

### TRAINING UPDATE

**Lab Location:** SGAH and WAH      **Date Implemented:** 4.4.2014  
**Department:** Blood Bank      **Due Date:** 4.30.2014

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
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Blood Bank LIS Reports
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<b>Description of change(s):</b>
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| <ol style="list-style-type: none"><li>1. Updated instructions for performing the backup for clarity.</li><li>2. Updated requirements for pulling the inventory report.</li><li>3. Changed requirement for pulling pending logs<br/>FROM twice per shift<br/>TO once per shift</li><li>4. Eliminated the requirement to provide the BBR5 report to hematology.</li><li>5. Eliminated retention for some reports.</li></ol> |
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## Electronic Document Control System



**Document No.:** WAH.BB45[2]

**Title:** BLOOD BANK LIS REPORTS

**Owner:** LESLIE.X.BARRETT LESLIE BARRETT

**Status:** INWORKS

**Effective Date:** 01-May-2014

**Next Review Date:**

Non-Technical SOP

<b>Title</b>	<b>Blood Bank LIS Reports</b>	
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<b>Owner</b>	Stephanie Codina	Date: 6/22/2010

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
<b>Local Issue Date:</b>		<b>Local Effective Date:</b>

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**1. PURPOSE**

Blood bank reports are generated daily to monitor blood bank activity in the computer system. Reports provide information about patients, unit activity, quality assurance, and other blood bank functions.

**2. SCOPE**

This procedure applies to all blood bank reports that are routinely generated.

**3. RESPONSIBILITY**

All blood bank staff members must understand and adhere to this procedure to ensure the reports are run routinely and action is taken to resolve issues when noted.

**4. DEFINITIONS**

None

**5. PROCEDURE**

The following reports are routinely run on a daily basis. However, some reports may not be generated on weekends, holiday, or days in which workload is unusually high.

- A. All reports are printed to the blood bank printer unless otherwise noted.
  - a. SGAH is printer #330
  - b. WAH is printer #120
- B. Completion of each report is documented on the “Daily Reports and Tasks” form.
- C. If the report is not generated for a given day, place a hash mark (/) in the box that corresponds to the day on which the report was not performed.
- D. If entering “dates” for a report and the report was not generated on the previous day(s), enter dates which will include the dates missed to ensure all data is reviewed. Reports for which dates are not entered will automatically include data for the dates the report was not generated, if applicable.

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### 5.1 Pending Log (PL)

The pending orders function provides a mechanism to view patients with outstanding orders for tests and products. A pending log must be reviewed and outstanding test/product issues resolved at least once per shift.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "PL" and press the "enter" key.
3	At the "Start Date" prompt, type "T-7" and press the "enter" key.
4	At the "Start Time" prompt, press "enter" to default "0000."
5	At the "Cut-Off Date" prompt, press "enter" to default the current date.
6	At the "Cut-Off Time" prompt, press "enter" to default the current time.
7	At the "Include preliminary results" prompt, type "N" and press "enter."
8	At the "Include AD Comment" prompt, type "Y" and press "enter."
9	At the "Print Rack Numbers" prompt, type "N" and press "enter."
10	At the "Print Expanded Comments" prompt, type "Y" and press "enter."
11	At the "All, Received, Unreceived" prompt, type "A" and press "enter" to see both ordered and received specimens.
12	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
13	At the "Worksheet ID" prompt, type in the worksheet for which the report is to be pulled and press "enter." A. Type "BBS" for Shady Grove Adventist Hospital. B. Type "BBW" for Washington Adventist Hospital. The "Worksheet ID" prompt will reappear. Press "enter."
14	At the "Exception(s):" prompt, press the "enter" key.
15	At the "Lab location(s):" prompt, press the "enter" key twice to default all lab locations.
16	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
17	Review the report. A. For specimens that have been collected and received, ensure the specimens are in the blood bank for testing. Follow up with phlebotomy, processing, or nursing if the specimen is missing. B. For specimens that have been collected but not received for greater than 30 minutes, follow up with phlebotomy and processing to determine where the specimens are and what caused the delay. Receive cord blood and transfuse orders if indicated. C. Cancel duplicate orders, if indicated.

