#### Looking Up Patient Blood Bank History During Sunquest Downtime

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| Purpose | This procedure is used to check for previous Blood Bank history when the Laboratory Information System is not functional. |

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| Policy | * A search of the patient’s history, including blood type, antibody problems or special needs, must be performed prior to resulting patient testing.
* Patient Blood Bank histories derived from the current computer system are updated weekly and stored on the Desktop of the primary Transfusion Service workstation PC. A permanent read only file of archived patient histories (prior to Sunquest) is also stored on the Desktop.
* Patient history is searched from most current backward, ending search either when a history is located or no history is found. The order of search is as follows:
* T-1 BBR 22 report, if available
* Patient AD Data Update Report (BAD report or BBR8) since last computer update
* Blood Type and Problem Log on the Desktop
* BBAR file on Desktop

*Note: Backup copies of these files are located on the Laboratory shared drive/Blood Bank/Archived History folder and on a password protected encrypted thumb drive located in the BB clerical drawer. (Password for encrypted drive: PtBBHx1)* |

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| Procedure:Opening up Computer files | Follow the steps below to check patient history |
| Step | Action |
| 1. | Open the files for patient history by double clicking on each of the following Desktop icons: Blood Type, Problem Log, and BBAR (archival reports) or opening these files on the shared Laboratory/Blood Bank/Archived History file or encrypted thumb drive. |
| 2. | Maximize window to get full screen report. |
| 3. | Determine the last date of the update from the date located at the top of the report.  |
| 4. | Minimize all three selections. Windows for each will appear on the task bar at the bottom of the display screen. |

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| **Procedure:**Checking BAD Report  |  |
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| Step | Action |
| 1. | Pull the hard copies of the daily and/or weekly BAD reports (Patient AD Data Update Report) located in the top drawer of the left hand file cabinet. Retrieve reports back to the date the Blood Type report (on Desktop) was last updated. |
|  |  | **If:** | **Then:** |  |
|  |  | There is patient data present | No need to search further |  |
|  |  | There is no patient data present | Continue search, Checking Blood Type, below |  |
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| Procedure:Checking Blood Type on Desktop |  |

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| Step | Action |
| 1. | Maximize the Blood Type file from the taskbar at the bottom of the screen.  |
| 2. | Patients are listed in alphabetical order. Locate the patient’s name. |
|  |  | **If:** | **Then:** |  |
|  |  | The patient is listed with no asterisk in front of the patient’s name. | * Record the blood type on your BB armband paperwork.
* Answer Yes History to History Check
* Proceed with appropriate testing.
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|  |  | The patient is listed, with an asterisk in front of patient’s name. | * Proceed to Checking Problem Log.
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|  |  | No listing for patient. | * Proceed to Checking BBAR.
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| Procedure:CheckingProblem Log |  |

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| Step | Action |
| 1. | Maximize the Problem Log from the taskbar at the bottom of the screen. |
| 2. | Patients are listed in alphabetical order. Locate the patient’s name. |
| 3. | Note the patient’s blood type and special needs, problems or antibodies of the patient. |
| 4. | Answer Yes History to History Check and proceed with appropriate testing. |

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| Procedure:Checking BBAR(Archival history) |  |
| Step | Action |
| 1. | Maximize BBAR report from the taskbar at the bottom of the screen. |
|  |  | **If:** | **Then:** |  |
|  |  | The patient is located in the alphabetically listed report | * Note the patient’s blood type and any special needs, problems or antibodies.
* Answer Yes History to History Check
* Proceed with appropriate testing.
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|  |  | The patient is not located in the report. | * Answer No History to history Check
* Proceed with appropriate testing.
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| Related Documents: | * Performing an ABO type
* Performing a RH BloodType
* Performing an Antibody Screen
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