

# Beaumont

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Division Laboratory  
Area Laboratory-Blood Bank  
Applicability FH, GP, RO, Troy

## TrackCore (Tissue) Application

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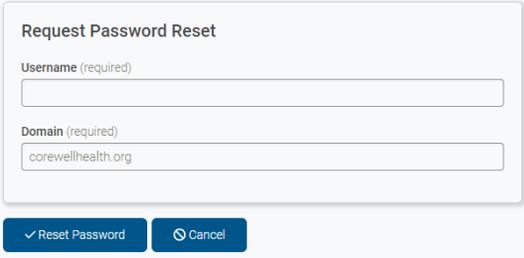
Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

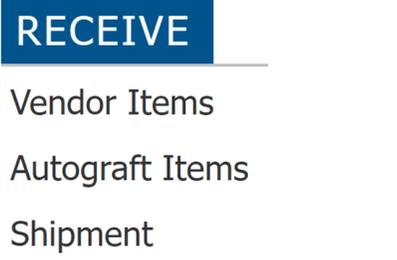
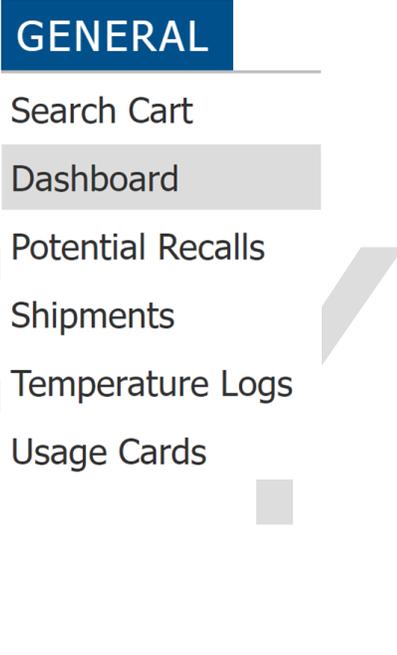
TrackCore is a web based tissue management software designed to manage the full chain of custody of tissue and implants from receipt to final disposition. This document will provide blood bank staff with detailed workflows and instructions for the software's use.

### II. PROCEDURE:

# A. LOGGING ON

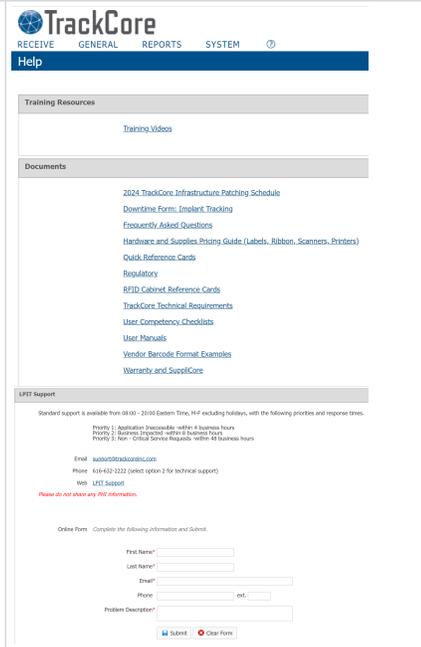
<p>1. Open the TrackCore Application </p> <p>Enter your <b>Username</b> and <b>Password</b>. <b>Domain</b> will be auto-filled, DO NOT CHANGE it.</p> <p>Click on ✓ <b>Sign In</b></p> <p>Note: TrackCore sessions are timed and usually expire after 60 minutes of inactivity.</p>	
<p>2. Password Notes:</p> <ul style="list-style-type: none"> <li>• Passwords expire every 90 days</li> <li>• Passwords can be set at any time by clicking on <b>Reset Password</b>.</li> <li>• Enter your <b>Username</b> into the Request Password Reset pop-up that appears. DO NOT CHANGE the domain field.</li> <li>• Click on ✓ <b>Reset Password</b>.</li> <li>• A link will be emailed to you to reset your password.</li> <li>• If you do not see the email within a few minutes, check your junk/spam folder.</li> <li>• TrackCore Super Users at your site can also reset passwords.</li> <li>• TrackCore support can also help with password issues 616-632-2222.</li> </ul>	
<p>3. Account Access Notes:</p> <ul style="list-style-type: none"> <li>• Accounts lock-out if inactive for 60 days. <ul style="list-style-type: none"> <li>◦ To remain active, <b>Login</b> at the start of each shift regardless of bench assignment.</li> </ul> </li> <li>• Reach out to a TrackCore Super User at your site to unlock your account.</li> <li>• Once unlocked, you will have 24 hours to sign into TrackCore or it will lock again.</li> </ul>	

## B. SITE NAVIGATION

<p>1. The menu bar for TrackCore navigation (shown to the right) can be found in the upper left-hand corner of every TrackCore screen.</p>	
<p>2. The <b>RECEIVE</b> tab is used for accessing the following functions:</p> <ul style="list-style-type: none"> <li>• <b>Shipment</b> - to receive shipment boxes</li> <li>• <b>Vendor Items</b> - to receive individual items from shipments</li> <li>• <b>Autograft Items</b> - to receive autologous implants</li> </ul>	
<p>3. The <b>GENERAL</b> tab is used for accessing the following functions:</p> <ul style="list-style-type: none"> <li>• <b>Search Cart</b> - 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.</li> <li>• <b>Dashboard</b> - provides real time information about inventory such as expired items, quarantined items, and reserved items.</li> <li>• <b>Potential Recalls</b> - Shows items which have a possible associated recall.</li> <li>• <b>Shipments</b> - to access shipments that are pending receipt of items</li> <li>• <b>Temperature Logs</b> - Not in use at this time for our sites.</li> <li>• <b>Usage Cards</b> - Not in use at this time for our sites.</li> </ul>	
<p>4. The <b>REPORTS</b> tab is used by Super Users only for accessing the full list of available TrackCore Reports</p>	
<p>5. The <b>SYSTEM</b> tab is used by Super Users only for review of Interface Exceptions and various data tables such as vendors, products, and storage locations.</p>	

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

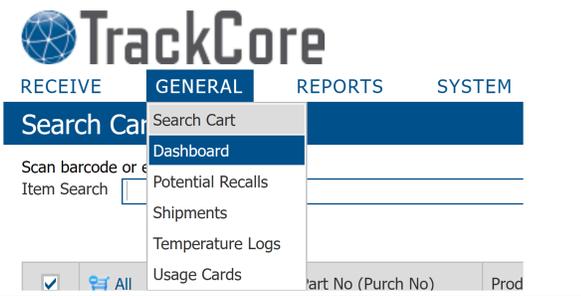
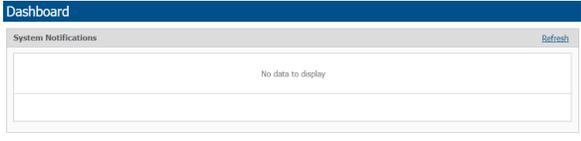
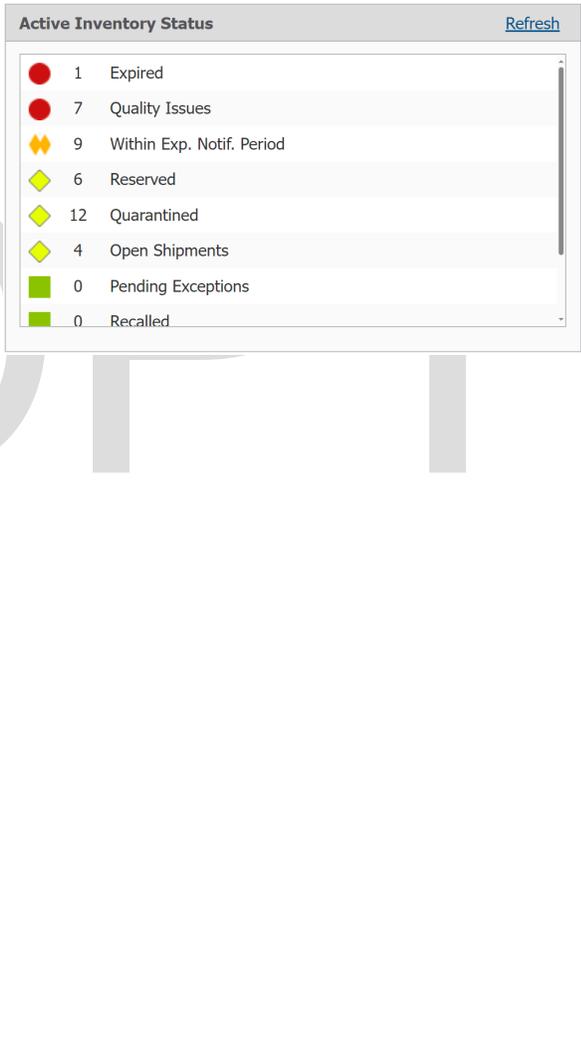
- Training Videos
- Frequently Asked Questions
- Quick Reference Cards
- User Manuals
- Contact Information for TrackCore Support



The screenshot shows the TrackCore Help page. At the top, there is a navigation bar with the TrackCore logo and menu items: RECEIVE, GENERAL, REPORTS, SYSTEM, and a help icon. Below the navigation bar, the page is divided into sections. The first section is "Training Resources" with a link to "Training Videos". The second section is "Documents" with a list of links: "2024 TrackCore Infrastructure Patching Schedule", "Downtime Form: Implant Tracking", "Frequently Asked Questions", "Hardware and Supplies Picking Guide (Labels, Ribbon, Scanners, Printers)", "Quick Reference Cards", "Regulatory", "RFID Cabinet Reference Cards", "TrackCore Technical Requirements", "User Competency Checklists", "User Manuals", "Vendor Barcode Format Examples", and "Warranty and SupplyCore". The third section is "LIFT Support" with a paragraph of text: "Standard support is available from 08:00 - 20:00 Eastern Time, M-F excluding holidays, with the following priorities and response times." followed by a table of priorities and response times. Below the table, there are links for "Email: support@trackcore.com", "Phone: 616-426-1222 (press option 2 for technical support)", and "Web: LIFT Support". A red warning message says "Please do not share any PII information." Below this is an "Online Form" section with the instruction "Complete the following information and Submit." and input fields for "First Name\*", "Last Name\*", "Email\*", "Phone" (with an "ext." field), and "Problem Description\*". At the bottom of the form are "Submit" and "Clear Form" buttons.

