

Beaumont

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Document Contact **Brooke Klapatch**
Area **Laboratory-Blood Bank**
Applicability **Royal Oak**

Inventory and Ordering of Blood Products- Royal Oak Blood Bank

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The purpose of this document is to provide information on how adequate blood product levels are maintained at all times. Blood Products are received from four established blood suppliers: Versiti Michigan, LifeSouth Community Blood Centers, American Red Cross, and South Texas Blood & Tissue Center. Directed and autologous donations may be sent from Versiti Michigan or ARC.

II. PROCEDURE:

A. Versiti Michigan

1. The preferred method of ordering products is through the Versiti webpage located at www.versiti.org. See the *Procedure* section of this policy for further instructions.
2. If the need for the product is urgent or antigen negative units are required, call the Versiti Livonia distribution center at (734) 855-4660.
3. If HLA matched platelets are required, call the Versiti HLA lab at (616) 233-8597, for further information see Transfusion Medicine policy *Selection of Platelets, Plasma, and Cryoprecipitate for Patients Greater than Four Months Old*.

B. South Texas Blood & Tissue Center

1. At this time, the only products that will be sent from South Texas Blood & Tissue Center are Red Blood Cells (RBCs).
2. A standing order of RBCs will be sent on a daily basis from Thursday through Saturday.
3. Additional RBC orders may be placed through their webpage at www.southtexasblood.org. See the *Procedure* section of this policy for further instructions.

4. If changes need to be made to the standing order of RBCs, contact hospital services by phone at (210) 731-5550.
5. See attachment, *Standing Order for Blood Products* for a complete list of the products to be sent to the Blood Bank in the standing order.

C. LifeSouth Community Blood Centers

1. At this time, the products that will be sent from LifeSouth Community Blood Centers are platelets and liquid plasma.
2. A standing order of platelets will be sent on a daily basis from Tuesday through Saturday.
3. A standing order of liquid plasma will be sent on Wednesday and Friday.
4. If changes need to be made to the standing order of platelets, liquid plasma, or additional products are requested, contact LifeSouth by phone at (352) 334-1067.
5. See attachment, *Standing Order for Blood Products* for a complete list of the products to be sent to the Blood Bank in the standing order.

D. American Red Cross (ARC)

1. At this time, the only products that will be sent from American Red Cross are Red Blood Cells (RBCs).
2. A standing order of RBCs will be sent on Monday and Tuesday.
3. If there is a critical patient need that cannot be fulfilled by Versiti Michigan, the ARC may be contacted to request products.
4. If a product is needed from the ARC call the ARC order desk at (313) 494-2715.
5. When ordering antigen negative units please call the ARC reference laboratory at (313) 494-2712.
6. See attachment, *Standing Order for Blood Products* for a complete list of the products to be sent to the Blood Bank in the standing order.

III. DAILY BLOOD INVENTORY TARGETS:

Product	Type	Target Range	Critical Level
Red Blood Cells	O pos	250 – 320	< 100
	O neg	70 – 130	< 20
	A pos	200 – 275	< 100
	A neg	40 – 80	< 20
	B pos	50 – 80	< 20
	B neg	8 – 20	< 5
	AB pos	10 – 20	< 5
	AB neg	1 – 4	NA
Fresh Frozen Plasma	O	30	< 10
	A	30	< 10
	B	20	< 10

	AB	25 – 40	< 10
Cryoprecipitate	O	15	< 5
	A	15	< 5
	AB Single	1 – 4	NA
Baby Units	O pos	2	< 1
	O neg	2	< 1
Platelets	Any type	Minimum of 7	< 5

