Beaumont	Origination	10/2/2021	Document	Brooke Klapatch	
	Last Approved	Last Approved 5/27/2022		Brooke Rupaton	
	Effective	5/27/2022	Area	Laboratory-Blood Bank	
	Last Revised	5/27/2022	Applicability	David Oak	
	Next Review	5/26/2024	Аррисаршту	Royal Oak	

Inventory and Ordering of Blood Products- Royal Oak Blood Bank

Document Type: Procedure

Status (Active) PolicyStat ID (11743249

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	Туре	Target Range	Critical Level
Red Blood Cells	O pos	250 - 320	< 100
	0 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	0	30	< 10
	А	30	< 10
	В	20	< 10

	AB	25 - 40	< 10	
Cryoprecipitate	0	15	< 5	
	А	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.



5. Click the Online Ordering portal link.

Blood Products Wisconsin Illinois Indiana Michigan	
	HOSPITAL SERVICES
Existing Michigan Blood Customers To order blood and blood components, log in to our Online Ordering portal. Hospital Services Forms & Tools	Online Ordering Platelet Partners Login Accreditations & Licenses
Hospital Feedback Form +	Grand Rapids 616-233-8577
Enrollment Form +	Livonia 734-855-4660
Usage & Definitions +	Saginaw
Online Ordering +	989-755-0973
Product Attribute Codes +	231-935-3106
Import Facility Code ISBT +	

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

	Michigan E	Blood esc or vesotr			Welcome. Please login below.
Г	User Logir	n			
	USER ID: PASSWORD:	••••••			SS /
		SIGN IN 😐	Forgot Password		
	Welcome to I Sign-in to view th	Michigan Blood's On	line Ordering Syste	em fer	
	Online ordering Oct 11 from 8:00 for an operating	will be unvailable Sunday PM - 1:00 AM system upgrade.	A.		• Thomas 9 gallon donor
		To req	uest administrator enro	llment email <u>Michigan Blood</u>	

7. Click New Order.

						Hi, Ashley Wilson	Location: BEAUMO	NT HOSPITAL ROYAL OAK	O Log
Xeders 🕝 I	Wy Settings								
	DERS								
NEW OR	DER								
revious (Order Details								
00060 #	DATE V	THEFT	REO DATE	DEC TIME	10000	0707110	OBDERED BY		
ORDER #	DATE V	TIME	REQ DATE	REQ TIME	WEB?	STATUS	ORDERED BY	O 1/1	۰.
0RDER #	DATE * 11/05/2015	TIME 00:42	REQ DATE 11/05/2015	REQ TIME 10:00	N N	Shipped	ORDERED BY	View Order	
0RDER # 301706 301705	DATE V 11/05/2015 11/04/2015	TIME 00:42 21:32	REQ DATE 11/05/2015 11/05/2015	REQ TIME 10:00 10:00	N Y	Shipped Shipped	0RDERED BY	 View Order View Order 	
0RDER # 301706 301705 301685	DATE V 11/05/2015 11/04/2015 11/03/2015	TIME 00:42 21:32 22:47	REQ DATE 11/05/2015 11/05/2015 11/04/2015	REQ TIME 10:00 10:00 15:00	WE87 N Y Y	Shipped Shipped Shipped	0RDERED BY 123510 102368	View Order View Order View Order View Order	
0RDER # 301706 301705 301685 301684	DATE V 11/05/2015 11/04/2015 11/03/2015 11/03/2015	TIME 00:42 21:32 22:47 22:46	REQ DATE 11/05/2015 11/05/2015 11/04/2015 11/04/2015 11/04/2015	REQ TIME 10:00 10:00 15:00 10:00	WEB7 N Y Y Y	Shipped Shipped Shipped Shipped	0RDERED BY 123510 102368 102368	View Order View Order View Order View Order View Order View Order	4
0RDER # 301706 301705 301685 301684 301672	DATE * 11/05/2015 11/04/2015 11/03/2015 11/05/20 11/05/2015 11/05/2015 11/05/2015 11/05/2015 11/05/2015 11/05/	TIME 00:42 21:32 22:47 22:46 11:34	REQ DATE 11/05/2015 11/05/2015 11/04/2015 11/04/2015 11/04/2015 11/03/2015	REQ TIME 10:00 10:00 15:00 10:00 ASAP 15:00	N 897 Y Y N	Shipped Shipped Shipped Shipped Shipped	ORDERED BY 123510 102368 102368	 View Order View Order View Order View Order View Order View Order 	
DRDER # 801706 801705 801685 801684 801672 801655	DATE V 11/05/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015 11/03/2015 11/02/2015	TIME 00:42 21:32 22:47 22:46 11:34 21:41	REQ DATE 11/05/2015 11/05/2015 11/04/2015 11/04/2015 11/03/2015 11/03/2015	REQ TIME 10:00 10:00 15:00 10:00 ASAP 15:00	WEB? N Y Y N Y	STATUS Shipped Shipped Shipped Shipped Shipped	ORDERED BY 123510 102368 102368 125574	 View Order 	I
ORDER # 801706 801705 801685 801684 801652 801655 801654	DATE V 11/05/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015 11/02/2015 11/02/2015	TIME 00:42 21:32 22:47 22:46 11:34 21:41 21:39 21:22	REQ DATE 11/05/2015 11/05/2015 11/04/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015	REQ TIME 10:00 10:00 15:00 10:00 ASAP 15:00 10:00 10:00 10:00	WE87 N Y Y N Y Y Y	STATUS Shipped Shipped Shipped Shipped Shipped Shipped	ORDERED BY 123510 102368 102368 102368 125574 125574 125574	 View Order 	
ARDER # 301706 301705 301685 301684 301672 301655 301654 301654	DATE V 11/05/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015 11/02/2015 11/02/2015 11/02/2015 11/02/2015	TIME 00:42 21:32 22:47 22:46 11:34 21:41 21:39 21:08	REQ DATE 11/05/2015 11/05/2015 11/04/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015 11/03/2015 11/03/2015	REQ TIME 10:00 10:00 15:00 10:00 ASAP 15:00 10:00 15:00 10:00 10:00	WE87 N Y Y N Y Y Y	STATUS Shipped Shipped Shipped Shipped Shipped Shipped Shipped	ORDERED BY 123510 102368 102368 125574 125574 10998	 View Order 	Ĩ
DRDER # 801706 801705 801685 801684 801672 801655 801655 801654 801633 801632	DATE V 11/05/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015 11/02/2015 11/02/2015 11/02/2015 11/02/2015 11/01/2015	TIME 00:42 21:32 22:47 22:46 11:34 21:41 21:39 21:08 21:07	REQ DATE 11/05/2015 11/05/2015 11/04/2015 11/04/2015 11/03/2015 11/03/2015 11/03/2015 11/03/2015 11/02/2015 11/02/2015	REQ TIME 10:00 10:00 15:00 10:00 ASAP 15:00 10:00 15:00 10:00	WE87 N Y Y N Y Y Y Y Y	STATUS Shipped Shipped Shipped Shipped Shipped Shipped Shipped Shipped Shipped	ORDERED BY 123510 102368 102368 125574 125574 100908 100908	 View Order 	