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## C. DASHBOARD

<p>1. Access the <b>Dashboard</b> from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	 <p>The screenshot shows the TrackCore application interface. At the top, there are four main tabs: RECEIVE, GENERAL (which is selected and highlighted in blue), REPORTS, and SYSTEM. Below these tabs is a 'Search Cart' dropdown menu. The menu is open, showing options: Search Cart, Dashboard (highlighted in blue), Potential Recalls, Shipments, Temperature Logs, and Usage Cards. Below the menu, there are input fields for 'Scan barcode or e' and 'Item Search', and a 'All' button with a checkmark. At the bottom right of the menu area, there are labels for 'Part No (Purch No)' and 'Prod'.</p>																											
<p>2. <b>System Notifications</b> Panel - Displays notifications related to upcoming enhancements or important system notices.</p>	 <p>The screenshot shows the 'System Notifications' panel. The panel title is 'System Notifications' with a 'Refresh' button on the right. The main content area is empty and displays the text 'No data to display'.</p>																											
<p>3. <b>Active Inventory Status</b> 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.</p> <ul style="list-style-type: none"> <li>• Expired</li> <li>• Quality Issues             <ul style="list-style-type: none"> <li>◦ <i>missing or failed verifications</i></li> </ul> </li> <li>• Within Exp. Notif. Period             <ul style="list-style-type: none"> <li>◦ <i>soon to expire</i></li> </ul> </li> <li>• Reserved             <ul style="list-style-type: none"> <li>◦ <i>Items reserved for surgery</i></li> </ul> </li> <li>• Quarantined</li> <li>• Open Shipments             <ul style="list-style-type: none"> <li>◦ <i>Shipments which have items that need to be received</i></li> </ul> </li> <li>• Pending Exceptions</li> <li>• Recalled</li> <li>• Product Not Specified             <ul style="list-style-type: none"> <li>◦ <i>Not in use, for RFID use only</i></li> </ul> </li> <li>• Potential Recalls             <ul style="list-style-type: none"> <li>◦ <i>*This does not replaced recall notifications</i></li> </ul> </li> </ul>	 <p>The screenshot shows the 'Active Inventory Status' panel. The panel title is 'Active Inventory Status' with a 'Refresh' button on the right. The main content area is a list of inventory categories with corresponding icons and counts:</p> <table border="1"> <thead> <tr> <th>Icon</th> <th>Count</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>Red Circle</td> <td>1</td> <td>Expired</td> </tr> <tr> <td>Red Circle</td> <td>7</td> <td>Quality Issues</td> </tr> <tr> <td>Yellow Diamond</td> <td>9</td> <td>Within Exp. Notif. Period</td> </tr> <tr> <td>Yellow Diamond</td> <td>6</td> <td>Reserved</td> </tr> <tr> <td>Yellow Diamond</td> <td>12</td> <td>Quarantined</td> </tr> <tr> <td>Yellow Diamond</td> <td>4</td> <td>Open Shipments</td> </tr> <tr> <td>Green Square</td> <td>0</td> <td>Pending Exceptions</td> </tr> <tr> <td>Green Square</td> <td>0</td> <td>Recalled</td> </tr> </tbody> </table>	Icon	Count	Category	Red Circle	1	Expired	Red Circle	7	Quality Issues	Yellow Diamond	9	Within Exp. Notif. Period	Yellow Diamond	6	Reserved	Yellow Diamond	12	Quarantined	Yellow Diamond	4	Open Shipments	Green Square	0	Pending Exceptions	Green Square	0	Recalled
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Green Square	0	Recalled																										

#### 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		<a href="#">Refresh</a>
◆	25	Issued
◆	1	Released
◆	5	Never Placed in Storage
■	0	Removed from Enclosure

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## D. RECEIVING SHIPMENT

<p>1. Access the <b>Receive Shipment</b> function from the <b>RECEIVE</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Input the <b>Shipment Details</b></p> <ul style="list-style-type: none"> <li>• <b>Received Date/Time</b> - Edit to Date/Time received on the dock</li> <li>• <b>Tracking No(s)</b> - Scan shipment barcode or enter tracking number</li> <li>• <b>Shipping Company</b> - select from drop-down menu</li> <li>• <b>Vendor</b> - select from drop-down menu</li> <li>• <b>PO Number</b> - Enter PO Number or type Consignment for items on Consignment</li> <li>• <b>Number of Items in Shipment</b> - enter total number of items in the shipment</li> <li>• <b>Receiving Location</b> - select <b>Other...</b> from drop-down menu, then type <b>Dock</b> into the <b>Other Receiving Location</b> box that appears.</li> <li>• <b>Temperature OK</b> - check box if shipping container is fully intact and/or temperature indicator on package says OK</li> <li>• <b>Package Integrity OK</b> - check box if shipping container is fully intact and not damaged.</li> <li>• <b>Notes</b> - required only if there are issues with any of the shipment details above.</li> </ul>	
<p>3. Click <b>Save &amp; Print Labels</b></p>	
<p>4. Place shipment label on invoice</p>	



<p>5. Review all item details for accuracy and complete any missing details:</p> <ul style="list-style-type: none"> <li>Product/Part No/Workday No, Serial No, Lot No, Expiration Date and Dimensions</li> </ul> <p><b>More Item Details</b> can be added by clicking on <b>More</b> on the far right of the item line.</p> <ul style="list-style-type: none"> <li>Quality notes, QA checks, area/volume/weight, etc.</li> </ul>	<p><b>More Item Details</b></p> <p>Qty 1</p> <p>Part No MWM4051</p> <p>Product Bilayer Wound Matrix Meshed 4x5 inches</p> <p>Workday No ITM-1158110</p> <p>Serial No Lot No Exp Date</p> <p>Verifications <input checked="" type="checkbox"/> Temp Range 10°C to 30° <input checked="" type="checkbox"/> Package Integrity</p> <p>Quality Notes# <input type="text"/></p> <p>Manufacture Date <input type="text"/></p> <p>Area/Volume/Weight <input type="text"/> <input type="text"/></p> <p>PO No Consignment</p> <p>Cost \$0.00</p> <p>Consigned <input checked="" type="checkbox"/></p> <p>Notes <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																		
<p>6. Click on <b>Save &amp; Print Labels</b></p>	<p><input type="button" value="Save &amp; Print Labels"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																		
<p>7. Carefully affix item label(s) onto the corresponding implant(s).</p>	<p><b>Integra LifeSciences</b> Bilayer Wound Matrix Meshed 4x5 inches</p> <p>Ref: MWM4051      Pur: ITM-1158110 Ser: 11221122      Exp: 04/20/2027 Lot:                      ITM00C750903AF</p>  <p>[E5]</p>																		
<p>8. If you did not choose a <b>Storage Location</b> PREVIOUSLY you will now arrive to your Search Cart. The items you just received will be in your Search Cart.</p> <ul style="list-style-type: none"> <li>Confirm which item(s) will be placed in the same storage area.</li> <li>Make sure their checkboxes are selected.</li> <li>Click on <b>Place in Storage</b></li> </ul>	<p><b>Search Cart</b></p> <p>Scan barcode or enter search text.</p> <p>Item Search <input type="text"/></p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th></th> <th>Flags</th> <th>Vendor &amp; Part No (Purch No)</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>ILS MWM4051 (ITM-1158110)</td> <td>Bilayer Wound Matrix Meshed 4x5 inches</td> </tr> </tbody> </table> <p>1 Item selected.</p> <p><input type="button" value="Place in Storage"/> <input type="button" value="Implant"/> <input type="button" value="Item Details"/> <input type="button" value="More actions..."/></p>	<input checked="" type="checkbox"/>		Flags	Vendor & Part No (Purch No)	Product	<input checked="" type="checkbox"/>			ILS MWM4051 (ITM-1158110)	Bilayer Wound Matrix Meshed 4x5 inches								
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<p>9. Select appropriate <b>Storage Location</b> from drop-down menu. Complete QA <b>Verifications</b></p> <ul style="list-style-type: none"> <li>Temperature</li> <li>Package Integrity</li> <li>Expiration Date</li> </ul> <p>Click on <b>Save</b></p>	<p><b>Place in Storage</b></p> <p>This log applies to the items shown at the right. <input type="button" value="Expand All"/> <input type="button" value="Collapse All"/></p> <p><b>Place in Storage Details</b></p> <p>Event Date/Time* 02/19/2024 13:59</p> <p>Storage Location* <input type="text"/></p> <p>Notes <input type="text"/></p> <p><b>Verifications</b></p> <table border="1"> <thead> <tr> <th>Product</th> <th>Serial No</th> <th colspan="3"><input type="checkbox"/> Verify All</th> <th>Quality Notes</th> </tr> </thead> <tbody> <tr> <td>Bilayer Wound Matrix Meshed 4x5 inches (MWM4051)</td> <td></td> <td><input type="checkbox"/> Temp Range 10°C to 30°C</td> <td><input type="checkbox"/> Package Integrity</td> <td><input type="checkbox"/> Exp Date 04/20/2027</td> <td></td> </tr> <tr> <td>ITM00C36835A23</td> <td>11221122</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Staff <input type="button" value="Save"/> <input type="button" value="Save &amp; Print Labels"/> <input type="button" value="Cancel"/></p>	Product	Serial No	<input type="checkbox"/> Verify All			Quality Notes	Bilayer Wound Matrix Meshed 4x5 inches (MWM4051)		<input type="checkbox"/> Temp Range 10°C to 30°C	<input type="checkbox"/> Package Integrity	<input type="checkbox"/> Exp Date 04/20/2027		ITM00C36835A23	11221122				
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ITM00C36835A23	11221122																		