## 5.2 Blood Bank Back-Up (BEX, BBR6, BBR15)

Each day two patient history files are transferred from the LIS to a personal computer. The PC backup will be used during periods of computer downtime to review blood bank historical data.

The backup is created from three blood bank reports:

- A. The Blood Bank Extract (BEX) allows you to extract the blood bank data required to backup the Patient Blood Type Listing (BBR15).
- B. The Patient Problem Summary (BB6) is a comprehensive list of patients who have antigen and antibody problems, attributes, or other comments that appear in the Blood Bank Administrative Data (BAD) file.
- C. The Patient Blood Type Listing (BBR15) provides a comprehensive list of patients who have blood types on file.

Step	Action
1	Access Sunquest SmarTerm.
2	Run the BEX for the Blood Type Extract. <ul style="list-style-type: none"> <li>A. At the "Function" prompt, enter "BEX" and press the "Enter" key.</li> <li>B. An option list appears.               <ul style="list-style-type: none"> <li>a. Blood Type Extract</li> <li>b. Transfusion Episode Extract</li> </ul> </li> <li>C. At the "Select Option" prompt, type "1" and press enter. A message appears indicating the date and time when the last extract was completed.</li> <li>D. At the "Continue with extract? (Y/&lt;N&gt;):" prompt, type "Y" and press "enter" to continue. This step may take an extended amount of time to complete.</li> </ul>
3	Backup the "Antigen/Antibodies Problems" data. <ul style="list-style-type: none"> <li>A. At the "Function" prompt, type "BBR" and enter.</li> <li>B. Select printer "0" and enter.</li> <li>C. From the list of blood bank report options, select "6" and enter.</li> <li>D. At the "Hospitals Selected" prompt, type the location for which the report is being pulled and press enter twice.               <ul style="list-style-type: none"> <li>a. Type "SGAH" for Shady Grove Adventist Hospital.</li> <li>b. Type "WAH" for Washington Adventist Hospital.</li> </ul> </li> <li>E. At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.</li> <li>F. At the "Select Blood Bank Comment Codes &lt;ALL&gt;" prompt, press enter to request a list of all patients in the BAD file that have at least one code in the antigen/antibody, problem, comment, or attribute field for the daily report.               <p>Alternatively, you can do one of the following in specific situations:</p> <ul style="list-style-type: none"> <li>a. Type "A" and press "enter" to request a list of all patients who have a specific antigen or antibody. Enter the antigen or antibody in the "Comment Code" field and press "enter."</li> <li>b. Type "P" and press "enter" to request a list of all patients who have a problem code entered in the BAD file. Enter the problem code in the "Comment Code" field and press "enter."</li> </ul> </li> </ul>