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

NEW ORD	ER					
Please select an	rtem(s) to be added to	the order.				
Add item to O	rder					
ITEM CATEGORY:		ITEM:	TYPE:			
RED CELL LEI	UKOREDUCD 💌	RED CELL LR IRR	 ANEG 	•		
CMV NEG:	QUANTITY:	Or enter ISBT code:	Or enter ISBT c	ode:		
No 🝷	15					
BILL TO:		BILLING ADDRESS				
BEAUMONT R	OYAL OAK -	3501 W THRTEEN MIL	F ROAD REALION	1 MI 48073		
COMMENTS: (LIMI	T 15 CHARS)					
			ADD TO C	RDER 0		
Order Details						
LINE#	QTY	TYPE	ITEM	COMMENTS	CMV?	
						-

9. Click Add to Order.

A Market Market

e order. EMI: Select Item 👻	TYPE	Ashiey Wilson Locat	IN BLAUMON	I NOSPIAL ROTAL ORA	
e order, 16Mi: Select Item 💌	TYPE:				
EM: Select item •	TYPE:				
'EM: Select Item •	TYPE:				
Select Item •					
r enter ISBT code:	Or enter ISBT code:				
ILLING ADDRESS: 601 W.THRTEEN MILE ROAD, BEA	U001 MI 48073 ADD TO ORDER	0			
ITEM COMB	IENTS CMV?				
RED CELL LR IRR	N		O Delete		
		SUBMIT ORDER	0	CANCEL ORDER	0
	1-9 Forest Grant (a)	Ito? Email Service or call (616) 233-8500 Need Order Hel	SUBMIT ORDER	SUBMIT ORDER	SUBMIT ORDER CANCEL ORDER Ip? Email <u>Service</u> 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.