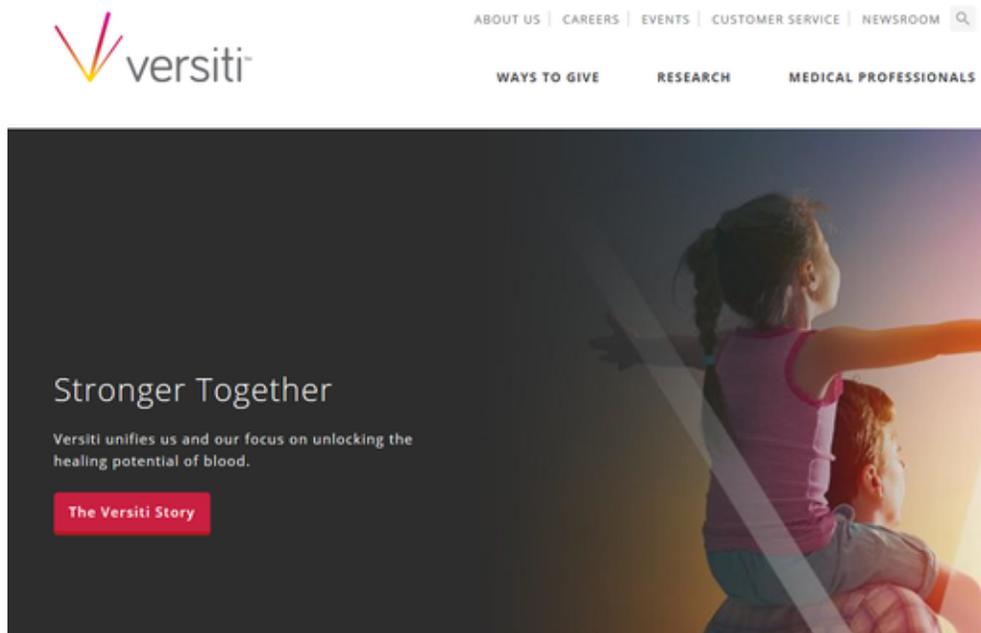
Note: If blood inventory falls to one half of the required target or if a blood supplier is having difficulty fulfilling requests, notify the Blood Bank Manager or designee.

IV. PROCEDURE-ORDERING BLOOD PRODUCTS:

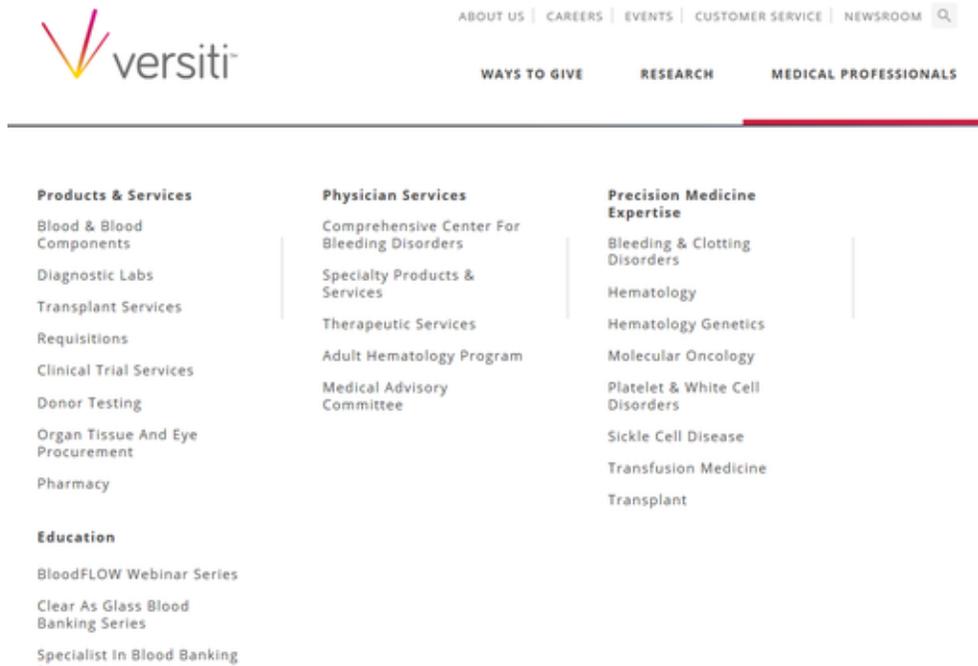
- A. Based on the printed inventory report, staff will compare the total number of products to the target range.
- B. If a product is lower than the target range, the staff will order products as needed, based on the standing order being delivered from South Texas Blood & Tissue Center and American Red Cross.
- C. See the *Procedure* section below for step by step instructions for placing orders.
- D. If the inventory report does not print, report the problem to the IT department and use the Blood Bank CDM, *Daily Inventory Count* and *Baby Inventory Log*.
- E. File a completed copy of the evening inventory report in the Blood Inventory Order Book, located in the Triage area.