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Step	Action
4	<p>Prepare the computer for electronic backup BEFORE answering the “Accept (A), Modify (M), or Reject (R)” prompt.</p> <ul style="list-style-type: none"> <li>A. Click the “Tools” button on the computer. This will be displayed on the tool bar across the top of the computer screen.</li> <li>B. Click on the “Start Capture” option.</li> <li>C. At the “Save in” prompt, select “Local Disk (C:)” from the dropdown menu.</li> <li>D. Select the “Blood Bank File” folder as the save location.</li> <li>E. A screen will open with two choice:                             <ul style="list-style-type: none"> <li>a. Antigens_Antibodies_Problems.lnk.TXT</li> <li>b. Blood Types.TXT</li> </ul> </li> <li>F. Click on the “Antigens_Antibodies_Problems.lnk.TXT” choice.</li> <li>G. Click the “Start Capture” box in the pop-up screen.</li> <li>H. A message box “Append, Overwrite, or Cancel?” appears. Click on the “Override” option.</li> </ul>
5	<p>Return to Sun quest SmarTerm. Then, at the “Accept (A), Modify (M), or Reject (R)” prompt, type “A” and press “enter” to continue.</p>
6	<p>The PC will capture the report. The report will scroll across the screen during the data transfer.</p>
7	<p>When scrolling is complete:</p> <ul style="list-style-type: none"> <li>A. Click on the “Tools” button on the computer. This is displayed on the tool bar across the top of the computer screen.</li> <li>B. Click on the “Stop Capture” option.</li> </ul>
8	<p>Backup the “Blood Types” data. Note: If you begin this step and the computer displays the message “Request Aborted” you must wait a few more minutes to complete the extract then continue.</p> <ul style="list-style-type: none"> <li>A. At the “Function” prompt, type “BBR” and enter.</li> <li>B. Select printer “0” and enter.</li> <li>C. From the list of blood bank report options, select “15” and enter.</li> <li>D. At the “Hospitals Selected” prompt, type the location for which the report is being pulled and press enter twice.                             <ul style="list-style-type: none"> <li>a. Type “SGAH” for Shady Grove Adventist Hospital.</li> <li>b. Type “WAH” for Washington Adventist Hospital.</li> </ul> </li> <li>E. At the “Accept (A), Modify (M), or Reject (R)” prompt, type “A” and press “enter” to continue.</li> <li>F. At the “Select Blood Bank Comment Codes &lt;ALL&gt;” prompt, press enter to request a list of all patients in the BAD file that have at least one code in the antigen/antibody, problem, comment, or attribute field for the daily report.                             <p>Alternatively, you can do one of the following in specific situations:</p> <ul style="list-style-type: none"> <li>c. Type “A” and press “enter” to request a list of all patients who have a specific antigen or antibody. Enter the antigen or antibody in the “Comment Code” field and press “enter.”</li> <li>d. Type “P” and press “enter” to request a list of all patients who have a problem code entered in the BAD file. Enter the problem code in the “Comment Code” field and press “enter.”</li> </ul> </li> </ul>

Step	Action
9	<p>Prepare the computer for electronic backup BEFORE answer the “Accept (A), Modify (M), or Reject (R)” prompt.</p> <ul style="list-style-type: none"> <li>A. Click the “Tools” button on the computer. This will be displayed on the tool bar across the top of the computer screen.</li> <li>B. Click on the “Start Capture” option.</li> <li>C. At the “Save in” prompt, select “Local Disk (C:)” from the dropdown menu.</li> <li>D. Select the “Blood Bank File” folder as the save location.</li> <li>E. A screen will open with two choice:                             <ul style="list-style-type: none"> <li>a. Antigens_Antibodies_Problems.lnk.TXT</li> <li>b. Blood Types.TXT</li> </ul> </li> <li>F. Click on the “Blood Types.TXT” choice.</li> <li>G. Click the “Start Capture” box in the pop-up screen.</li> </ul> <p>A message box “Append, Overwrite, or Cancel?” appears. Click on the “Override” option.</p>
10	Return to Sun quest SmarTerm. Then, at the “Accept (A), Modify (M), or Reject (R)” prompt, type “A” and press “enter” to continue.
11	The PC will capture the report. The report will scroll across the screen during the data transfer.
12	<p>When scrolling is complete:</p> <ul style="list-style-type: none"> <li>A. Click on the “Tools” button on the computer. This is displayed on the tool bar across the top of the computer screen.</li> <li>B. Click on the “Stop Capture” option.</li> </ul>

### 5.3 Product File List (BBR2)

The Product File List is a complete list of blood products in the blood bank, regardless of status. You can request a summary or a detailed report, and you can specify ABO/Rh, component types and status, and the earliest expiration date and time.

#### Daily Option

Step	Action
1	Access Sunquest SmarTerm.
2	At the “Function” prompt, enter “BBR” and press the “Enter” key.
3	From the list of Blood Bank Reports options, select “2” and press “enter.”
4	<p>At the “Hospital ID” prompt, type in the location for which the report is to be pulled and press “enter.”</p> <ul style="list-style-type: none"> <li>A. Type “SGAH” for Shady Grove Adventist Hospital.</li> <li>B. Type “WAH” for Washington Adventist Hospital.</li> </ul> <p>The “Hospital ID” prompt will reappear. Press “enter.”</p>
5	At the “Accept (A), Modify (M), or Reject (R)” prompt, type “A” and press “enter” to continue.
6	At the “Earliest Expiration Date” prompt, press “enter” to default to the current day.
7	At the “Earliest Expiration Time” prompt, press “enter” to default to the current time.



