

Beaumont

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Contact Division
Laboratory

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 two established blood suppliers: Versiti Michigan, and American Red Cross (ARC). Directed and autologous donations may be sent from Versiti Michigan or ARC.

II. BLOOD SUPPLIERS:

A. Versiti Michigan

1. Versiti is the primary blood supplier for Corewell East.
2. The preferred method of ordering products, if needed, is through the Versiti online ordering portal. See the *Procedure* section of this policy for further instructions.
3. If the on-line order portal is not available or the need for the product is urgent or call the Versiti Farmington Hills distribution center at (248)-741-3010.
4. A standing order for scheduled blood delivery for blood products has been established. See attachment *Standing Order for Blood Products* for a complete list of the products to be sent daily.
5. 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. American Red Cross (ARC)

1. ARC has been contracted as the secondary blood supplier for the system.
2. A standing order for scheduled blood delivery for blood products from ARC has been established in accordance with blood contract agreements. See attachment *Standing Order for Blood Products* for a complete list of the products to be sent daily.
3. If there is a critical patient need that cannot be fulfilled by Versiti Michigan, the ARC may be contacted to request additional products.
4. The preferred method of ordering products, if needed, is through the ARC online ordering portal. See the *Procedure* section of this policy for further instructions.
 - a. If the on-line portal is not available and product is needed call the ARC order desk at (313) 494-2715 for standard product orders and the ARC reference laboratory at (313) 494-2712 for antigen negative unit orders.

III. DAILY BLOOD INVENTORY TARGETS:

| Product | Type | Target Range | Critical Level |
|---------------------|-----------|--------------|----------------|
| Red Blood Cells | O pos | 250 – 320 | < 60 |
| | O neg | 70 – 130 | < 20 |
| | A pos | 175 – 250 | < 40 |
| | A neg | 55 – 80 | < 15 |
| | B pos | 70 – 80 | < 20 |
| | B neg | 14 – 20 | < 5 |
| | AB pos | 10 – 20 | < 5 |
| | AB neg | 1 – 4 | NA |
| Fresh Frozen Plasma | O | 30 | < 10 |
| | A | 80 | < 20 |
| | B | 20 | < 10 |
| | AB | 25 | < 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 | 10-20 | < 6 |

Note* : If platelet inventory <15, assess known orders and OR cases. Consider ordering more if fulfilling

current orders would result in <10 platelets. If platelet inventory < 6, triage order with the Medical Director.

IV. PROCEDURE-ORDERING BLOOD PRODUCTS:

- A. Based on the printed inventory report, compare the total number of products to the target range.
 1. 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*.
- B. If a product is lower than the target range, order products as needed, based on the standing order being delivered from the blood suppliers.
- C. Internal transfer of blood products should be considered if availability or delivery from blood supplier does not meet the immediate need.
- D. 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.
- E. See the *Procedure* section below for step by step instructions for placing orders.
- F. 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 Online Ordering Portal

Placing an Order – Blood or Blood Component

1. Log into Ordering: <https://partnerportal.versiti.org/hemacontrol/hospital>
Note: User access is provided by department management.
2. Click on **Place Order** from top banner or center icons.
3. Select '**Regular**' from *Type* drop down box.
4. Make your Priority selection (Routine, ASAP, or STAT).
5. Choose an order method, two options are available:
 - a. Quick Order: Use to order multiple products by component and blood type.
 - i. Enter quantity in the boxes below the specific ABO and Rh needed or choose "Any Type".
 - ii. Click on the blue 'c' for CMV Negative or green 'i' for Irradiated below the quantity box, will turn red if selected.
 - iii. When all selections are complete select Add to Order.
 - iv. Repeat steps to add more products to order.
 - b. Detailed Component: Use to order products individually.
 - i. Select component from the drop down menu.

- ii. Select blood type from the drop down menu.
 - iii. Enter quantity desired.
 - iv. Select any additional requirement(s) from the Options drop down menu.
 - v. Add any comments for selected blood component.
 - vi. When selection is complete click **Add to Order**.
 - vii. Repeat steps to add more products to order.
- c. Click on **Place Order**.
****NOTE**:** Order is not submitted until confirmed in the next screen
 - d. Click on **Confirm Order**.
 - e. Order Confirmation Screen appears, with Confirmation ID:
 - An order can be canceled by user when in a status of 'Submitted'
 - Once the status tracker updates to 'Received' user can no longer cancel or edit the order and must call Hospital Services to make any changes

Note: HLA Products are not eligible for order online. If HLA matched platelets are required, call the Versiti HLA lab at (616) 233-8597.

Placing an Order – Antigen Negative Unit Request

1. Click on Place Order from top banner or center icons.
2. Select '**Specialty**' from the *Type* dropdown box and choose your priority- this will update page with a new order form called Detailed Component.
3. Make your selections for blood type, quantity, options (if needed), and select the required antigens or enter in comments if not listed.
4. Complete the required fields notated with a red asterisk. If ordering for stock, enter "stock" as patient name and date of birth as the current date.
5. Click on **Place Order**.
****NOTE**:** Order is not submitted until confirmed in the next screen.
6. Click on **Confirm Order**.
7. Order Confirmation Screen appears, with Confirmation ID.

