

Document Name:

Ordering Blood Products to a Patient in SoftBank

Approved By:

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Status: **APPROVED**

PURPOSE:

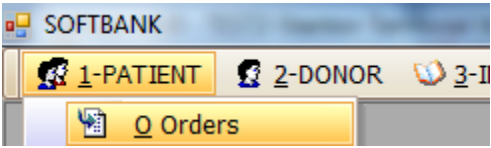
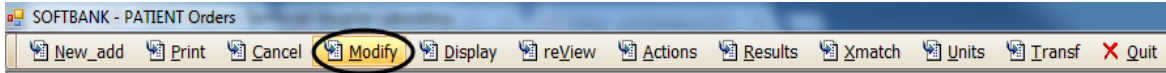
To allow user to order blood products to a patient in the LIS in Softbank module

POLICY:

When an order is received for a blood product it must be ordered in the LIS to the patient in order to issue and/or crossmatch it to the patient. This is to ensure a record of transfusion is maintained and accurate for the patient in the laboratory.

PROCEDURE INSTRUCTIONS:

Follow the steps in the table below to add Blood Product orders to a patient in the LIS

Step	Action	
1	In SoftBank click Patients > Orders 	
2	Go to Modify 	
3	Enter patients last name (LN) and first name (FN) and/or Medical Record Number OR Click: F3-By order and enter the order number	
4	Click: F12-Accept or Enter	
5	Select the correct patient from list if applicable	
6	Select the correct stay from list if applicable	
7	If:	Then:
	Patient caution window appears	Click: Esc-Quit after reviewing
8	Click: F12-Accept	

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In the Order Entry Window For Blood Products Fill out the following fields:

Product	Units	Instruction	Instruction	Instruction	Instruction	Instruction	Date needed	Time	Reason	Xmatch
RC	2						--	:	OTH	XMIS
PL	1						--	:	EPI	
	0						--	:		
	0						--	:		
	0						--	:		
	0						--	:		
	0						--	:		
	0						--	:		
	0						--	:		
	0						--	:		

9

Product Field	Enter Type of product using drop down menu or type in
Units Field	Enter amount of product ordered
Reason Field	Enter reason for usage
Xmatch Field	Leave Blank – or if a IS or Gel Cross match is required choose using the drop down menu

10 Click: F12-Accept

	If:	Then:
11		Yes

12 Save Changes? Yes

METHOD PERFORMANCE EXPECTATIONS:

- LIS will have a record of blood products ordered to patient.

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RELATED DOCUMENTS:

SBM10100 – Order Entry in GUI Lab

REFERENCES:

SCC Soft Computer. (n.d.). SoftBank II v25 Super User Training Manual.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	09-Nov-17	Initial Release	A. Richardson

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