location: R for Mpls, SP for STP and open the Blood Product Entry folder from the All or Blood Bank tab.  Note: Location B-Mpls and Location BS-STp may be used as alternate locations. | | | |
|  | 2 | On the Blood Product tab in the Supplier box:   * Scan in the ISBT product donor ID barcode | | | |
|  | 3 | In the Component box scan the individual component type code.   * The component type code MUST be scanned with each entry.   (Other data associated with the component type will default. This includes division number, container type, attributes, intended use, the default number of bar coded unit number labels to be printed, and product testing battery.) | | | |
|  | 4 | Confirm the Division # for ISBT products | | | |
|  | 5 | In the Suppler unit # box scan the supplier’s identification number if not done in step 2. | | | |
|  | 6 | In the ABO box scan the blood type of the unit. The Rh box will automatically fill from the scanned information. | | | |
|  | 7 | In the Expiration Date box, do one of the following:   1. Scan the product’s expiration date. The Expiration Time box will automatically default to 2359. 2. Enter the unit expiration date then time **if it is less than 24 hours**.    * Type in the date and in the Expiration Time box type in military time.  * To look up a date, click or press F3 to open the calendar. * The collection date and time boxes, and received date and time boxes will automatically default when the Expiration Date box is resulted. Override defaults as appropriate.   Note: The segment # and # of labels boxes do not need to be resulted. | | | |
|  | 8 | Enter the unit volume from the product label or by weighing the unit if the volume is not defaulted by the system. | | | |
|  | 9 | Enter temperature of blood products.   * RBCs 1-10°C * Platelets 20-24°C * FFP and Cryoprecipate FROZEN | | | |
|  | 10 | Visual Inspection choose Pass or Fail | | | |
|  | 11 | Click on the Comments tab.   * In the Comment code box:   1. Add any comments. E.g. VIRN, NSIK * Enter narratives in the Free text box. E.g Crossmatched platelets for Girl Does. * Click Add.   The codes and description of the free text comment display in the Comment list box.   * To remove a comment code or free text, select the comment code or text from the list and click Remove | | | |
| The attribute IRD automatically fills when an irradiate component code is entered. | 12 | To add an antigen, attribute or antibody to a unit, click on the Ag/Ab/Attributes tab.   * In the Antigen/Antibody or the Attribute box, do one of the following:   1. Type the appropriate code.   2. To look up a code, click or press F3. * Click Add. (The selected code and its description move to the list box.) * Repeat for each code to be added.   The codes and descriptions will display in the list box.   * To remove an antigen/antibody or attribute code from the list, select the code or codes,   and then click Remove. | | | |
|  | 13 | Click on Location Tab and then select either MIN or STP for location of blood products | | | |
|  | 14 | |  |  | | --- | --- | | **If** | **Then** | | Entering a single unit | Click Save at the bottom of the screen. | | Entering additional units | Proceed to step 15. | | | | |
|  | 15 | Click Add (located just above and to the right of the Unit summary list).  A single line summary of data for the unit entered is added to the Unit summary list.     * To remove units from the list click the unit, and then click Remove. The selection is removed from the list. Units removed from the list are not saved in inventory. * To sort the units in the list.   1. Select a unit   2. Do one of the following      + Click to move the unit up the list      + Click to move the unit down the list * To alter data on a unit in the list.   1. Double-click a unit in the list to display associated data.   2. Change the data associated with the unit.   3. Click Add to return the unit to the Unit summary list. | | | |
|  | 16 | Repeat steps 2-14 for each additional unit. | | | |
|  | 17 | Click Save when all desired units are entered on the list. | | | |
|  | 18 | The current worklist number appears in a dialog box if red cells units were entered.     * Click OK. (The new worklist number will appear below the scroll bar under the Unit summary list. Use the worklist number in function retyping red cell units.) | | | |
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| **References** | Sunquest User Manual UD-0931/00-05-bb | | | | |
| **Approval**  **Workflow** | Transfusion Service/Technical Specialist | | | | |
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| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | C. Berglund | 5/1996 | Initial Version |
| 2 | | J Wenzel | 1/1992 |  |
| 3 | | J Wenzel | 5/1993 |  |
| 4 | | J Wenzel | 10/1995 | Merger |
| 5 | | J Wenzel | 4/1996 |  |
| 6 | | J Wenzel | 1/1997 |  |
| 7 | | J Wenzel | 5/19/2001 |  |
| 8 | | J Wenzel | 5/1/2003 |  |
| 9 | | J Wenzel | 3/6/2007 | Sunquest Gui |
| 10 | | J Wenzel | 3/3/2009 | Online format |
| 11 | | J Wenzel | 4/10/2012 | Renumbered old TS 7.10. Added Division # from SQ v6.4. |
|  | 12 | | S Cassidy | 9/22/14 | Removed Codabar references |
|  | 13 | | S. Cassidy | 11/27/18 | Added Sunquest 8.2 upgrades |
|  | 14 | | S. Cassidy | 07/12/2021 | Added Location step for single HID |