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Step	Action
8	At the "Component Type/Group" prompt, type "RC" to select red cell products.
9	At the "Status" prompt, type "AL" and press "enter" twice to pull allocated units.
10	At the "ABO/Rh" prompt, press "enter" to list all blood types.
11	At the "Print Detail? Y/N <Y>" prompt, type "Y" and press "enter" to print both the total summary and detailed reports.
12	At the "Units with Product Testing Complete/Incomplete/All C/I/A <A>" prompt, type "A" and press "enter" to display only active units.
13	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
14	Check all of the units on the crossmatched shelf against the crossmatched units on the report. Resolve any discrepancies.

**Monthly Option**

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "2" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." C. Type "SGAH" for Shady Grove Adventist Hospital. D. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Earliest Expiration Date" prompt, press "enter" to default to the current day.
7	At the "Earliest Expiration Time" prompt, press "enter" to default to the current time.
8	At the "Component Type/Group" prompt, press "enter" to select all component groups.  Note: If you are printing the BBR 2 to obtain a detailed list of products due to a discrepancy with the Inventory Summary (BBR13), use the following component types to obtain the appropriate report: A. "RC" for red cells B. "PLAS" for plasma products C. "PPL" for platelet products D. "CRYG" for cryoprecipitate products
9	At the "Status" prompt, type "AV" and press "enter" twice to pull available units or type "??" to select from a menu.
10	At the "ABO/Rh" prompt, press "enter" to list all blood types.

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Step	Action
11	At the "Print Detail? Y/N <Y>" prompt, type "Y" and press "enter" to print both the total summary and detailed reports.
12	At the "Units with Product Testing Complete/Incomplete/All C/I/A <A>" prompt, type "A" and press "enter" to display only active units.
13	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
14	Compare the units listed in the computer (the units on the list) to the physical inventory by comparing each unit by number. Resolve any discrepancies identified.

#### 5.4 Directed/Autologous Unit List (BBR20)

The Directed/Autologous Unit List is an alphabetic report of patients who have restricted, autologous, or directed units on file. This report is used to determine which units are assigned by patient name rather than medical record number so autologous and directed units are not missed at the time of crossmatch.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "20" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Hosp No" prompt, press "enter" to print a report for all patients.
7	At the "Component Type/Group" prompt, press "enter" to list all component types and groups.
8	At the "Status" prompt, type "INV" and press "enter" to request units that are available (AV), allocated (AL), and unprocessed (UP).
9	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
10	Review the report and crossmatch directed and autologous units to the intended recipient if a current T&S specimen is available.
11	Post the report.

### 5.5 Blood Product Testing Worksheets (BBR3)

The Blood Product Testing worksheet provides the units numbers that have at least one unresulted test. The unit numbers can be grouped by receipt date and time by entering appropriate cut-off dates and times.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "3" and press "enter."
4	From the list of reports, select option "1" and press "enter" to access the incomplete report.
5	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
6	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
7	At the "All (A), New (N), or Reprint (R)?" prompt, type "A" and press "enter" to access a worksheet for all incomplete unit numbers.
8	At the "Date" prompt, enter "T-30" and press "enter."
9	At the "Time" prompt, press "enter" to include all unresulted units for the date entered.
10	At the "Cut-Off Date" prompt, press "enter" to default the current date.
11	At the "Cut-Off Time" prompt, press "enter" to default the current time.
12	At the "Worksheet" prompt, type the worksheet to be pulled and press enter. A. Type "BBS" for SGAH. B. Type "BBW" for WAH.
13	Review the worksheet, repeat, and resolve instances of unresulted unit testing.

### 5.6 Expired Crossmatch List (BBR1)

The Expired Crossmatch List is printed daily to determine which crossmatches need to be extended or released. The list serves as a reference for removing unit tags and returning the units to available inventory. After this report is reviewed, use "BEC" to release the units.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "1" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Location" prompt, press "enter" to print a report for all locations.

