

Document Name:

Creating Unit Segments

Approved By:

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Status: APPROVED

PURPOSE:

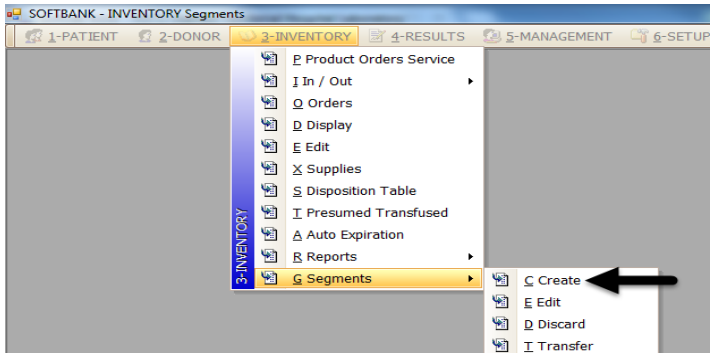
To provide a procedure on how to create unit segments in SoftBank Laboratory Information System (LIS).

POLICY:

- Creating unit segments in the LIS allows Stanton to access a unit in another site's inventory for testing purposes.
- Unit segments can be used for crossmatch testing or for phenotype testing
- Unit segments will be created when units are to be sent to other sites for inventory purposes.
- Physical Segments from units sent to other sites will be stored at Stanton Territorial Hospital Blood Bank – See Procedure **TMM80600 - Segment Storage at Stanton Territorial Hospital**

PROCEDURE INSTRUCTIONS:

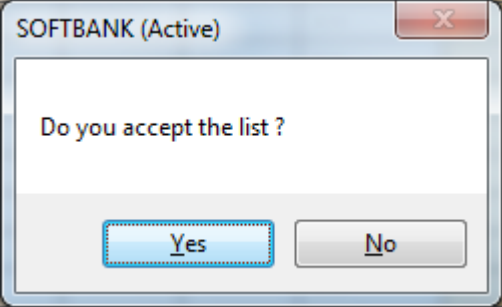
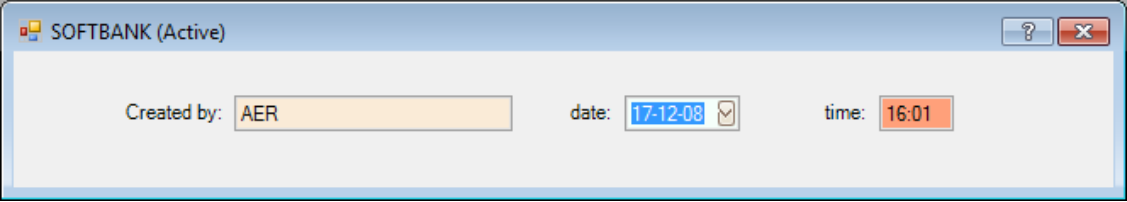
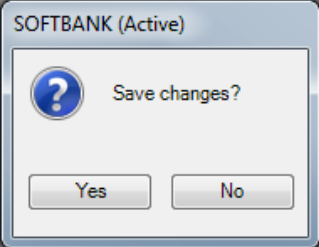
Follow the steps in the table below to create unit segments in Soft Bank

Step	Action
1	When a unit is being sent to another hospital site's inventory a segment must be created in the LIS
2	Units must be in Available status in order to create a segment
3	Go to 3-Inventory > G-Segments > Create 

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4	Barcode Scan in Unit number	
5	Barcode Scan in Product or choose from drop down menu	
6	ABO and Rh and Expires fields will auto populate	
7	<p>In Segment field – type in the Code printed on the segments from the unit with <u>no spaces</u> (Example: C17173150827). This is what the segment will be known as in LIS. This number is NOT the same as the Unit number</p>	
8	F12-Accept	
9	If:	Then:
		<p>Click: Ok And repeat Step 6 Above re-entering the Segment information</p>

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		<p>Check that the list reflects information entered and Click Yes</p>
<p>10</p>	<p>Window with initials and creation date and time pops up. Ensure information is correct</p> 	
<p>11</p>	<p>Click: F12-Accept</p>	
<p>12</p>	<p style="text-align: center;">If:</p> 	<p style="text-align: center;">Then:</p> <p style="text-align: center;">Yes</p>
<p>13</p>	<p>Segment created for unit in the LIS</p>	
<p>14</p>	<p>Go to Procedure TMM80600 – Storage of Segments at Stanton Territorial Hospital</p>	

EXPECTED RESULTS:

- Segment will be created in LIS and available for testing.
- Units in other inventories in the NWT will be available for Stanton to perform testing on them if required via their segment in the LIS at Stanton

RELATED DOCUMENTS:

- TMM80600 - Segment Storage at Stanton Territorial Hospital (to be written)
- TMM80300 - Receiving Blood & Blood Products from CBS at Stanton Territorial Hospital
- BLB60200 - Storage of Blood, Blood Components and Derivatives

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REFERENCES:

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

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Jan 2018	Initial Release	A. Richardson