Sutter Health Sutter Roseville Medical Center	**Origination:** *N/A*
	Effective: *Upon Approval*
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	Next Review: *2 years after approval*
	Owner: *Irene Wittkop: Coord, Transfusion Service*
	Policy Area: *Lab - Transfusion Service*
	References:
	Applicability: *Sutter Roseville Medical Center*

Entering Blood and Manufactured Components in Blood Product Entry

Purpose	The Blood Product Entry function is used to enter a variety of blood and manufactured products into computer inventory. This function allows for the assignment of directed or Autologous products to intended recipients, and for entry of antigen/antibody/attributes to blood products. Some modifications to previously entered blood products are also made using this function.
Policy	• This procedure is to be used for product entry and modifications that are allowed by system: • ABO • Rh • Expiration Date/Time • Receive Date/Time • AT/Directed Donor assignee information • Antigen/antibody/Attribute • Add ISBT Product Code • Function BCP is used ONLY to correct the component pneumonic. Correction of E code must be done using this procedure. It is important to note that the unit and division number cannot be modified. • Units that are received from supplier with special antigen typing will have these types entered at time of product entry. • Unit attributes MUST be entered manually for Sickle Cell Neg (BBSCN), Platelet Crossmatched units (BBPLXM) or HLA matched (BBHLA) and CMV Neg attribute (BBCMV) if bar code on unit does not translate. Irradiation and Leuko-reduction attributes default as part of the blood component code. • All Autologous and Designated donor units are assigned to patient using Medical Record Number at time of entry into the computer and will be entered by CLS and MLT only. "Duplicate RBC" units may only be entered by CLS. All other products may be entered by CLS, Sr. LA's or MLT who have been trained for Transfusion Service. • Corrections to units after original entry will be made by CLS only • Incorrect unit number(s) that have been accepted into the system MUST be corrected by changing status to WN in Blood Status Update function. The correct unit number is then

	re-entered into the system.
	• Incorrect component code(s) that have been accepted into the system, will be corrected in Blood Component Preparation

Procedure: Blood Product Entry	All products other than Rhogam are entered under this tab

Step	Action
1.	Using the mouse, double click on the Blood Product Entry folder in the Misys Gateway.
2.	The HID/Shift /Tech from the sign on are defaulted automatically. • If any of these needs to be modified, click the Modify key in the lower left and insert changes as needed. A second tech ID will be added to the one logged onto the session if this key is used.
3.	Do any of the products need to be modified? <table><tr><td>If:</td><td>Then:</td></tr><tr><td>No</td><td>Continue to next step</td></tr><tr><td>Yes</td><td>Proceed to Modifying Data for Units in Inventory procedure below</td></tr></table>
4.	Follow instructions below to enter product into LIS inventory <table><tr><td>If:</td><td>Then:</td></tr><tr><td>Product number is ISBT 128 format</td><td>• Scan in unit number • Scan in unit blood type, expiration date and component (No particular order is required, correct fields will populate) • **Do not scan component barcode for split Irradiated units received from supplier.** Type in appropriate code from list in step 5 or Translation Table on page 8. • *Note: If component does not default in after scanning, look it up on the product list in the Computer Manual and hand enter mnemonic on the component line* • Type in volume listed on bag for FFP products including convalescent plasma • Scan CMV Neg bar code onto Special test line on ISBT field tab. (DO NOT enter for frozen products) • Click Add</td></tr><tr><td>Product is Fecal Microbiota Transplant (FMT)</td><td>• Enter Supplier OBM • Enter Component from Translation Table for FMT found below step 27 • Enter 00 as the division number • hand enter unit number without hyphens</td></tr></table>
5.	For Split irradiated pediatric unit, hand enter using information contained in Split Product Translation Table found below step 27. *Note: Refer to Product Lists in Manual for component mnemonic not listed in Table.*