Step	Action
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	Review the report and match the units in inventory to the units on the list. If a unit is missing from inventory, review the transfusion forms to determine if the unit was issued. Correct any errors in the LIS using the date and time of actual issue. <ul style="list-style-type: none"> <li>A. It is permissible to extend crossmatches on autologous units up to 10 days from the time the T&amp;S specimen was collected. This should be done on all crossmatched autologous units if the patient is still admitted.</li> <li>B. DO NOT extend homologous units on patient who have been transfused or pregnant in the previous 3 months.</li> </ul>
9	After reviewing the BBR1, run a BEC to release the units.

### 5.7 Blood Bank Expired Crossmatches (BEC)

Use BEC to efficiently release allocated units from expired crossmatches.

Step	Action
1	Before starting BEC, print and review the "Expired Crossmatch List (BBR1)."
2	Access Sunquest SmarTerm.
3	At the "Function" prompt, enter "BEC" and press the "Enter" key. Your tech code will appear.
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." <ul style="list-style-type: none"> <li>A. Type "SGAH" for Shady Grove Adventist Hospital.</li> <li>B. Type "WAH" for Washington Adventist Hospital.</li> </ul> The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Location" prompt, press "enter" to select all locations. Note: You can enter two question marks (??) and press enter to get a list of locations if you want to specify location.
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	At the "Confirm (Y/<N>)" prompt, type "Y" and enter to release all crossmatches for the specific hospital and location.  Note: The system checks for locks on accession numbers and units that qualify for crossmatch release. If the system encounters a lock, the associated unit's status is not updated and a detailed high priority message is displayed and logged. The lock must be released before expired crossmatches will be released.
9	Remove the units from the crossmatched refrigerator. <ul style="list-style-type: none"> <li>A. Remove the unit tags and discard in the confidential trash.</li> <li>B. Place the units on the appropriate shelf of the uncrossmatched blood refrigerator.</li> </ul>

### 5.8 Expired Blood Product List (BBR4)

The Expired Blood Product List provides a list of products that have expired prior to today. The list is used by the technologist to check products that have expired and to physically remove them from inventory. After removing the products from the blood bank, remove them from inventory using function "BEU."

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "4" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Component Type/Group" prompt, press "enter" to default all component types.
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	Review the report to confirm that all blood products on the list are in inventory.
9	Pull the units from inventory, and disposition them per procedure.
10	Place the discarded units into the biohazardous trash for incineration.

### 5.9 Issued, Unreported Units List (BBR5)

The Issued, Unreported Units List is a list of units that remain in an issued status more than a certain number of days.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "5" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Component Type/Group" prompt, press "enter" to list all components.
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	Check this report against the transfusion order issue sheets to be certain that all units are accounted for. Inform the lead tech or supervisor if discrepancies exist.

### 5.10 Short Outdate Summary (BBR12)

The Short Outdate Summary allows you to monitor units that will expire in the near future. The list provides a 14-day projection from the start date you specify.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "12" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Earliest Expiration Date" prompt, press "enter" to default the current day.
7	At the "Earliest Expiration Time" prompt, press "enter" to default the current time.
8	At the "Status Breakdown (Y/N) <N>" prompt, press "enter" to print one report for each component type, regardless of inventory status.
9	At the "Component Type/Group" prompt, press "enter" to select all component groups.
10	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
11	Carefully review this list and make note of units within 5 days of expiration (excluding platelet products).
12	Move antigen-negative units to the regular available inventory shelf unless the unit is crossmatched to a patient with orders to transfuse.
13	Post the report on the front of the refrigerator. Techs who crossmatch units for transfusion will review the list and pull units with the shortest expiration dates first, when compatible with the recipient's transfusion needs.

### 5.11 Blood Issue Finalization (BIF)

Use BIF to change the status of all qualifying units from issued (IS) to issued, final (IF) when the issue date of the units exceeds the number of days provided in the blood bank reports site parameter [Days after issue to finalize]. This report will count the number of red cell units transfused and add them to the patient's transfusion data in the Blood Bank Administrative Data (BAD) file.

