

BLOODHUB® ON-LINE ORDERING AND INVENTORY MANAGEMENT

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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 Burien, WA |
| <input type="checkbox"/> Harrison Medical Center Bremerton, WA | <input type="checkbox"/> PSC | |

PURPOSE

To provide instructions for using BloodHub®, a web-based software for electronic management of blood orders and inventory provided by Bloodworks NW (BWNW).

BACKGROUND

Electronic recording of orders, the order number assigned, status of order, fulfillment, shipment and receipt of blood products into SJMC will provide a tool that will assist in global blood product management. The electronic entries into BloodHub® and interface with the LIS when receiving and issuing blood and components will allow for electronic inventory management

RELATED DOCUMENTS

M-PO-TS-0302	Blood Product Inventory Policy
M-W-TS-0327	Receiving Components from Blood Supplier – SAH, SCH, SEH, SFH
J-W-TS-0305	Receiving component from Blood Supplier - SJMC

STEPS

1. Access BloodHub® website through URL <https://bloodworks.bloodhub.com>
2. Enter account number pertaining to ordering facility
3. Login information requires entry of your email address and creation and entry of a secured password
 - Select “Sign-In”
 - Once logged-in, the Dashboard banner will display your facility and your username
4. Click on “Create Order” from Dashboard to order blood products
5. “Place a New Order” screen will appear
 - Select a Customer from the drop-down menu arrow
 - Supplier will be Renton (BWNW)
 - Select Order Type: Options are Standard, Antigen Screened, Autologous or Services
 - Standard will be the only option with initial start-up
 - Choose “Delivery Type”
 - Options are: Routine, ASAP, STAT, Scheduled, Delivered by Date/Time
 - Choose courier, if applicable
 - Select “Continue” from bottom of screen
6. The “Order Number” assigned will appear at the top of the “Selecting Blood Products” screen
7. Select the type of blood products requested from the drop down menu window
 - For LPRBCs, the quantity of each ABORh red cell unit is entered, and the total number ordered displays

Note: ABORh selection is alphabetical (A-, A+, AB-, AB+, B-, B+, O-, O+)

8. Orders for CMV- or HgbS- units must be ordered separately from the general blood order. When either the CMV box or the HgbS box is checked, the selected attribute will be applied to the entire order.
 9. Click "+Add" to order other blood products
 10. Proceed to ordering other blood products by clicking on "Select a Product" for new component selection
 11. When finished ordering Click on "Continue" at the bottom of the screen
 12. Progress status bar moves to "Submit Order", Order Number remains at top of screen
 - o Screen allows user to review order for accuracy of delivery location, product selection and related quantities ordered
 13. Click "Submit" at the bottom of the page to complete the order
 14. Banner will state "Congratulations, the Order has been submitted" to acknowledge a successful submission
 15. The status of any order# will progress through phases as Submitted, Received (by BWNW), In-Process, Verified, Shipped and Delivered, noting personnel, date and time of occurrence of each phase. This can be viewed on BloodHub in real time.
 16. As long as an order remains in "Submitted" status, it can be edited by clicking on the order number and adding or removing product orders.
 17. When an order advances to "Received" status, the order can no longer be edited. Any additional products needed will require a new order.
 18. Other options from the "View Status of Submitted Order" screen includes
 - View audit trail
 - View order activity
 - Attach PDF (for workups)
 - Cancel, Edit or Copy
- NOTE: If multiple products are ordered requiring different transport temperatures (room temperature, wet ice and/or dry ice), the order number will be parsed to include multiple sub-orders packed separately, each will have its own order number, and associated with the parent order number.**
19. Canceling an Order
 - Note: you can only cancel an order, once an order has been submitted
 - A "Reason for Change" box appears
 - o A documented reason for canceling an order is required (eg; Ordered in error)
 - Click "Cancel the Order" to complete the cancellation process
 18. Back orders or shortages will be resolved by a phone call from BWNW, and if the revised quantity is acceptable, the order will be modified by BWNW staff
 - If quantity is not acceptable, the order will be filled with what is on-hand at the time, and another order for the remainder of unit quantities will be inputted by BWNW
 19. Click "Sign Out" to log out of BloodHub® from user dropdown selection at top of screen
 20. You may log-in at any time to BloodHub® to check the status of an order.