	Hi, Christepher I	Ferguson Location: BEAUM	ONT HOSPITAL ROYAL OAK	Logout
Administration Orders OMy Settings				
BILLING/SHIPPING INFORMATION Date Req (mm/dd/yyyy format) and Time Req (24hr format) are in	equired.			
BILL TO: BEAUMONT ROYAL OAK BILLING ADDRESS: 3601 W.THRTEEN MILE ROAD, BEAU001 M SHIP TO: SHIPPING ADDRESS: BEAUMONT ROYAL OAK ♥ 3801 W.THIRTEEN MILE RO DATE EFO. THE EFO. TRANSITION DATE:	II 48073 DAD, ROYAL OAK MI 48073			
ORDER COMMENTS:				
	UPDATE ORDER	MPLETE ORDER	CANCEL ORDER *	
Need Technical Help? Email Service	or call (616) 233-6600. Need Order He	4p? Please call your local distri	bution 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.

Resources	Education	Researchers	Physicians Learn More
\odot	HemaControl Online Ordering Po A web-based ordering system designed to facilita and schedule sample pickups. Not a user? <u>Contact us</u> .	rtal He blood ordering process and allow you to place orders in	real time, track order status

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

	South Texas Blood & Tissue Center	@ ABOUT US	CONTACT US
HOME PLACE ORDER ORDER ST	TATUS RETURNS STANDING ORDERS UPDATE INVENTIONY REPORTS DOCUMENTS		
Why Login? By togging is, with the adle to show you all of your hospitario order monitoria. For Assistance, please call: Magazi familiar P 200-7014-004 P 200-7014-004 P 200-7014-004 P 200-7010 P 200-700	Welcome! Please log in.		
	Contact US Why Is Drawe drawed by State and Contact Contact US drawed Drawe Contact Contact US drawed Drawe Contact US drawe Contact US drawed Drawe Contact US drawed Drawe Contact US drawed Drawe Contact US drawed Drawe Contact US drawe Contac		

5. Click on the *Place Order* button.

		South Texas Blood & Tissue	Center		C ABOUT US	CONTACT US
HOME	PLACE ORDER ORDER STA	US RETURNS STANDING ORDERS	UPDATE INVENTORY REPORTS	DOCUMENTS LOG OUT		
Quick Lik Order Pri	Billie Ketelsen Your Account Desumont Hospital Logost inks ~ iority Analysis	Welcome, Billie Ke Vecome to Booth Trans Blood & Tros the status of your orders, and return to	telsen w Contors Hospita Cristing Bystem, He m	ere you can place new orders, kokup		
Preading Data ALMP: Residence	Units Units Ordered Received 0 0 Q, 0 0 Q, 429 419 Q,	Place Order	Order Status	Return Blood		
Data is true as Order Typ	nding 30 days. pe Analysis Units Units	\square	111			
Regular Spotar Service	Ordered Received 3 3 Q 0 0 Q 0 0 Q	Standing Orders	Update Inventory	Reports		
Standing Data is tree an Tyrcas C+ A	426 416 Q. Heng H days. Anadyrsis	Today's Urgent Order	Status			
6. Click the Quick Order Fo	rm link.					

Billie Ketelsen Your Account Logout Place Order Vour Account Logout This page allows you to place an order with the blood center. To get started select the Type of Order and the Promy. Crick Links × Order Priority Analysis Place Order Order Priority Analysis Order Details: Order Details:
Priority Units Ordered Units Received Favorite Orders
Data is time a rolling 30 daps. Priority: Ficulture Order Type Analysis Originated By: Biller Katelsen
Type Units Ordered Received Second
Current Order Components: Products Support 4. Pro drynu shaped products are 0. Your lead to 11 Str. Data is for the current quarker. Cancel Place Onder

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.

Plac	Outck Add Form:									-
k Linka:	Add your components below	and click	"Add to	Order" v	then you	are finis	hed.			Hospital
ider State	Component	A -	A-	A8-	A8-	8-	8+	0-	0-	he Typ d
anding O odate Inv sports	Leukoreduced RBC		5		G 0	6 8		6 8	10 Î	
cuments	FP-24	3		3	•	9		9		
ital Serv	Platelet Pheresis	3	0	3	0	3	0	9		
toria:	Platelet Pheresis (Any Type)	9	•							
161-578-1 161-578-1 Inohema rence La	Pooled Cryo	3	0			9		9		
10-731-1	Cryo Reduced Plasma	3		3		9			• •	

8. 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.

