TRAINING UPDATE

Lab Location: SGAH and WAH   **Date Implemented:**   5.16.2013

Department: Blood Bank   **Due Date:**   5.20.2013

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Transfer of Blood Products
Description of change(s):
- ARC has a new form for transferring blood products between sites.   - The form is called, "Hospital-to-Hospital Accounting Form."   - Instructions for completing the form are on the back of the form.   - Please note, the copies for sending hospital, receiving hospital, and ARC are DIFFERENT and cannot be interchanged.   - The SOP was updated to reflect changes in the form.

Non-Technical SOP

	Title	Transfer of Blood Products	
	Prepared by	Stephanie Codina	Date: 3/21/2011
	Owner	Stephanie Codina	Date: 3/21/2011

Laboratory Approval

Print Name and Title	Signature	Date
Refer to the electronic signature page for approval and approval dates.		

Local Issue Date: Local Effective Date:

Review:

Print Name	Signature	Date

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1.   **PURPOSE**

Blood products may be transferred to another facility or returned to the supplier for inventory management purposes. Blood products must be packaged to maintain an appropriate temperature range during shipment. Disposition of the blood products must be documented in the LIS.

2.   **SCOPE**

This procedure applies to any situation in which blood products will be transferred to another location for inventory or transfusion.

3.   **RESPONSIBILITY**

All blood bank staff members must understand the process used to transfer blood products to another location.
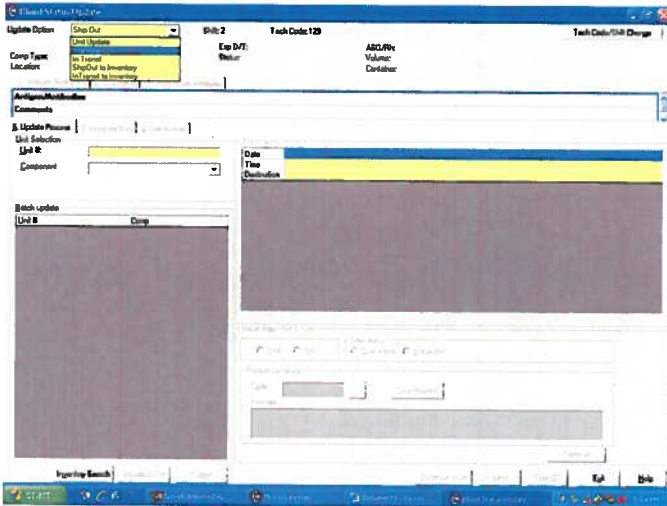
4.   **DEFINITIONS**
N/A

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5. PROCEDURE

Transferring Units OUT of Inventory [Ship Out in LIS]

Step	Action

1	Select the units to be transferred.
	A. Transfers or returns to the blood supplier require pre-authorization. Notify the blood supplier and request a "Return Authorization Form."
	B. Transfers to hospitals outside the local AHC System (WAH, SGAH, and GEC) will be facilitated by the blood supplier or via the Hospital Inventory Visibility System (HIVS).
	C. To transfer to GEC, refer to procedure, "Germantown ED Blood Bank Support."
	D. If an autologous unit is to be transferred **and** the unit has a positive test for an infectious disease, the receiving unit must be informed of the result **and** agree to receive the units prior to shipment.
	    a. If possible, have the blood supplier facilitate the transfer and the required paperwork.
	    b. If the blood supplier is unable to complete the paperwork, fax a copy of the paperwork that we signed prior to accepting shipment of the unit and request that the facility to which the unit will be transferred signs also.

2	Remove the blood products from their storage containers. Remove all site-specific labels from the red cell units (this includes antigen typing labels). Leave labels adhered if they cannot be removed without tearing the base label.
3	Visually inspect each unit for color and appearance. Compare RBC segments to the primary bags. Unacceptable units cannot be transferred unless they are being returned to the blood supplier for unacceptable appearance.

4	Complete the transfer form.
	A. If the units were supplied by the American Red Cross (ARC), complete a "Hospital-to-Hospital Accounting Form."
	    a. **Autologous units must be placed on a separate form and cannot be commingled with other products.**
	    b. Refer to appendix A for the transfer to and from customer numbers.
	    c. Complete the "Initiated by" section of the form by filling in your name along with the current date and time.
	    d. Fill in the donor identification number (DIN), product code, and expiration date of each blood product to be transferred.
	    e. Circle the correct storage temperature for the products being transferred.
	    f. Sign and date the statement indicating that the blood products have been maintained at the appropriate storage temperature.