A. Ordering Blood Using the Versiti Webpage

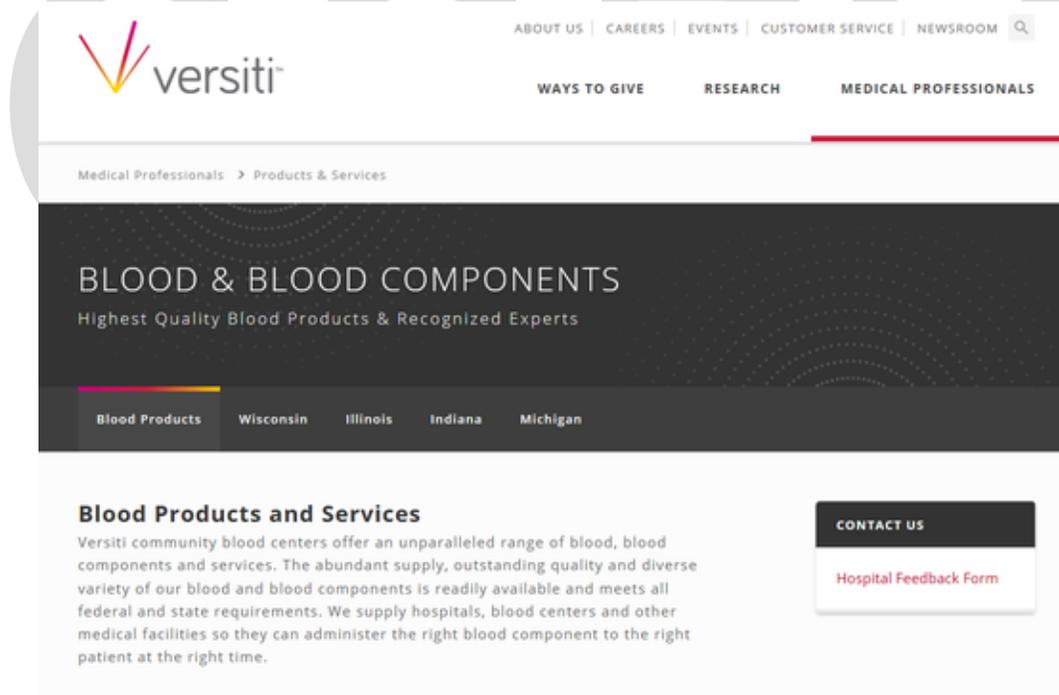
1. Go to www.versiti.org
2. Click the *Medical Professions* tab at the top of the webpage.



3. Click the *Blood & Blood Components* link under the Products & Services section.



4. Click the *Michigan* tab.



5. Click the *Online Ordering portal* link.

Blood Products Wisconsin Illinois Indiana Michigan

Existing Michigan Blood Customers

To order blood and blood components, log in to our [Online Ordering portal](#).

