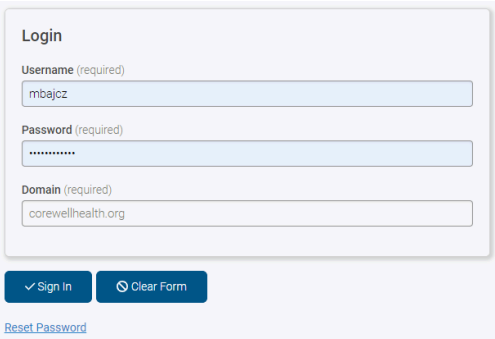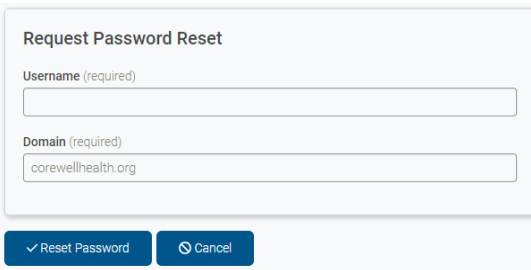|		
Beaumont	Origination 3/14/2024	Document Contact **Melissa Bajcz: Medical Technologist Lead**
	Last Approved 3/14/2024	
	Effective 3/14/2024	
	Last Revised 3/14/2024	Area **Laboratory-Blood Bank**
	Next Review 3/14/2024	
		Applicability **FH, GP, RO, Troy**

TrackCore (Tissue) Application

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

TrackCore is a web based tissue management software designed to manage the full chain of custody of tissue and implants from receipt to final disposition.   This document will provide blood bank staff with detailed workflows and instructions for the software's use.
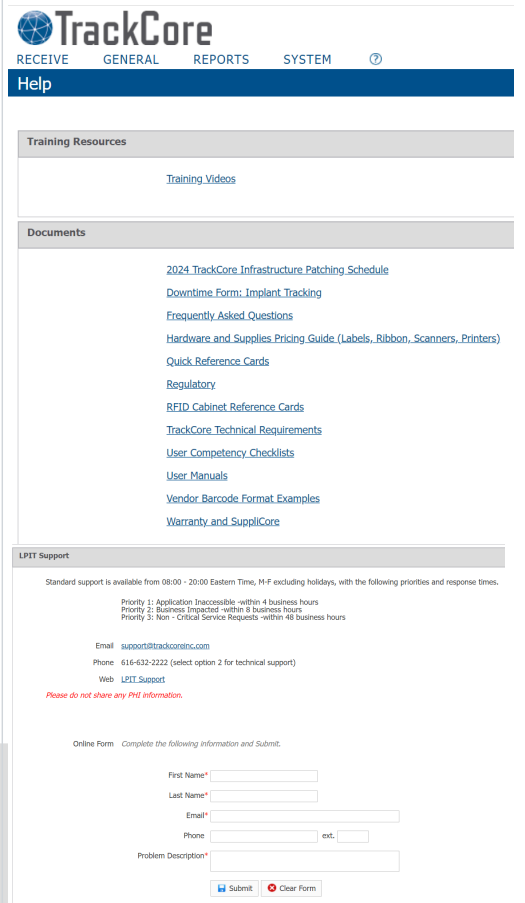
II. PROCEDURE:

A. LOGGING ON

1.	Open the TrackCore Application TrackCore Enter your **Username** and **Password**. **Domain** will be auto-filled, DO NOT CHANGE it. Click on ✓ **Sign In** Note:TrackCore sessions are timed and usually expire after 60 minutes of inactivity.	**Login** Username (required) mbajcz Password (required) ●●●●●●●●●● Domain (required) corewellhealth.org ✓ Sign In ⊘ Clear Form Reset Password
2.	Password Notes: • Passwords expire every 90 days • Passwords can be set at any time by clicking on **Reset Password.** • Enter your **Username** into the Request Password Reset pop-up that appears. DO NOT CHANGE the domain field. • Click on ✓**Reset Password**. • A link will be emailed to you to reset your password. • If you do not see the email within a few minutes, check your junk/spam folder. • TrackCore Super Users at your site can also reset passwords. • TrackCore support can also help with password issues 616-632-2222.	**Request Password Reset** Username (required) Domain (required) corewellhealth.org ✓ Reset Password ⊘ Cancel
3.	Account Access Notes: • Accounts lock-out if inactive for 60 days. ◦ To remain active, **Login** at the start of each shift regardless of bench assignment. • Reach out to a TrackCore Super User at your site to unlock your account. • Once unlocked, you will have 24 hours to sign into TrackCore or it will lock again.	

B. SITE NAVIGATION

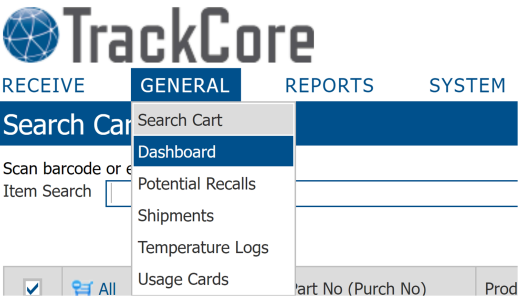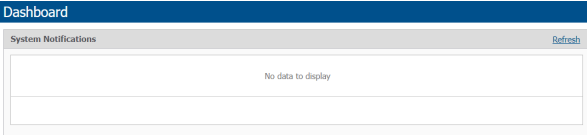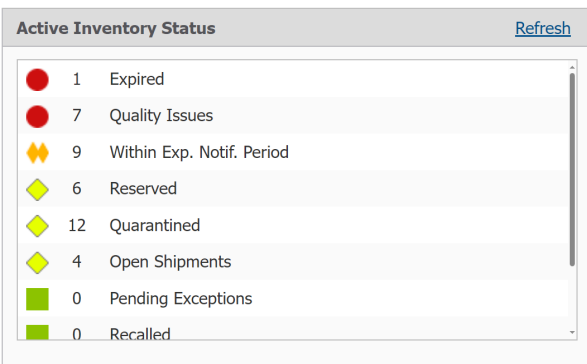|		
1.	The menu bar for TrackCore navigation (shown to the right) can be found in the upper left-hand corner of every TrackCore screen.	**TrackCore** RECEIVE GENERAL REPORTS SYSTEM ⓘ
2.	The **RECEIVE** tab is used for accessing the following functions: • **Shipment** - to receive shipment boxes • **Vendor Items** - to receive individual items from shipments • **Autograft Items** - to receive autologous implants	**RECEIVE** Vendor Items Autograft Items Shipment
3.	The **GENERAL** tab is used for accessing the following functions: • **Search Cart** - to document the management of tissue items once they have been received into TrackCore such as issuing items to patients, returning items to storage, or accessing item details for a tissue. • **Dashboard** - provides real time information about inventory such as expired items, quarantined items, and reserved items. • **Potential Recalls** - Shows items which have a possible associated recall. • **Shipments** - to access shipments that are pending receipt of items • **Temperature Logs** - Not in use at this time for our sites. • **Usage Cards** - Not in use at this time for our sites.	**GENERAL** Search Cart Dashboard Potential Recalls Shipments Temperature Logs Usage Cards
4.	The **REPORTS** tab is used by Super Users only for accessing the full list of available TrackCore Reports	**REPORTS**
5.	The **SYSTEM** tab is used by Super Users only for review of Interface Exceptions and various data tables such as vendors, products, and storage locations.	**SYSTEM** ⓘ Internal Products Locations Product Management Security Permissions Site Settings Vendor Management Exceptions

6. The ⊙ icon is used to access the **Help** screen which gives all users access to the following key features:

- Training Videos
- Frequently Asked Questions
- Quick Reference Cards
- User Manuals
- Contact Information for TrackCore Support

C. DASHBOARD

1.	Access the **Dashboard** from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	
2.	**System Notifications** Panel - Displays notifications related to upcoming enhancements or important system notices.	

3.	**Active Inventory Status** Panel - Displays alerts related to active inventory in the following categories. Each category line is a hyper-link to take you to the qualifying inventory items.
	
