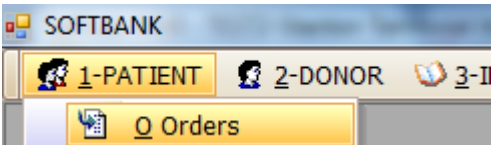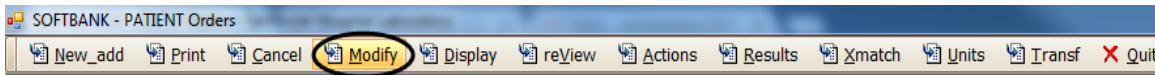|	Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1	**Document Number:** TMM21600	
		Version No: 1.0	Page: 1 of 3
		Distribution: **Transfusion Medicine Manual**	
Document Name: **Ordering Fractionated Products to a Patient in Soft Bank**		**Effective:** 09 November, 2017 **Date Reviewed: 09 November, 2017** **Next Review: 09 November, 2019**	
Approved By: Jennifer G. Daley Bernier, A/ Manager, Laboratory Services		**Status: APPROVED**	

PURPOSE:

To allow user to order fractionated products to a patient in the LIS in Softbank module
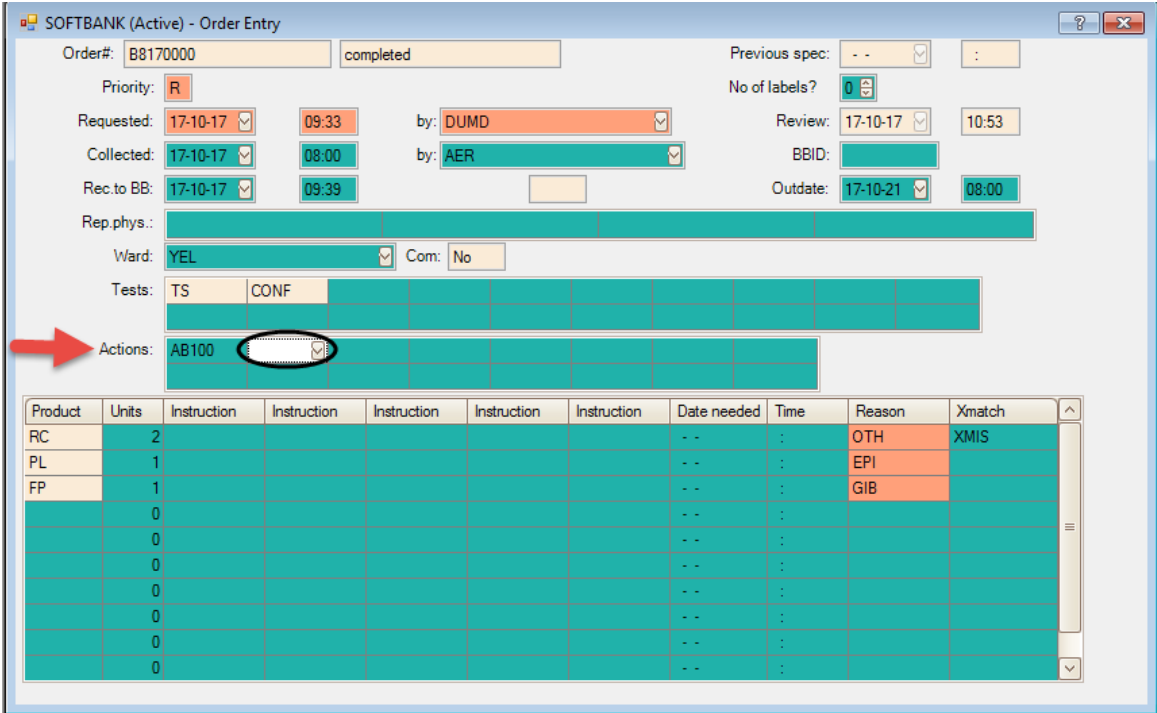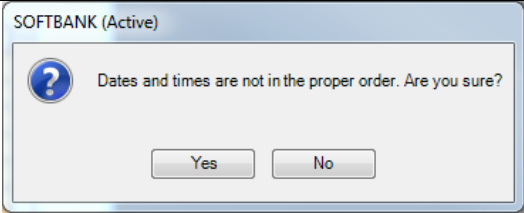
POLICY:

When an order is received for a fractionated product it must be ordered in the LIS to the patient in order to issue 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 Fractionated 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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9	In the Order Entry Window For Actions Fill out the following fields:
	Actions Field — Use drop down menu to choose product ordered
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.

RELATED DOCUMENTS:

- SBM10100 – Order Entry in GUI Lab

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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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