TRAINING UPDATE

Lab Location: SGAH and WAH   **Date Implemented:**   04.20.2015
Department: Front Desk   **Due Date:**   05.15.2015

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Entering Transfuse Orders

Description of change(s):

a. New Procedure
b. Front desk staff will enter transfuse orders when patients present with orders for transfusion.
c. Transfuse orders are entered like all other orders. Mnemonics are as follows:
    i. TRRC for red cells
    ii. TPLAS for plasma
    iii. TPP for platelets
d. You will ONLY enter the number requested; leave other fields blank and BB will complete

Non-Technical SOP

Title	Entering Transfuse Orders	
Prepared by	Stephanie Codina	Date: 03.27.2015
Owner	Samson Khandagale	Date: 03.27.2015

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

SOP ID: SGAH.CS904
SOP version # 0

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Page 1 of 4

TABLE OF CONTENTS

1. **PURPOSE**

   This procedure outlines the steps that will be taken when entering orders to transfuse blood products for outpatients who present to the laboratory for testing.

2. **SCOPE**

   This procedure applies to any transfuse order that is received by the outpatient collection area of the laboratory.
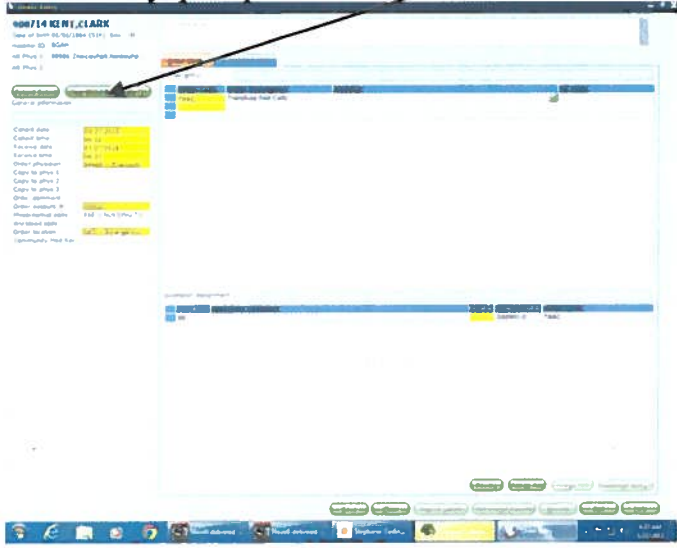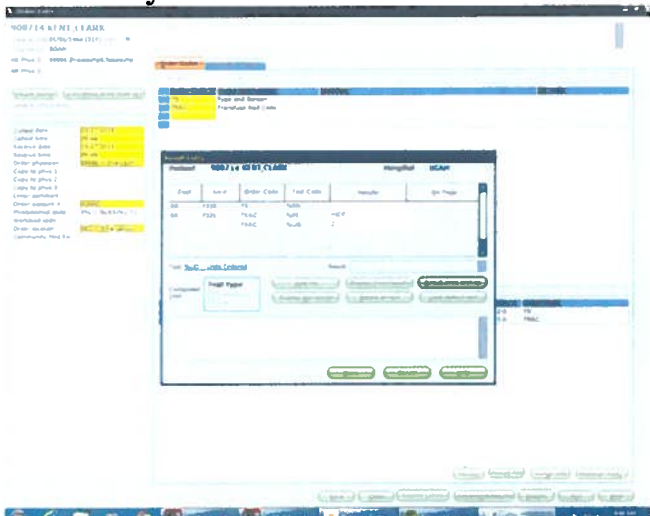
3. **RESPONSIBILITY**

   All Client Service staff members must understand and adhere to this procedure for entering transfusion orders.

4. **DEFINITIONS**

   A. TS = (AKA T&S) Type and screen; a battery used for pre-transfusion testing.
   B. Transfuse Order = an order for transfusion of a blood product that is written by an authorized provider. The order can be for transfusion of red cells, plasma, platelets, or cryoprecipitate.

5. **PROCEDURE**

Step	Action
1	Providers will refer patients to the outpatient laboratory with a written prescription or order for TS and transfusion. A. A written order must be provided prior to entering an order into the laboratory computer system. B. If the order does NOT include a TS, consult with a blood bank member to ensure the patient has an eligible sample on file for transfusion prior to entering the transfuse order into the laboratory computer system.

SOP ID: SGAH.CS904
SOP version # 0

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Page 2 of 4

Step	Action
2	Enter the transfuse order into the LIS per procedure, "Order Entry." The following order codes should be used for the various blood products for transfusion. A. TRRC is used for red cells, packed cells, and packed red blood cells B. TPLAS is used for plasma, FFP, and PF24 (Note: albumin for transfusion/infusion is NOT entered in the laboratory system) C. TPP is used for platelets D. TCRY is used for cryoprecipitate
3	Click the "Save" button in the lower, right-hand corner when all orders have been entered.
4	An additional "Result Entry" screen will pop up. In the "UO" (units ordered) field, enter the number of each type of product requested. A. The "PI" (physician instructions) field will default to "HIDE." B. DO NOT enter a value in the "%RN" (blood bank armband number) field if present; this field will appear for the TS, TPLAS, TPP, and CRYO orders. **Always leave this field blank.**
5	Click the "Save" button. Send a copy of the order to BB with the sample.

6. RELATED DOCUMENTS
SOP: Order Entry, LIS procedure

7. REFERENCES
None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES
N/A

SOP ID: SGAH.CS904
SOP version # 0

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Page 4 of 4