	  • Expired
	  • Quality Issues
	      ◦ *missing or failed verifications*
	
	  • Within Exp. Notif. Period
	      ◦ *soon to expire*
	
	  • Reserved
	      ◦ *Items reserved for surgery*
	
	  • Quarantined
	  • Open Shipments
	      ◦ *Shipments which have items that need to be received*
	
	  • Pending Exceptions
	  • Recalled
	  • Product Not Specified
	      ◦ *Not in use, for RFID use only*
	
	  • Potential Recalls
	      ◦ **This does not replaced recall notifications*	

4. Out of Storage Summary
 	
    • Issued
 	
    • Released
 	
    • Never Placed in Storage
 	
    • Removed from Enclosure
 	
        ◦ *Not in use, for RFID use only*
	Out Of Storage Summary Refresh
	
	◇ 25 Issued
	◇ 1 Released
	◇ 5 Never Placed in Storage
	▪ 0 Removed from Enclosure

COPY

D. RECEIVING SHIPMENT
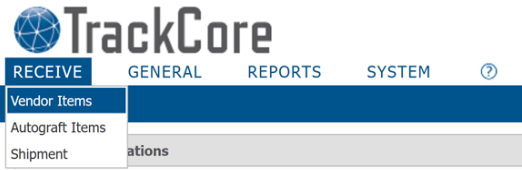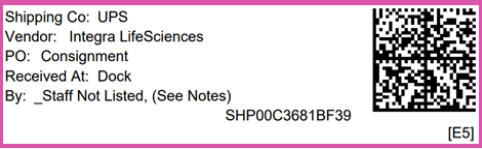
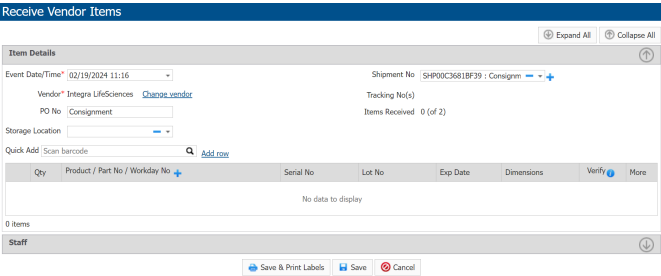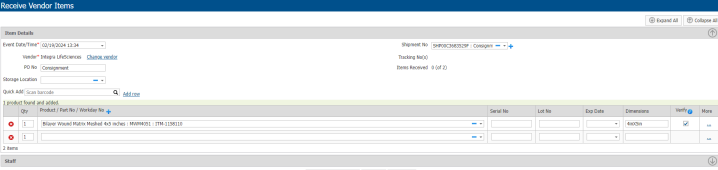|		
1.	Access the **Receive Shipment** function from the **RECEIVE** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** **RECEIVE** GENERAL REPORTS SYSTEM Vendor Items Autograft Items **Shipment** nter search text.

2.	Input the **Shipment Details**
	
	  • **Received Date/Time** - Edit to Date/Time received on the dock
	
	  • **Tracking No(s)** - Scan shipment barcode or enter tracking number
	
	  • **Shipping Company** - select from drop-down menu
	
	  • **Vendor** - select from drop-down menu
	
	  • **PO Number** - Enter PO Number or type Consignment for items on Consignment
	
	  • **Number of Items in Shipment** - enter total number of items in the shipment
	
	  • **Receiving Location** - select **Other...** from drop-down menu, then type **Dock** into the **Other Receiving Location** box that appears.
	
	  • **Temperature OK** - check box if shipping container is fully intact and/or temperature indicator on package says OK
	
	  • **Package Integrity OK** - check box if shipping container is fully intact and not damaged.
	
	  • **Notes** - required only if there are issues with any of the shipment details above.
		Receive Shipment
		
		Expand All
		
		Shipment Details
		Received Date/Time* 02/19/2024 10:33
		Tracking No(s) 44444444
		Shipping Company UPS
		Vendor Integra LifeSciences :
		PO No Consignment
		Number of Items in Shipment* 2
		Receiving Location Other...
		Other Receiving Location‡ Dock
		Temperature OK ☑ *Check if implants are ambient or received in a temp-controlled container within the stated time frame.*
		Package Integrity OK ☑
		Notes‡ *Required when Temperature or Package Integrity not checked.*
		
		Staff
		
		Save & Print Labels Save Cancel

3.	Click on down arrow on **Staff** line to add name of staff member receiving the shipment at the dock.	**Staff** ⊘
4.	Select **_Staff Not Listed** from the drop-down list for **Responsible Person**. Type Name/Initials of staff member from dock into **Notes** section above.	**Staff** Job Function *　Name * Responsible Person　Staff Not Listed, (See Notes) + Add Staff

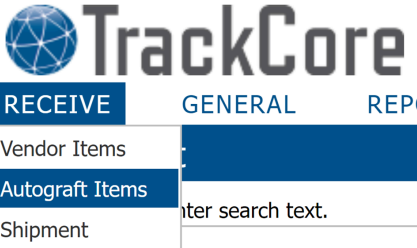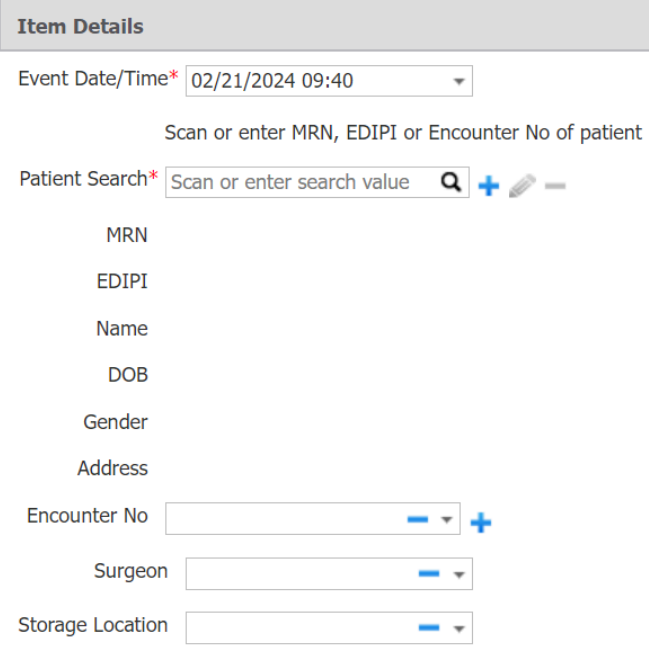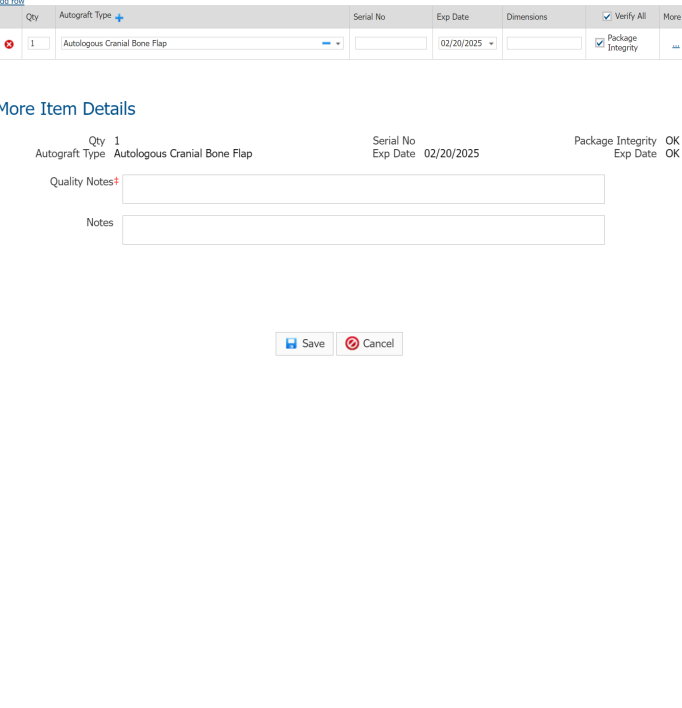| 5.	Click **Save & Print Labels**	🖨 Save & Print Labels 💾 Save ⊘ Cancel
6.	Place shipment label on invoice	Shipping Co: UPS Vendor: Integra LifeSciences PO: Consignment Received At: Dock By: _Staff Not Listed, (See Notes) SHP00C3681BF39 [E5]

COPY

E. RECEIVING VENDOR ITEMS

1.	Access the **Receive Vendor Items** function from the **RECEIVE** tab in the TrackCore menu bar in upper left hand corner of the screen.	
2.	The **Select Vendor** pop-up will appear. Scan the Shipment Barcode (QR code) on the Shipment Label into the **Barcode** field. • Alternately you can type the Shipment Number (SHP # on the label) or the Tracking Number provided by the shipping company.	