Hospital Services Forms & Tools

Hospital Feedback Form	+
Enrollment Form	+
Usage & Definitions	+
Online Ordering	+
Product Attribute Codes	+
Import Facility Code ISBT	+

HOSPITAL SERVICES

[Online Ordering](#)
[Platelet Partners Login](#)
[Accreditations & Licenses](#)

Grand Rapids
616-233-8577

Livonia
734-855-4660

Saginaw
989-755-0973

Traverse City
231-935-3106

6. Enter your username (Beaumont Health ID) and password (royaloak), then click the *Sign In* button.

7. Click *New Order*.

Michigan Blood
MI Blood saves lives.
PART OF VESPER

Hi, Ashley Wilson Location: BEAUMONT HOSPITAL ROYAL OAK Logout

Orders My Settings

MY ORDERS

[NEW ORDER](#)

Previous Order Details

ORDER #	DATE	TIME	REQ DATE	REQ TIME	WEB?	STATUS	ORDERED BY	
801706	11/05/2015	00:42	11/05/2015	10:00	N	Shipped		View Order
801705	11/04/2015	21:32	11/05/2015	10:00	Y	Shipped	123510	View Order
801685	11/03/2015	22:47	11/04/2015	15:00	Y	Shipped	102368	View Order
801684	11/03/2015	22:46	11/04/2015	10:00	Y	Shipped	102368	View Order
801672	11/03/2015	11:34	11/03/2015	ASAP	N	Shipped		View Order
801655	11/02/2015	21:41	11/03/2015	15:00	Y	Shipped	125574	View Order
801654	11/02/2015	21:39	11/03/2015	10:00	Y	Shipped	125574	View Order
801633	11/01/2015	21:08	11/02/2015	15:00	Y	Shipped	100908	View Order
801632	11/01/2015	21:07	11/02/2015	10:00	Y	Shipped	100908	View Order
801610	10/30/2015	23:48	11/02/2015	STAT	N	Shipped		View Order

Need Technical Help? Email [support](#) or call (816) 233-8000. Need Order Help? Please call your local distribution center.

8. Select the Item Category, Item, Type, CMV Status and Quantity.

Michigan Blood
MI Blood saves lives.
PART OF VESPER

Hi, Ashley Wilson Location: BEAUMONT HOSPITAL ROYAL OAK Logout

Orders My Settings

NEW ORDER

Please select an item(s) to be added to the order.

Add Item to Order

ITEM CATEGORY: ITEM: TYPE:

CMV REQ: QUANTITY: Or enter ISBT code: Or enter ISBT code:

BILL TO: BILLING ADDRESS: 3601 W. THIRTEEN MILE ROAD, BEAU001 MI 48073

COMMENTS: (LIMIT 15 CHAR)

[ADD TO ORDER](#)

Order Details

LINE#	QTY	TYPE	ITEM	COMMENTS	CMV?

[SUBMIT ORDER](#) [CANCEL ORDER](#)

Need Technical Help? Email [support](#) or call (816) 233-8000. Need Order Help? Please call your local distribution center.

9. Click Add to Order.

NEW ORDER
Please select an item(s) to be added to the order.

Add item to Order

ITEM CATEGORY: ITEM: TYPE:

CMV NEG: QUANTITY: Or enter ISBT code: Or enter ISBT code:

BILL TO: BILLING ADDRESS: 3601 W. THIRTEEN MILE ROAD, BEAU001 MI 48073

COMMENTS: (LIMIT 15 CHARS)

ADD TO ORDER

Order Details

LINE#	QTY	TYPE	ITEM	COMMENTS	CMV?	
1	15	ANEG	RED CELL LR RR		II	Delete

SUBMIT ORDER **CANCEL ORDER**

Need Technical Help? Email [Service](#) or call (616) 233-8600. Need Order Help? Please call your local distribution center.

10. Upon completion of ordering all required products, click *Submit Order*.

11. Enter the required date and time for delivery.

BILLING/SHIPPING INFORMATION
Date Req (mm/dd/yyyy format) and Time Req (24hr format) are required.

