This Policy and Procedure is applicable to:
- ☐ Memorial Group, Inc.
- ☑ Memorial Hospital – Belleville
  - o Department Specific __Laboratory_____
- ☑ Memorial Hospital East
  - o Department Specific __Laboratory_____
- ☐ Memorial Care Center
- ☐ Memorial Medical Group

Policy No.: BBBP 4.1
Effective Date: 10/9/15
Supersedes: BBBP 4.0 v1
Reviewed: 1/21/15
Revised: 10/9/15
Administrator: Jennifer Harris
Signature **See Document Control Form**

Entering Blood, Blood Products and Tissues into the Blood Bank Meditech System

I. 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.

II. 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.

    1. This is to include:
        a) Date received
        b) Time received
        c) 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.

III. Specimen Collection and Preparation
> N/A

IV. Equipment

> A.   Meditech LIS

V. Supplies
> A.   Bar code labels
> B.   Test tubes

VI. Reagents
> N/A

VII. Quality Control
> N/A

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

IV. Procedure

A. ISBT Labeled Products

1. From the main desktop, open the BBK Unit desktop.

2. Choose the Single option on the right menu bar.

3. Open Enter Units or Enter Units (Quick).

4. Source: Scan the ISBT unit number. Verify source is correct.

5. Scan the following bar codes in any order:
   a) ISBT unit number (again)
   b) ISBT product code
   c) ABO/Rh
   d) Expiration Date
   e) CMV negative label, if applicable.

6. Enter the Received Date: Enter date received from O & D sheet, if different from default.

7. Enter the Received Time: Use current default time.
   a) New date and time will remain until menu item is exited.

8. Volume:
   a) A default volume will be entered for all red cell products
   b) For non-red cell products, enter to the volume field and type the volume.

9. Click Save after each product is entered.

10. Click Close after the specimen number message window appears.

11. Click Cancel when all units have been entered.

12. For Red Cell Products only:
    a) Apply printed Meditech specimen label to a test tube.
    b) Remove one (1) or two (2) segments from unit and place in properly labeled test tube for ABO/Rh confirmation processing.
    c) Apply a unit number sticker from product bag to a test tube.

        d)   Remove one (1) segment from unit and place in properly labeled test tube and keep with unit until issued for any potential additional testing.

B.   **Codabar labeled products**

    1.   Refer to supervisor or designee if received.

C.   **Editing Blood Products for Additional Attributes**

    1.   From the main desktop, open the BBK Unit desktop.

    2.   Choose the Single option on the right menu bar.

    3.   Choose Change Units on the right menu bar.

    4.   Choose Edit Units.

    5.   Scan the unit number bar code.

    6.   Open the More Data tab
        a)   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.
        b)   Press the F9 (look up) key to choose desired entry, or
        c)   Type desired mnemonic, if known.

    7.   Click Save button to file.

D.   **Tissue Products**

    1.   From the main desktop, open the BBK Unit desktop.

    2.   Choose the Single option on the right menu bar.

    3.   Choose Enter Unit

    4.   Click Save to pass the barcode field

    5.   Unit Source:
        a)   Press the F9 key and choose correct source, or
        b)   Type mnemonic, if known.

6. Product:
   a) Press the F9 key and choose correct product, or
   b) Type mnemonic, if known

7. Received date and time will default to current

8. Volume: enter 1 (one). Each tissue must be brought in separately.

9. BBK Unit Number: The next number in the series will be assigned by the Meditech system.
   a) 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.

![Memorial logo](M MEMORIAL)

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10.   Lot Number: Type the lot number of the product.

11.   Enter to Expiration date:

12.   Enter expiration date listed by manufacturer

13.   Expiration time will default to 2359

14.   Open the More Data tab and place the cursor in the Comments field.
        a)   Type the dimensions of any product, if applicable.
        b)   Type any other information specific to that product

15.   Click the Save button to file.

E.   Printing Tissue Inventory Cards

1.   From the main desktop, open the BBK Unit desktop.

2.   Choose the Single option on the right menu bar.

3.   Choose Print Units.

4.   Enter the desired tissue unit number.

5.   Type Y in the Internal field.

6.   Click OK button.

7.   Click Print on the right menu bar.

8.   Enter desired printer location and click OK.

F.   Printing Tissue Labels

1.   From the main desktop, open the BBK Unit desktop.

2.   Choose the Single option on the right menu bar.

3.   Choose Unit Labels.

4.   Type desired unit number(s).

5.   Label format:

a)   Type BBKNONBLD or

b)   Press the F9 key and select the correct format

6.   Enter desired printer location.

     a)   Blood Bank processing counter – LABBBPL02

     b)   Blood Bank component area – LABBBPL01

7.   Attach label to the Tissue Inventory Card prior to storage in the incomplete drawer.

8.   Repeat steps a-e to print another label.

9.   Attach the second label to tissue in such a way that the product will not be defaced.

V.   References

A.   Meditech Users Manual.

Entering Blood, Blood Products and Tissues into the Blood Bank Meditech System

BBBP 4.1   **Effective Date: 10/9/15**

PROCEDURE AND FORM CHANGE CONTROL

Title: BBBP 4.1-Entering Blood Components 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	
Revised										
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.
10/9/15	JLH			N/A	N/A			10/9/15	JLH	Added new header and reformatted to fit.

Location of any copy(s) of the procedure:

Out of use:

Date: _____By:_____Reason:_____