3.	The **Receive Vendor Items** screen will appear. Complete **Item Details** as follows:
	
	   • **Event Date/Time** - Auto-populates
	
	   • **Vendor** - Verify accuracy or complete/edit
	
	   • **PO No** - Verify accuracy or complete/edit
	
	   • **Storage Location** - select from drop-down menu ONLY if all items from shipment will be stored in the same location.	

4.	Place cursor in **Quick Add** box and scan the vendor barcode on the implant package. • Alternately if the scanner is unavailable or barcode is unreadable click on **Add row** and enter item details Repeat for all items from shipment.	

5.	Review all item details for accuracy and complete any missing details: • Product/Part No/Workday No, Serial No, Lot No, Expiration Date and Dimensions **More Item Details** can be added by clicking on **More** on the far right of the item line. • Quality notes, QA checks, area/volume/weight, etc.	**More Item Details** Qty 1 Part No MWM4051 Product Bilayer Wound Matrix Meshed 4x5 inches Workday No ITM-1158110 Serial No Lot No Exp Date Verifications ☑ Temp Range 10°C to 30° ☑ Package Integrity Quality Notes‡ Manufacture Date Area/Volume/Weight ▬ PO No Consignment Cost $0.00 Consigned ☑ Notes 💾 Save ⊘ Cancel
6.	Click on **Save & Print Labels**	🖨 Save & Print Labels 💾 Save ⊘ Cancel
7.	Carefully affix item label(s) onto the corresponding implant(s).	Integra LifeSciences Bilayer Wound Matrix Meshed 4x5 inches Ref: MWM4051 Pur: ITM-1158110 Ser: 11221122 **Exp: 04/20/2027** Lot: ITM00C750903AF [E5]
8.	If you did not choose a **Storage Location** PREVIOUSLY you will now arrive to your Search Cart. The items you just received will be in your Search Cart. • Confirm which item(s) will be placed in the same storage area. • Make sure their checkboxes are selected. • Click on **Place in Storage**	**Search Cart** Scan barcode or enter search text. Item Search [ ] 🔍 ☑	🛒 All	Flags	Vendor & Part No (Purch No)	Product ☑	❶🛒		ILS MWM4051 (ITM-1158110)	Bilayer Wound Matrix Meshed 4x5 inches 1 item selected. 📦 Place in Storage ⬆ Implant 🏷 Item Details More actions... ▾
9.	Select appropriate **Storage Location** from drop-down menu. Complete QA **Verifications** • Temperature • Package Integrity • Expiration Date Click on **Save**	**Place in Storage** This log applies to the items shown at the right. ⊕ Expand All ⊖ Collapse All **Place in Storage Details** Event Date/Time* 02/19/2024 13:59 ▾ Storage Location* [▬ ▾] Notes [ ] **Verifications** Product TrackCore ID	Serial No	☐ Verify All	Quality Notes Bilayer Wound Matrix Meshed 4x5 inches (MWM4051) ITM00C36835A23	11221122	☐ Temp Range 10°C to 30°C	☐ Package Integrity	☐ Exp Date 04/20/2027	[ ] **Staff** 💾 Save 🖨 Save & Print Labels ⊘ Cancel

F. RECEIVING AUTOGRAFTS

1.	Open the **Autograft Items** function from the **RECEIVE** tab in the upper left hand corner of the screen.	TrackCore RECEIVE · GENERAL · REP(Vendor Items Autograft Items · nter search text. Shipment
2.	Enter the **Item Details** • **Event Date/Time** - Enter the date/time of collection • **Patient Search** - Enter/Confirm patient identifiers (Name, MRN, DOB) • **Surgeon** - Select the name of the procuring surgeon, or select **_Staff Not Listed, (See Notes)** and type name into the **Notes** box found by clicking on **...** under **More** for the individual line item details • **Storage Location** - select from the drop-down	**Item Details** Event Date/Time* 02/21/2024 09:40 Scan or enter MRN, EDIPI or Encounter No of patient Patient Search* Scan or enter search value MRN EDIPI Name DOB Gender Address Encounter No Surgeon Storage Location

3.	Enter details for each autograft for the patient
	
	• **Autograft Type** - select from drop-down or use ➕ to add additional type (described below)
	  ◦ Click on **Add row** to add additional autografts for same patient encounter
	• **Serial No** - Enter assigned unit ID number
	• **Exp Date** - confirm expiration date matches requirements
	  ◦ Bone - 1 year from date of collection
	  ◦ Skin - 1 week from date of collection
		Add row
		Qty · Autograft Type · Serial No · Exp Date · Dimensions · ☑ Verify All · More
		1 · Autologous Cranial Bone Flap · · 02/20/2025 · ☑ Package Integrity · ...
		
		More Item Details
		Qty 1 · Serial No · Package Integrity OK
		Autograft Type Autologous Cranial Bone Flap · Exp Date 02/20/2025 · Exp Date OK
		Quality Notes‡
		Notes
		
		Save · Cancel

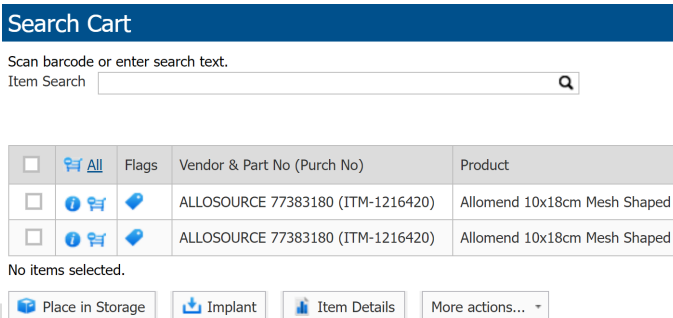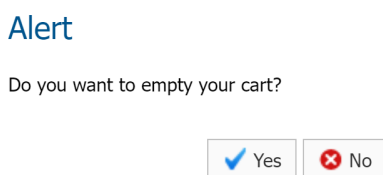|		

	• **More** - click on **…** to add additional details in Notes section
	
	  ◦ Procuring surgeon if not found in drop-down list
	
	  ◦ Details of autograft (right flap, 1 of 2, etc.)
	
	  ◦ Storage Temperature
	
	    ▪ Bone: -40°C
	
	    ▪ Skin: 1-6°C	

4.	Once all details are entered click **Save & Print Labels**	🖨 Save & Print Labels 💾 Save ⊘ Cancel
	Attach labels to tissue package/container and place in proper storage area	*** **For Autologous Use Only** *** **Not Evaluated for Infectious Substances** Autologous Cranial Bone Flap Col: 02/12/2024 Ser: 1111111 **Exp: 02/11/2025** AUT00CB3830ED8 [E5] FOR Patient: SEBASTIAN, Lil MRN: 7654321 Surgeon: _Staff Not Listed, (See N DOB: 05/19/2011 Location: Encounter: Staff: Corewell Health East - Royal Oak AUT00CB3830ED8 [E5]

5.	Add Additional Autograft Product Types
	
	• **Product Type** - select from drop-down menu
	
	• **Product Name** - Enter name of the product (ex - Autologous Tibia)
	
	• **Default Expiration** - enter the default expiration
	
	  ◦ Bone - 365 days
	
	  ◦ Skin - 7 days
	
	Click **Save**
		Internal Product
		
		Internal Product Detail
		Product Type* Autograft ➖ ▾
		Product Name* [ ]
		Default Expiration [ ] days after collection
		Workday No [ ]
		Inactive ☐
		