## F. RECEIVING AUTOGRAFTS

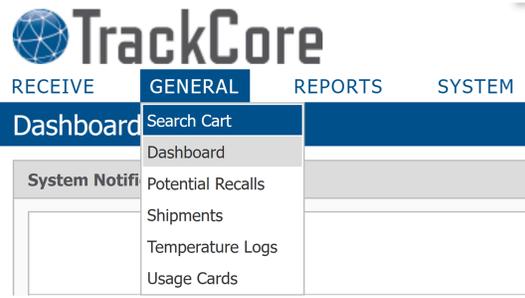
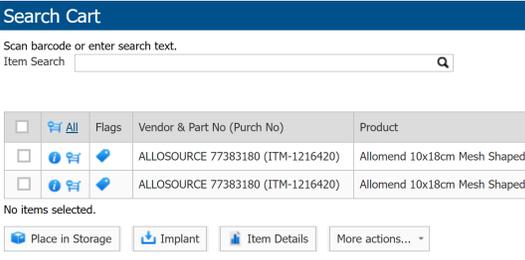
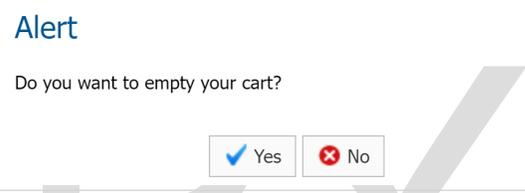
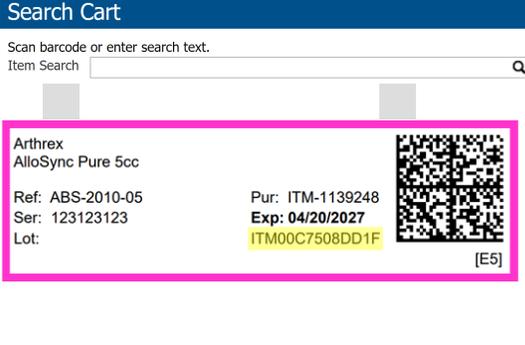
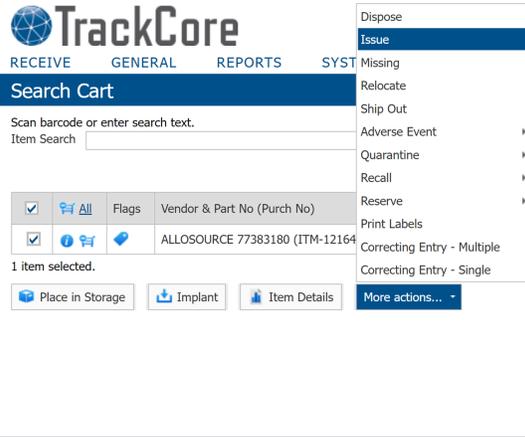
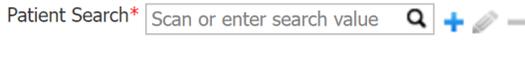
1. Open the **Autograft Items** function from the **RECEIVE** tab in the upper left hand corner of the screen.

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

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
  - **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



## G. ISSUING TISSUE

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul> <p>Repeat for all tissue grafts to be issued to the patient.</p>	
<p>5. 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.</p> <ul style="list-style-type: none"> <li>•  Quarantine</li> <li>•  Adverse Event, Recalled, Potential Recall, or Corrective Review</li> <li>•  Reserved or Issued</li> </ul> <p>Select <b>Issue</b> option in <b>More actions...</b> tab.</p>	
<p>6. Enter Patient MRN in <b>Patient Search</b> bar or click on  to add new patient.</p>	

<p>4. Enter or confirm Patient <b>MRN, Last Name, First Name</b>, and <b>DOB</b>. (Display name automatically populates from data entered for Last Name and First Name.) Click to <b>Save</b>.</p>	<p><b>Patient Details</b></p> <p>MRN* <input type="text"/></p> <p>EDIPI <input type="text"/></p> <p>Last Name* <input type="text"/></p> <p>First Name* <input type="text"/></p> <p>Middle Name(s) <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Display Name* <input type="text"/></p> <p>DOB <input type="text"/></p> <p>Gender <input type="text"/></p> <p>Address <input type="text"/></p> <p>Encounter No <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>						
<p>8. Click on the  next to the <b>Patient Search</b> bar to make any corrections, if needed.</p>	<p>Patient Search* <input type="text" value="Scan or enter search value"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="pencil"/> <input type="button" value="-"/></p>						
<p>9. Input <b>Staff</b> (Runner) by selecting <b>_Staff Not Listed</b> from the drop down menu. Enter the Runner's Employee ID into the <b>Notes</b> section.</p> <p>Input <b>Surgeon</b> name by selecting from the drop down menu or select <b>_Staff Not Listed</b> Enter the surgeon's name into the <b>Notes</b> section.</p>	<p><b>Issue Details</b></p> <p>Event Date/Time* 02/19/2024 16:41</p> <p> Patient found and updated successfully.</p> <p>Scan or enter MRN, EDIPI or Encounter No of patient</p> <p>Patient Search* <input type="text" value="Scan or enter search value"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="pencil"/> <input type="button" value="-"/></p> <p>MRN 7654321</p> <p>EDIPI</p> <p>Name SEBASTIAN, Lil</p> <p>DOB 05/19/2011</p> <p>Gender</p> <p>Address</p> <p>Encounter No <input type="text"/></p> <p>Staff* <input type="text" value="_Staff Not Listed, (See ↑)"/> <input type="button" value="+"/></p> <p>Surgeon <input type="text" value="_Staff Not Listed, (See ↑)"/> <input type="button" value="+"/></p> <p>Location <input type="text"/></p> <p>Notes Runner: Ann Perkins Surgeon: Dr. Harris</p>						
<p>10. 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.</p>	<p><b>Verifications</b></p> <table border="1"> <thead> <tr> <th>Vendor &amp; Part No Product Serial No / Lot No TrackCore ID</th> <th>Verify All</th> <th>Quality Notes</th> </tr> </thead> <tbody> <tr> <td>ALLOSOURCE 77383180 Allomend 10x18cm Mesh Shaped 226845-2501 / ITM0059F01AD3E</td> <td> <input type="checkbox"/> Verify All  <input type="checkbox"/> Temp Range Ambient  <input type="checkbox"/> Package Integrity  <input type="checkbox"/> Exp Date 01/02/2026  <input type="checkbox"/> Package Insert Intact         </td> <td><input type="text"/></td> </tr> </tbody> </table>	Vendor & Part No Product Serial No / Lot No TrackCore ID	Verify All	Quality Notes	ALLOSOURCE 77383180 Allomend 10x18cm Mesh Shaped 226845-2501 / ITM0059F01AD3E	<input type="checkbox"/> Verify All <input type="checkbox"/> Temp Range Ambient <input type="checkbox"/> Package Integrity <input type="checkbox"/> Exp Date 01/02/2026 <input type="checkbox"/> Package Insert Intact	<input type="text"/>
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ALLOSOURCE 77383180 Allomend 10x18cm Mesh Shaped 226845-2501 / ITM0059F01AD3E	<input type="checkbox"/> Verify All <input type="checkbox"/> Temp Range Ambient <input type="checkbox"/> Package Integrity <input type="checkbox"/> Exp Date 01/02/2026 <input type="checkbox"/> Package Insert Intact	<input type="text"/>					
<p>11. Click: <b>Save &amp; Print Labels</b> Select <b>3</b> copies to print to appropriate label printer Tissue and Patient labels will print.</p>	<p><input type="button" value="Save &amp; Print Labels"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>						

12. If additional copies are needed click on the  button to print.

Click on  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: 01/02/2026  
Lot: ITM0059F01AI

13. 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]

**FOR**  
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]

14. Clear your cart by clicking  All above the shopping cart icon(s) column.

#### Search Cart

Scan barcode or enter search text.  
Item Search

<input checked="" type="checkbox"/>	 All	Flags	Vendor & Part No (Purch No)	Product
<input checked="" type="checkbox"/>			ALLOSOURCE 77383180 (ITM-1216420)	Allomend 10x18cm Mesh Shaped

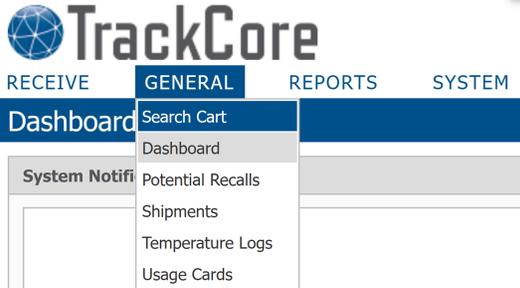
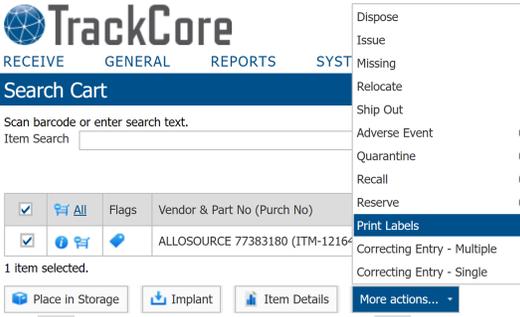
1 item selected.

Confirm **Yes** to empty your cart.