BILL TO: BEAUMONT ROYAL OAK
BILLING ADDRESS: 3601 W. THIRTEEN MILE ROAD, BEAU001 MI 48073

SHIP TO: SHIPPING ADDRESS: 3601 W. THIRTEEN MILE ROAD, ROYAL OAK MI 48073

DATE REQ: TIME REQ: TRANSFUSION DATE: TRANSFUSION TIME:

ORDER COMMENTS:

UPDATE ORDER **COMPLETE ORDER** **CANCEL ORDER**

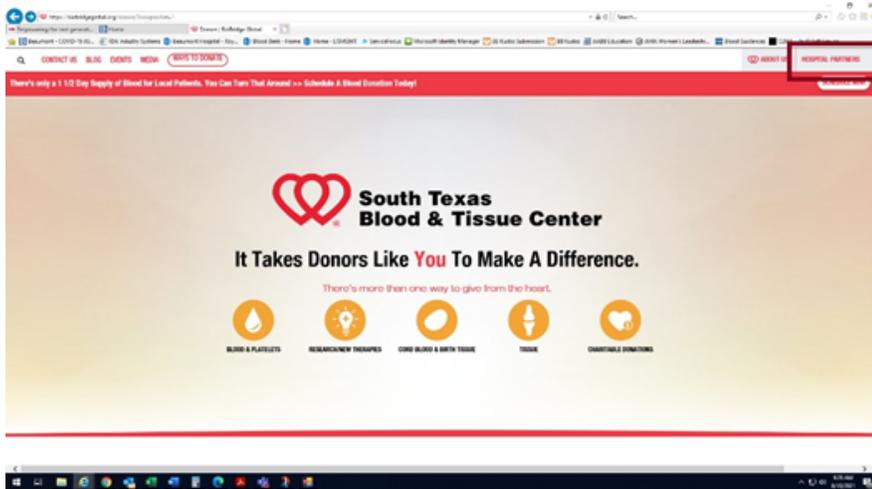
Need Technical Help? Email [Service](#) or call (616) 233-8600. Need Order Help? Please call your local distribution center.

12. Click *Complete Order*.

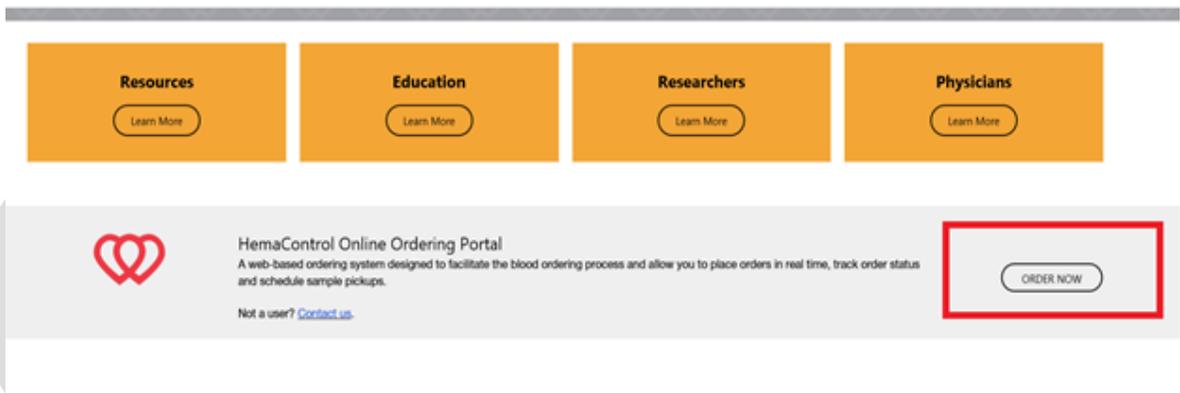
13. Put the evening inventory report in the ordering binder located at the triage area. It is not necessary to print the order confirmation page.

