

## **BBBP 4.0-Entering Blood, Blood Products and Tissues into the Blood Bank Meditech System**

### **A. Principle**

All blood, blood products and tissues must be entered into the hospital computer system for future use. All products must be traceable from time of receipt to issue.

### **B. General Policies**

- a. All blood, blood products and tissues must be entered into the system prior to use.
- b. Bar codes on blood and blood products must be used, whenever possible.
- c. As blood products are removed from the shipping container, the unit numbers must be compared to the O & D sheet for accuracy of shipment. Any discrepancies should be brought to the attention of the supervisor or designee and the blood provider.
- d. Acceptability of product and initials of the personnel removing products from the shipping container must be documented on the O & D sheet.
  - i. This is to include:
    1. Date received
    2. Time received
    3. Tech initials
- e. Non-red cell products may be placed on the shelf for use after entry in the hospital computer system.
- f. Red cell products will be placed in the unprocessed refrigerator until confirmation typing is completed. (Refer to BBBP 5.0-Processing Blood Products in the Meditech System)
- g. Directed donor units and autologous will not be accepted into inventory.

### **C. Specimen Collection and Preparation**

N/A

### **D. Equipment**

- a. Meditech LIS

### **E. Supplies**

- a. Bar code labels
- b. Test tubes

### **F. Reagents**

N/A

### **G. Quality Control**

N/A

## **H. Safety**

Refer to Chemical Hygiene and Blood Borne Pathogen Plan for Memorial Hospital Laboratory.

## **I. Procedure**

### **ISBT labeled products**

- a. From the main desktop, open the BBK Unit desktop.
- b. Choose the Single option on the right menu bar.
- c. Open Enter Units or Enter Units (Quick).
- d. Source: Scan the ISBT unit number. Verify source is correct.
- e. Scan the following bar codes in any order:
  - i. ISBT unit number (again)
  - ii. ISBT product code
  - iii. ABO/Rh
  - iv. Expiration Date
  - v. CMV negative label, if applicable.
- f. Enter the Received Date: Enter date received from O & D sheet, if different from default.
- g. Enter the Received Time: Use current default time.
  - i. New date and time will remain until menu item is exited.
- h. Volume:
  - i. A default volume will be entered for all red cell products
  - ii. For non-red cell products, enter to the volume field and type the volume.
- i. Click Save after each product is entered.
- j. Click Close after the specimen number message window appears.
- k. Click Cancel when all units have been entered.
- l. For Red Cell Products only:
  - i. Apply printed Meditech specimen label to a test tube.
  - ii. Remove one (1) or two (2) segments from unit and place in properly labeled test tube for ABO/Rh confirmation processing.
  - iii. Apply a unit number sticker from product bag to a test tube.
  - iv. Remove one (1) segment from unit and place in properly labeled test tube and keep with unit until issued for any potential additional testing.

### **Codabar labeled products**

- a. Refer to supervisor or designee if received.

### **Editing Blood Products for Additional Attributes**

- a. From the main desktop, open the BBK Unit desktop.
- b. Choose the Single option on the right menu bar.
- c. Choose Change Units on the right menu bar.
- d. Choose Edit Units.
- e. Scan the unit number bar code.
- f. Open the More Data tab

- i. Enter to the desired field (antigens, antibodies, markers, comment, etc.)
  1. NOTE: CMV negative should be scanned from product label.
  2. Antibodies and antigens should only be entered in this module if typed or identified by blood center.
- ii. Press the F9 (look up) key to choose desired entry, or
- iii. Type desired mnemonic, if known.
- g. Click Save button to file.

### **Tissue Products**

- a. From the main desktop, open the BBK Unit desktop.
- b. Choose the Single option on the right menu bar.
- c. Choose Enter Unit
- d. Click Save to pass the barcode field
- e. Unit Source:
  - i. Press the F9 key and choose correct source, or
  - ii. Type mnemonic, if known.
- f. Product:
  - i. Press the F9 key and choose correct product, or
  - ii. Type mnemonic, if known
- g. Received date and time will default to current
- h. Volume: enter 1 (one). Each tissue must be brought in separately.
- i. BBK Unit Number: The next number in the series will be assigned by the Meditech system.
  - i. All tissue products: Type T and enter  
NOTE: The assigned Meditech unit number will not be visible at this screen. The unit number will appear when the product is filed.
- j. Lot Number: Type the lot number of the product.
- k. Enter to Expiration date:
  - i. Enter expiration date listed by manufacturer
  - ii. Expiration time will default to 2359
- l. Open the More Data tab and place the cursor in the Comments field.
  - i. Type the dimensions of any product, if applicable.
  - ii. Type any other information specific to that product
- m. Click the Save button to file.

### **Printing Tissue Inventory Cards**

- a. From the main desktop, open the BBK Unit desktop.
- b. Choose the Single option on the right menu bar.
- c. Choose Print Units.
- d. Enter the desired tissue unit number.
- e. Type Y in the Internal field.
- f. Click OK button.
- g. Click Print on the right menu bar.
- h. Enter desired printer location and click OK.

### **Printing Tissue Labels**

- a. From the main desktop, open the BBK Unit desktop.
- b. Choose the Single option on the right menu bar.
- c. Choose Unit Labels.
- d. Type desired unit number(s).
- e. Label format:
  - i. Type BBKNONBLD or
  - ii. Press the F9 key and select the correct format
- f. Enter desired printer location.
  - i. Blood Bank processing counter – LABBBPL02
  - ii. Blood Bank component area – LABBBPL01
- g. Attach label to the Tissue Inventory Card prior to storage in the incomplete drawer.
- h. Repeat steps a-e to print another label.
- i. Attach the second label to tissue in such a way that the product will not be defaced.

### **J. References**

- a. Meditech Users Manual.

**PROCEDURE AND FORM CHANGE CONTROL**

Title: BBBP 4.0-Entering Blood and Blood Products into the Blood Bank Meditech System										
Written		Validated		Path Review		Review		Effective		Reason for Revision
Date	By	Date	By	Date	By	Date	By	Date	By	
2/10/10	PAB	2/14/10	GJM	3/2/10	ESB			3/2/10	PAB	
<b>Revised</b>										
5/11/10	PAB	5/14/10	GJM							Include rhogam, factor and tissue
07/10/10	gjm							7/19/10	PAB	Adding viral testing to tissues
11/30/10	PAB	11/30/10	GJM					11/30/10	PAB	Adding directions for donor-directed and autologous unit entry
2/4/11	PAB	2/10/11	CPZ	2/14/11	ESB			2/15/11	PAB	Added editing for additional attributes
4/18/11	PAB	4/25/11	MLH	4/28/11	ESB			6/1/11	PAB	Updated for new Meditech version
						8/2/12	PAB			
5/7/13	PAB			5/15/13	ESB			6/1/13	PAB	Removed autologous/directed units
1/21/15	JLH			N/A	N/A			1/21/15	JLH	Removed Codabar instructions and coag factor instructions. Added scanning of CMV label.

Location of any copy(s) of the procedure:

**Out of use:**

**Date:**

**By:** \_\_\_\_\_ **Reason:** \_\_\_\_\_