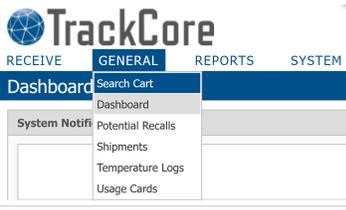
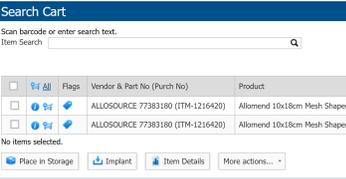
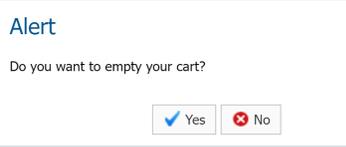
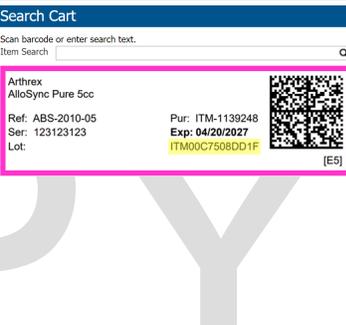
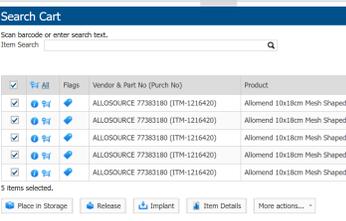
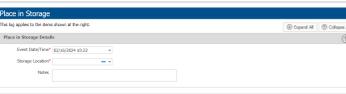
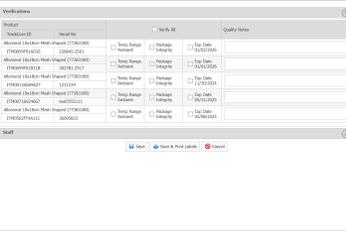
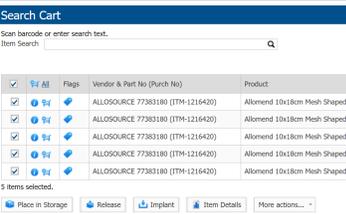
### Alert

Do you want to empty your cart?

## H. REPRINT LABELS

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul> <p>Repeat for all tissue grafts that need a label reprint</p>	
<p>3. Confirm all desired tissue grafts for the patient are in your cart and selected with the checkbox(es). Select <b>Print Labels</b> option in <b>More actions...</b> tab.</p>	
<p>4. Printer prompt will appear for any associated labels for the item.</p> <ul style="list-style-type: none"> <li>• Tissue Label</li> <li>• Patient Label (if the tissue is issued or reserved for a patient)</li> </ul>	

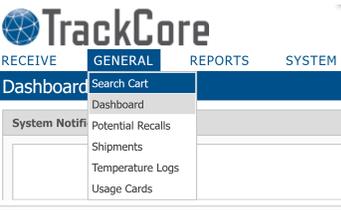
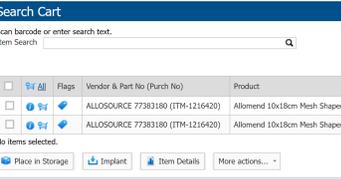
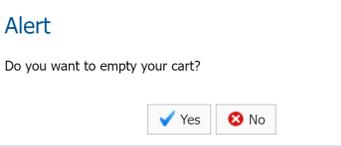
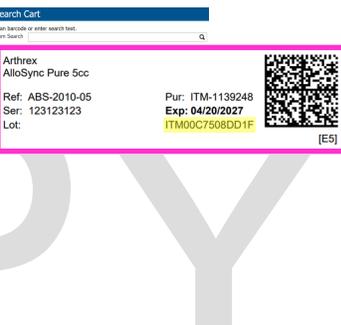
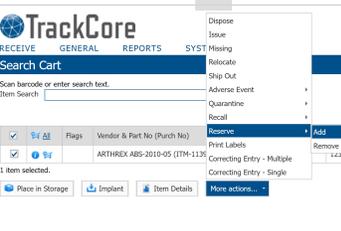
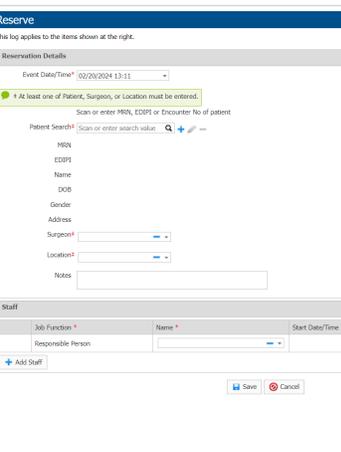
# I. RETURNING TISSUE

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul> <p>Repeat for all tissue grafts being returned to the same storage location.</p>	
<p>5. Confirm all desired tissue grafts being returned to the same storage location are in your cart and selected with the checkbox(es).</p> <p>Click on </p>	
<p>6. Select appropriate <b>Storage Location</b> from the dropdown menu.</p>	
<p>4. 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)</p> <p>Document QA checks by checking appropriate box(es) to verify. Click <b>Save</b>.</p>	
<p>8. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	

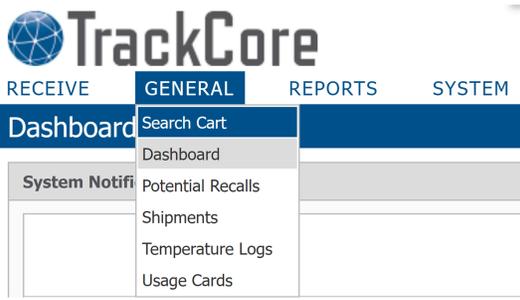
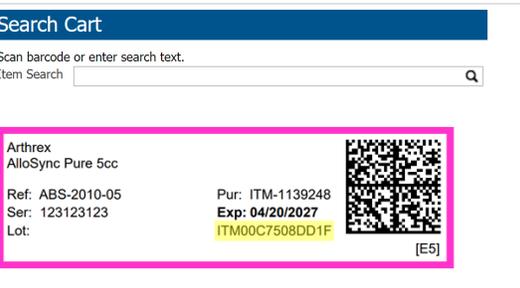
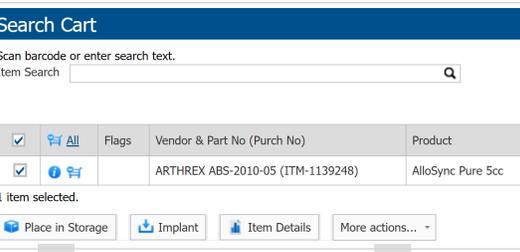
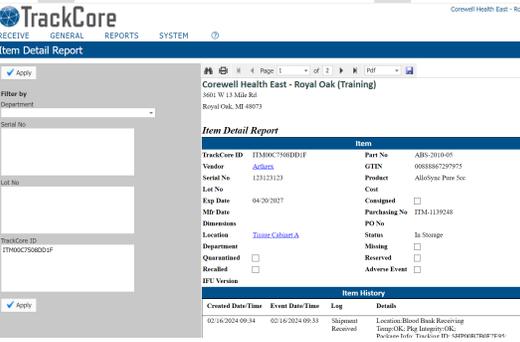
9.	Confirm <b>Yes</b> to empty your cart.	<b>Alert</b> Do you want to empty your cart? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	Repeat process for items returning to other storage locations.	

COPY

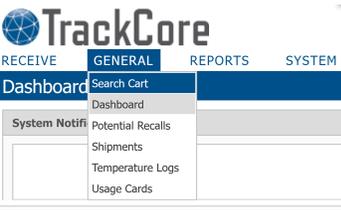
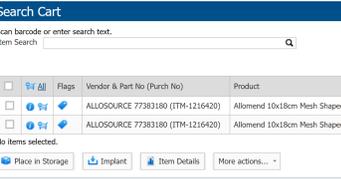
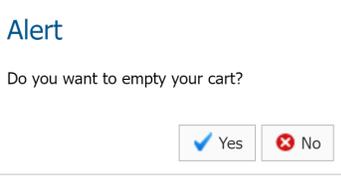
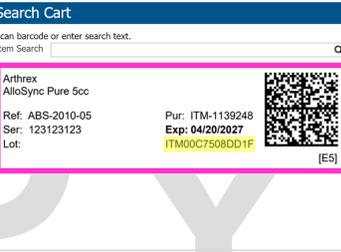
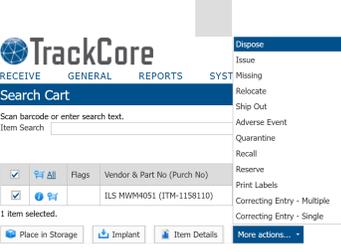
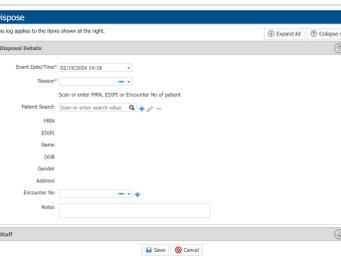
# J. RESERVE

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> <li>• Repeat for all tissue grafts being reserved to the same patient.</li> </ul>	
<p>5. Confirm all desired tissue grafts being reserved for the patient are in your cart and selected with the checkbox(es). Access the <b>Reserve</b> function in <b>More actions...</b></p> <ul style="list-style-type: none"> <li>• Select <b>Add</b> to reserve an item(s) for a patient</li> <li>• Select <b>Remove</b> to remove a reservation from an item(s)</li> </ul>	
<p>6. Complete the <b>Reservation Details</b></p> <ul style="list-style-type: none"> <li>• <b>Event Date/Time</b> - this is the Date/Time the reservation is made. The system will not allow selection of a future Date/Time.</li> <li>• <b>Patient Search</b> - Enter Patient Identifiers (Name, MRN, DOB)</li> <li>• <b>Surgeon</b> - enter surgeon name</li> <li>• <b>Staff - Responsible Person</b> - name of person reserving the graft</li> </ul> <p>Click Save A patient label can be printed from the Search Cart if desired.</p>	

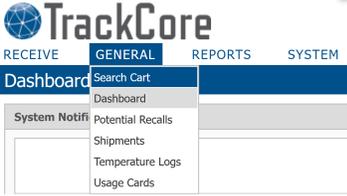
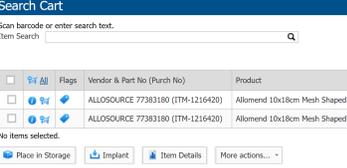
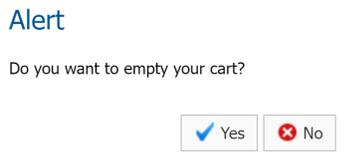
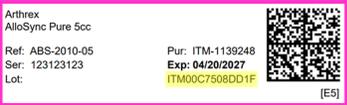
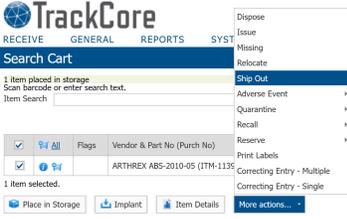
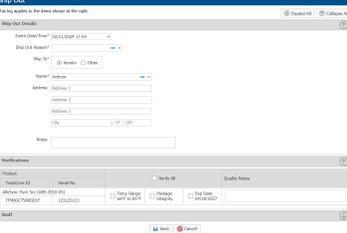
# K. ITEM DETAIL REPORT