B. Ordering Additional Blood Using the South Texas Webpage

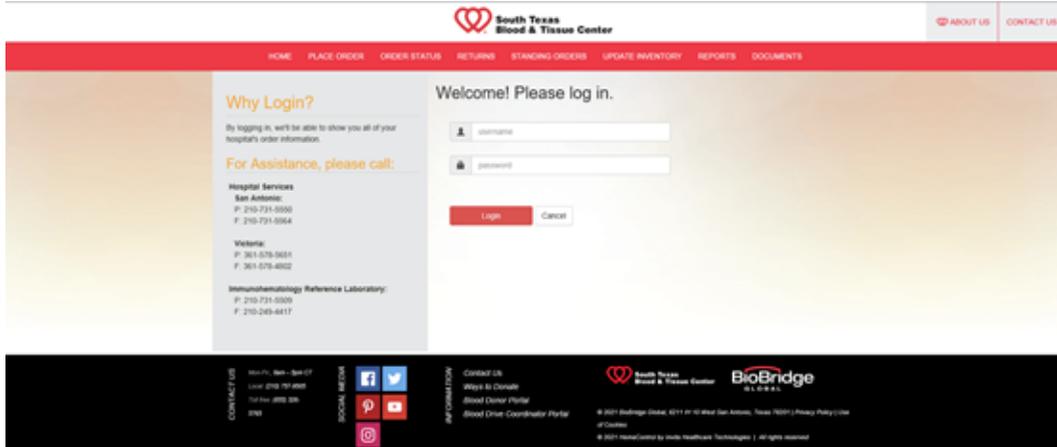
1. Go to www.southtexasblood.org.
2. Click the *Hospital Partners* tab at the top right of the webpage.



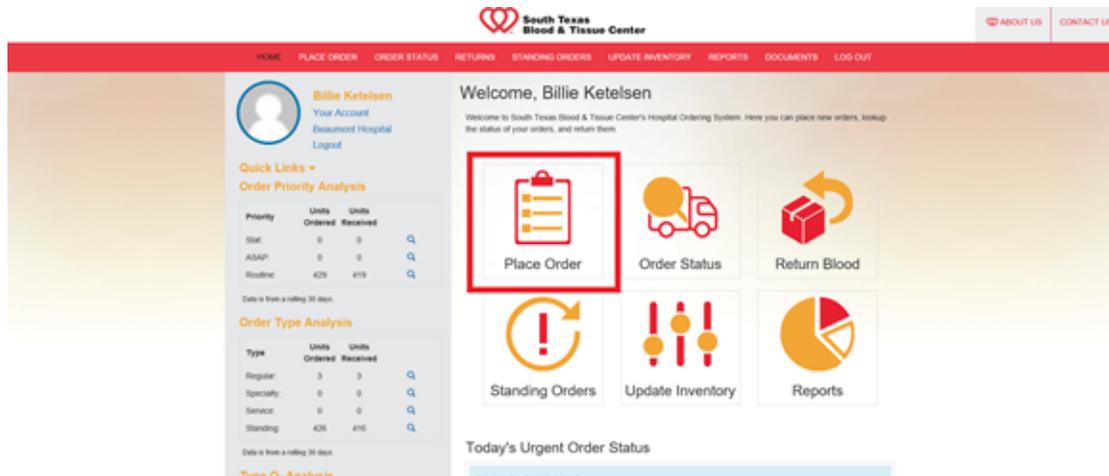
3. Scroll to the bottom of the page and click the *Order Now* button.



