TRAINING UPDATE

Lab Location:	SGAH	**Date Distributed:**	1/5/2015
Department:	Specimen Processing	**Due Date:**	2/1/2015
		Implementation:	**2/2/2015**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Autotransfusion (Perfusion) QC Testing SGAH.S31 v3

Description of change(s):

This SOP previously called "Procirca"

Title, Section 1 & 2: remove company name and replace with Autotransfusion or perfusionist
Section 4: add GUI
Section 5: add item D
Section 6: moved form from section 9
Section 9: add SQ 7.1 ordering process

This revised SOP will be implemented on February 2, 2015

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 3)

Non-Technical SOP

Title	**Autotransfusion (Perfusion) QC Testing**	
Prepared by	Marie Sabonis	Date: 1/26/2010
Owner	Samson Khandagale	Date: 1/26/2010

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**

Form revised 3/31/00

TABLE OF CONTENTS

1. PURPOSE

This procedure describes the process to place laboratory orders for QC testing for autotransfusion procedures. ~~Procirca (previously known as Biotronics).~~

2. SCOPE

This procedure applies to QC testing for autotransfusion procedures. ~~Procirca~~

3. RESPONSIBILITY

This procedure is performed by Specimen Processing staff.

4. DEFINITIONS

GUI – Graphical User Interface

5. PROCEDURE

A. General Information

1. The laboratory performs quarterly QC testing of perioperative services including blood recovery and autologous platelet gel. According to AABB Standards, blood recovery is best measured by markers of red blood cell concentration and wash efficiency. The selected parameters are hematocrit and serum potassium levels pre and post-processing. Autologous platelet gel is best measured by an increase in platelet count and white cell count and a reduction of hematocrit pre and post-processing.

2. There are five instruments utilized by the perfusionists ~~Procirca~~ at Shady Grove Adventist Hospital. They consist of two (2) Cell Saver 5P and three (3) SmartPrep 2 instruments.

3. Lab orders are entered into the LIS via an outside location medical record number that is associated with each instrument. The chart below specifies the medical record number for each instrument:

Instrument	Serial Number	Medical Record #
Cell Saver 5P	05L056	**BIOT-2**
Cell Saver 5P	05L052	**BIOT-5**
SmartPrep 2	SMP2-2126	**BIOT-1**
SmartPrep 2	SMP2-3139	**BIOT-3**
SmartPrep 2	SMP2-3876	**BIOT-4**

4. ~~Procirca~~ The perfusionist will submit specimens for testing with a specific requisition (see Related Documents).

5. For each Cell Saver, 1-2 samples (pre and post process) will be collected and sent for testing. Tests to be performed include Hematocrit and Potassium.

6. For each platelet gel, they will collect and send a pre and post aliquot of blood for testing. Tests to be performed include Platelet Count, Hematocrit and WBC count.

7. Once results are entered into the LIS, the report will automatically be faxed to 240-826-5868 via Sunquest fax printer.

B. Order in LIS using function REI

1. From the requisition determine the medical record number to place orders into the LIS. This is noted in the first box that states "Check the applicable Analyzer". The medical record number is denoted in square brackets after the serial number of the analyzer. In the example below, BIOT-2 is the medical record number.

   Example: **Cell Saver 5P serial number 05L056 [BIOT-2]**

   Note: If "Other:" section of requisition is completed, then a new BIOT- medical record number must be created. Refer to section C below.

2. Enter orders in the LIS using the medical record number via function REI or GUI Order Entry. LIS test code is noted at the end of test name on the requisition.

   Example: Pre HCT (PHCT) - **PHCT** is the LIS test code.

3. Use tech code **905** (Biotronics,QC) as the "collected by".

4. Label specimen with LIS accession label.

5. If test is for either a pre or post K (Potassium), centrifuge specimen and deliver to Chemistry. All other specimens are delivered to Hematology and placed on rocker.

