Franciscan Health System

WORK INSTRUCTION

J-W-TS-0352-00

PIM – ENTERING RHIG INTO INVENTORY

☑ St. Joseph Medical Center Tacoma, WA
☑ St. Francis Hospital Federal Way, WA

☐ St. Clare Hospital Lakewood, WA
 ☐ St. Anthony Hospital Gig Harbor, WA

St. Elizabeth Hospital Enumclaw, WA
 Highline Medical Center

PURPOSE

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

RELATED DOCUMENTS

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.

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	NODE:SJLIS-9057 ENV:AXF	USERNAME: EME	ERSON, TERI	
PR	ODUCT INVENTO	RY MANA	AGEMENT (PIM)	
01	DATE/TIME	07/13/14	05:08	
02	TECH ID	A25		
03	PREFIX/UNIT NUMBER	7890		
04	PRODUCT CODE	RHIG	RH IMMUNE GLOB, FULL	
	SHIPPER CODE	07 CSL E	BEHRING	LOC <mark>Sjh</mark>
05	LABEL ABO GROUP			
06	LABEL RH TYPE			
07	ANTIGEN			
08	SHIP CONDITION / VISUAL	0K 04	Y REASON	
09	EXPIRATION DATE/TIME	07/23/2015	23:59	
10	UNIT VOLUME/MEASURE	0001.0	VL	
11	SEGMENT NUMBER		ALT UNIT NBR <u>ABCD</u>	1234
12	STATUS	02	AVAIL	
13	COMMENTS			
	ct? (v/n) Y			

DOCUMENT	APPROVAL Purpose of	Document / Reason	for Change:				
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.							
No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.							
Committee Approval Date	 ☑ Date: 7/24/2014 ☑ N/A – revision of department-specific document which is used at only one facility 	Medical Director Approval (Electronic Signature)	Kacie Wilkinson, MD 7/24/14				

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