<p>2.1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	 <p>The screenshot shows the TrackCore application interface. At the top, there are navigation tabs: RECEIVE, GENERAL (selected), REPORTS, and SYSTEM. Below these is a 'Dashboard' menu with options: Search Cart, Dashboard, Potential Recalls, Shipments, Temperature Logs, and Usage Cards.</p>																																		
<p>2. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (<b>Ser:</b>) can be manually entered</li> </ul>	 <p>The screenshot shows the 'Search Cart' page. It has a search bar with the text 'Item Search'. Below it, a pink box highlights the item details: Arthrex AlloSync Pure 5cc, Ref: ABS-2010-05, Ser: 123123123, Lot: ITM00C7508DD1F (highlighted in yellow), and a QR code. The status is [E5].</p>																																		
<p>3. Confirm the tissue graft is selected in your cart. Click on <b>Item Details</b></p>	 <p>The screenshot shows the 'Search Cart' page with one item selected: ARTHREX ABS-2010-05 (ITM-1139248) of product AlloSync Pure 5cc. The 'Item Details' button is highlighted.</p>																																		
<p>4. Item Detail Report will appear. Scroll and select pages to view entire report. Click on  to print the report.</p>	 <p>The screenshot shows the 'Item Detail Report' page for Corewell Health East - Royal Oak (Training). It includes a table with item details and an 'Item History' section.</p> <table border="1"> <thead> <tr> <th colspan="2">Item Detail Report</th> </tr> </thead> <tbody> <tr> <td>TrackCore ID</td> <td>ITM00C7508DD1F</td> </tr> <tr> <td>Vendor</td> <td>Arthrex</td> </tr> <tr> <td>Serial No</td> <td>123123123</td> </tr> <tr> <td>Exp Date</td> <td>04/20/2027</td> </tr> <tr> <td>Mfr Date</td> <td></td> </tr> <tr> <td>Dimensions</td> <td></td> </tr> <tr> <td>Location</td> <td>Tumor Cabinet A</td> </tr> <tr> <td>Department</td> <td></td> </tr> <tr> <td>Quarantined</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Recalled</td> <td><input type="checkbox"/></td> </tr> <tr> <td>RFI Version</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Item History</th> </tr> <tr> <th>Created Date/Time</th> <th>Event Date/Time</th> <th>Log</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>02/14/2024 09:34</td> <td>02/14/2024 09:33</td> <td>Shipment Received</td> <td>Location: Blood Bank Receiving Temp (R), Pkg Storage (R) Package Info: TrackCore ID: 123123123</td> </tr> </tbody> </table>	Item Detail Report		TrackCore ID	ITM00C7508DD1F	Vendor	Arthrex	Serial No	123123123	Exp Date	04/20/2027	Mfr Date		Dimensions		Location	Tumor Cabinet A	Department		Quarantined	<input type="checkbox"/>	Recalled	<input type="checkbox"/>	RFI Version		Item History		Created Date/Time	Event Date/Time	Log	Details	02/14/2024 09:34	02/14/2024 09:33	Shipment Received	Location: Blood Bank Receiving Temp (R), Pkg Storage (R) Package Info: TrackCore ID: 123123123
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Location	Tumor Cabinet A																																		
Department																																			
Quarantined	<input type="checkbox"/>																																		
Recalled	<input type="checkbox"/>																																		
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Created Date/Time	Event Date/Time	Log	Details																																
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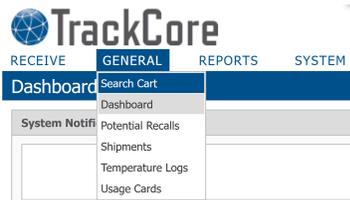
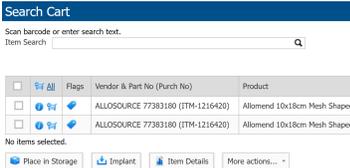
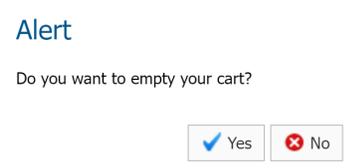
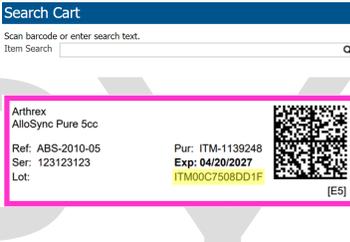
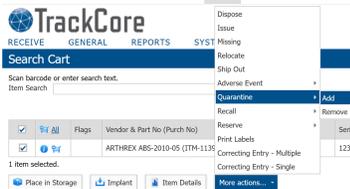
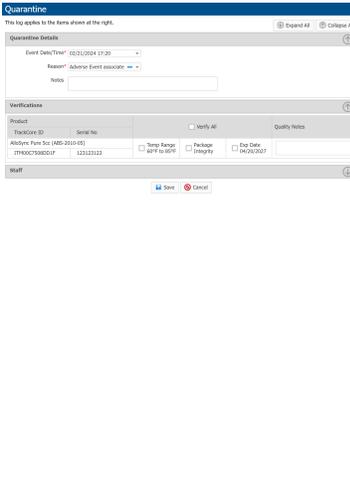
# L. REMOVING VENDOR ITEMS FROM INVENTORY

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul>	
<p>5. Confirm your desired tissue graft is in your cart and selected. Click on <b>Dispose</b></p>	
<p>6. Disposal Details</p> <ul style="list-style-type: none"> <li><b>Event Date/Time</b> - auto-populates to current</li> <li><b>Reason</b> - select from drop-down or select other and type reason into Notes section</li> <li><b>Patient Search</b> - include Patient information if applicable</li> </ul> <p>Click on <b>Save</b></p>	

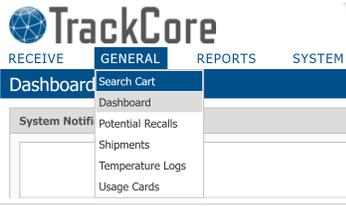
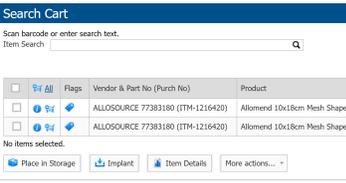
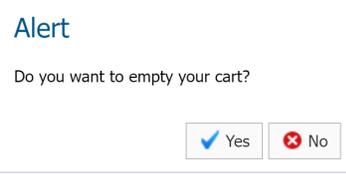
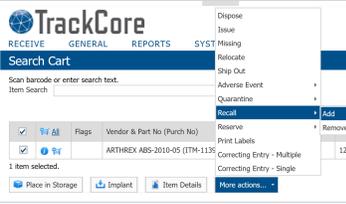
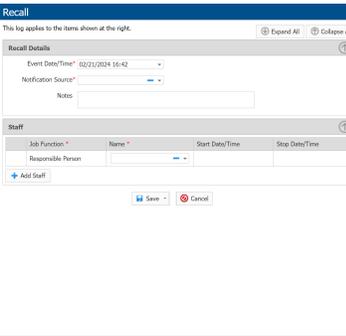
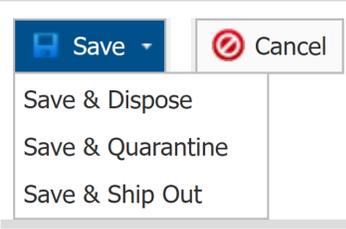
# M. RETURN OF TISSUE TO SUPPLIER

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul>	
<p>5. Confirm the tissue graft is selected in your cart. Access the <b>Ship Out</b> function through <b>More actions...</b></p>	
<p>6. Complete <b>Ship Out Details</b></p> <ul style="list-style-type: none"> <li>• <b>Event Date/Time</b> - auto-populates to current, modify if necessary</li> <li>• <b>Ship Out Reason</b> - select from drop-down menu</li> <li>• <b>Ship To</b> - select <b>Vendor</b></li> <li>• <b>Name</b> - Select vendor name from drop-down menu</li> </ul> <p>Complete QA <b>Verifications</b></p> <ul style="list-style-type: none"> <li>• <b>Temp Range</b></li> <li>• <b>Package Integrity</b></li> <li>• <b>Exp Date</b></li> <li>• <b>Quality Notes</b> - enter if needed to provide details for any QA failures</li> </ul>	

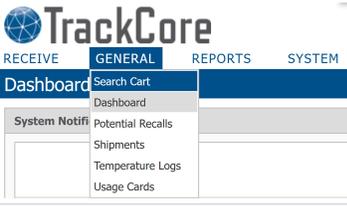
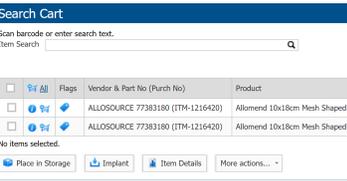
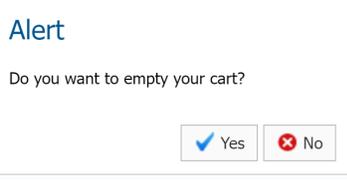
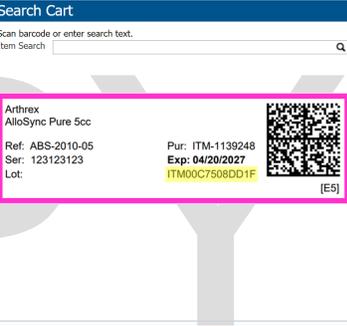
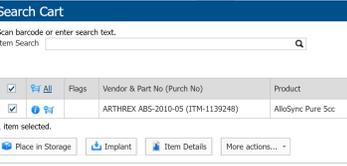
# N. QUARANTINING VENDOR ITEMS