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Step	Action
4 Cont	B. If the units were supplied by a different blood supplier, complete the Invoice Blood Shipping form. a. Fill in the name and address of the ship to and from locations. b. Document the type of blood product and number of units in the "Blood/Component Information" box. c. Document the unit numbers of the blood products transferred in the "Consignment/Inventory Sheet Numbers" box. d. Sign the statement indicating that the units were examined and found satisfactory for shipment.
5	Transfer the blood products in the LIS. A. Access Sunquest function "Blood Status Update." B. In the "Update Option" area, select "Ship Out" from the dropdown menu. C. At the "Unit #" prompt, scan the unit number (the number may be typed if it is damaged and does not scan properly). D. At the "supplier" prompt, scan the collection facility. E. At the "Component" prompt, select the correct component type from the dropdown menu. F. Click the "Submit" button. G. Follow steps C-F to add any additional units that will be transferred. H. Press the "tab" button twice to default the current date and time. Alternatively, type in a date and time. I. At the "Destination" prompt, type the location to which the blood products will be transferred or select a hospital from the dropdown menu. a. Type "WAH" for Washington Adventist Hospital. b. Type "SGAH" for Shady Grove Adventist Hospital. c. Type "GER" for Germantown Emergency Center. d. Type "ARC" to return the blood product to the American Red Cross.

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Step	Action
5 Cont	J. At the "Pass Visual Inspection for All Units?" prompt, click the "Yes" box if the units passed visual inspection and "No" if the units did not pass visual inspection. K. Click the "Continue" button. L. Click the "Save" button.
6	Pack the unit in a shipping container. A. Autologous blood products will be packaged separately from homologous blood products. Autologous products from different donors will be packaged separately. B. For red cells, a. Place an activated temperature indicator on each unit to be shipped. b. Ship red cells between affiliated sites (SGAH and WAH) in a blood product transport cooler per procedure, "Issuing Blood Products in a 930 Medical Transport Cooler." c. Ship red cells to outside locations using a blood supplier box. Refer to procedure, "Shipping Boxes Packing and Quality Control." C. For frozen products, request a shipping container containing an appropriate amount of dry ice from the blood supplier. Place the units in the box and pack the dry ice on top of the units. Refer to procedure, "Shipping Boxes Packing and Quality Control." D. For platelet products, place the platelets in the blood supplier's box and wrap with paper or bubble wrap. Place room temperature gel packs in the box with the platelets. Refer to procedure, "Shipping Boxes Packing and Quality Control."
7	Place the "Receiving Hospital" copy of the shipping form in the box with the units and seal the box. A. Attach a paper indicating the destination of the units to the top of the cooler or shipping box. B. If the units are going to ARC, attach a green RETURN label to the outside of the box.
8	Arrange for transportation of the units. The RECEIVING facility should always call and pay for the courier fees. Note: Obtain supervisor approval to pay courier fees when shipping short dated products out of inventory and the receiving facility does not want to pay for the courier.
9	Fax a copy of the "Hospital-to-Hospital Accounting Form" or "Blood Shipping Form" to ARC or NBE. Document the fax transmission. Retain copies in the appropriate folder for blood product billing reconciliation.

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**Transferring Units INTO Inventory When Shipped Between Sites (WAH & SGAH)
[Ship Out to Inventory in LIS]**

Step	Action
1	When units arrive, unpack the units and A. Ensure the appropriate temperature range was maintained. B. The units pass the visual inspection.
2	Document the receipt on the bottom of the form. A. Sign, date, and time the "Hospital-to-Hospital Accounting Form" to indicate the units were received at the appropriate temperature and passed visual inspection. B. Stamp the form with the "Visual Inspection OK" stamp, date, and initial.
3	Receive the blood products in the LIS. A. Access Sunquest function "Blood Status Update." B. In the "Update Option" area, select "Ship Out to Inventory" from the dropdown menu. C. At the "Unit #" prompt, scan the unit number (the number may be typed if it is damaged and does not scan properly). D. At the "supplier" prompt, scan the collection facility. E. At the "Component" prompt, select the correct component type from the dropdown menu. F. Follow steps C-F to add any additional units that will be transferred. G. Press the "tab" button twice to default the current date and time. Alternatively, type in a date and time. H. In the "New Status" field, select "INV Inventory" from the dropdown menu. I. At the "Pass Visual Inspection" prompt, select "Y" for yes if the units passed visual inspection. If they did not pass, select "N" and place the units into quarantine per procedure, "Quarantine of Blood Products." J. Click on the "Unit Location" button. a. Select the receiving hospital from the list. b. Click the "OK" button. K. Click the "Save" button.
4	Store the blood products in the appropriate storage container.