Step	Action
1	Before starting BIF, print and review the "Issued, Unreported Blood Product Units" report (BBR5). Take appropriate action concerning units that should not be changed to issued, final <i>before</i> executing BIF.
2	Access Sunquest SmarTerm.
3	At the "Function" prompt, enter "BIF" and press the "Enter" key. Your tech code will appear.

Step	Action
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Component Type/Group" prompt, press "enter" to include all.
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	At the "Blood Product Unit Issues to Be Finalized (Y/<N>)" prompt, type "Y" and press "enter" to finalize the units.

### 5.12 Patient/Unit Pending Log (BBR14)

The Patient/Unit Pending Log is used to monitor pending patient/unit tests, provide a list of patients with unexpired crossmatches, and check to see that units allocated (UA) does not exceed units ordered (UO). Bill for unit testing at the time it is performed.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "14" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Worksheet" prompt, enter the worksheet that corresponds to the testing and press enter. A. Enter "BBS" for SGAH. B. Enter "BBW" for WAH. The "Worksheet" prompt will re-appear. Press the "enter" key.
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	The system prompts you to choose a report by accession number, name, or units ordered. Type "1" and enter to select report by accession number.
9	Review the list and ensure that the number of units ordered is equal to or greater than the number of units allocated for each patient.

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### 5.13 Inventory Summary (BBR13)

The Inventory Summary lists units in inventory that are unprocessed (UP), unprocessed donation (UD), available (AV), and allocated (AL) status. Units that have passed their expiration dates will not be counted in the report. This report is run weekly to ensure the number of units in physical and computer inventory match.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "13" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Component Type/Group" prompt, press "enter" to include all component groups.
7	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
8	Count each type of component and compare the inventory levels to the report. If a discrepancy exists, print a BBR2 (Product File List) for the specific type of component and identify any components that are not accounted for.

**The following reports will be completed by the group lead or designee**

### 5.14 Patient AD Data Update (BBR8)

The Patient AD Data Update report provides a list of patients that have been added to the blood bank administrative data (BAD) file or for whom information has been added to an existing BAD file.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "8" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Start Date <Today>" prompt, type "T-1" and press "enter" to obtain data from the previous 24 hours. Note: If the report was not run the previous day, type "T-#" and press "enter." The # should be the number of days since the report was last run.
7	At the "Start Time" prompt, press "enter" to default the current time.
8	At the "End Date" prompt, press "enter" to default the current day.



Step	Action
9	At the "End Time" prompt, press "enter" to default 2400.
10	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
11	Review the testing entries listed on the report. <ul style="list-style-type: none"> <li>A. Look for any Rh-negative females <math>\leq 50</math> years of age to ensure that all RhIG candidates received RhIG.</li> <li>B. Look at all newborn infants to ensure newborns born to Rh-negative mothers had cord blood tests ordered and resulted and the mother's received RhIG if indicated.</li> <li>C. Look at all patients who received transfusions on the days listed to ensure ABO retypes were performed per procedure.</li> <li>D. Review data and correlate antibody panels, antigen typing worksheets, and sickle testing. Be sure QC was run for reagents that are set up on "day of use" schedule.</li> <li>E. Remove inappropriate information from the BAD files.</li> </ul>
12	Retain a printed copy of the report for 1 month then discard.

### 5.15 Incomplete Reaction Result Log (BBR18)

The Incomplete Reaction Result Log is used to monitor tests for which results have been entered, but none of which have completed reaction result phases.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "18" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." <ul style="list-style-type: none"> <li>A. Type "SGAH" for Shady Grove Adventist Hospital.</li> <li>B. Type "WAH" for Washington Adventist Hospital.</li> </ul> The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	At the "Start Date <Today>" prompt, type "T-30" and press "enter" to obtain data from the previous 30 days (this report stores data for 30 days).
7	At the "End Date" prompt, press "enter" to default the current day.
8	At the "Allocation (A), Product (P), or Both (B)?" prompt, type "B" and press "enter" to generate a report that will include both pending patient/unit allocation testing and pending product testing.
9	Review the report, repeat testing, result tests as indicated. <ul style="list-style-type: none"> <li>A. The first section of the report contains pending information for patient specimen testing and for patient/unit (allocation) testing. It will include the accession number of the test missing reaction results.</li> <li>B. The second section of the report contains pending information for product testing. It will include a unit number.</li> </ul>

