

TRAINING UPDATE

Lab Location: All Sites **Date Implemented:** 9/26/23
Department: Blood Bank **Due Date:** 10/15/23

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Extended T&S Communication Order
Description of change(s):
<p>The "ETS" order is required for blood bank to extend a T&S. We do not accept verbal extend requests or requests that are typed into the T&S order.</p> <p>Why? Because the ETS has attestations built into it indicating the patient has not been pregnant or transfused in the previous 3 months per regulatory requirements.</p>

Adventist HealthCare
 Site: Shady Grove Medical Center, White Oak Medical Center,
 Fort Washington Medical Center

Title: Extended T&S Communication Order

Non-Technical SOP

Title	Extended T&S Communication Order	
Prepared by	Stephanie Codina	Date: 7.23.2013
Owner	Stephanie Codina	Date: 7.23.2013

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

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1. PURPOSE

This procedure outlines the steps that will be taken when a provider requests that a T&S specimen be extended past the normal expiration date.

2. SCOPE

A T&S specimen may be extended for up to 7 days for scheduled surgery at the request of a provider when we have **reliable** information that the patient:

- A. Has **not** been transfused within the previous 90 days
- B. Has **not** been pregnant within the previous 90 days

Pathologist approval is required when a provider requests extension beyond the allotted 7-day time period.

3. RESPONSIBILITY

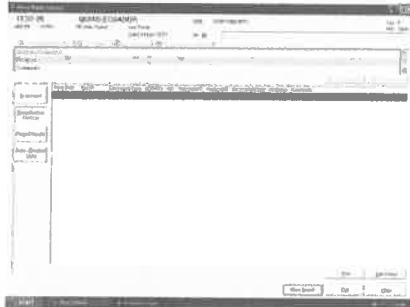
All blood bank staff members must understand and adhere to this procedure for extending T&S specimens.

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4. DEFINITIONS
 N/A

5. PROCEDURE

Step	Action
1	<p>When an extended T&S is requested, the patient care area will order test "ETS." The order requires that the following information be documented:</p> <ul style="list-style-type: none"> A. Date of Scheduled Surgery B. Whether the patient has been pregnant within the previous 90 days C. Whether the patient has been transfused within the previous 90 days <p>Blood bank staff members will not extend a T&S specimen without an ETS order that includes completed attestations regarding the patient's pregnancy and transfusion history. Notes submitted with the T&S order are not valid ETS orders.</p>
2	<p>Blood bank staff will receive the ETS order per procedure, "Order Entry, Receiving Orders in the GUI System."</p>
3	<p>Blood bank staff will review the patient's transfusion history to verify that no transfusions were performed at our hospital within the previous 90 days.</p> <ul style="list-style-type: none"> A. Access Sunquest function, "Blood Bank Inquiry." B. At the "Lookup by" prompt, select "Patient Name." C. At the "Value" prompt, type the first 3 letters of the last name, comma, then first 3 letters of the first name and click "Search." D. A list of patients will display. Review demographic information to determine whether your patient has more than one possible medical record number in the system. If so, perform the remaining steps for EACH potential MRN. E. Select the patient(s) that correspond to the ETS request and click the "Select" button. F. Click the "Transfusion History" box. G. Review the "Issue Date" for any blood product that has been issued to the patient in the past. The patient is not eligible for extended T&S if he/she has been transfused within the previous 90 days. 

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Step	Action
4	<p>Result the EXP field of the ETS order.</p> <p>A. Type “;YES” if the T&S meets requirements for extension.</p> <p>B. Type “;NO” if the T&S does not meet requirements for extension.</p> <p>Note: Notify the patient care area if the patient does not qualify for extension. Document the call in the ETS test as a blood bank comment.</p>
5	<p>If the patient meets requirements for extension, extend the expiration of the T&S specimen.</p> <p>A. Access the patient’s T&S specimen using Sunquest function “Blood Order Processing.”</p> <p>B. Edit the EXX (crossmatch expires) field to 3 days after the scheduled surgery date or 7 days from the date the T&S was collected, whichever is sooner.</p>

6. RELATED DOCUMENTS

SOP: Order Entry, Receiving Orders in the GUI System

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	4.13.17	Header: add WAH Footer: version # leading zeros dropped due to new EDCS in use as of 10/7/13	LBarrett	NCacciabeve
1	8/1/21	Header: updated WAH to WOMC Footer: changed prefix to AHC	LBarrett	NCacciabeve
2	8/28/21	Header: added FWMC	LBarrett	NCacciabeve
3	9/21/23	Added statement that an ETS order is required for T&S extension.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None