		Tracking & Verification Settings
		Prep & Disposal Instructions
		
		💾 Save ⊘ Cancel

G. ISSUING TISSUE
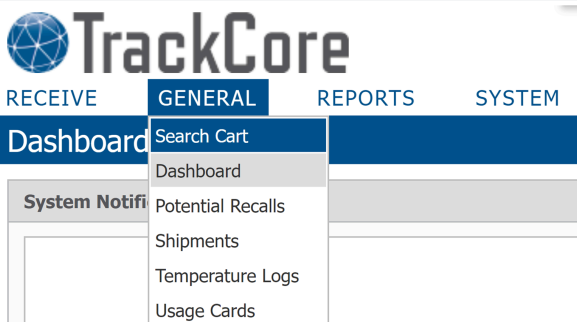
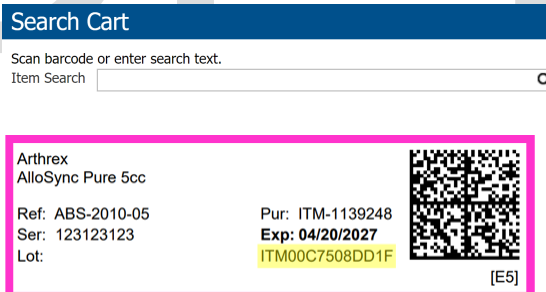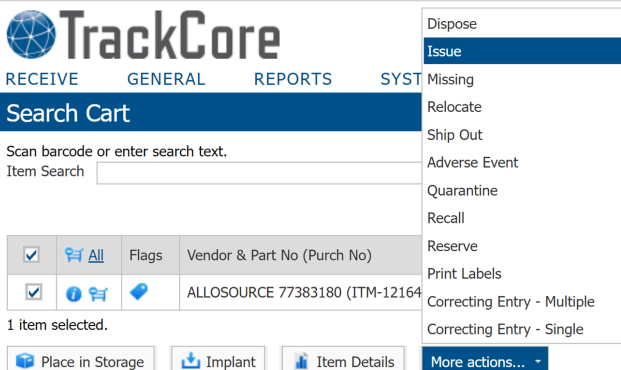|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** RECEIVE **GENERAL** REPORTS SYSTEM Dashboard Search Cart Dashboard System Notifi Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [ ] 🔍 ☐ 🛒 All Flags Vendor & Part No (Purch No) Product ☐ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped ☐ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped No items selected. 📦 Place in Storage ⬇️ Implant ℹ️ Item Details More actions... ▾
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? ✔️ Yes ❌ No
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered Repeat for all tissue grafts to be issued to the patient.	**Search Cart** Scan barcode or enter search text. Item Search [ ] 🔍 Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [E5]
Confirm all desired tissue grafts for the patient are in your cart and selected with the checkbox(es). Review Flags on your selected tissue grafts to confirm suitability for issuance. • 🔬 Quarantine • ⚠️ Adverse Event, Recalled, Potential Recall, or Corrective	**TrackCore** RECEIVE GENERAL REPORTS SYST **Search Cart** Scan barcode or enter search text. Item Search [ ] ☑️ 🛒 All Flags Vendor & Part No (Purch No) ☑️ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-12164 1 item selected. 📦 Place in Storage ⬇️ Implant ℹ️ Item Details More actions... ▾ Dispose Issue Missing Relocate Ship Out Adverse Event ▸ Quarantine ▸ Recall ▸ Reserve ▸ Print Labels Correcting Entry - Multiple Correcting Entry - Single

Review • 🏷️ Reserved or Issued Select **Issue** option in **More actions...** tab.	
Enter Patient MRN in **Patient Search** bar or click on ➕ to add new patient.	Patient Search* [Scan or enter search value 🔍] ➕ ✏️ ➖
Enter or confirm Patient **MRN**, **Last Name**, **First Name**, and **DOB**. (Display name automatically populates from data entered for Last Name and First Name.) Click to **Save**.	**Patient Details** MRN* [ ] EDIPI [ ] Last Name* [ ] First Name* [ ] Middle Name(s) [ ] Suffix [ ] Display Name* [ ] DOB [▼] Gender [➖ ▼] Address ✏️ Encounter No [ ] [💾 Save] [⊘ Cancel]
Click on the ✏️ next to the **Patient Search** bar to make any corrections, if needed.	Patient Search* [Scan or enter search value 🔍] ➕ ✏️ ➖
Input **Staff** (Runner) by selecting **_Staff Not Listed** from the drop down menu. Enter the Runner's Employee ID into the **Notes** section. Input **Surgeon** name by selecting from the drop down menu or select **_Staff Not Listed** Enter the surgeon's name into the **Notes** section.	**Issue Details** ⬆️ Event Date/Time* [02/19/2024 16:41 ▼] 💬 Patient found and updated successfully. Scan or enter MRN, EDIPI or Encounter No of patient Patient Search* [Scan or enter search value 🔍] ➕ ✏️ ➖ MRN 7654321 EDIPI Name SEBASTIAN, Lil DOB 05/19/2011 Gender Address Encounter No [➖ ▼] ➕ Staff* [_Staff Not Listed, (See N ➖ ▼] Surgeon [_Staff Not Listed, (See N ➖ ▼] Location [➖ ▼] Notes [Runner: Ann Perkins Surgeon: Dr. Harris]

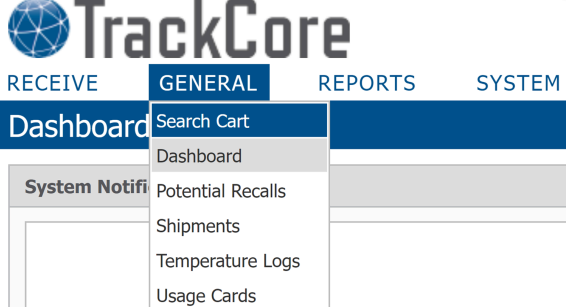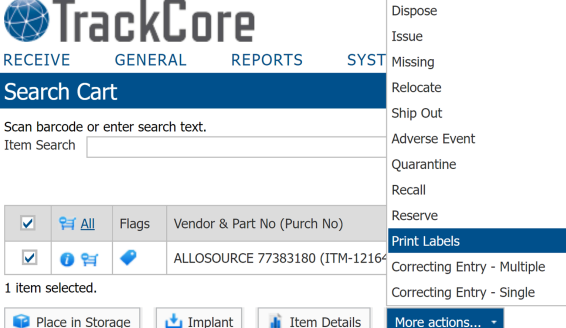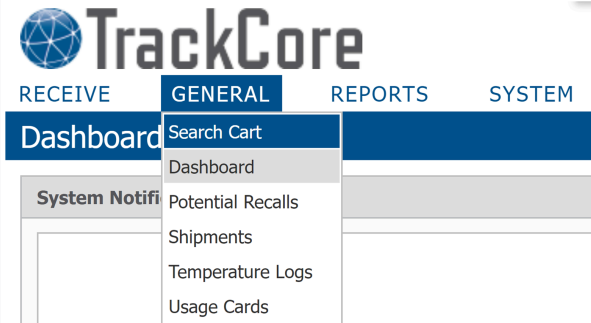|	
Verify storage temperature of product is appropriate, integrity of packaging is intact, expiration date is accurate and in-date, and that package insert is intact (if packaging is sealed this can be assumed) Document QA checks by checking appropriate box(es) to verify.	**Verifications** Vendor & Part No / Product / Serial No / Lot No / TrackCore ID — Verify All — Quality Notes ALLOSOURCE 77383180 Allomend 10x18cm Mesh Shaped 226845-2501 / ITM0059F01AD3E ☐ Temp Range Ambient ☐ Package Integrity ☐ Exp Date 01/02/2026 ☐ Package Insert Intact
Click: **Save & Print Labels** Select **3** copies to print to appropriate label printer Tissue and Patient labels will print.	🖨 Save & Print Labels 💾 Save ⊘ Cancel
If additional copies are needed click on the 🖨 button to print. Click on ✔ Close once you have confirmed printing is completed.	## Print Labels 🔍 🖨 ⏮ ◀ Page [1 ▾] of [2] ▶ ⏭ AlloSource Allomend 10x18cm Mesh Shaped Ref: 77383180 Pur: ITM-1216420 Ser: 226845-2501 **Exp: 01/02/2026** Lot: ITM0059F01AD3E [E5] Ser: 226845-2501 **Exp: 01/02/202** Lot: ITM0059F01AD

Place Patient and Tissue labels into appropriate areas on both white and yellow copies of the Tissue Graft Information Form (Form 3520). Affix to tissue container with tape or use of biohazard bag.
 Place Patient label and Tissue label on the Tissue Product Request Form without obscuring any documentation. Retain labeled Tissue Product Request Form in Blood Bank.
	AlloSource
	 Allomend 10x18cm Mesh Shaped
	
	 Ref: 77383180 Pur: ITM-1216420
	 Ser: 226845-2501 **Exp: 01/02/2026**
	 Lot: ITM0059F01AD3E
	                [E5]
	
	 <u>FOR</u>
	 Patient: SEBASTIAN, Lil
	 MRN: 7654321 Surgeon: _Staff Not Listed, (See N
	 DOB: 05/19/2011 Location:
	 Encounter: Staff: _Staff Not Listed, (See Notes
	 Corewell Health East - Royal Oak ITM0059F01AD3E
	                [E5]

Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [_____ 🔍] ☑ 🛒 All Flags Vendor & Part No (Purch No) Product ☑ ⓘ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped 1 item selected. 📦 Place in Storage ⬆ Implant ⓘ Item Details More actions... ▾
Confirm **Yes** to empty your cart.	## Alert Do you want to empty your cart? ✔ Yes ⊗ No

H. REPRINT LABELS

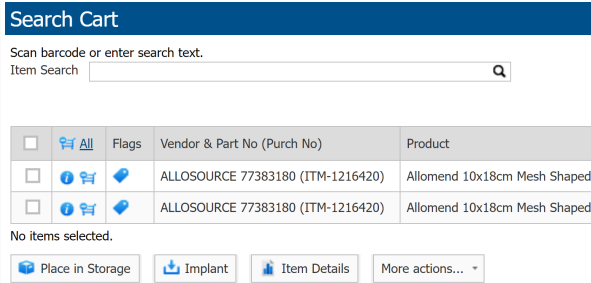|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	TrackCore RECEIVE GENERAL REPORTS SYSTEM Dashboard Search Cart System Notifi Dashboard Potential Recalls Shipments Temperature Logs Usage Cards
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered Repeat for all tissue grafts that need a label reprint	Search Cart Scan barcode or enter search text. Item Search Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [E5]
Confirm all desired tissue grafts for the patient are in your cart and selected with the checkbox(es). Select **Print Labels** option in **More actions...** tab.	TrackCore RECEIVE GENERAL REPORTS SYST Search Cart Scan barcode or enter search text. Item Search ☑ All Flags Vendor & Part No (Purch No) ☑ ℹ ALLOSOURCE 77383180 (ITM-12164 1 item selected. Place in Storage Implant Item Details More actions... Dispose Issue Missing Relocate Ship Out Adverse Event ▸ Quarantine ▸ Recall ▸ Reserve ▸ Print Labels Correcting Entry - Multiple Correcting Entry - Single
Printer prompt will appear for any associated labels for the item. • Tissue Label • Patient Label (if the tissue is issued or reserved for a patient)	

I. RETURNING TISSUE

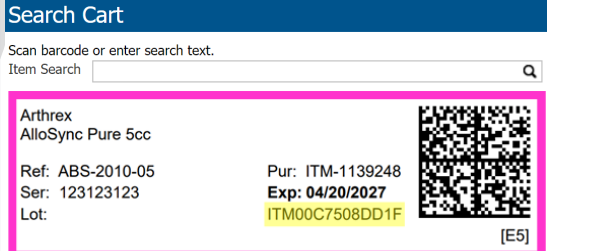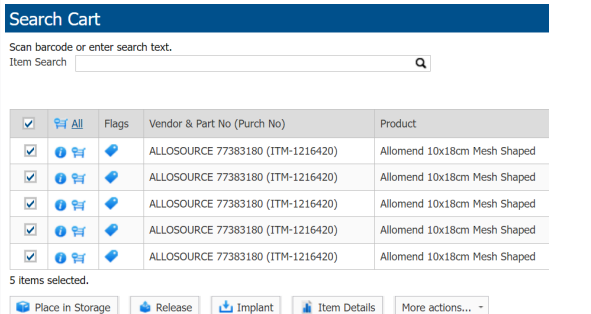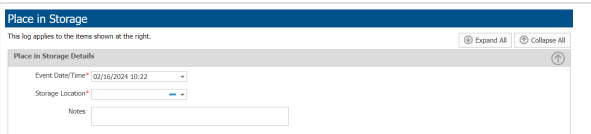|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** RECEIVE — GENERAL — REPORTS — SYSTEM Dashboard — Search Cart / Dashboard / Potential Recalls / Shipments / Temperature Logs / Usage Cards System Notifi...
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [🔍] ☐ 🛒 All — Flags — Vendor & Part No (Purch No) — Product ☐ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped ☐ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped No items selected. [Place in Storage] [Implant] [Item Details] [More actions... ▾]
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? [✔ Yes] [✖ No]
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered Repeat for all tissue grafts being returned to the same storage location.	**Search Cart** Scan barcode or enter search text. Item Search [🔍] Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 — Pur: ITM-1139248 Ser: 123123123 — Exp: 04/20/2027 Lot: — ITM00C7508DD1F [E5]
Confirm all desired tissue grafts being returned to the same storage location are in your cart and selected with the checkbox(es). Click on [📦 Place in Storage]	**Search Cart** Scan barcode or enter search text. Item Search [🔍] ☑ 🛒 All — Flags — Vendor & Part No (Purch No) — Product ☑ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped ☑ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped ☑ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped ☑ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped ☑ ℹ🛒 🏷 ALLOSOURCE 77383180 (ITM-1216420) — Allomend 10x18cm Mesh Shaped 5 items selected. [Place in Storage] [Release] [Implant] [Item Details] [More actions... ▾]
Select appropriate **Storage Location** from the dropdown menu.	**Place in Storage** This log applies to the items shown at the right. [Expand All] [Collapse All] Place in Storage Details Event Date/Time* [02/16/2024 10:22] Storage Location* [___ ▾] Notes [ ]

Verify storage temperature of product is appropriate, integrity of packaging is intact, expiration date is accurate and in-date, and that package insert is intact (if packaging is sealed this can be assumed) Document QA checks by checking appropriate box(es) to verify. Click **Save.**	
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	
Confirm **Yes** to empty your cart.	Alert Do you want to empty your cart? ✔ Yes ❌ No
Repeat process for items returning to other storage locations.	

J. RESERVE

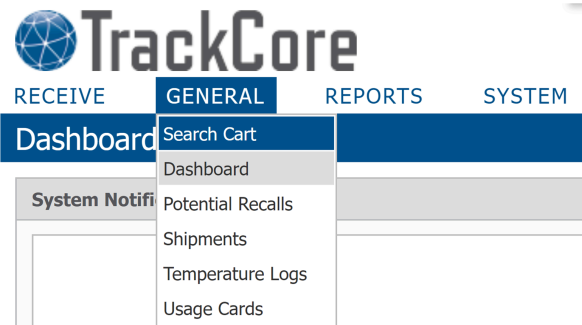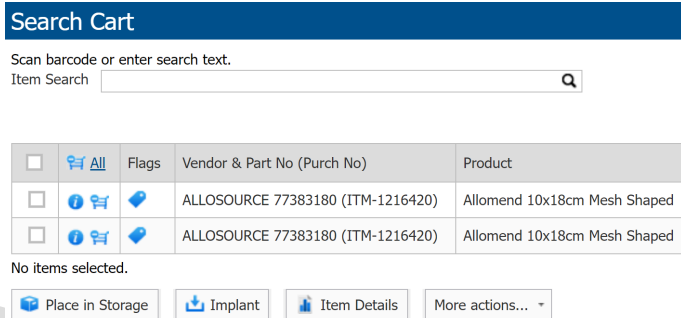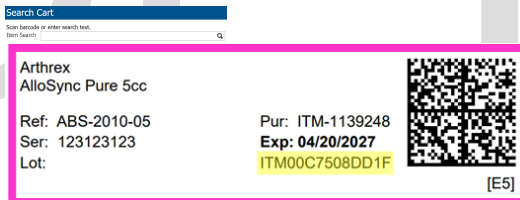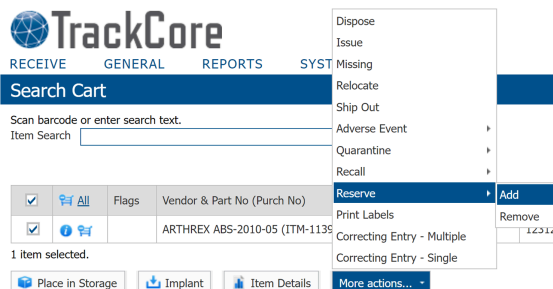|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	TrackCore RECEIVE **GENERAL** REPORTS SYSTEM Dashboard Search Cart System Notifi Dashboard Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [_____] 🔍 ☐	🛒 All	Flags	Vendor & Part No (Purch No)	Product ☐	ⓘ🛒 🏷	ALLOSOURCE 77383180 (ITM-1216420)	Allomend 10x18cm Mesh Shaped ☐	ⓘ🛒 🏷	ALLOSOURCE 77383180 (ITM-1216420)	Allomend 10x18cm Mesh Shaped No items selected. 📦 Place in Storage ⬆ Implant ℹ Item Details More actions... ▾
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? ✔ Yes ✖ No
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered Repeat for all tissue grafts being reserved to the same patient.	Search Cart Scan barcode or enter search text. Item Search [____] 🔍 Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [E5]
Confirm all desired tissue grafts being reserved for the patient are in your cart and selected with the checkbox(es). Access the **Reserve** function in **More actions...** • Select **Add** to reserve an item(s) for a patient • Select **Remove** to remove a reservation from an item(s)	TrackCore RECEIVE GENERAL REPORTS SYST **Search Cart** Scan barcode or enter search text. Item Search [____] ☑	🛒 All	Flags	Vendor & Part No (Purch No) ☑	ⓘ🛒		ARTHREX ABS-2010-05 (ITM-1139 1 item selected. 📦 Place in Storage ⬆ Implant ℹ Item Details More actions... ▾ Dispose Issue Missing Relocate Ship Out Adverse Event ▸ Quarantine ▸ Recall ▸ Reserve ▸	Add Print Labels	Remove Correcting Entry - Multiple Correcting Entry - Single

