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| **St. Anthony**  **Regional Hospital**  POLICY/PROCEDURE | Effective Date: | Latest Revised Date:  Reviewed Date: |
|  |  |
| **Title: OUTSTANDING REPORT** | | Department: Laboratory |

**Policy:**

A proactive approach will be enforced to aid in the prevention of any delays of transfusions.

**Procedure:**

The technician responsible for any given shift in Blood Bank will print the outstanding Blood Bank report.

Carefully review the report for any patients that have crossmatches that will be expiring at midnight. If so – call the patient’s nurse and inform him/her of the expiring crossmatched units.

Let them know that if the patient needs blood the following day - a type and crossmatch will need to be reordered. This also applies to patients that we are to “keep units ahead”on.

Document the name of the nurse that was notified and the time of notification on the outstanding report.

The outstanding report will be kept in a binder in Blood Bank. The Blood Bank Supervisor will throw them away at the end of each month.