NORTHWEST TERRITORIES Health and Social Services Authority

Stanton Territorial Hospital

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Processing RBC Orders from Other Sites in the NWT Job Aid

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Transfusion Medicine Manual

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Approved By:

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Status: APPROVED

Processing RBC orders from other sites in the NWT

Receive RBC order from another NWT site by fax

Consult shipping schedule to determine the time units need to be packed by – write this time on the order form if not needed to be immediately shipped

> Pull units from Stanton inventory that have the longest shelf life

> > Create segments in LIS Procedure TMM80500

Place segments from unit into storage Procedure TMM80600

> Transfer units in LIS Procedure TMM81000

> > Fill out waybill,

Fax red blood cell order form back to ordering location indicating: what of order has been filled, the waybill #, airline and flight number

-If to be packed at later time--If to be shipped immediately-Put order form in Package units in box for shipping folder on blood Procedure TMM81100 bank fridge Put units into clear bag to be ready to put into shipping box, -At time noted on top of order form Tape waybill and transfer invoice to outside of bag and place bag into BB fridge

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