



Memorandum

Date: September 29, 2014

**To: Blood Bank Medical Directors
Blood Bank Supervisors**

From: Nanette Johnson, IRL Director

Subject: Changes in Patient Reports Effective October 6, 2014

The Red Cross, Greater Chesapeake and Potomac Region would like to update you on some exciting changes in our patient antibody identification reports. The average time for transmittal of our preliminary reports, complete with transfusion recommendations and billing information, is consistently less than 24 hours. Transmittal of the final report is desired within five calendar days, but we have not been able to achieve this goal as of yet (currently six to seven calendar days). We are moving to completion of a standard report template upon conclusion of the patient case work which will eliminate the preliminary report in the majority of cases and should serve to drastically reduce this turnaround time.

Report content will not change but the format will be slightly different. There will be four types of reports: FINAL, PRELIMINARY, PARTIAL and AMENDED. The type of report will appear at the top above "Reference and Consultation Report". A report in FINAL status indicates all test results are complete and reviewed. A report in PRELIMINARY status indicates all test results are complete but have not been reviewed. PRELIMINARY reports will be accompanied by an Urgent Release of Test Results form. A PARTIAL report contains incomplete, yet reviewed test results. A report in the AMENDED status provides additional information after a FINAL report has been sent. PARTIAL and AMENDED reports will have a reviewer name and signature while PRELIMINARY reports will not. FINAL reports will always have a reviewer name but the presence of a signature is dependent on if the reviewer is on-site (signed) or off-site (not signed). FINAL reports without a signature will be signed and re-transmitted. Please see the attached example of a FINAL report.

Should you have any questions or concerns about the new report, please address them to the contacts below.

Contact Phone Numbers

- Nanette Johnson: 410-764-4614
- IRL: 410-764-4650 or 1-800-728-5411

Thank you for your support as we continuously try to improve our services to our customers.