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6. **RELATED DOCUMENTS**
SOP: Germantown ED Blood Bank Support
SOP: Quarantine of Blood Products
SOP: Shipping Boxes Packing and Quality Control
Form: American Red Cross Hospital-to-Hospital Accounting Form
Form: National Blood Exchange Invoice Blood Shipping Form

7. **REFERENCES**

1. Roback, J.D., Combs, M.R., Grossman, B.J., Hillyer, C.D. 2008. Technical Manual of the AABB, 16th ed. AABB Publishing, Bethesda, Maryland.

2. Standards for Blood Banks and Transfusion Services, 2011. AABB, 27th ed. AABB Publishing, Bethesda, Maryland.

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes WAB315.00,SGAH B315.002		
000	5.15.2013	Sections 5: ARC form changed from "Transfer Notification Form" to "Hospital-to-Hospital Accounting Form." Section 6: ARC and NBE forms added Section 9: ARC and NBE forms removed	SCodina	NCacciabeve

9. **ADDENDA AND APPENDICES**
Appendix A: ARC Location Codes for the Local Area

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Appendix A

ARC Location Codes for the Local Area

Code	Hospital
B0VALR	Baltimore VA Medical Center
B0NOAR	Baltimore Washington Medical Center
B0BONS	Bon Secours Hospital
B1CALV	Calvert Memorial Hospital
B0CRRl	Carroll Hospital Center
B1CHIL	Children's National Medical Center (DC)
B1PHYS	Civista Medical Center
B1DRCM	Doctor's Community Hospital
B1FTWA	Fort Washington Medical Center
B0FRNK	Franklin Square Hospital Center
B0FRED	Frederick Memorial Hospital
B0BGMC	Greater Baltimore Medical Center
B1GWUH	George Washington University Hospital
B1GTWN	Georgetown University Hospital
B0GOOD	Good Samaritan Hospital
B0HRBR	Harbor Hospital
B0HARF	Hartford Memorial Hospital
B0HWRD	Howard County General Hospital
B0HOPK	Johns Hopkins Hospital
B0FKEY	Johns Hopkins Bayview Medical center
B0JHPH	Johns Hopkins Oncology
B0MDGN	Maryland General Hospital
B0YKMH	Memorial Hospital, York
B0MRCY	Mercy Hospital
B0BLCO	Northwest Hospital Center
B1NFPH	Not For Profit Hospital (Previously UMC)
B1HOLY	Holy Cross Hospital
B1HOWD	Howard University Hospital
B1GRLR	Laurel Regional Hospital
B1PGHC	Prince George's Hospital Center
B1MONT	Montgomery General Hospital (MedStar)
B1PRWM	Prince William Hospital
B1REST	Reston Hospital Center
B1SHAD	Shady Grove Adventist Hospital
B1POTO	Sentara Potomac Hospital
B0SNAl	Sinai Hospital
B1SOMD	Southern Maryland Hospital Center
B0STAG	St. Agnes Hospital
B0STJO	St. Joseph Medical Center
B1STMY	St. Mary's Hospital
B1SUBU	Suburban Hospital
B0UMCC	University of Maryland Medical Center
B0FALL	Upper Chesapeake Medical Center
B0UNMH	Union Memorial Hospital
B0UMHC	University of Maryland Hospital for Children
B1ARLN	Virginia Hospital Center-Arlington
B1WADV	Washington Adventist Hospital
B1VADC	Washington DC VA Medical Center
B1WAHC	Washington Hospital Center

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Hospital-to-Hospital Accounting Form

American Red Cross

Initiated by

Name: Date: Time:

Transferred from (Credit)	Transferred to (Billed)
Customer Code: _____	Customer Code: _____
Customer Name:_____	Customer Name:_____
City: State:	City: State:

BLOOD PRODUCT INFORMATION

DIN, WBN, or Pool Number	Product Code	Expiration Date	Comments

FOR SHIPPING HOSPITAL USE ONLY

Product Storage Range: Red Blood Cell Products: 1°C to 6°C
Platelet Products: 20°C to 24°C with continuous gentle agitation
Frozen Plasma Products: - 18°C or colder

Except where noted, I certify that the blood products listed above that are being transferred have not been out of control of the hospital blood bank, have been stored continuously at the appropriate temperature in accordance with the Code of Federal Regulations, and have been examined and found satisfactory for issue.

Signature:▶   Date Packed:▶   Time Packed:▶

Product Packing Slip – SHIPPING FACILITY RECORD

American Red Cross Biomedical Services
Process Owner: Senior Director, Manufacturing Process Design
Form: Hospital-to-Hospital Accounting Form

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