6.	A warning message *"Duplicate unit. A unit with the same unit #, component type and division# already exists in the database. Use modify unit if you wish to modify the existing unit."* dialog box appears?		
	If:	**Then:**	
	No	Skip to step 7.	
	Yes	• Click OK • Scan the component bar code	
7.	Message from above reappears?		
	If:	**Then:**	
	No	• Rescan unit number • Continue with next step.	
	Yes	• Set unit aside • Enter all other units • Proceed to step 18	

8.	Received date & time defaults to current date & time. Modify time and date to match receiving invoice.

If:	**Then:**
FMT	Subtract 6 months from expiration date and enter this date as the draw date.

9.	Use drop down menu in Visual Inspection field and select appropriate response to document Visual.
10.	All yellow fields are mandatory and MUST be populated. Complete fields in right hand column as appropriate. • Sun on tab changes to yellow when information is saved on these tabs.
11.	Ag/Ab/Attributes tab: • **Ag/Ab**: Type the ETC code for antigen into the Ag/Ab field. The codes can be found on a list in the front of the BB Computer Manual. Click Add between each ETC code. Continue clicking Ag/Ab field until all antigens have been added. Selected items move to larger box on right side of tab. *Note: UCMVN code is entered for CMV Neg units or USCN for Sickle Cell negative at this prompt* *(DO NOT enter UCMV for frozen products)* • **Attributes**: Some attributes will default in according to component type .(Ie. Irradiated or Leukoreduced,) or have bar code on unit, (CMV Neg) *(DO NOT scan CMV Neg attribute for frozen products.)* Add the following ETC codes manually: Washed (BBWASH), Sickle Cell Neg (BBSCN) or Platelet Crossmatched (BBPLXM). Add to list.
12.	Comments tab:

		• Add ETC comment codes or type in free text as needed. (ie. Platelets cross matched for "patient name") • Click Add.		

13.	**If Changes to ...**	**Then ...**				
	Assignee	Press "ALT I" or click on the Assignee tab. • Medical Record Number • Enter Medical Record number on Patient ID line; tab and Patient Name will default in. • ID information • Click on ID information field and enter: • Enter Date of Surgery (DOS) • Enter Doctors last name and total number of expected autologous/designated donor units.				
	ISBT Product Code	Press "ALT E" or click on the ISBT Fields Tab • Highlight Volunteer homologous (allogeneic) donor default from drop down in Type of donation field • Highlight the correct ISBT E code from the drop down menu in the Product code field.				

14.	Location Tab:			
		If:	**Then:**	
		Autologous or designated donor unit(s)	• At location, select **HS2** (Helmer Single Door #2)	
		Units other than Autologous/ Designated	• No Location Selection necessary Note: *If no location is selected, location defaults to RV (RV is primary storage location for product. RBC=Helmer Double Door Frozen products=Helmer Freezer, Platelets=Helmer Platelet Incubator)*	

15.	After all necessary information is entered, click the **Add** button above the **Summary List** area. • To modify information on a unit from the summary list, double click on the unit line to display associated data and reply Yes to Replace information question. • To sort units on the list, use up & down arrows at the side of the list to move highlighted unit.
16.	After all units to be entered have been added to the Summary List, compare scanned information against shipping invoice. Does the description for any of RBC products contain Bag or part numbers?

If:	Then:
No	Continue to next step

	Yes	• Attach note to RBC units indicating the Bag or Part number • Continue to next step	

17.	Are there any errors or omissions between screen and shipping invoice?		
	If:	**Then:**	
	No	Click **Save**.	
	Yes	Correct errors or omissions. Refer to step 15 for instructions. Click **Save**	
	Note: It is not necessary to record the work list number that is automatically generated for products that require confirmation testing.		

18.	Perform the following based on product type:		
	If…	**Then…**	
	Irradiated split products and split CPDA RBCs	Proceed to "Reprinting ISBT Product Code Labels" SOP.	
	All other blood products	No further action required.	