B. Ordering Additional Blood Using the ARC Connect

Placing a Product Order

1. Access Connect at: <https://arc.bloodhub.com>
2. From the Dashboard select New Order or, From the Orders queue select the shopping cart icon +New Order
3. Select the Shipping Option:
4. Use the Radio button to select this order for Will Call Pickup if you are sending a courier.
5. Enter the phone number to call when the order is packed and ready for pickup if not already

6. Select Order Type.
 - a. Standard: Use this option to order blood products other than AUTO, Directed, antigen screened units and orders for HLA matched products
 - b. Antigen Screened: Use this option to submit a request for specific red cell antigen negative unit(s).
 - c. HLA Matched: Use this option to submit a request for HLA matched product(s).
7. Select products from the drop-down list of available products.
8. Select any needed attributes, and +Add the product to your order.
9. Repeat from Step 6 to order additional products.
10. Use the comment section to provide any additional details
 - a. Shipping Instructions
 - b. Product Requirements/Acceptable Substitutions
 - c. Schedule date or Surgery/anticipated transfusion
11. Review the order
12. Submit

Modifying a Scheduled (Standing) Order

Scheduled (Standing) Orders are submitted in Connect for processing 12 hours prior to the expected shipment time. Scheduled orders may be cancelled while it is in a Pending status. Pending time is preset on all Scheduled Orders at 24 hours prior to the order submitting in Connect

1. Select Orders to open the orders queue.
2. Navigate to the Pending Orders.
3. Within the Pending Queue, select the scheduled order you want to cancel.
4. You will see a banner message about restrictions. You may not make any changes to quantity or products while the order is in Pending status. You may only cancel the order in its entirety
 - a. Refer to the Date & Time in Connect to see when the order will be Submitted, ending your time to cancel
 - b. The Delivery On Date/Time reflects when the order is expected to ship from the Red Cross
5. To proceed with canceling the order, select cancel
6. Add the reason for cancellation
7. Confirm the cancellation.

V. REFERENCE:

1. Versiti Michigan, Online Ordering Quick Guide Version 1, August 2023
2. Versiti Online Ordering User Guide Version 1, August 2023

Attachments

Standing Order for Blood Products

Approval Signatures

| Step Description | Approver | Date |
|------------------|---|------------|
| | Kelly Sartor: Mgr, Division Laboratory | Pending |
| | Kelly Sartor: Mgr, Division Laboratory | 11/22/2023 |

COPY

Standing Order for Blood Products

Royal Oak Blood Bank

| Day Received | Supplier | RBCs | | | | | | Infant RBCs | | | Platelets | | Cryo | Plasma | Liquid Plasma |
|--------------|------------|-------|-------|-------|--------|-------|-------|-------------|-------|-------|-----------|----------------------|------|--------|---------------|
| | | O pos | A pos | B pos | AB pos | O neg | A neg | B neg | O pos | O neg | Total | Supplier Total | | | |
| Monday | Versiti MI | 16 | 13 | 4 | 1 | 1 | 5 | 4 | 1 | | 45 | 5 | | | |
| | ARC | 25 | 20 | 5 | 1 | 0 | 9 | 4 | 3 | 2 | 71 | 6 | | | |
| Tuesday | Versiti MI | 16 | 12 | 4 | 1 | 0 | 5 | 4 | 2 | 2 | 48 | *See Bottom of Page* | | 14 | 4 |
| | ARC | 25 | 20 | 5 | 1 | 0 | 9 | 4 | 3 | | 67 | 6 | | | |
| Wednesday | Versiti MI | 17 | 12 | 4 | 1 | 1 | 5 | 4 | 1 | | 45 | 5 | | | |
| | ARC | 25 | 20 | 5 | 1 | 0 | 9 | 4 | 3 | | 67 | 6 | | | |
| Thursday | Versiti MI | 17 | 12 | 4 | 1 | 0 | 5 | 4 | 2 | 2 | 49 | *See Bottom of Page* | 7 | 14 | 4 |
| | ARC | 25 | 20 | 5 | 1 | 0 | 9 | 4 | 3 | | 67 | 6 | | | |
| Friday | Versiti MI | 17 | 12 | 4 | 1 | 0 | 5 | 4 | 1 | | 44 | 5 | 8 | | |
| | ARC | 25 | 20 | 5 | 1 | 0 | 9 | 4 | 3 | | 67 | 6 | | | |
| Saturday | Versiti MI | | | | | | | | | | 0 | *See Bottom of Page* | | | 4 |
| | ARC | | | | | | | | | | 0 | 6 | | | |
| Sunday | Versiti MI | | | | | | | | | | 0 | *See Bottom of Page* | | | |
| | ARC | | | | | | | | | | 0 | 6 | | | |
| Total | | 208 | 161 | 45 | 10 | 2 | 70 | 40 | 22 | 6 | 570 | 57 | 15 | 28 | 12 |

** Additional platelet orders arrive daily intended for hospital platelet rotations. Order based off current inventory level and expiration dates.