Complete the **Reservation Details**

- **Event Date/Time** - this is the Date/Time the reservation is made. The system will not allow selection of a future Date/Time.
- **Patient Search** - Enter Patient Identifiers (Name, MRN, DOB)
- **Surgeon** - enter surgeon name
- **Staff** - **Responsible Person** - name of person reserving the graft

Click Save
A patient label can be printed from the Search Cart if desired.

Reserve

This log applies to the items shown at the right.

Reservation Details

Event Date/Time* 02/20/2024 13:11

💬 ‡ At least one of Patient, Surgeon, or Location must be entered.

Scan or enter MRN, EDIPI or Encounter No of patient

Patient Search‡ [Scan or enter search value] 🔍 ➕ ✏️ ➖

MRN
EDIPI
Name
DOB
Gender
Address
Surgeon‡ [_____ ▬ ▼]
Location‡ [_____ ▬ ▼]
Notes [_____]

Staff

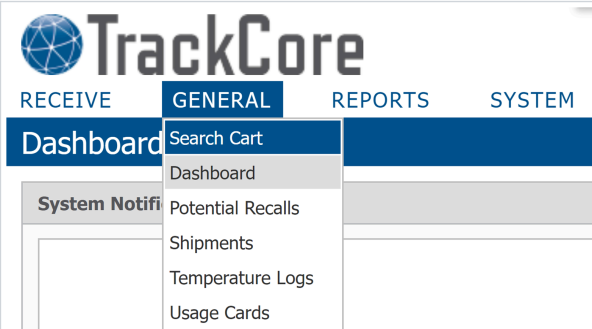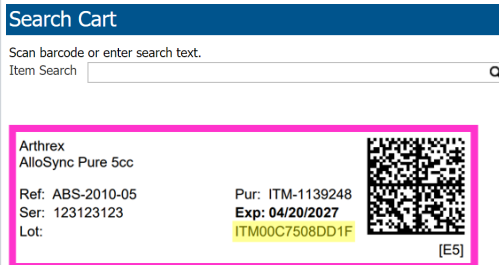|	Job Function *	Name *	Start Date/Time
	Responsible Person	[_____ ▬ ▼]	

➕ Add Staff

💾 Save ⊘ Cancel

K. ITEM DETAIL REPORT

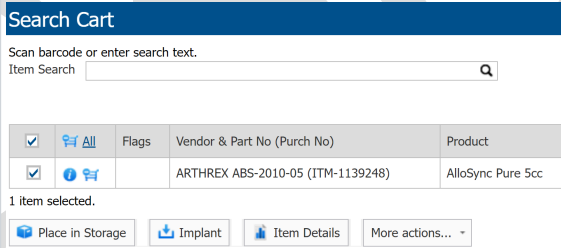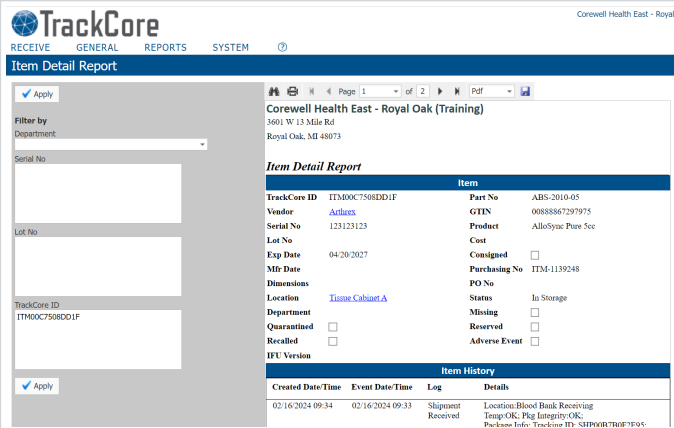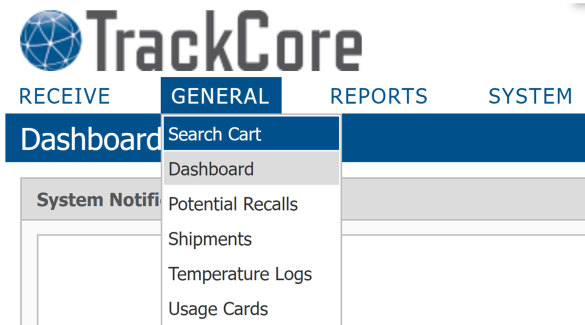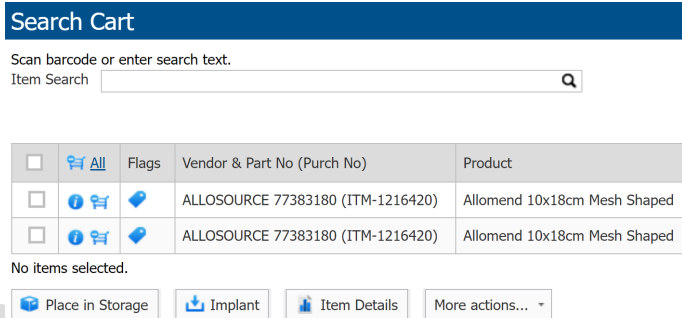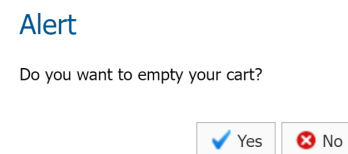|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (**Ser:**) can be manually entered	
Confirm the tissue graft is selected in your cart. Click on **Item Details**	
Item Detail Report will appear. Scroll and select pages to view entire report. Click on 🖶 to print the report.	

L. REMOVING VENDOR ITEMS FROM INVENTORY

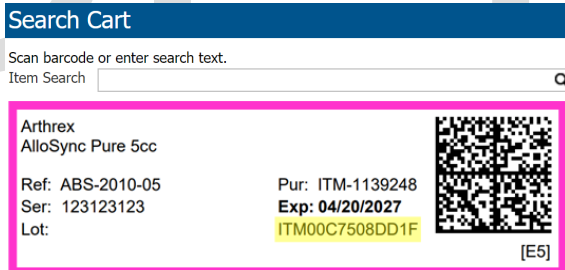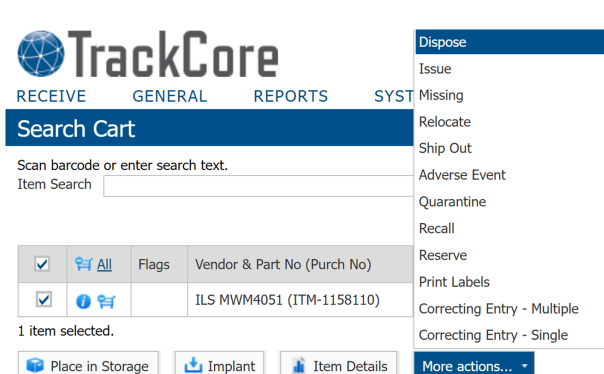|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** RECEIVE **GENERAL** REPORTS SYSTEM Dashboard Search Cart **Dashboard** System Notifi Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search 🔍 ☐ 🛒 All Flags Vendor & Part No (Purch No) Product ☐ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped ☐ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped No items selected. [📦 Place in Storage] [⬆️ Implant] [ℹ️ Item Details] [More actions... ▾]
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? [✔️ Yes] [❌ No]
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered	**Search Cart** Scan barcode or enter search text. Item Search 🔍 Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [E5]
Confirm your desired tissue graft is in your cart and selected. Click on **Dispose**	**TrackCore** RECEIVE GENERAL REPORTS SYST **Search Cart** Scan barcode or enter search text. Item Search ☑️ 🛒 All Flags Vendor & Part No (Purch No) ☑️ ℹ️🛒 ILS MWM4051 (ITM-1158110) 1 item selected. [📦 Place in Storage] [⬆️ Implant] [ℹ️ Item Details] [More actions... ▾] **Dispose** Issue Missing Relocate Ship Out Adverse Event ▸ Quarantine ▸ Recall ▸ Reserve ▸ Print Labels Correcting Entry - Multiple Correcting Entry - Single