19.	Unit has been in inventory at another Sutter hospital. Exit Blood Product Entry.		
	If:	**Then:**	
	SLA	• Make notation on shipping invoice • Place note on unit identifying it as a "Duplicate unit" • Place unit on "Inventory to be entered" shelf of Helmer refrigerator • Alert tech assigned to Transfusion Service that there is a "duplicate unit" that needs to be entered	
	CLS	• Continue with step 20.	

20.	Open function **Blood Status Update.**
21.	Select Update Option: "Ship out to inventory" from drop down list.
22.	Scan unit number and component bar code.
23.	Complete required fields using the date and time received from Shipping Invoice and INV as New Status.
24.	Choose the "Location" button at the bottom of the screen to select the desired HID and storage location. • For primary default location, click RV folder • Be sure to click OK on pop up box. Refer to *Changing Blood Product Storage Location.*
25.	Click Save.
26.	Is this a product that requires type confirmation?

	If:	**Then:**	
	No	Proceed to next step	

	Yes	• Open function Blood Product Testing • Check to see status of unit confirmation is pending. • If unit confirmation is completed, order Uchek, Uchek2, Uchek3, Uchek4, as applicable.

27.	Are antigen types present that were not at performed at RV or Blood Source or CMV Neg attribute/antigen is missing?	
	If	**Then:**
	No	Place unit on "To be confirmed shelf" in Helmer double door refrigerator.
	Yes	• Call up unit in Blood Product Entry. • Open up Modify Unit tab • Scan in unit number • Remove antigen types that were not performed at RV or Blood Source from antigen field or add attribute and CMV Neg antigen code, as applicable. • Save edits. • Place unit on "To be confirmed shelf" in Helmer double door refrigerator.

Blood Supplier Split Unit Translation Table	Refer to the table below for irradiated, split products that are received directly from the blood supplier. RBC Products:

RBC Products:

Supplier Irradiation E code	SQ Component Type	Irradiation Output E code
E0224VA0	QIL	E0223VA0
E0224VB0	QIL	E0223VB0
E0224VC0	QIL	E0223VC0
E5170VA0	QWIL	E5905VA0
E5170VB0	QWIL	E5905VB0
E5170VC0	QWIL	E5905VC0
E6189VA0	QWIL	E4561VA0
E6189VB0	QWIL	E4561VB0
E6189VC0	QWIL	E4561VC0

Platelet Products:

Supplier Irradiation E code	SQ Component Type	Irradiation Output E code
E3046VA0	DPPIL	E3055VA0
E3046VB0	DPPIL	E3055VB0
E046VC0	DPPIL	E3055VC0
E3046VD0	DPPIL	E3055VD0

E3056VA0	DPPIL1	E3060VA0
E3056VB0	DPPIL1	E3060VB0
E3056VC0	DPPIL1	E3060VC0
E3056VD0	DPPIL1	E3060VD0
E3057VA0	DPPIL2	E3061VA0
E3057VB0	DPPIL2	E3061VB0
E3057VC0	DPPIL2	E3061VC0
E3057VD0	DPPIL2	E3061VD0
E3058VA0	DPPIL3	E2995VA0
E3058VB0	DPPIL3	E2995VB0
E3058VC0	DPPIL3	E2995VC0
E3058VD0	DPPIL3	E2995VD0

Translation Table for FMT Products	**Product Description**	**SQ Component Type**
	250 ml product ending in 01	FMTC1
	250 ml product ending in 02	FMTC2
	250 ml product ending in 03	FMTC3
	250 ml product ending in 04	FMTC4
	250 ml product ending in 05	FMTC5
	250 ml product ending in 06	FMTC6
	250 ml product ending in 07	FMTC7
	250 ml product ending in 08	FMTC8
	30 ml product ending in 01	FMTE1
	30 ml product ending in 02	FMTE2
	30 ml product ending in 03	FMTE3
	30 ml product ending in 04	FMTE4

Procedure:
Modifying Data for a Unit in Inventory

Note: *The unit status, the component type, the supplier, and the supplier unit number cannot be changed in the Blood Product Entry function.*

Step	Action
1	Click Modify Unit button in lower left of screen.
2	Barcode or enter unit number in "Unit #"field when the "Unit Selection Box" pops up.
4	Use the drop down arrow to select appropriate product if "Component" doesn't fill in automatically.

