# SUBJECT: Blood Bank Reporting

**1.0** **SCOPE**: This policy is applied to the Blood Bank department

**2.0 POLICY**: It is the policy of the Blood Bank department to generate a report on all specimens when all testing is completed.

**3.0** **REPORTING PROCEDURE**: Blood bank reports are hand written on blood bank requisitions (Lab-004) from here forward called the blood bank form. As a paper department many different documents contribute to blood bank operations. Some qualify as reports and others qualify as requisitions as detailed below.

3.1 Type, Type and Rh, Rh only, Type and Screen, cord blood orders, DAT, prenatal profiles, and all RhIg workups.

3.1.1 When all testing has been completed and documented on the blood bank form (Lab-004), separate the parts for distribution:

3.1.1.1 Chart copy to the clerk – use a patient label from the LIS

3.1.1.2 Data processing copy to the clerk – use a patient label from the LIS

3.1.1.3 Blood bank copy is scanned as a blood bank ***report*** – use a specimen label from the LIS. Retain the copy for supervisor review.

3.1.1.4 Verify result.

3.1.1.5 Any additional paperwork associated with the blood bank process (i.e. blood bank billing copies from specimens referred to NVML, Fetalscreen results, remote request forms, etc.) are scanned as a blood bank ***requisition***.

3.2 Type and cross match, FFP, and platelets

3.2.1 When a type and cross match are ordered, complete a blood bank form (Lab-004) for each unit requested plus one additional form. The same applies to FFP and platelets.

3.2.2 For each of the LRBC units mark Leukoreduced red cells and complete the other vital areas of a form (date, time, initials of collector, date and ordering physician). Once the cross match is completed, fill in the patient type & rh, antibody screen, donor type and rh, and unit number. Mark the cross match compatible box, and fill in the tech date and time in the “cross matched by” area. Attach to the unit(s) and verify results.

For platelets mark the pheresis platelet check box and complete the other vital areas as described above.

For FFP mark the FFP check box and complete the other vital areas as described above.

For both platelets and FFP, fill in the patient’s type and rh, donor type and rh, and the unit number. Additionally, for FFP complete the date and time thawed and date and time the unit expires.

3.2.3 The additional form is marked for Type & Rh and Antibody screen as well as completing the other vital areas mentioned above. Once testing is completed record the Type, Rh, and antibody screen results on the form and fill in the Tech, date, and time in the Blood inspected / issued / reported by field. In the comment located above the “cross matched by” area indicate the number of units set up if order is for a type and cross match (i.e. “2 units cross matched”).

3.2.1.1 Verify result.

3.2.1.2 Chart copy to the clerk – use a patient label from the LIS

3.2.1.3 Data processing copy to the clerk – use a patient label from the LIS

3.2.1.4 Blood bank copy is scanned as a blood bank ***report*** – use a specimen label from the LIS.

3.2.1.5 Any additional paperwork associated with the blood bank process (i.e. blood bank billing copies from specimens referred to NVML, remote request forms, etc.) are scanned as a blood bank ***requisition***.

3.2.4 Once a unit is issued process the form parts as follows:

3.3.1.1 Chart copy to the clerk – use a patient label from the LIS

3.3.1.2 Data processing copy to the clerk – use a patient label from the LIS

3.3.1.3 Blood bank copy is scanned as a blood bank ***requisition*** – use a specimen label from the LIS. Retain the copy for supervisor review.

**4.0 DISTRIBUTION OF REPORTS:**

4.1 The reports are distributed Electronically, Batch fax, and manual fax.

**5.0 ADDENDUM REPORTS:**

To perform this process staff must have access to delete scans and edit verified results.

5.1 From resulting worklist, open the order in question by searching for specific order number, workstation BB, Status ALL

5.2 Open soft media and find the report by looking at the results under aBBANKReport

5.3 Print the original reported result from soft media by right clicking the document image and selecting print.

5.4 Delete the original report from the Soft media template aBBANKReport by selecting the document to be deleted and then looking in the Softmedia menu bar across the top of the Media window for the “Delete Document” button. Click this button and confirm deletion.

5.5 Scan original report into template: aInternal \_UseOnly\_Results

5.6 Scan addendum report into aBBANKReport. The addendum report should have NO barcoded labels on it. If there are barcoded labels the report MUST be scanned via soft media batch scanning.

5.7 Some sort of actual change in the BBank result in the LIS must occur to trigger the correct connection between the changed report in the LIS and Allscripts. Removal of a space in the LIS result field will create this change (i.e. SEE\_BLD\_BANK changes to SEE\_BLDBANK). Add comment to BBank result identifying what changes occurred on the new report. E.g.: ADDENDUM REPORT 6/10/17.

5.8 Verify the edited BBank result.

5.9 Incident report is not indicated for addendum reports**.**

**6.0 CORRECTED REPORTS:**

10.1 From resulting worklist open the order in question by searching for specific order number, worklist BB, Status ALL.

10.2 Open soft media

10.3 Print the original reported result from soft media by right clicking the document image and selecting print.

10.4 Delete the original report from the Soft media template aBBANKReport by selecting the document to be deleted and then looking in the Softmedia menu bar across the top of the Media window for the “Delete Document” button. Click this button and confirm deletion.

10.5 Scan original report into template: aInternal \_UseOnly\_Results

10.6 Scan corrected report into the template Blood Bank Results. The corrected report should have NO barcoded labels on it. If there are barcoded labels the report MUST be scanned via soft media batch scanning.

10.7 Some sort of actual change in the BBank result in the LIS must occur to trigger the correct connection between the changed report in the LIS and Allscripts. Removal of a space in the LIS result field will create this change (i.e. SEE\_BLD\_BANK changes to SEE\_BLDBANK). Add comment to test result identifying the result as a corrected report E.g.: CORRECTED REPORT 6/10/17 – You may want to add more info about what was corrected. Demographic corrections such as name spelling or birthdate could be resulted as AMENDED REPORT: (CORRECTED DATE OF BIRTH: MM/DD/YYYY etc.).

10.8 Verify the edited BBank result.

10.9 Incident report is indicated for corrected and amended reports.

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**Date: 4/19/2024**