### 5.16 Quality Assurance Report (BBR7)

The Quality Assurance Report lists failures in quality assurance checks.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "BBR" and press the "Enter" key.
3	From the list of Blood Bank Reports options, select "7" and press "enter."
4	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
5	At the "Accept (A), Modify (M), or Reject (R)" prompt, type "A" and press "enter" to continue.
6	From the list of Quality Assurance Report options, select "F" and press "enter" to obtain a listing of both patient and unit QA failures.
7	At the "Start Date <Today>" prompt, type "T-1" and press "enter" to obtain data from the previous 24 hours. Note: If the report was not run the previous day, type "T-#" and press "enter." The # should be the number of days since the report was last run. Data is only stored for 8 days, so the most you can pull is "T-7."
8	At the "End Date" prompt, press "enter" to default the current day.
9	Review the QA failures to ensure that the QA failures that were overridden were overridden appropriately and no patients were placed in danger.
10	Ensure PI/Variance reports were written where applicable.
11	Retain a printed copy of the report indefinitely.

### 5.17 Merge Log (LO11)

The patient Merge Log lists all patients with blood bank historical data that have been merged. Blood bank data may not be merged during the merge function. This report is utilized to correctly update the patient's blood bank historical data following a merge.

Step	Action
1	Multiple medical record numbers may be generated for the same patient in certain situations. A. During HIS downtime, patients may be registered in the lab system using their billing account numbers or temporary medical record numbers. The temporary medical record numbers will be merged with the patient's actual account following HIS recovery. B. In some instances, patients may be registered at the same site with two or more valid medical record numbers. The admitting and medical record departments will make the decision to merge the numbers in the HIS and lab systems if they can confirm patient identity.  NOTE: Blood bank data will not be merged if both patients have historical blood bank data in the BAD file that could represent different patients. For example, data will not be merged if the blood types of the patient's do not match.

Step	Action
2	Access Sunquest SmarTerm.
3	At the "Function" prompt, enter "LO" and press the "Enter" key.
4	At the "Select" option, type "11" and "enter" to print the patient merge log.
5	At the "Hospital ID" prompt, type in the location for which the report is to be pulled and press "enter." A. Type "SGAH" for Shady Grove Adventist Hospital. B. Type "WAH" for Washington Adventist Hospital. The "Hospital ID" prompt will reappear. Press "enter."
6	At the "Start Date <Today>" prompt, type "T-1" and press "enter" to obtain data from the previous 24 hours. Note: If the report was not run the previous day, type "T-#" and press "enter." The # should be the number of days since the report was last run.
7	At the "End Date" prompt, press "enter" to default the current day.
8	Retrieve the report and focus on the following: A. ABO/Rh data B. Red cell transfusion data C. Date of last transfusion
9	No action is required if A. The report says, "No patients merge for {date} to {date}." B. The report displays medical record numbers that have been merged, but there is not information in the blood bank data column.
10	If the report has data displayed in the Blood Bank Data area A. Access both medical record numbers listed and compare BAD files. B. Enter any missing historical blood bank data in the BAD files for both medical record numbers.
11	Retain a printed copy of the report for 1 month then discard.

### 5.18 Overdue Test Log (LO2)

The Overdue Test Log will list all tests for which the expected turn-around-time has been exceeded. Received tests on this list require further investigation.