5	Use the drop down arrow to select the appropriate division if "Division #" does not filling automatically.	
6	Click on OK	
7.	Make the necessary changes/updates.	

If Changes to ...	Then ...
ABO, Rh, Exp date/time, Volume, Draw date/time, Receive date/time	Update or change the respective section(s) to the correct information.
Ag/Ab/Attributes	Click on the Ag/Ab/Attributes tab or use "ALT G" for Ag/Ab entry and/or "ALT U" for Attributes entry. • Ag/Ab: • Type in the ETC code for the antigen into the Ag/Ab field. • Click "Add" between each ETC code. Continue clicking Ag/Ab field until all antigens have been added. Selected items move to larger box on right side of tab. • Attributes: • Add attribute codes when indicated i.e., irradiated, washed, crossmatched. Type or look up codes using the search function and "Add" to list.
Comments	Press "ALT O" or click on the Comments Tab • Add ETC comment codes or free text as needed. • Click on "Add".
Assignee	Press "ALT I" or click on the Assignee tab. • Medical Record Number • Enter Medical Record number on Patient ID line; tab and Patient Name will default in. • ID information • Click on ID information field and enter: • Enter Date of Surgery (DOS) • Enter Doctors last name and total number of expected autologous/designated donor units.
ISBT Product Code	Press "ALT E" or click on the ISBT Fields Tab • Click on the down arrow in the Product code field. • Click on the correct ISBT E code from the drop down menu.

8	Once all changes have been completed press "ALT S" or click on the Save button.	
Procedure: **Manufactured Product Entry**		
Step	**Action**	

1.	Select the **Manufactured Product** tab on the Blood Product Entry screen.
2.	Type in Mfr ID/supplier code ORTHO2 followed by tab key, or use lookup.
3.	Type in component type code RHG followed by tab key, or use lookup.
4.	Type in RV followed by the Manufacturer's lot # . • If *"Duplicate unit. A unit with the same unit #, component type and division# already exists in the database. Use modify unit if you wish to modify the existing unit"* appears, use instructions for Modifying Manufactured Product in Inventory (below).
5.	Type in the expiration date at that prompt. Press TAB. Expiration time defaults in, but may be modified.
6.	The receive date and time defaults in. Modify as needed.
7.	Click Save. • A message displays with the unit number and the range of derivatives in the format *lot number/sequence number*. The number of derivatives is based on the packaged quantity. • Barcoded labels print for each unit, as defined by maintenance.

Procedure:
Modifying Data for a Manufactured Product in Inventory

Step	Action
1.	On the **Manufactured Product** tab, press the "Modify Unit" key in the lower left of the screen.
2.	Type unit number in the dialog box. • If modifying entire lot, enter lot number without slash number. If modifying a single derivative include the slash number (example: RGF192A1**/4**).
3.	Select component type code, if necessary.
4.	Click OK.
5.	Modifying entire

If:	Then
Adding a new shipment of an existing lot number	• Select <New Shipment> • Enter expiration date & time, packaged quantity and receive date & time.
Modifying data on all derivatives of current lot	• Select<Lot Update> • Enter IU (International Units)

6.	Enter data on Comments or Location, as needed.
7.	Click Save.

Related Documents	• Performing a Blood Status Update • Changing Blood Product Storage Location

All revision dates:

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Laboratory Director	Lindsey Westerbeck: Dir, Lab	pending

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