

## TRAINING UPDATE

**Lab Location:**

WAH

**Date Distributed:**

1/5/2015

**Department:**

Specimen Processing

**Due Date:**

2/1/2015

**Implementation:**

**2/2/2015**

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Autotransfusion (Perfusion) QC Testing WAH.S858 v1</b>
<b>Autotransfusion QC Requisition AG.F267.2</b>
<b>Description of change(s):</b>
Section 5: update instrument list and reporting process, add item D Section 9: add SQ 7.1 ordering process  Update request form with new instruments  <b>This revised SOP and form will be implemented on February 2, 2015</b>

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

**Approved draft for training (version 1)**

Non-Technical SOP

<b>Title</b>	<b>Autotransfusion (Perfusion) QC Testing</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 12/2/2013
<b>Owner</b>	Samson Khandagale	Date: 12/2/2013

<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>

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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### **1. PURPOSE**

This procedure describes the process to place laboratory orders for QC testing for autotransfusion procedures.

### **2. SCOPE**

This procedure applies to QC testing for autotransfusion procedures.

### **3. RESPONSIBILITY**

This procedure is performed by Specimen Processing staff.

### **4. DEFINITIONS**

- A. Autotransfusion - Transfusion of a patient's own blood; in this case, the blood is collected and reinfused during surgery.
- B. Perfusionist - The medical professional responsible for extracorporeal oxygenation of the blood during open heart surgery
- C. GUI - Graphical User Interface

### **5. PROCEDURE**

#### **A. General Information**

1. The laboratory performs quality control testing for perioperative services including blood recovery via cell saver. According to AABB Standards, blood recovery is best measured by markers of red blood cell concentration and wash efficiency. The selected parameters are hematocrit, plasma potassium, and albumin levels pre- and post-processing.
2. There are ~~two Cobe Brat 2~~ several instruments utilized by the perfusionists at Washington Adventist Hospital.

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:

<b>Instrument</b>	<b>Serial Number</b>	<b>Medical Record #</b>
<del>Cobe Brat 2</del>	2134	<del>WPER-1</del>
<del>Cobe Brat 2</del>	2247	<del>WPER-2</del>
Fresenius CATS	9CAA9458	WPER-3
Fresenius CATS	4CAA1720	WPER-4
Fresenius CATS	6CAA2459	WPER-6

4. 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-processing) will be collected and sent for testing. Tests to be performed include hematocrit, potassium, and albumin.
6. ~~Once results are entered into the LIS, the reports will automatically be faxed to 301-891-5036 via Sunquest fax # 1221.~~ Reports will print Monday through Friday with WAH Outside location scheduled reports. Place WPER reports in interdepartmental mail addressed "Attention: WAH perfusionist".

## 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, WPER-3 is the medical record number.

*Example:* **FRESENIUS CATS, SN 9CAA9458 [WPER-3]**

**Note:** If "Other:" section of requisition is completed, then a new WPER- 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 **906** (WAH, Perfusionist) as the "collected by".
4. Label specimen with Sunquest accession label.
5. Potassium and albumin specimens will be centrifuged prior to delivery to chemistry. Hematocrit testing is delivered to hematology and placed on the rocker.

6. File the manual requisition in the Outpatient Requisition file folder.

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

1. Function: **REI**

BATCH HOSPITAL ID <WAH>: 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 **WPER-** 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 **WAH** 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: WAH

HOSP. NO.: WPER-3          SMARTPREP2,2L34555    9Y M WPER
                PHYS: O10870 WAH, Perfusionist

REQ NO.:
```

```
[-----]
|          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 of the LIS.

#### 6. RELATED DOCUMENTS

Autotransfusion QC Requisition (AG.F267)

#### 7. REFERENCES

N/A

#### 8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	12/2/2014	Section 5: update instrument list and reporting process, add item D Section 9: add SQ 7.1 ordering process	M Sabonis L Barrett	S Khandagale

#### 9. ADDENDA AND APPENDICES

[Entering Orders using Sunquest 7.1 LIS System](#)

Form revised 3/31/00

## Entering Orders using Sunquest 7.1 LIS System

Order options: Orders Mode: MODE1  
Lookup by: Patient ID Value: WPER-6 Search  
 By Default HID Only

Patients Standing orders

To fill the list, enter a lookup value and click the Search button.

Name	Patient ID	HID	SSN	Date of Birth	Sex	Status	INS ID#	AKA Name	User Defined Fields
------	------------	-----	-----	---------------	-----	--------	---------	----------	---------------------

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.

Order options: Orders Mode: MODE1  
Lookup by: Patient ID Value: WPER-6 Search  
 By Default HID Only

Patients Standing orders

Search found 1 patient matching "Patient ID=WPER-6"

Name	Patient ID	HID	SSN	Date of Birth	Sex	Status	INS ID#	AKA Name	User Defined Fields
FRESINIUS ...	WPER-6	WAH	9999999	01/01/2001	M	ACT			

Event Selection

Search found 1 active event for "FRESINIUS CATS,SN 6CAA2459"

Status	Start Date	Discharge Date	Billing Account #	Loc/Type	Physician 1	Physician 2
C	11/24/2014		9999999	WPER/OS	O10870 WAH,PERFUSIONIST	

Include inactive events

New Patient Modify Event New Episode Select Exit Help

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

4. Verify that the Medical Record number and Analyzer type on the left hand 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 O10870 WAH, Perfusionist. If default does not appear, insert O10870 in the box for Ordering Physician.
8. Press Tab key to reach 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 to move 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 move to the Order Code prompt.
12. Enter the correct test code listed on the requisition and press the Tab key.
13. Accession number is displayed. Click on the **Save** key





Autotransfusion QC  
**Submit one specimen with one requisition to the**  
Laboratory

**Laboratory Requisition Form**

**Check the applicable Analyzer: \*\* ONLY ONE ANALYZER PER REQUISITION \*\***

- Cell Saver, Fresenius CATS, Serial Number 9CAA9458 [WPER-3]
- Cell Saver, Fresenius CATS, Serial Number 4CAA1720 [WPER-4]
- Cell Saver, Fresenius CATS, Serial Number 6CAA2459 [WPER-6]
- Other: \_\_\_\_\_

**Bowl Volume** \_\_\_\_\_ **mL**

*Please check off test(s) you wish to order*

	PRE PROCESSING		POST PROCESSING
	Pre HCT (PHCT)		Post HCT (PTHCT)
	Pre K (PK)		Post K (PTK)
	Pre Albumin (PALB)		Post Albumin (PTALB)

**Collect Date:** \_\_\_\_\_ **Collect Time:** \_\_\_\_\_ **Collected By:** Tech 906, WAH, Perfusionist

**Provider:** O10870, WAH, Perfusionist

**Special Instructions:**

- **Results print Mon - Fri with WAH Outside location scheduled reports, sent via interoffice mail.**
- **Contact the perfusionist at 301-891-6469 with questions**

Lab use only:  
Place SQ footer accession number here \_\_\_\_\_

File requisition in the Outpatient Requisitions Lab Folder

**\*\*\* PLACE PATIENT LABEL HERE \*\*\***