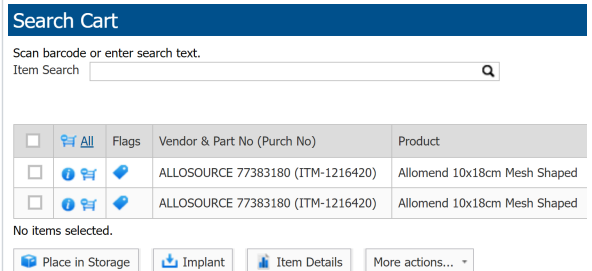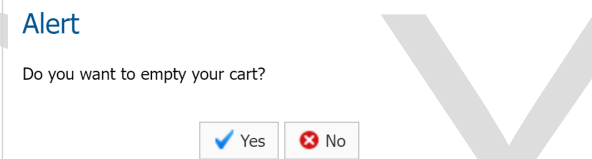| Disposal Details	Dispose
• **Event Date/Time** - auto-populates to current • **Reason** - select from drop-down or select other and type reason into Notes section • **Patient Search** - include Patient information if applicable Click on **Save**	

M. RETURN OF TISSUE TO SUPPLIER

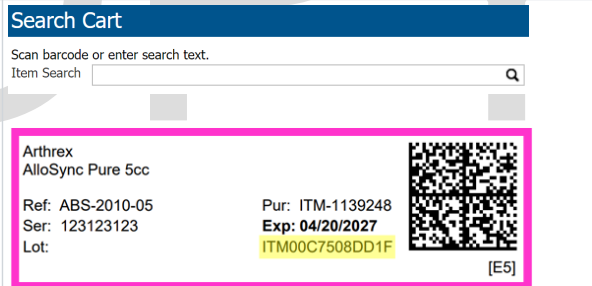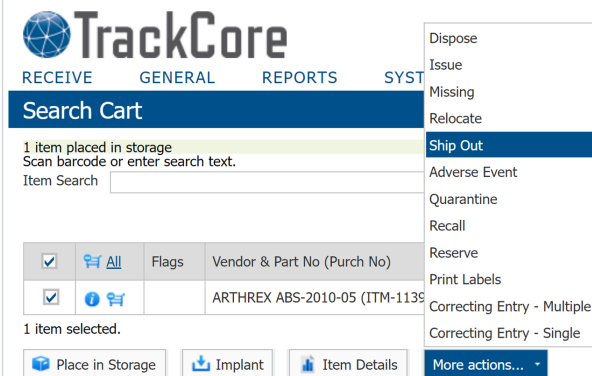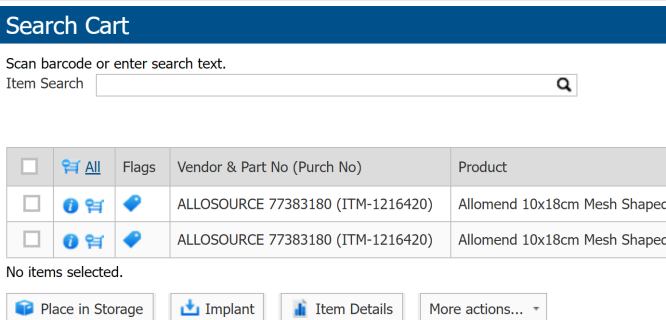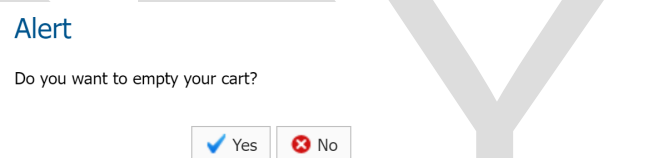|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	TrackCore RECEIVE **GENERAL** REPORTS SYSTEM Dashboard — Search Cart System Notifi... / Dashboard Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [🔍] ☐ 🛒 All	Flags	Vendor & Part No (Purch No)	Product ☐ ⓘ🛒🏷 ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped ☐ ⓘ🛒🏷 ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped No items selected. [Place in Storage] [Implant] [Item Details] [More actions... ▾]
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? ✔ Yes ✖ No
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered	**Search Cart** Scan barcode or enter search text. Item Search [🔍] Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [E5]
Confirm the tissue graft is selected in your cart. Access the **Ship Out** function through **More actions...**.	TrackCore RECEIVE GENERAL REPORTS SYST... **Search Cart** 1 item placed in storage Scan barcode or enter search text. Item Search [ ] ☑ 🛒 All	Flags	Vendor & Part No (Purch No) ☑ ⓘ🛒 ARTHREX ABS-2010-05 (ITM-1139... 1 item selected. [Place in Storage] [Implant] [Item Details] [More actions... ▾] Dispose Issue Missing Relocate **Ship Out** Adverse Event ▸ Quarantine ▸ Recall ▸ Reserve ▸ Print Labels Correcting Entry - Multiple Correcting Entry - Single

Complete **Ship Out Details**

- **Event Date/Time** - auto-populates to current, modify if necessary
- **Ship Out Reason** - select from drop-down menu
- **Ship To** - select **Vendor**
- **Name** - Select vendor name from drop-down menu

Complete QA **Verifications**

- **Temp Range**
- **Package Integrity**
- **Exp Date**
- **Quality Notes** - enter if needed to provide details for any QA failures

N. QUARANTINING VENDOR ITEMS

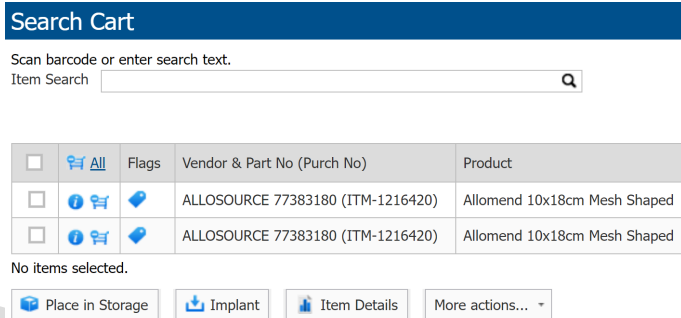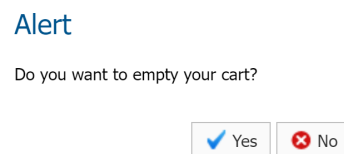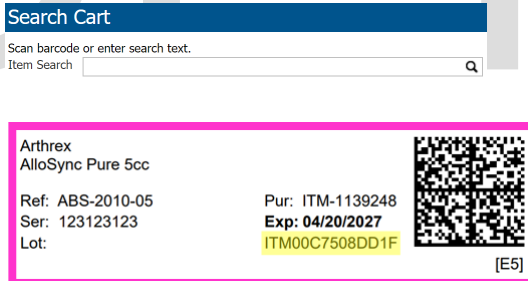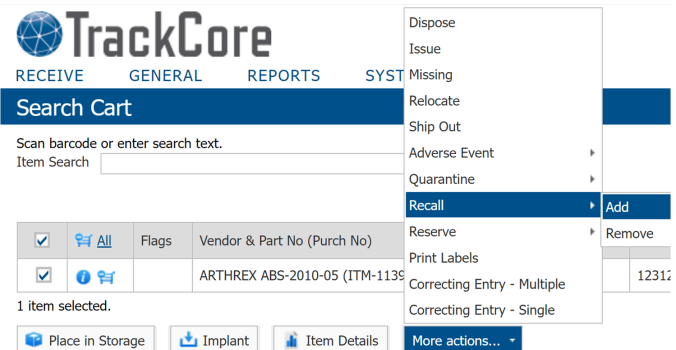|	
Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** RECEIVE · **GENERAL** · REPORTS · SYSTEM Dashboard Search Cart System Notifi... · Dashboard Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [ ]🔍 ☐ · 🛒 All · Flags · Vendor & Part No (Purch No) · Product ☐ · ℹ️🛒 🏷️ · ALLOSOURCE 77383180 (ITM-1216420) · Allomend 10x18cm Mesh Shaped ☐ · ℹ️🛒 🏷️ · ALLOSOURCE 77383180 (ITM-1216420) · Allomend 10x18cm Mesh Shaped No items selected. 📦 Place in Storage · ⬆️ Implant · 📋 Item Details · More actions... ▾
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? ✔️ Yes · ❌ No
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered	**Search Cart** Scan barcode or enter search text. Item Search [ ]🔍 Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 · Pur: ITM-1139248 Ser: 123123123 · Exp: 04/20/2027 Lot: · ITM00C7508DD1F [E5]
Confirm the desired tissue graft is selected in your cart. Access the **Quarantine** function through **More actions...**. • Select **Add** to add quarantine documentation. • Select **Remove** to remove quarantine documentation.	**TrackCore** RECEIVE · GENERAL · REPORTS · SYST... **Search Cart** Scan barcode or enter search text. Item Search ☑ · 🛒 All · Flags · Vendor & Part No (Purch No) ☑ · ℹ️🛒 · ARTHREX ABS-2010-05 (ITM-1139... · 12312 1 item selected. 📦 Place in Storage · ⬆️ Implant · 📋 Item Details · More actions... ▾ Dispose Issue Missing Relocate Ship Out Adverse Event ▸ **Quarantine** ▸ · Add Recall ▸ · Remove Reserve ▸ Print Labels Correcting Entry - Multiple Correcting Entry - Single