6. File the manual requisition in the Procirca (Biotronics) file folder.

C. Create a new BIOT- Medical Record Number in function REI

1. Function: **REI**
   BATCH HOSPITAL ID <SGAH>: Type **/** (back slash) and press **Enter**.

2. At the 'Lookup Mode: Name:' prompt, use the up arrow key to change the look up mode from NAME to Hospital number (**H**). Press **Enter**.

3. System displays -
   Lookup Mode: HOSP. NO: type in **BIOT-** press **Enter**.

4. System displays -

```
[-------------------------------------------------------------------------------]
|                        Select Patient                                         |
|  Name                  Hosp. No.      HID  DOB       Sx   Sts  Site          |
|New patient                                                                    |
|Quit                                                                           |
[-------------------------------------------------------------------------------]
```

   Highlight **New patient** and press **Enter**.

5. At the prompt Hospital ID: Type **SGAH** and press **Enter**.

6. System will prompt for patient demographics.
   - Patient name: Use last name, first name format.
     Last name is name of the instrument and first name is the serial number.
     This information will be found in the "other" box on the requisition.
   - Date of birth: press **Enter**, system will default in 01/01/01
   - Sex: press **Enter**, system will default in M
   - AKA Name: press **Enter**, no default
   - SSN: press **Enter**, no default

7. Summary screen displays. Select A to accept, or M to Modify, or R to Reject as appropriate.

8. A screen similar to the following will display –

INTERFACE REQUISITION ENTRY Hosp. ID: SGAH

HOSP. NO.: BIOT-x SMARTPREP2,2L34555 9Y M BIOT

REQ NO.:

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```
[-------------------------------------------------------------------------]
|                  PRE-REGISTERED PATIENT, NO EVENTS                      |
|Create New Episode                                                       |
|Display all Inactive Events                                              |
[-----------------------------------------------------------------more]
```

Select **Create New Episode** and press **Enter**.

9. Press **Enter** at the account number prompt. Accept the default of 999999.

10. Press **Enter** for each of the following prompts -
    - Event type,
    - Event status,
    - Start/Admit Date:
    - Physician 1,
    - Diagnosis and comment.

11. Review the entries, select A to accept, M to Modify or R to Reject as appropriate.

12. "A new episode has been created" displays. The 'patient' has been created in the LIS.

13. Proceed with the remaining prompts in section B.2-6 to enter orders and process the specimen.

D. Order in LIS using GUI

Refer to addendum for process to enter LIS orders in the GUI version in the LIS.

6. RELATED DOCUMENTS

Procirca Requisition (AG.F199)

7. REFERENCES

N/A

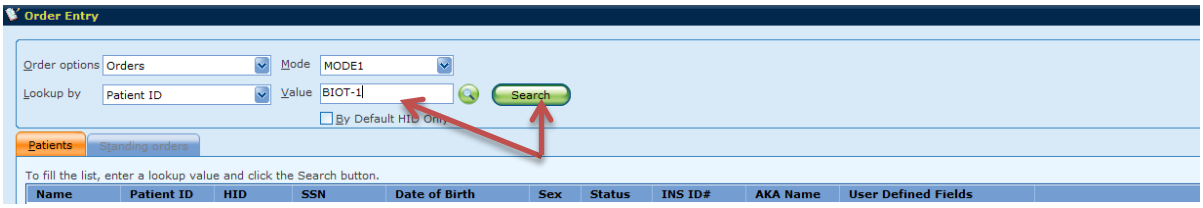
8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	6/18/2012	Sections 1,2,5 & 9: Update company name from Biotronics to Procirca	L. Barrett	S. Khandagale
001	9/20/2012	Section 5: Add new cell saver BIOT-5	L. Barrett	S. Khandagale
002	12/1/2014	Title, Section 1 & 2: remove company name and replace with Autotransfusion or perfusionist Section 4: add GUI Section 5: add item D Section 6: moved form from section 9 Section 9: add SQ 7.1 ordering process Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L. Barrett S. Khandagale	S. Khandagale

9. ADDENDA AND APPENDICES

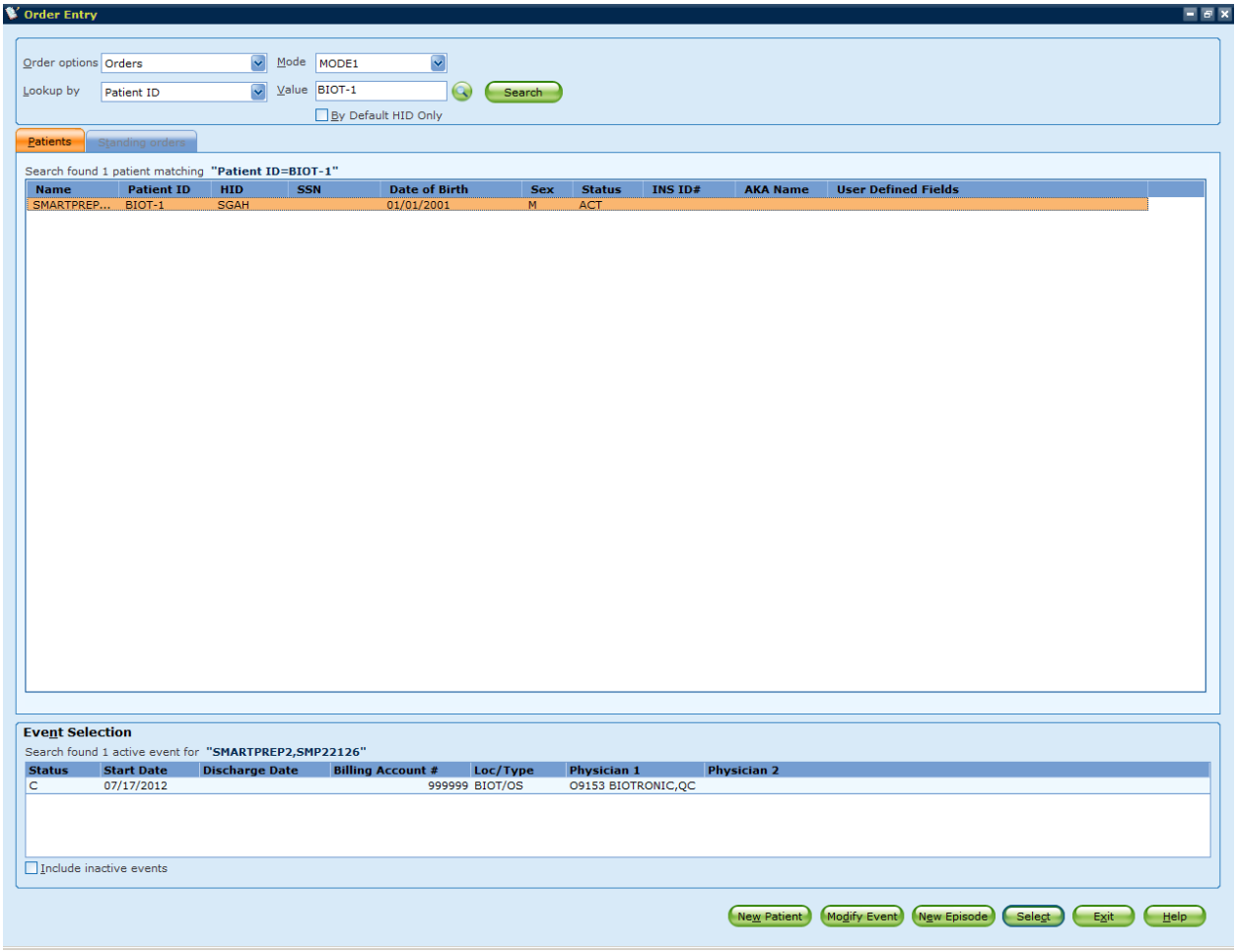
Entering Orders using Sunquest 7.1 LIS System

Entering Orders using Sunquest 7.1 LIS System