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul>	
<p>5. Confirm the desired tissue graft is selected in your cart. Access the <b>Quarantine</b> function through <b>More actions....</b></p> <ul style="list-style-type: none"> <li>• Select <b>Add</b> to add quarantine documentation.</li> <li>• Select <b>Remove</b> to remove quarantine documentation.</li> </ul>	
<p>6. Complete the Quarantine <b>Details</b></p> <ul style="list-style-type: none"> <li>• <b>Event Date/Time</b> - Date/Time of quarantine start</li> <li>• <b>Reason</b> - select from drop-down menu</li> <li>• <b>Notes</b> - Enter any applicable details</li> </ul> <p>Complete QA <b>Verifications</b></p> <ul style="list-style-type: none"> <li>• <b>Temp Range</b></li> <li>• <b>Package Integrity</b></li> <li>• <b>Exp Date</b></li> <li>• <b>Quality Notes</b> - enter if needed to provide details for any QA failures</li> </ul> <p>Click to <b>Save</b></p>	

# O. RECALLING VENDOR ITEMS

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul>	
<p>5. Confirm the tissue graft is selected in your cart. Access the <b>Recall</b> function through <b>More actions...</b></p> <ul style="list-style-type: none"> <li>• Select <b>Add</b> to add recall documentation.</li> <li>• Select <b>Remove</b> to remove recall documentation.</li> </ul>	
<p>6. Complete the <b>Recall Details</b></p> <ul style="list-style-type: none"> <li>• <b>Event Date/Time</b> - modify to Date/Time of notification</li> <li>• <b>Notification Source</b> - select from drop-down menu</li> <li>• <b>Notes</b> - Enter any applicable recall details</li> </ul> <p>Complete Staff documentation</p> <ul style="list-style-type: none"> <li>• <b>Responsible Person</b> - select staff member that received recall notification and placed item into quarantine storage</li> </ul>	
<p>7. Select Save with appropriate disposition</p> <ul style="list-style-type: none"> <li>• Save &amp; Dispose</li> <li>• Save &amp; Quarantine</li> <li>• Save &amp; Ship Out</li> </ul>	

## P. IMPLANT DOCUMENTATION

<p>1. Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>3. Confirm <b>Yes</b> to empty your cart.</p>	
<p>4. Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the tissue graft into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>• Alternately, the TrackCore ID (highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</li> </ul> <p>Repeat for all tissue grafts implanted to the same patient for this encounter</p>	
<p>5. Confirm the applicable tissue graft(s) is(are) selected in your cart. Click on <b>Implant</b></p>	
<p>6. Complete Implant Details</p>	
<p>7. Click to <b>Save</b></p>	

## Q. RECEIVE ORGAN SHIPMENT

<p>1. Access the <b>Receive Shipment</b> function from the <b>RECEIVE</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
--	---

2. Input the **Shipment Details**

- **Received Date/Time** - Enter Date/Time organ is received into the Blood Bank. Livers may be entered upon the communication from Buckeye.
- **Tracking No(s)** - Enter 'none'.
- **Shipping Company** - select *Courier* from drop-down menu
- **Vendor** - select *Gift of Life* from drop-down menu
- **PO Number** - Leave blank
- **Number of Items in Shipment** - enter total number of items in the shipment
- **Receiving Location** - select **Other...** from drop-down menu, then type Blood Bank Receiving.
- **Temperature OK** - check box if shipping container is fully intact and/or temperature indicator on

Receive Shipment

Shipment Details

Received Date/Time\* 07/16/2024 14:01

Tracking No(s) NONE

Shipping Company Courier

Vendor Gift of Life :

PO No

Number of Items in\* Shipment 1

Receiving Location Blood Bank Receiving

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.

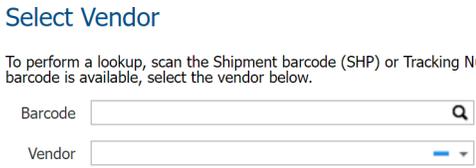
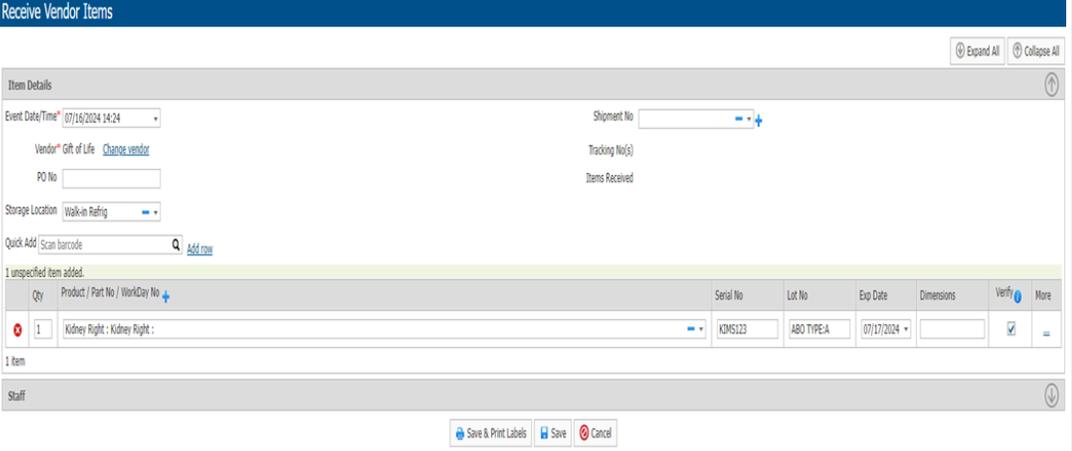
Staff

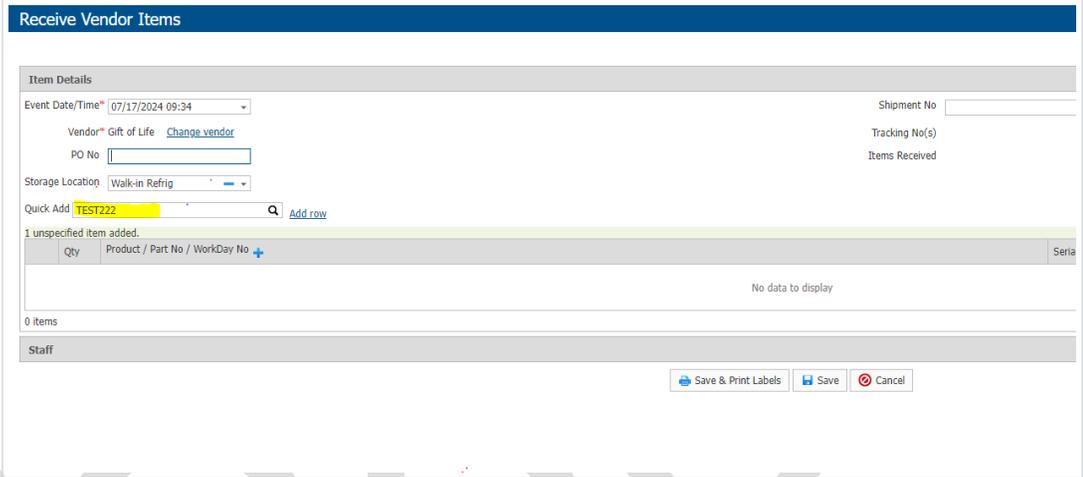
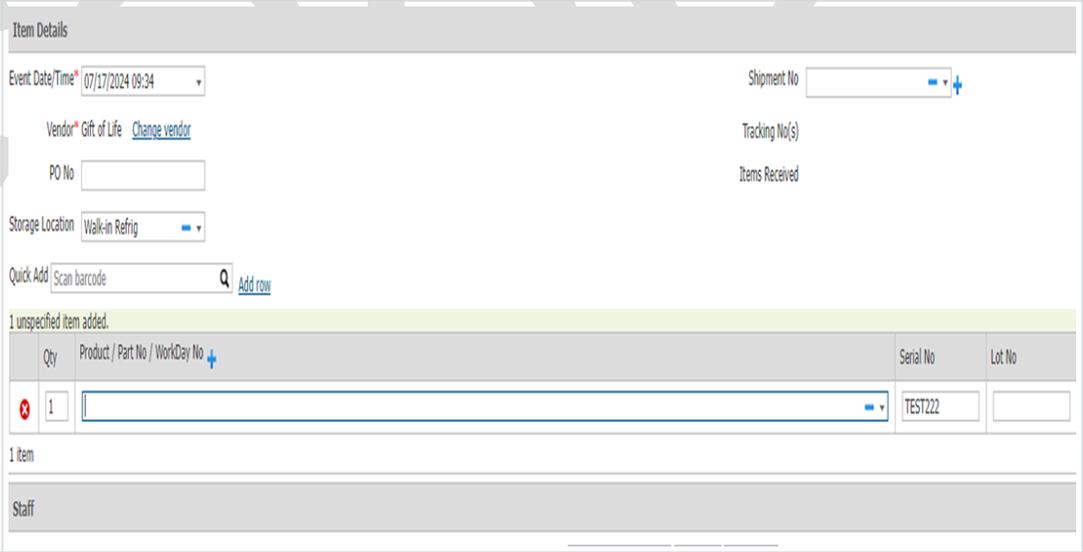
Save & Print Labels Save Cancel

COPY

<p>package says OK</p> <ul style="list-style-type: none"> <li>• <b>Package Integrity OK</b> - check box if shipping container is fully intact and not damaged.</li> <li>• <b>Notes</b> - required only if there are issues with any of the shipment details above.</li> </ul>	
<p>3. Click <b>Save</b></p>	

