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Owner:	*Nadera Poirier: Spvr, Transfusion Services*
Policy Area:	*Lab - Transfusion Service*
References:	
Applicability:	*Sutter Roseville Medical Center*

Blood Status Update (BSU) in Sunquest

PURPOSE

This procedure provides instructions to change the status of blood products in Sunquest.

POLICY

- Blood products that are pending further evaluation by the blood supplier or Transfusion Services Supervisor should be quarantined in Sunquest and placed in the appropriate physical quarantine location.
- When Sunquest is non-operational, the status will be recorded using the downtime procedure and transferred into Sunquest as soon as possible.
- Status updates are to be performed by trained MLT/CLS only.

PROCEDURE

Unit Update

Step	Prompt	Action
1.		Launch Sunquest, select *Blood Bank* tab and select *Blood Status Update.*
2.	Update Option	Select *Unit Update* from the drop-down menu.
3.	**Unit Selection** Unit # Component Division #	• Scan or enter unit information and press the tab key. • If more than one product with that number is in the inventory, scan E code.
4.	**Status entry** Date Time	Tab through *Date* and *Time* fields to default current date and time. • If documenting after the fact, enter the correct date and time update occurred.
5.	**Status entry** New status	• After *Reason code* has been entered, select *Add*. If a reason code needs to be removed select the code to be removed and select *Remove*. • If *New status* is INV proceed to step 6 after status has been selected. • If *New status* is QU, OD, DS or WN proceed to step 7 after reason code has

	Reason/ Comment entry Reason code Free text	been selected.		
		If unit was:	New status:	Reason code(ETC):
		Acceptable for reissue	INV (Inventory)	
		Market withdrawal requested by blood supplier	QU (Quarantined)	RECALL (recalled)
		Products pending evaluation by Transfusion Service Supervisor or designee	QU (Quarantined)	REQUAR (quarantined) Document reason for quarantine under *Free text* prior to selecting *Add*.
		Expired products that are not returned to blood supplier	OD (Outdated)	REOUT (unit outdated)
		Thawed FFP expired	OD (Outdated)	REONT (ordered not transfused)
		Broken while thawing	DS (Discarded)	REBRK (broken container)
		Unacceptable temperature indicator on returned product-product not acceptable for reissue	DS (Discarded)	RETINF (temperature indicator failed)
		Unacceptable temperature for returned product-product not acceptable for reissue	DS (Discarded)	RETPCF (temperature check failed) Document return temperature under *Free text.*
		Platelet transferred from Sutter affiliate: • Without the *Platelet Packed* label or the *Platelet Packed* label is not intact • Missing PCM22 Coolant Pack • Shipper packing slip is missing or incomplete	DS (Discarded)	REFAIL (failed visual inspection) Document reason under *Free text*.
		Returned as spiked by nursing staff after issuing	DS (Discarded)	REPUN (punctured bag)
		Does not exist due to product entry error	WN (Wrong number)	RECC (clerical correction)
6.	**Status entry** Temperature	If indicated: • For *Temperature* enter *PASS* or *FAIL*. • Select *Yes* or *No* for *Pass visual inspection*.		

	Pass visual Inspection **Reason/ Comment entry**	• Use the following ETC codes for *Reason code* ◦ RETINP (temperature indicator pass) ◦ RETINF (temperature indicator fail) ◦ RETPCP (temp check pass) ◦ RETPCF (temp check fail)
7.	9.Unit Location	Select *Unit Location* and select *RV*.
8.		Verify that the unit location has updated and select *OK* and *Save*. • **Unit Activity** tab opens if an allocated unit is being returned to inventory. Re-allocate or release this unit from the accession number from the drop-down menu under *New status* and select *Save*.

Shipping a Unit Out of Inventory (Transferring)

Step	Action
1.	Launch Sunquest, select *Blood Bank* tab and select *Blood Status Update.*
2.	Under *Update Option* select *Ship Out* from the drop-down menu.
3.	Under **Unit Selection**, select the *Unit #* box and scan or enter unit number. • If unit number is hand entered press tab to advance to next field. • If it is the only product with that unit number in the inventory, component will automatically populate field. • If more than one product with that number is in the inventory, scan E code.
4.	Tab to move unit into the **Batch update** list. Repeat step 3 for units that are to be shipped out at same date and time. After all desired units to ship out have been entered select *Submit*.
5.	Under **Status entry**, tab through to enter *Date* and *Time*. If pneumonic is known for *Destination* enter or use the search function to locate destination. • If the blood supplier has requested that you do a direct transfer to another hospital enter the destination code for the facility that the blood supplier has requested it to be sent or search for the location using the search function.
6.	Press tab and select *Yes* or *No* for *Pass visual inspection for all units*.
7.	For **Reason/Comment entry:** 	If:	Then:	 |---|---| 	Transferring to another affiliate	Enter ETC RETRNF (Transferred to another hospital)	 	Transferring to another hospital per blood supplier	Enter ETC DTR (direct transfer per blood supplier)	 	Transferring to blood supplier	Enter ETC RERET (returned to supplier)	
8.	Select *9. Unit Location* and select *RV*. Select *OK,* select *Continue* and then *Save*.

Accepting a Unit into Inventory from Another Affiliate

Step	Action
1.	Launch Sunquest, select *Blood Bank* tab and select *Blood Status Update.*
2.	Under *Update Option* select *ShipOut to Inventory* from the drop-down menu.
3.	Under **Unit Selection**, select the *Unit #* box and scan or enter unit number. • If unit number is hand entered press tab to advance to next field. • If it is the only product with that unit number in the inventory, component will automatically populate field. • If more than one product with that number is in the inventory, scan E code.
4.	Under **Status entry**, tab through to enter *Date* and *Time.* For *New status* select INV (inventory). For *Temperature* enter *PASS* or *FAIL.* Tab to continue, and select *Yes* or *No* for *Pass visual inspection*.
5.	Select *9. Unit Location* and select *RV.* Select *OK* and then *Save*.

All revision dates:

Attachments

No Attachments

Approval Signatures

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