NORTHWEST TERRITORIES Health and Social Services Authority	Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1	Document Number: TMM80500		
		Version No: 1.0	Page: 1 of 4	
		Distribution:		
		Transfusion Medicine Manual		
Services Authority		Effective: 03 January, 2018		
Document Name:		Date Reviewed: 03 January, 2018		
Creating Unit Segments		Next Review: 03 January, 2020		
Approved By:				
Jennifer G. Daley Bernier, A/ Manager, Laboratory Services		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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Document Name: Creating Unit Segments

	Barcode Scan in Unit number							
4	🖳 SOFTBANK (Active) - Unit's Segment Creation							
	Unit Number	Product	Ext	ABO	Rh	Expires	Segment	
	C052117429349							
Barcode Scan in Product or choose from drop down menu								
	- SOFTBANK (Active) - Unit's Segme	nt Creation						? <mark>-</mark> ×
5	Unit Number	Product	Ext	ABO	Rh	Expires	Segment	
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		×						
6	ABO and Rh and Expires	s fields will a	uto p	populat	e			
	In Segment field – type in the Code printed on the segments from the unit with no							
	spaces (Example: C17173150827). This is what the segment will be known as in L					vill be known as in Ll	S.	
This number is NOT the same as the Unit number								
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	🖳 SOFTBANK (Active) - Unit's Segm	ent Creation						
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0	E12 Accept							
0	F 12-Accept							
		i:					Then:	
	SOFTBANK (Acti							
9					Click: Ok			
	Re-enter value.							
					And repeat Step 6 Above re-			
	ОК				entering the Segment information			

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	SOFTBANK (Active)		
	Do you accept the list ?	Check that the list reflects information entered and Click Yes	
	<u>Y</u> es <u>N</u> o		
	Window with initials and creation date and time	pops up. Ensure information is correct	
	SOFTBANK (Active)	? 💌	
10	Created by: AER date:	17-12-08 🕑 time: 16:01	
11	Click: F12-Accept		
	lf:	Then:	
12	SOFTBANK (Active) Save changes? Yes No	Yes	
13	Segment created for unit in the LIS		
14	Go to Procedure TMM80600 – Storage of Segments at Stanton Territorial Hospital		

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

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