## R. RECEIVING ORGAN ITEMS

<p>1. Access the <b>Receive Vendor Items</b> function from the <b>RECEIVE</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
<p>2. The <b>Select Vendor</b> pop-up will appear.</p> <ul style="list-style-type: none"> <li>• Type in 'Gift of Life' in the Vendor box.</li> </ul>	
<p>3. The <b>Receive Vendor Items</b> screen will appear. Complete <b>Item Details</b> as follows:</p> <ul style="list-style-type: none"> <li>• <b>Event Date/Time</b> - Auto-populates</li> <li>• <b>Vendor</b> - Verify accuracy or complete/edit</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>PO No</b> - Leave blank</li> <li>• <b>Storage Location</b> - select 'Walk-in Frig' from drop-down menu.</li> </ul>											
4.	Place cursor in <b>Quick Add</b> box and type in the UNOS id. and click on the search icon.	 <p>The screenshot shows the 'Receive Vendor Items' form. The 'Quick Add' field contains 'TEST222' and the search icon is highlighted. The table below shows '1 unspecified item added'.</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Product / Part No / WorkDay No</th> <th>Serial No</th> <th>Lot No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>TEST222</td> <td></td> </tr> </tbody> </table>	Qty	Product / Part No / WorkDay No	Serial No	Lot No	1		TEST222			
Qty	Product / Part No / WorkDay No	Serial No	Lot No									
1		TEST222										
5.	Choose the Product / Part No / WorkDay No from the pull down list. <ul style="list-style-type: none"> <li>• Kidney Right</li> <li>• Kidney Left</li> <li>• Kidneys En Bloc</li> <li>• Liver</li> <li>• Living Donor Kidney Right</li> <li>• Living Donor Kidney Left</li> </ul>	 <p>The screenshot shows the 'Receive Vendor Items' form. The 'Quick Add' field contains 'Scan barcode' and a dropdown menu is open, showing '1 unspecified item added'.</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Product / Part No / WorkDay No</th> <th>Serial No</th> <th>Lot No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>TEST222</td> <td></td> </tr> </tbody> </table>	Qty	Product / Part No / WorkDay No	Serial No	Lot No	1		TEST222			
Qty	Product / Part No / WorkDay No	Serial No	Lot No									
1		TEST222										
6.	Type in the Lot No box "ABO Type: Donor's ABO type" <ul style="list-style-type: none"> <li>• Example: ABO Type: A</li> </ul>	 <p>The screenshot shows the 'Receive Vendor Items' form. The 'Lot No' field contains 'Type ABO: A'. The table below shows '1 item'.</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Product / Part No / WorkDay No</th> <th>Serial No</th> <th>Lot No</th> <th>Exp Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Kidney Right : Kidney Right :</td> <td>TEST222</td> <td>Type ABO: A</td> <td></td> </tr> </tbody> </table>	Qty	Product / Part No / WorkDay No	Serial No	Lot No	Exp Date	1	Kidney Right : Kidney Right :	TEST222	Type ABO: A	
Qty	Product / Part No / WorkDay No	Serial No	Lot No	Exp Date								
1	Kidney Right : Kidney Right :	TEST222	Type ABO: A									
7.	Enter the expiration date of the organ.											

<ul style="list-style-type: none"> <li>• 24 hours from the arrival date and time for the organ</li> </ul>																																									
8. Click on <b>Save &amp; Print Labels</b>	<div style="display: flex; gap: 10px;"> <span> Save &amp; Print Labels</span> <span> Save</span> <span> Cancel</span> </div>																																								
9. Carefully affix organ item label(s) onto the Organ Transplant Notification checklist.	<div style="text-align: center;"> <p><b>Organ Transplant Notification</b> Beaumont Multi-Organ Transplant Center</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Section 1: Document the following donor organ information provided by Buckeye Transplant Services (614) 689-1129.</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>~ UNOS Organ Verification Link in UNet <a href="https://portal.unos.org">https://portal.unos.org</a></li> <li>~ Each organ must have an Organ Transplant Notification form completed. For example, a patient receiving both a right &amp; left kidney needs two Organ Transplant Notification forms completed.</li> </ul> </div> <div style="width: 45%;"> <p><b>Section 2: Complete the section below upon receipt of the organ in the Blood Bank. Verify Information on the donor organ pump/box label with initial information received from Buckeye Transplant Services (Section 1).</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>~ Livers may or may not come to the Blood Bank. The section below does not need to be completed for a liver not received in the Blood Bank.</li> </ul> </div> </div> <div style="margin-top: 10px;"> <p>Recipient Name: _____        MRN: _____        DOB: _____        Band Number: _____</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">UNOS Donor ID #:</td> <td style="width: 25%;">Match ID#:</td> <td style="width: 25%;">Organ ABO:</td> <td style="width: 25%;">UNOS Donor ID #:</td> </tr> <tr> <td><input type="checkbox"/> Kidney <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> En Bloc</td> <td></td> <td></td> <td><input type="checkbox"/> Kidney <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> En Bloc</td> </tr> <tr> <td><input type="checkbox"/> Liver</td> <td></td> <td></td> <td><input type="checkbox"/> Liver</td> </tr> <tr> <td colspan="2">Organ Information received from:</td> <td colspan="2">Date/Time of organ arrival:</td> </tr> <tr> <td>Name:</td> <td>Phone#:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Organ Information received by:</td> <td colspan="2">Organ received by:</td> </tr> <tr> <td>Tech:</td> <td>Date/Time:</td> <td colspan="2">*If any information is incorrect, name of and time the attending transplant physician was notified:</td> </tr> </table> <p><i>If the information on the box containing the organ does not match the information on the UNet Pre-Recovery/Pre-Transplant form, inner control, the Buckeye Transplant Coordinator on call, and the attending transplant surgeon or nephrologist must be notified immediately. The Organ Procurement Organization (OPO) where the organ originated must be notified within the hour of receipt if the organ received was not the organ expected. If the originating OPO is Gift of Life Michigan, the phone number is (866) 500-5801.</i></p> <p><b>Section 3 (For Blood Bank Use Only):</b></p> <table style="width: 100%;"> <tr> <td>1. Print the Pre-Recovery/Pre-Transplant Verification from UNet</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Directed donation</td> </tr> <tr> <td>2. Buckeye Transplant Services created the organ in Epic</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>3. Organ Check-in Process is complete in Epic with organ arrival comment</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA (Liver)</td> </tr> <tr> <td>4. Donor blood sample ABO/Rh confirmed by Transfusion Medicine</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No specimen received</td> </tr> <tr> <td>5. Organ created and reserved inTrackCore</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>6. Organ issued in TrackCore</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> <p>Note: Refer to the following Tissue CDMs for assistance if needed: <i>Check for Organ Creation in EPIC, Organ Creation in EPIC, Organ Check-in In EPIC</i></p> <div style="text-align: right; margin-top: 20px;"> <p>Place Organ Label Here</p> </div> <p><b>Section 4: Organ Sample ABO/Rh Confirmatory Testing</b></p>	UNOS Donor ID #:	Match ID#:	Organ ABO:	UNOS Donor ID #:	<input type="checkbox"/> Kidney <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> En Bloc			<input type="checkbox"/> Kidney <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> En Bloc	<input type="checkbox"/> Liver			<input type="checkbox"/> Liver	Organ Information received from:		Date/Time of organ arrival:		Name:	Phone#:			Organ Information received by:		Organ received by:		Tech:	Date/Time:	*If any information is incorrect, name of and time the attending transplant physician was notified:		1. Print the Pre-Recovery/Pre-Transplant Verification from UNet	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Directed donation	2. Buckeye Transplant Services created the organ in Epic	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Organ Check-in Process is complete in Epic with organ arrival comment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA (Liver)	4. Donor blood sample ABO/Rh confirmed by Transfusion Medicine	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No specimen received	5. Organ created and reserved inTrackCore	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Organ issued in TrackCore	<input type="checkbox"/> Yes <input type="checkbox"/> No
UNOS Donor ID #:	Match ID#:	Organ ABO:	UNOS Donor ID #:																																						
<input type="checkbox"/> Kidney <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> En Bloc			<input type="checkbox"/> Kidney <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> En Bloc																																						
<input type="checkbox"/> Liver			<input type="checkbox"/> Liver																																						
Organ Information received from:		Date/Time of organ arrival:																																							
Name:	Phone#:																																								
Organ Information received by:		Organ received by:																																							
Tech:	Date/Time:	*If any information is incorrect, name of and time the attending transplant physician was notified:																																							
1. Print the Pre-Recovery/Pre-Transplant Verification from UNet	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Directed donation																																								
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5. Organ created and reserved inTrackCore	<input type="checkbox"/> Yes <input type="checkbox"/> No																																								
6. Organ issued in TrackCore	<input type="checkbox"/> Yes <input type="checkbox"/> No																																								

10. To review all item details for accuracy and complete any missing details see **Item Details (K)**.

- 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.