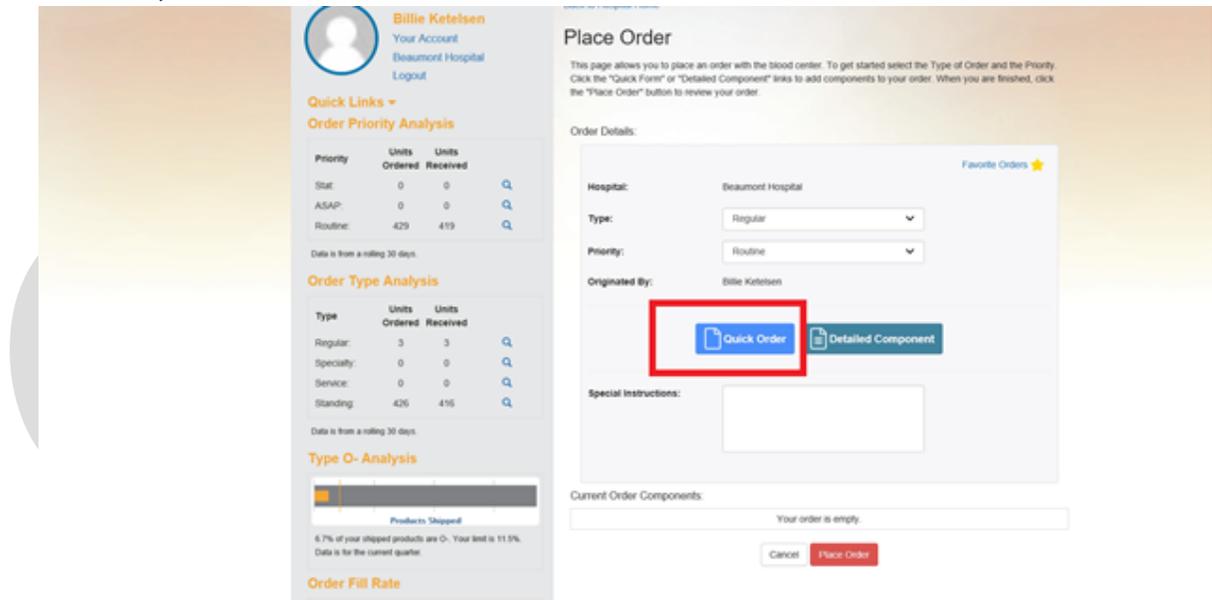
4. Enter your username (Beaumont Health ID) and password (royaloak), then click the *Log In* button.