doce canada	race order			** Back To Pospital P	lorne
<u>Place Order</u> <u>Order Status</u> <u>Beturns</u> <u>Standing Orders</u> <u>Update Inventory</u>	This page allows you to of Order and the Priority components to your order your order.	place an order with . Click the "Quick F er. When you are fi	the blood center. To g form" or "Detailed Com hished, click the "Place	et started select the Type ponent" links to add "Order" button to review	
Deports User Hanagement	Order Details:				
Documents	Hospital:	Beaumont	Hospital		
	Tumer	Render		*]	
or Assistance, please call:					
ospital Services	Priority:	Routine			
San Antonio: P: 210-731-5550 F: 210-731-5564	Originated By:	Christophe	r Ferguson		
Victoria: P: 361-578-5651 F: 361-578-4802	Special Instructions:			<u>^</u>	
vmunohematology zference Laboratory: P1 210-731-5509 F1 210-249-6417	Add Components:	- Qu - De	ick Order Form tailed Component Form	~	
	Current Order Compon	ents:			
	Leukoreduced RBC				
	ABO Rh Quantity	Options	Comments		
	A* 5	None		×	
	0+ 10	None	[*	

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

Quick Liskan • Educe Order • Educe Noticet • Educe Notice • Educe Noticet • Edu	Home Place Order	Order Status	Returns	Standing Orders	Update Inventory	Reports	Documents			
• Place Order: • Place Order: Status • Place Order: Status • Betsums • Betsum	Quick Links:	Pla	ce Orde	er				Back To Hospital Home		
 User Management User Management Decuments For Assistance, please call: Hospital Services Regular San Arteoles Priority: Priority: Routine Originated By: Christopher Ferguson Special Instructions: Special Instructions: Priority: Add Components: Add Components: Special Instructions: Add Components: Special Instructions: Special Instructions: Special Instructio	Place Order Order Status Beturns Standing Orders Update Inventory Process	Th of cor you	is page all Order and nponents ar order.	ows you to place a the Priority. Click to your order. Whe	order with the bloc the "Quick Form" or n you are finished, o	d center. "Detailed (tick the "P	To get started Component" lin lace Order" bu	select the Type ks to add tton to review		
 Becaments Hospital Services Priority: Routine * Priority: Routine * Originated By: Christopher Ferguson Special Instructions:	User Management	0	rder Deta	ils:						
For Assistance, please call: Hoppital Services Ben Automics Ben Automi	 Documents 		Hospital:		Beaumont Hospital					
For Analitance, please call: Hospital Services Priority: Priority: Priority: <t< td=""><td></td><td></td><td>Type:</td><td></td><td colspan="6">Regular *</td></t<>			Type:		Regular *					
Presided Services Pr 200-731-5550 Pr 200-731-5550 Pr 200-731-5550 Pr 200-731-5550 Pr 200-731-5550 Pr 200-731-5550 Presided By: Originated By: Christopher Ferguson Victories Pr 200-731-5502 Presided Representations: Special Instructions: Image: Christopher Ferguson Add Components: Image: Christopher Ferguson Image: Christopher Ferguson Add Components: Image: Christopher Ferguson Image: Christopher Ferguson Image: Christopher Ferguson Current Order Components: Image: Christopher Ferguson Image: Christopher Ferguson Image: Christopher Ferguson Current Order Components: Image: Christopher Ferguson Image: Christopher Ferguson Image: Christopher Ferguson Image: Christopher Ferguson Image: Christopher Ferguson Add Components: Image: Christopher Ferguson Image: Christopher Ferguson I	For Assistance, please	call:	Priority:		Routine *					
Victoria: F: 331-578-4503 F: 331-578-4503 F: 331-578-4503 Immunoheratology: Add Components: F: 210-249-4417 - Quick Order Form Add Components: - Detailed Component Form Current Order Components: - Detailed Component Form Leukoreduced RBC ABO Rh Quantity Options Comments A= 5 None * * O+ 10 None * *	San Antonio: P: 210-731-5550 F: 210-731-5564		Originated	1 Вут	Christopher Ferguson					
Add Components: P: 210-231-5509 F: 210-247-4417 Add Components: Add Components: Current Order Components: Leukoreduced RBC ABO Rh Quantity Options Comments A= 5 None O+ 10 None S	Victoria: Pi 361-578-5651 Fi 361-578-4802		Special Ins	tructions:						
Current Order Components:	Invessurablematology Reference Laboratory: P; 210-731-5509 F: 210-249-4417		Add Comp	onentsi	Julick Order F	'orm ponent Form				
Leukoreduced RBC ABO Rh Quantity Options Comments A* 5 None Image: Comments O+ 10 None Image: Comments		c	urrent Or	der Components:						
ABO Rh Quantity Options Comments A* 5 None X O+ 10 None X			Leukored	luced RBC						
A* 5 None ¥ O+ 10 None ¥			ABO Rh	Quantity	Options Con	nments				
0+ 10 None 😽			A+	5	None			*		
			0+	10	None			8		
Careed Blace Order				ſ	Cancel	co Outor				

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.

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 Committe (if needed)	Gail Juleff: Project Mgr Policy	5/27/2022
Policy and Forms Steering Committe (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