### Corewell Health East - Royal Oak

3601 W 13 Mile Rd  
Royal Oak, MI 48073

#### Item Detail Report

Item			
<b>TrackCore ID</b>	ITM03058893E0B	<b>Part No</b>	Kidney Right
<b>Vendor</b>	<a href="#">Gift of Life</a>	<b>GTIN</b>	
<b>Serial No</b>	KIMS123	<b>Product</b>	Kidney Right
<b>Lot No</b>	ABO TYPE:A	<b>Cost</b>	
<b>Exp Date</b>	07/17/2024	<b>Consigned</b>	<input type="checkbox"/>
<b>Mfr Date</b>		<b>Purchasing No</b>	
<b>Dimensions</b>		<b>PO No</b>	
<b>Location</b>	<a href="#">Walk-in Refrig</a>	<b>Status</b>	In Storage
<b>Department</b>		<b>Missing</b>	<input type="checkbox"/>
<b>Quarantined</b>	<input type="checkbox"/>	<b>Reserved</b>	<input type="checkbox"/>
<b>Recalled</b>	<input type="checkbox"/>	<b>Adverse Event</b>	<input type="checkbox"/>
<b>IFU Version</b>			

Item History			
Created Date/Time	Event Date/Time	Log	Details
07/16/2024 14:28	07/16/2024 14:24	Received	Temp:OK; Pkg Integrity:OK; Exp Date:OK; Responsible Person:Pham, Steven ()
07/16/2024 14:28	07/16/2024 14:24	Placed In Storage	Location:Walk-in Refrig Temp:OK; Pkg Integrity:OK; Exp Date:OK; Responsible Person:Pham, Steven ()

11. 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

**Search Cart**

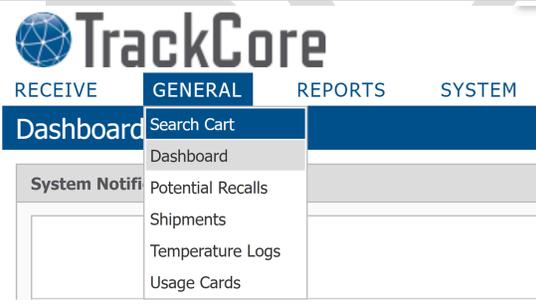
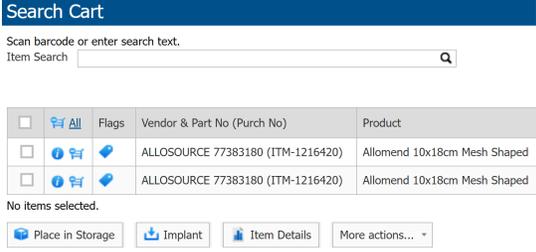
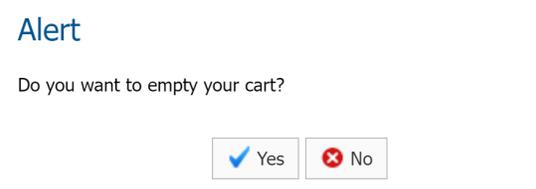
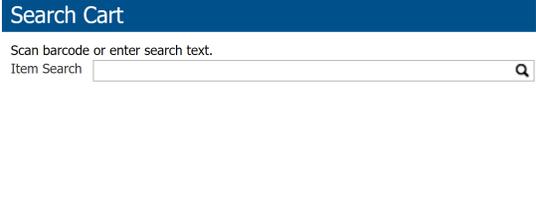
Scan barcode or enter search text.  
Item Search

<input checked="" type="checkbox"/>	<input type="button" value="All"/>	Flags	Vendor & Part No (Purch No)	Product
<input checked="" type="checkbox"/>	<input type="button" value="i"/>	<input type="button" value="f"/>	ILS MWM4051 (ITM-1158110)	Bilayer Wound Matrix Meshed 4x5 inches

1 item selected.

	<p>are selected.</p> <ul style="list-style-type: none"> <li>Click on <b>Place in Storage</b></li> </ul>	
12.	<p>Select appropriate <b>Storage Location</b> from drop-down menu.</p> <p>Complete QA <b>Verifications</b></p> <ul style="list-style-type: none"> <li>Temperature</li> <li>Package Integrity</li> <li>Expiration Date</li> </ul> <p>Click on <b>Save</b></p>	

## S. ISSUING ORGAN(S)

1.	<p>Open the <b>Search Cart</b> function from the <b>GENERAL</b> tab in the TrackCore menu bar in upper left hand corner of the screen.</p>	
2.	<p>Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column</p>	
3.	<p>Check 'yes' to empty your cart.</p>	
4.	<p>Using the TrackCore scanner, scan the QR code on the blue TrackCore item label attached to the Organ Transplant Notification checklist into the <b>Item Search</b> bar.</p> <ul style="list-style-type: none"> <li>Alternately, the TrackCore ID</li> </ul>	

<p>(highlighted yellow in image to the right) or Serial Number (Ser:) can be manually entered</p> <p>Repeat for all organs to be issued to the patient.</p>	<p>Gift of Life Kidney Right</p> <p>Ref: Kidney Right Ser: KIMS123 Lot: ABO TYPE:A</p> <p>Pur: <b>Exp: 07/17/2024</b> ITM03058893E0B</p>  <p>[E5]</p>
<p>5. 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.</p> <ul style="list-style-type: none"> <li> Quarantine</li> <li> Adverse Event, Recalled, Potential Recall, or Corrective Review</li> <li> Reserved or Issued</li> </ul> <p>Select <b>Issue</b> option in <b>More actions...</b> tab.</p>	
<p>6. Enter Patient MRN in <b>Patient Search</b> bar or click on  to add new patient.</p>	<p>Patient Search* <input type="text" value="Scan or enter search value"/>   </p>
<p>7. Enter or confirm Patient <b>MRN, Last Name, First Name, and DOB</b>. (Display name automatically populates from data entered for Last Name and First Name.) Click to <b>Save</b>.</p>	<p><b>Patient Details</b></p> <p>MRN* <input type="text"/></p> <p>EDIPI <input type="text"/></p> <p>Last Name* <input type="text"/></p> <p>First Name* <input type="text"/></p> <p>Middle Name(s) <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Display Name* <input type="text"/></p> <p>DOB <input type="text"/></p> <p>Gender <input type="text"/></p> <p>Address </p> <p>Encounter No <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<p>8. Click on the  next to the <b>Patient Search</b> bar to make any corrections, if needed.</p>	<p>Patient Search* <input type="text" value="Scan or enter search value"/>    </p>

9. Input **Staff** (Runner) by selecting **\_OR Runner** 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: 07/16/2024 14:46

Scan or enter MRN, EDIPI or Encounter No of patient

Patient Search: Scan or enter search value

MRN: 1111111  
 EDIPI:  
 Name: TRACKCORE, TEST  
 DOB: 01/01/1999  
 Gender: Female  
 Address:  
 Encounter No: [dropdown] +  
 Staff: **\_OR Runner, (See notes)**  
 Surgeon: **Bedi, Damanpreet S**  
 Location: **Other..**  
 Other Location: **North Tower Surgen**  
 Notes: [text area]

10. 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	Verify All	Quality Notes
Vendor: [dropdown] Part No: [dropdown] Stock/Case ID: [dropdown]	<input type="checkbox"/> Temp Range <input type="checkbox"/> PC vs PC <input type="checkbox"/> Package Integrity <input type="checkbox"/> Exp Date <input type="checkbox"/> Package Seal	[text area]

Staff: [dropdown]

Buttons: Save & Print Labels, Save, Cancel

11. Click: **Save & Print Labels**

- Select 1 copy print to appropriate label printer
- Tissue and Patient labels will print.

Buttons: Save & Print Labels, Save, Cancel

Gift of Life  
 Kidney Right

Ref: Kidney Right  
 Ser: KIMS123  
 Lot: ABO TYPE:A

Pur:  
 Exp: **07/17/2024**  
 ITM03058893E0B [E5]

**FOR**  
 Patient: TRACKCORE, TEST  
 MRN: 1111111  
 DOB: 01/01/1999  
 Encounter: [dropdown]

Surgeon: **Bedi, Damanpreet S**  
 Location: **North Tower Surgery**  
 Staff: **\_OR Runner, (See notes)**  
 Corewell Health East - Royal Oak ITM03058893E0B [E5]

QR Code

12. If additional copies are needed click on the  button to print.  
 Click on  Close once you have confirmed printing is completed.

Buttons: [Print icon]

Buttons:  Close

13. Place Patient and Tissue labels into appropriate areas on both white and yellow copies of the Transplant Recipient Organ and ABO Verification form.  
 Copy this form and place the copy in the tissue box at traige.

Gift of Life  
 Kidney Right

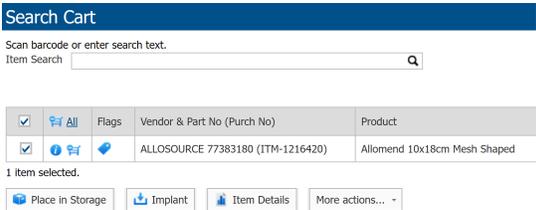
Ref: Kidney Right  
 Ser: KIMS123  
 Lot: ABO TYPE:A

Pur:  
 Exp: **07/17/2024**  
 ITM03058893E0B [E5]

**FOR**  
 Patient: TRACKCORE, TEST  
 MRN: 1111111  
 DOB: 01/01/1999  
 Encounter: [dropdown]

Surgeon: **Bedi, Damanpreet S**  
 Location: **North Tower Surgery**  
 Staff: **\_OR Runner, (See notes)**  
 Corewell Health East - Royal Oak ITM03058893E0B [E5]

QR Code

<p>14. Clear your cart by clicking  <b>All</b> above the shopping cart icon(s) column.</p>	
<p>15. Confirm <b>Yes</b> to empty your cart.</p>	

COPY

### 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.

#### Attachments

- [b64\\_203e4888-49c5-498b-a512-eea82e093856.png](#)
- [b64\\_5273ccb-7048-413a-b760-04ea776a5422.png](#)
- [b64\\_7933f425-069d-4894-9a77-d097126ea2c8.png](#)
- [b64\\_90357b81-558b-4489-b015-4a76cf77ac68.png](#)
- [b64\\_9af12116-788c-4ca7-a47f-0686e5e5205b.png](#)
- [b64\\_b431a6d1-1ef3-461a-97b3-e5baa659af30.png](#)

#### Approval Signatures

Step Description	Approver	Date
	Ryan Johnson: OUWB Clinical Faculty	7/23/2024
	Kristina Davis: Staff Physician	7/19/2024
	Hassan Kanaan: OUWB Clinical Faculty	7/19/2024
	Masood Siddiqui: Staff Pathologist	7/19/2024
	John Pui: Chief, Pathology	7/19/2024
Policy and Forms Steering Committee (if needed)	Kelly Sartor: Mgr, Division Laboratory	7/19/2024
	Kelly Sartor: Mgr, Division Laboratory	7/19/2024
	Teresa Lovins: Supv, Laboratory	7/18/2024
	Karrie Torgerson: Medical Technologist Lead	7/18/2024
	Melissa Bajcz: Medical Technologist Lead	7/18/2024

Kelly Sartor: Mgr, Division  
Laboratory

7/18/2024

Wendy Frizzo: Bone and Tissue  
Coordinator

7/18/2024

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## Applicability

Farmington Hills, Grosse Pointe, Royal Oak, Troy

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