Complete the Quarantine **Details**

- **Event Date/Time** - Date/Time of quarantine start
- **Reason** - select from drop-down menu
- **Notes** - Enter any applicable details

Complete QA **Verifications**

- **Temp Range**
- **Package Integrity**
- **Exp Date**
- **Quality Notes** - enter if needed to provide details for any QA failures

Click to **Save**

Quarantine

This log applies to the items shown at the right.   ⊕ Expand All   ⊕ Collapse All

Quarantine Details

Event Date/Time*	02/21/2024 17:20
Reason*	Adverse Event associate
Notes	

Verifications

Product		Verify All			Quality Notes
TrackCore ID	Serial No				
AlloSync Pure 5cc (ABS-2010-05)		☐ Temp Range 60°F to 85°F	☐ Package Integrity	☐ Exp Date 04/20/2027	
ITM00C7508DD1F	123123123				

Staff

💾 Save   ⊗ Cancel

O. RECALLING VENDOR ITEMS

Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** RECEIVE **GENERAL** REPORTS SYSTEM Dashboard Search Cart Dashboard System Notifi Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [🔍] ☐ 🛒 All │ Flags │ Vendor & Part No (Purch No) │ Product ☐ ℹ🛒 🏷 │ ALLOSOURCE 77383180 (ITM-1216420) │ Allomend 10x18cm Mesh Shaped ☐ ℹ🛒 🏷 │ ALLOSOURCE 77383180 (ITM-1216420) │ Allomend 10x18cm Mesh Shaped No items selected. [📦 Place in Storage] [⤓ Implant] [📊 Item Details] [More actions... ▾]
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? [✔ Yes] [❌ No]
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered	**Search Cart** Scan barcode or enter search text. Item Search [🔍] Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [QR code] [E5]
Confirm the tissue graft is selected in your cart. Access the **Recall** function through **More actions...**. • Select **Add** to add recall documentation. • Select **Remove** to remove recall documentation.	**TrackCore** RECEIVE GENERAL REPORTS SYST Search Cart Scan barcode or enter search text. Item Search [ ] ☑ 🛒 All │ Flags │ Vendor & Part No (Purch No) ☑ ℹ🛒 │ ARTHREX ABS-2010-05 (ITM-1139... 12312 1 item selected. [📦 Place in Storage] [⤓ Implant] [📊 Item Details] [More actions... ▾] Dispose Issue Missing Relocate Ship Out Adverse Event ▶ Quarantine ▶ Recall ▶ │ Add Reserve ▶ │ Remove Print Labels Correcting Entry - Multiple Correcting Entry - Single

Complete the **Recall Details** • **Event Date/Time** - modify to Date/Time of notification • **Notification Source** - select from drop-down menu • **Notes** - Enter any applicable recall details Complete Staff documentation • **Responsible Person** - select staff member that received recall notification and placed item into quarantine storage	**Recall** This log applies to the items shown at the right. Expand All Collapse All **Recall Details** Event Date/Time* 02/21/2024 16:42 Notification Source* — Notes **Staff** Job Function *	Name *	Start Date/Time	Stop Date/Time Responsible Person	— + Add Staff 💾 Save ▾ ⊘ Cancel
Select Save with appropriate disposition • Save & Dispose • Save & Quarantine • Save & Ship Out	💾 Save ▾ ⊘ Cancel Save & Dispose Save & Quarantine Save & Ship Out

P. IMPLANT DOCUMENTATION

Open the **Search Cart** function from the **GENERAL** tab in the TrackCore menu bar in upper left hand corner of the screen.	**TrackCore** RECEIVE GENERAL REPORTS SYSTEM Dashboard | Search Cart Dashboard System Notifi | Potential Recalls Shipments Temperature Logs Usage Cards
Clear your cart by clicking 🛒 All above the shopping cart icon(s) column.	**Search Cart** Scan barcode or enter search text. Item Search [ ] 🔍 ☐ 🛒All Flags Vendor & Part No (Purch No) Product ☐ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped ☐ ℹ️🛒 🏷️ ALLOSOURCE 77383180 (ITM-1216420) Allomend 10x18cm Mesh Shaped No items selected. [Place in Storage] [Implant] [Item Details] [More actions...▾]
Confirm **Yes** to empty your cart.	**Alert** Do you want to empty your cart? [✓ Yes] [✗ No]
Using the TrackCore scanner, scan the QR code on the pink TrackCore item label attached to the tissue graft into the **Item Search** bar. • Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered Repeat for all tissue grafts implanted to the same patient for this encounter	**Search Cart** Scan barcode or enter search text. Item Search [ ] 🔍 Arthrex AlloSync Pure 5cc Ref: ABS-2010-05 Pur: ITM-1139248 Ser: 123123123 Exp: 04/20/2027 Lot: ITM00C7508DD1F [QR code] [E5]
Confirm the applicable tissue graft(s) is(are) selected in your cart. Click on **Implant**	**Search Cart** Scan barcode or enter search text. Item Search [ ] 🔍 ☑ 🛒All Flags Vendor & Part No (Purch No) Product ☑ ℹ️🛒 ARTHREX ABS-2010-05 (ITM-1139248) AlloSync Pure 5cc 1 item selected. [Place in Storage] [Implant] [Item Details] [More actions...▾]
Complete Implant Details	
Click to **Save**	

III. REFERENCES:

A. TrackCore User Manual, current edition.

B. American Association of Tissue Banks, Standards, current edition.

C. AABB, Standards for Blood Banks and Transfusion Services, current edition.

Approval Signatures

Step Description	Approver	Date
	Masood Siddiqui: Staff Pathologist	3/14/2024
	Kristina Davis: Staff Physician	3/4/2024
	Hassan Kanaan: OUWB Clinical Faculty	3/1/2024
	John Pui: Chief, Pathology [RJ]	2/29/2024
	Ryan Johnson: OUWB Clinical Faculty	2/29/2024
Policy and Forms Steering Committe (if needed)	Melissa Bajcz: Medical Technologist Lead	2/29/2024
	Teresa Lovins: Supv, Laboratory	2/29/2024
	Abigail Swaney: Medical Technologist Lead	2/29/2024
	Melissa Bajcz: Medical Technologist Lead	2/28/2024
	Kelly Sartor: Mgr, Division Laboratory	2/28/2024
	Karrie Torgerson: Supv, Laboratory	2/28/2024
	Wendy Frizzo: Bone and Tissue Coordinator	2/28/2024
	Melissa Bajcz: Medical Technologist Lead	2/28/2024

Applicability

Farmington Hills, Grosse Pointe, Royal Oak, Troy