

**PIM – ENTERING RHIG INTO INVENTORY**

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| <input checked="" type="checkbox"/> St. Joseph Medical Center Tacoma, WA | <input type="checkbox"/> St. Clare Hospital Lakewood, WA     | <input type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA |
| <input type="checkbox"/> St. Francis Hospital Federal Way, WA            | <input type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input type="checkbox"/> Highline Medical Center             |
|  |  | <input type="checkbox"/> PSC                                 |

**PURPOSE**

To define the proper steps for entering Rh Immune Globulin (RhIG) into Cerner inventory.

**RELATED DOCUMENTS**

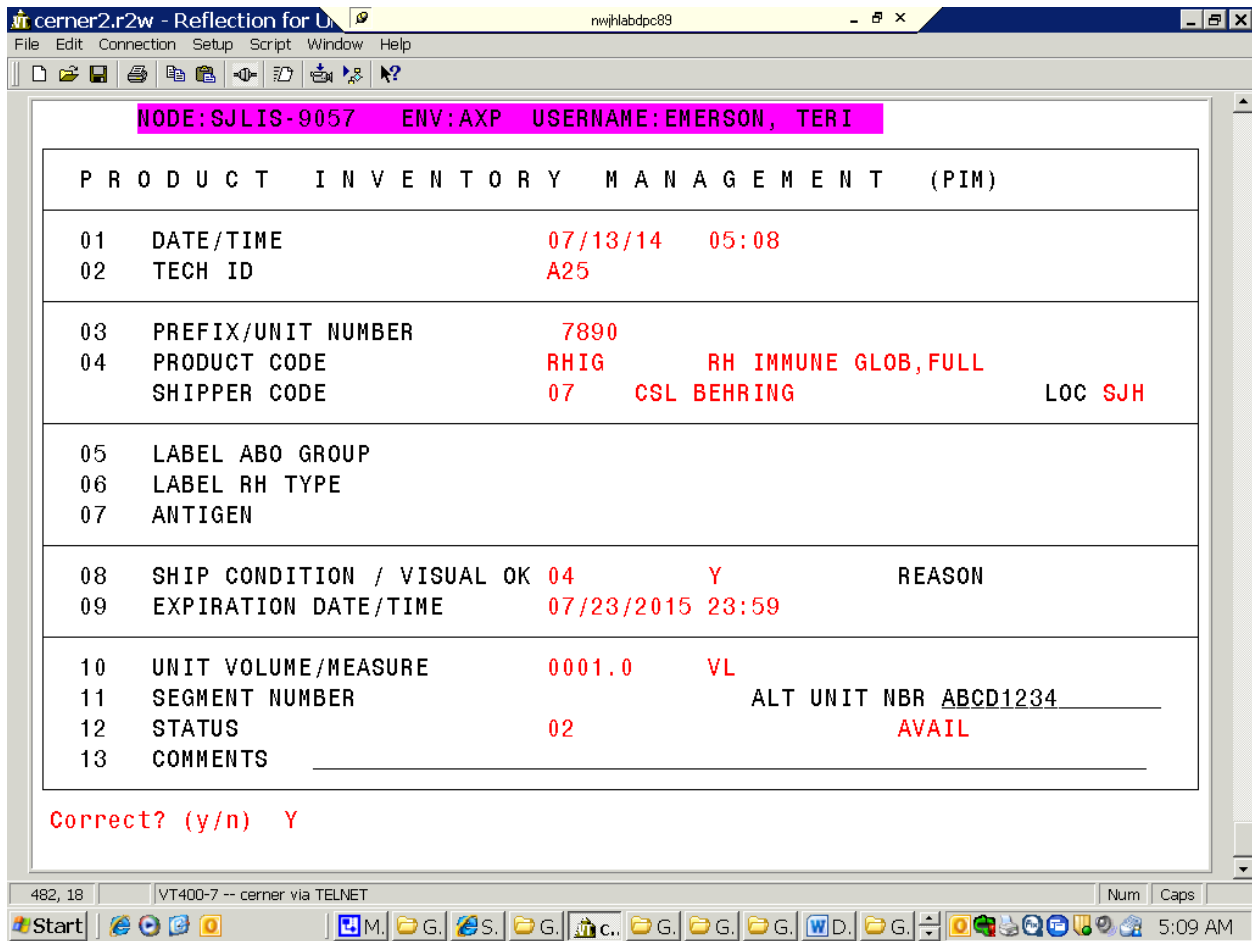
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|--------------|---|
| R-PO-TS-0302 | Blood Product Inventory Policy                                |
| R-W-TS-0305  | PIM – Receiving Units Into Inventory From an Outside Supplier |
| J-W-TS-0309  | Receiving Autologous Units Into Inventory                     |
| R-F-TS-1034  | Downtime Inventory Receiving Log                              |

**STEPS**

The blood bank creates its own sequentially numbered labels for labeling individual RhIG syringe boxes. All syringe boxes with the same lot number are entered into PIM upon receipt. These labels are kept in a file folder at the inventory bench.

1. Label each individual syringe box with a small numerical label. Numerical labels are printed in sequential order, and the numbers are not reused.
2. Select PIM at the Cerner prompt. Press Enter. The PIM entry screen will open.
3. Enter through date, time, and tech ID.
4. On line 03 (Prefix/Unit Number), press the space bar exactly once to move the cursor one space to the right. This is necessary so that Cerner will not alpha-convert the numerals into another format.
5. After pressing the space bar, enter the individual vial’s number found on a small label attached to the box. Press Enter.
6. On line 04, enter “RHIG”. Press Enter.
7. “07” will appear on the Shipper Code line. Pressing Enter again will bring up the vendor (CSL Behring).
8. Press Enter again to bring you to Line 08. The shipping condition will default to 04 (refrigerated).
9. Press Enter to take you to Line 09. Type in the Lot Expiration date in this field and press enter.
10. Line 10 will default to 0001.0 VL (Vial)
11. Press Enter to take you to line 11 “Alt Unit NBR”. Type the RhIG lot number into this field.
12. Press Enter to take you to line 12, Status, which defaults to 02 (Available).
13. Enter through all remaining fields until the summary form prints out.

14. Refer to the example below for the proper format:



<b>DOCUMENT APPROVAL Purpose of Document / Reason for Change:</b>			
To create a document specifically describing the method for entering RhIG into Cerner inventory. This is a slightly different process from entering blood products into inventory.			
<input type="checkbox"/> No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.			
<b>Committee Approval Date</b>	<input checked="" type="checkbox"/> Date: 7/24/2014 <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	<b>Medical Director Approval (Electronic Signature)</b>	<i>Katie Wilkinson, MD</i> 7/24/14