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, enter "LO" and press the "Enter" key.
3	At the "Select" option, type "2" and "enter" to print the overdue test log.
4	At the "Cut-Off Date" prompt, the current date defaults. Press the enter key.
5	At the "Cut-Off Time" prompt, the current time defaults. Press the enter key.
6	At the "Hospital ID" prompt, type the mnemonic of the hospital for which the report is being pulled. A. Type "SGAH" for Shady Grove Adventist Hospital B. Type "WAH" for Washington Adventist Hospital
7	At the "Worksheet" prompt, type the mnemonic of the worksheet to be pulled. A. Type "BBS" for SGAH B. Type "BBW" for WAH

Step	Action
8	At the "Exceptions" prompt, press enter to default "NA."
9	At the "Accept, Modify, Reject" prompt, click on "Accept."
10	The report will print.
11	Examine the report for any received specimens that have been pending for >1 hour and resolve if results are available. Unreceived specimens require no follow-up action.

### 5.19 Verification of Blood Bank Back-Up

Each day two patient history files are transferred from the LIS to a personal computer. The PC backup will be used during periods of computer downtime to review blood bank historical data. The system is tested monthly to ensure the backup is performing as expected.

Step	Action
1	This verification must be performed on the PC containing the backup data. A. At SGAH this is SLAB20 B. At WAH this is WSQLAB30
2	Verification of the blood type backup. A. Pull an ABO confirmation (ABO retype) specimen that was collected 1-3 days before the verification will be performed. B. Click on the icon "Patient Blood Type Listing" on the PC. C. When the screen opens, search for the name of the patient that corresponds to the ABO confirmation specimen you pulled. D. Access the patient in Sunquest. E. Verify that the following information matches exactly in Sunquest and in the backup: a. Patient's name b. Patient's medical record number c. Patient's blood type
3	Verification of the problem summary backup. A. Pull an antibody identification or patient antigen typing form that was tested 1-3 days before the verification will be performed. If possible, use a patient with a newly identified antibody or newly tested patient antigen. B. Click on the icon "Patient Problem Report Summary" on the PC. C. When the screen opens, search for the name of the patient that corresponds to the antibody identification or antigen typing that you pulled. D. Access the patient in Sunquest. E. Verify that the following information matches exactly in Sunquest and in the backup: a. Patient's full name b. Patient's medical record number c. Patient's antibodies d. Patient's antigen typing results e. Patient's transfusion attributes

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Step	Action
4	<p>Information must match EXACTLY.</p> <p>A. If all information matches completely, sign the Daily Reports and Tasks Form indicating completion.</p> <p>B. If discrepancies exist:</p> <ul style="list-style-type: none"> <li>a. Ensure the back-up has been performed on the day of verification.</li> <li>b. Ensure that the patient specimen/report is not from the current day. The backup is only performed once per 24 hours. A new specimen collected after the backup was performed will not show in the backup file.</li> </ul> <p>C. Notify the LIS department if discrepancies cannot be resolved.</p>

**6. RELATED DOCUMENTS**

Form: Daily Reports and Tasks (AG.F129)

**7. REFERENCES**

1. Blood Bank Reports User's Guide, Misys Healthcare Systems, Tucson, AZ. Version UD-0959/00-05-BB, 4/06.
2. Blood Bank Administrator's Guide, Misys Healthcare Systems, Tucson, AZ. Version UD-0943/00-05-BB, 4/06.
3. Blood Bank User's Guide, Misys Healthcare Systems, Tucson, AZ. Version UD-0931/00-05-BB, 4/06.

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP SGAH-WAH B.710.002, B.711.01, B.712.01, B.713.01, B.714.01, B.720.01, B.721.01, B.722.01, B.723.01, B.724.01, B.725.01, SHB.726.01, WAB.726.01, SHB.729.01, WAB.729.01		
000	8.10.11	Update section 5.2 (Blood Bank BackUp) for clarity. Changed order in which reports were listed. Add overdue log report and section "Verification of Blood Bank Back-Up."	S. Codina	N. Cacciabeve
001	3.26.14	Section 5: Changed frequency of pending log review to once per shift. Updated instructions for performing the backup for clarity. Omitted requirement to look for platelets that expire within 5 days on the BBR12 report. Divided the BBR2 into a daily and monthly option to clarify procedure. Removed requirement to retain the BBR1 report. Removed requirements to provide copy of the BBR5 to hematology & supervisor. Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	S.Codina	N. Cacciabeve

Form revised 3/3/00

**9. ADDENDA AND APPENDICES**  
N/A

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