5. Click on the *Place Order* button.

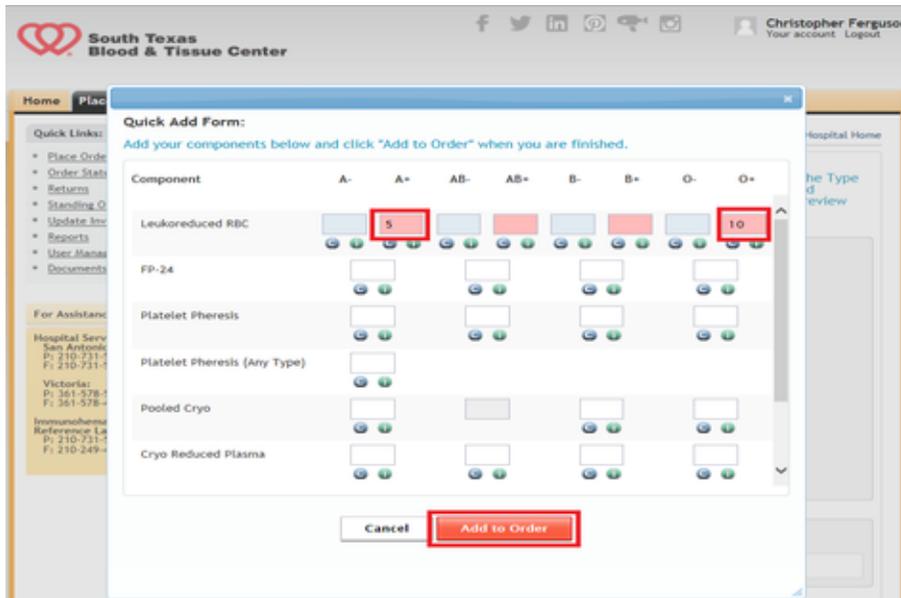


6. Click the *Quick Order Form* link.

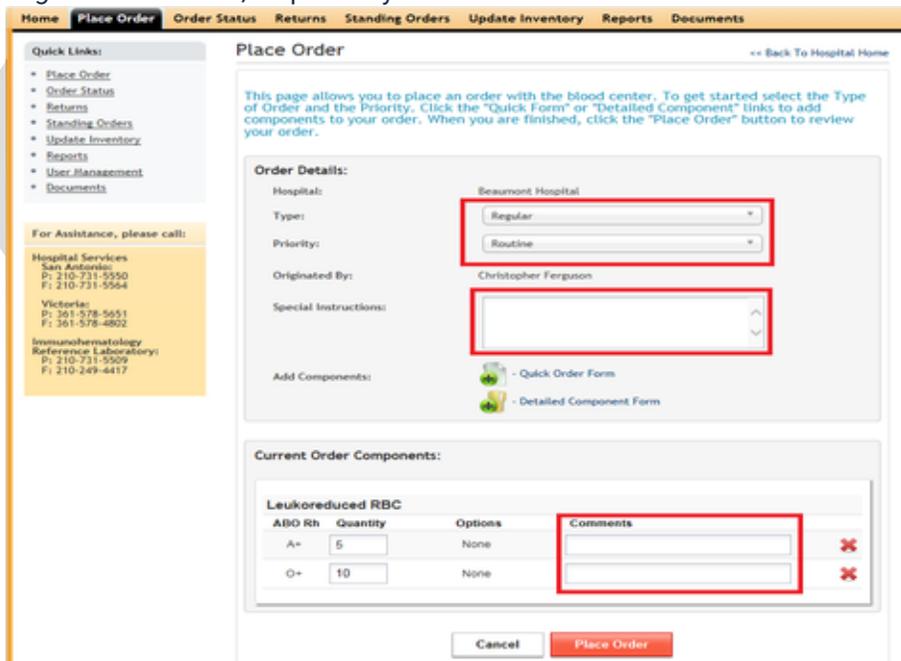


7. Enter the quantity of each blood type requested for the applicable component, and then click the *Add to Order* button.

Note: The "C" and "i" under each blood product indicates a CMV negative or irradiated product request. If "C" or "i" is selected, all units for that selected blood type will be CMV negative or irradiated.



- Review the order to ensure all desired blood products are included. Add any necessary comments or special instructions to the applicable fields, if indicated. Verify the order type and priority is on *Regular* and *Routine*, respectively.



- Click the *Place Order* button to submit the online order.

Place Order << Back To Hospital Home

This page allows you to place an order with the blood center. To get started select the Type of Order and the Priority. Click the "Quick Form" or "Detailed Component" links to add components to your order. When you are finished, click the "Place Order" button to review your order.

Order Details:

Hospital: Beaumont Hospital
 Type: Regular
 Priority: Routine
 Originated By: Christopher Ferguson
 Special Instructions:
 Add Components: Quick Order Form, Detailed Component Form

Current Order Components:

Leukoreduced RBC			
ABO Rh	Quantity	Options	Comments
A+	5	None	
O+	10	None	

Buttons: Cancel, Place Order

Note: If blood inventory falls to one half of the required target or if a blood supplier is having difficulty fulfilling requests, notify the Blood Bank Manager or designee.

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Attachments

[Standing Blood Products Order Schedule](#)

Approval Signatures

Step Description	Approver	Date
	Ann Marie Blenc: System Med Dir, Hematopath	5/27/2022
	Craig Fletcher: System Med Dir, Blood Bank	5/27/2022
Policy and Forms Steering Committee (if needed)	Gail Juleff: Project Mgr Policy	5/27/2022
Policy and Forms Steering Committee (if needed)	Brooke Klapatch: Medical Technologist Lead	5/27/2022

Rebecca Thompson: Medical
Technologist Lead

5/27/2022

Brooke Klapatch: Medical
Technologist Lead

5/18/2022

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