1. From the requisition determine the medical record number to place orders into the LIS. This is noted in the first box that states "Check the applicable Analyzer". The medical record number is denoted in square brackets after the serial number of the analyzer.
   Enter the correct Medical Record number and press **Search** as show above**.**

2. A screen similar to the one below will appear.



3. Click on **Select** to proceed.

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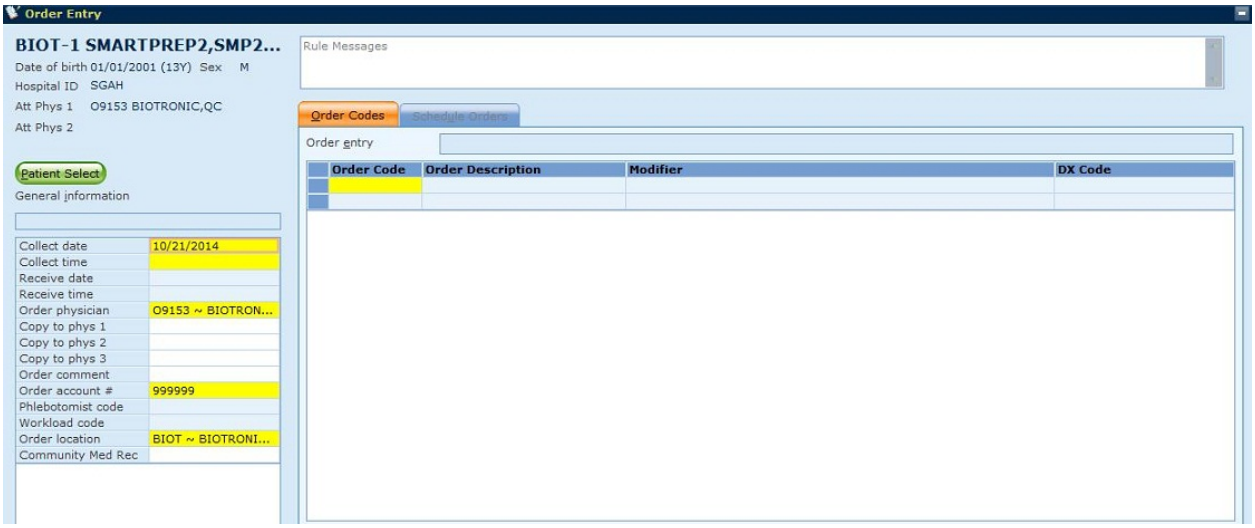
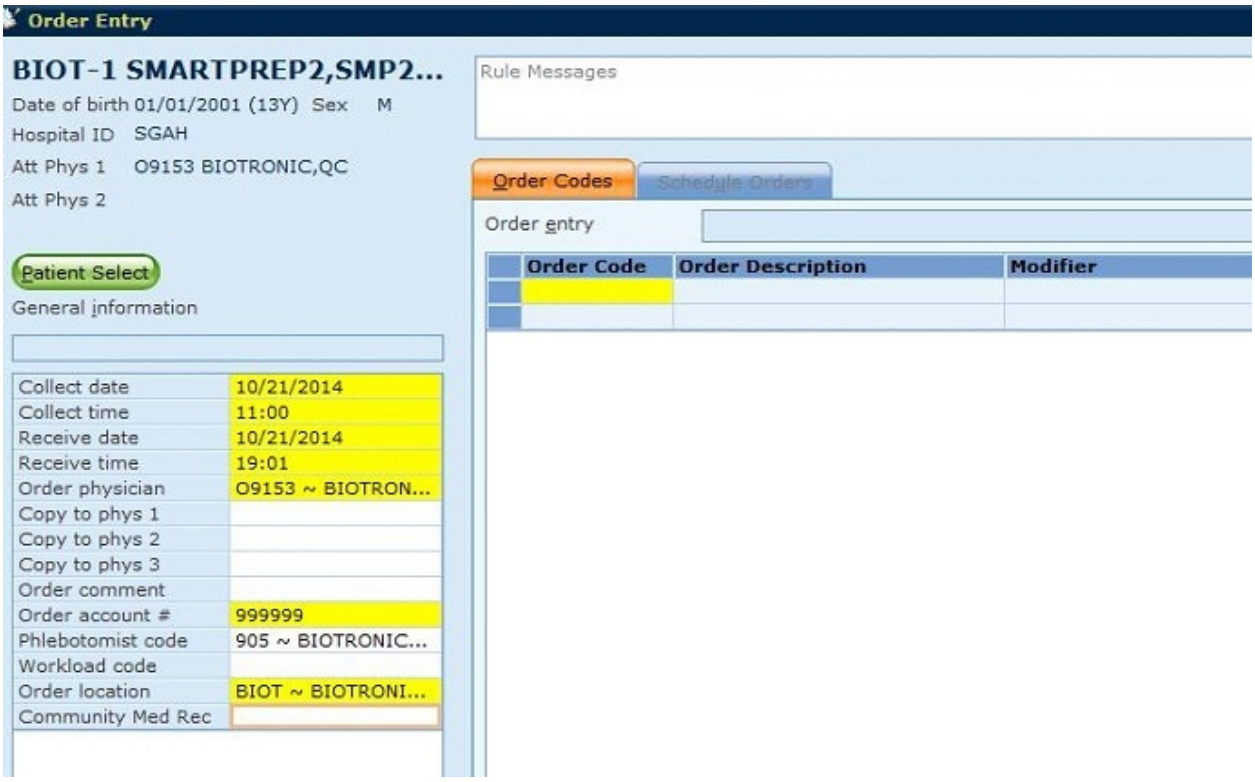
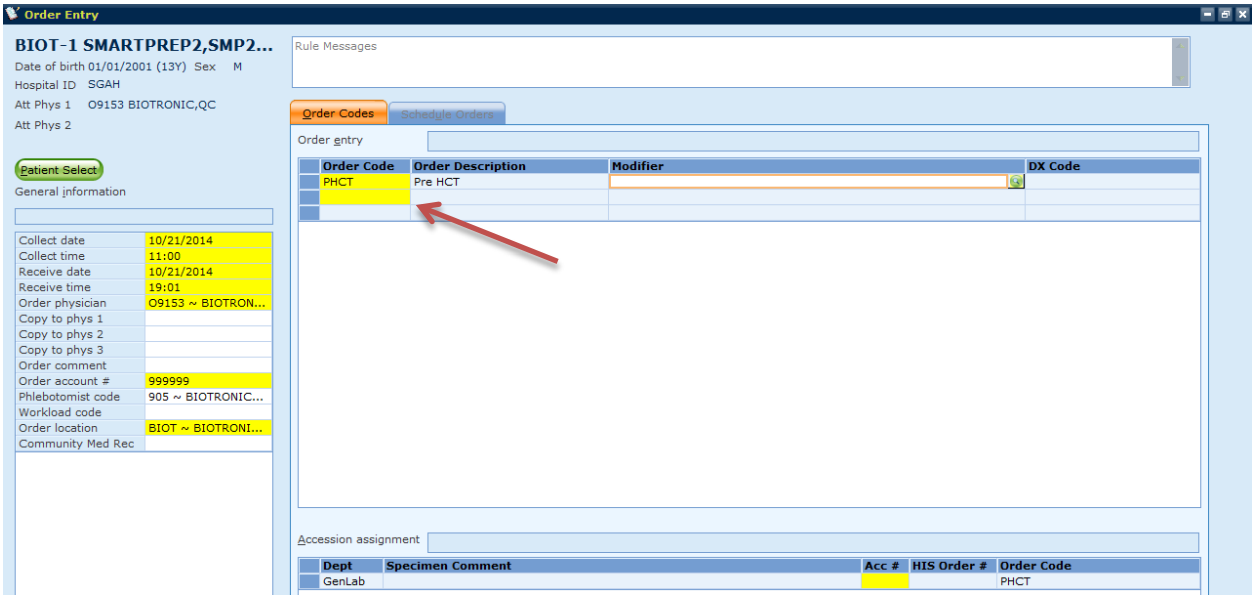


4. Verify that the Medical Record number and Analyzer type on the top of the screen match the requisition.
5. Under General Information (left side) fill in the appropriate information in the highlighted boxes from the requisition.
    - Date defaults to the current Collect date. Verify that the specimen is from the current date.
    - Press the Tab key to go to the next box and insert correct Collect time.
