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WORK INSTRUCTION

M-W-TS-0376-00

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PATIENT INQUIRIES IN SAFETRACE TX

⊠ 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 Burien, WA

Harrison Medical Center, Bremerton, WA
 Harrison Medical Center, Silverdale, WA
 PSC

PURPOSE

To describe how to locate miscellaneous patient information which includes test results & subtests, how to perform a patient inquiry regarding products associated with the patient, and how to view the status of units that have been crossmatched as well as any factors that might be on a unit.

RELATED DOCUMENTS

M-W-TS-0105	Patient History Check
M-W-TS-0349	Order Management – SafeTrace Tx

STEPS

Patient Order Inquiry

Transfusion Servi

First search for the patient profile in order to pick up on the Patient ID #. You must know either the Patient ID, the MRN, or the Patient name to get started.

- 1. In the Patient Order module, select **Product > Patient Order Inquiry**. The Patient Order Inquiry form displays with the '**All**' radio button selected in the Order Component Status group box.
 - Type in the Patient ID
 - Click Query to populate all the units attached to the patient.

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Component	\$	I <u>D</u> Tag
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Transfused E0379V00 RBC AS-3 IRR LR	Allogeneic W141617212561 St.	
Transfused E3046200 SDP ACD-A IRR LR	For directed only W141617082886 St.	
Transfused E0379V00 RBC AS-3 IRR LR	Allogeneic W141617491606 St.	
I ranstused E3056200 SDP ACD-A IRR LR	For directed only W141617111575 St.	
I ranstused EU3/9V00 RBC AS-3 IRR LR	Allogeneic W141617531099 St.	
Transfused E3056200 SDP ACD-A IRR LR	For directed only W141617432040 St.	
Transrused E 3056200 SUP ACD-A IKR LK	For directed only W141617042588 St.	
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- You will notice that not only the product code displays, but also the product name which makes it easier to count how many of each component type have been transfused
- 2. Enter desired component search criteria and click the **Query** button. The patient's ordered blood component search results display in the **Components grid**.
 - If no ordered components are found an informational message displays '**No possible matches** found.'
- 3. Other functions that can be performed in Patient Order Inquiry include:
 - a. The **Verify button** can be used to verify that a **Ready to Issue** component is indeed ready for issue.
 - This will run the same final checks that are performed at product issue.
 - Be aware that a component can be in "Ready to Issue" status but **final issue checks may fail** for such reasons as the expiration of the related specimen or expiration of the component.
 - This will verify that all components listed in the Components grid are truly ready to issue.
 - b. The **Factors button** can be used to indicate why a product in a **Work in Progress** status is still not ready to issue.
 - Only one component at a time may be selected from the Components grid to view prohibiting factors.
 - c. The Issue button will load the Product issue form with information for the patient identified.
 - d. The **ID Tag button** will display the **Print Multiple Tag form** with all the components that have the status of Work in Progress or Ready to Issue.
 - From this form, the user can have all the selected product ID tags printed.
 - e. The **Historic button** will display the **Conversion History form**.
 - This button will only be enabled if at least one historical record exists for the patient.
 - The user can view information brought into the system through the conversion process using the conversion history form.
- 4. Click the **Close button to exit** out of the Patient Order Inquiry form.

Review of Previous Test and Subtest Results

- 1. From the **Patient/Order** module, select **File > Open > Result**. The Open Result window opens.
- 2. Enter at least one search condition. If desired, multiple search criteria may be entered.
 - Product tests on an order for a patient will display when queried by Order ID, Completed By, and Completed Date range but NOT by Patient ID
 - i. Component tests that were not part of a patient's order will NOT list when the Patient ID is queried
 - When querying by Patient ID, only patient tests will display
 - Component information may be entered either manually or by barcode to query for completed test results for a component
- 3. Click the **Query** button. The matching tests display on the Completed Tests Grid.
- 4. Select the desired results from the **Completed Tests** grid and click **OK**
- 5. The **Result Entry window opens** displaying previously a read-only version of saved test results
- 6. When finished reviewing the results, close the window

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REFERENCES

AABB Standards for Blood Banks and Transfusion Services, current edition AABB Technical Manual, current edition

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