#### Performing Blood Product Entry Corrections in Blood Component Prep

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| Purpose | To provide direction for performing a correction to a blood product using blood component preparation (BCP) function. |

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| Policy | * Function BCP is used to ONLY correct unit component codes. It is important to note that the unit number and the division number cannot be modified.
* Once the unit component has been corrected the ISBT Product code must be added to the component code before unit can be used again.
* Corrections for other component changes occur in function BPE (Refer to “Performing Blood Product Entry Corrections in Blood Product Entry” SOP). Below is a list of corrections performed in BPE.
* ABO
* Rh
* Expiration Date/Time
* Receive Date/Time
* AT/Directed Donor assignee information
* Antigen/Antibody/Attribute
* Add ISBT Product Code
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| Step | Action |
| 1 | Open Blood Component Preparation icon in Sunquest |
| 2 | Click on the value field and enter component preparation function code “SFIX”. |
| 3 | Enter the information in the following fields: Date, Time, Shift, and Tech.; use the TAB key to advance to the next field. |
| 4 | Press “ALT C” or Click on “Continue”. |
| 5 | “Unit #” field: Barcode or enter unit number in:* Use the drop down arrow to select appropriate product if “Component” doesn’t fill in automatically.
* Use the drop down arrow to select the appropriate division if “Division #” does not filling automatically.
 |
| 6 | Click on highlighted Component box and enter the correct component code, <TAB>. |

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| Step | Action |
| 7 | Container Field: Enter the appropriate container code (listed in the table), <Tab>.

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| Component | Container code |
| PAL, PAL1, PAL2, PAIL, PAIL1, PAIL2 | SGLA |
| PCL, PCIL | SGL260 |
| QIL | DIVR |
| QWIL | DIVR |
| PWL, PWIL | SGL |
| DPPIL, DPPIL1, DPPIL2, DPPIL3 | DIVP |
| PPL, PPL2, PPL3, PPL4, PPIL, PPIL2, PPIL3, PPIL4 | SGL |
| FFP | FFPCNT |
| FDT | DIVF |
| FFPT, PTHW, PTHW1, PTHW2, PTHW3, PTHW4 | SGL |
| FPJT, JPTHW | JUMBOD |
| FP24, FP241, FP242, FP243, FP244, FP24T, FP241T, FP242T, FP243T, FP244T | SGL |
| CRY, CRT | SGLC |
| CP, CPT | CRYP |

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| 8 | Volume Field: Enter the component volume, <Tab>. |
| 9 | Expiration Date Field: Enter the correct expiration date,

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| If ... | Then ... |
| Input expiration date is ≤ output expiration date | <Tab> |
| Input expiration date > output expiration date | A QA warning box will popup, click the “Acknowledge” check box and then click on save  |

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| Step | Action |
| 10 | Expiration Time Field: Enter the correct expiration time, <TAB>. |
| 11 | In the Task 1 section review the input and output information. Note: Under product code there will be a “\*” instead of a E code.

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| If… | Then… |
| Input and output information is correct | No action needed. |
| Output information is incorrect | * Using cursor, click on the incorrect information and then type in the correct information.
* <TAB>.
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| 12 | Press “ALT S” or click on “Save”. |
| 13 | Click on “Finish”* If “Override of QA Failures” box appears a CLS must review and override it if appropriate before continuing
 |
| 14 | Proceed to “Entering Blood and Manufactured Components in Blood Product Entry” SOP, step 13 to add ISBT Product Code. |

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