    - Press Tab key to go to the Order Code box

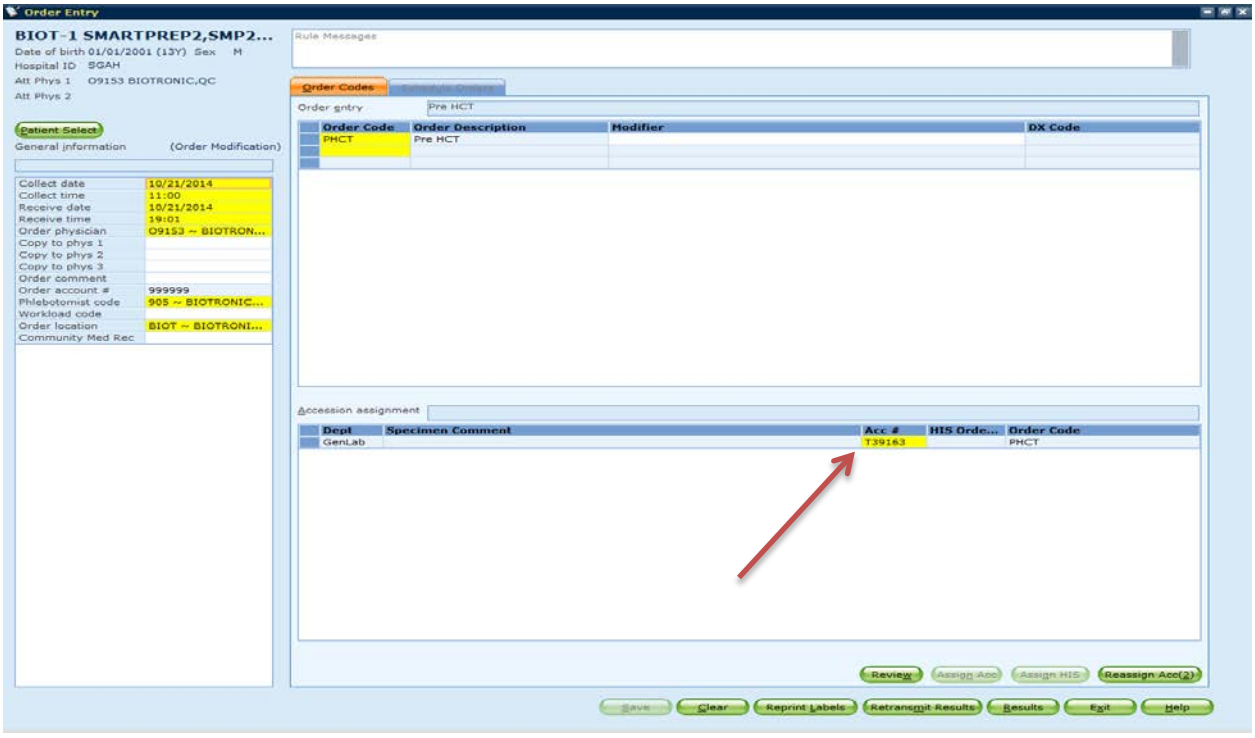


6. Receive date and time will automatically populate the next boxes after you press the Tab key.
7. Verify the Order physician box defaults to O9513, Biotronics. If default does not appear, insert O9513 in the box to bring up the Ordering Physician.

8. Press Tab key up to Order account #box and verify the account number defaults to 999999. If it did not default, insert 999999 in the yellow box.
9. Press Tab key and go to Phlebotomist code box. Type 905 as the phlebotomist code.
10. Press Tab key and leave the workload box vacant.
11. Press Tab key to Order location and confirm that BIOT (Biotronics) is populated, if not insert BIOT in the box.
12. Press Tab key to move to the Order Code prompt.



13. Enter the correct test code listed on the requisition and press the Tab key.



14. Accession number is displayed. Click on the **Save** key