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**Owner:** *Nadera Poirier: Supervisor, Laboratory Analytic*  
**Policy Area:** *Lab - Transfusion Service*  
**References:**  
**Applicability:** *Sutter Roseville Medical Center*

## Labeling a Blood Component for Transfusion

### PURPOSE

To provide instruction on labeling blood products and Rhogam for transfusion and reprinting unit tags in Transfusion Services (TS).

### POLICY

- The Transfusion Record (unit tag) prints automatically on the assigned printer when the transfusion status is saved as OK ( ] ) in Sunquest (SQ).
- The unit tag label must be initialed by the person adhering it to a product prior to adhering after verifying that unit and patient information on the label is correct.
- Unit tag labels are not to be applied over any of the existing product labeling. If no unobstructed space is available on the front of the bag for the allocation label to be permanently affixed, apply label to a manila tag and secure it to the unit with fastener.
  - Place label below the ISBT face label on a blood product if space is not available above; do not use manila tag unless no other option exists.

### PROCEDURE

Step:	Action:
1.	Review the patient and compatibility testing information printed on the unit tag for completion and accuracy. <ul style="list-style-type: none"> <li>• Legal FIRST and LAST name of patient in its entirety is required. If the allocation label has truncated the name, handwrite the missing information.                             <ul style="list-style-type: none"> <li>◦ This does not include middle name/initial or Jr./Sr./II/III/etc. designations.</li> <li>◦ Pre-admitted fictitious names (Tra, Doe) will be assigned in cases where the patient's identification cannot be verified at the time of admission and are acceptable as "legal" name.</li> </ul> </li> <li>• Medical record number (MRN)</li> <li>• Date of birth (DOB)</li> <li>• Patient ABORh</li> </ul>

2.	<p>Compare the following unit information on unit tag to all product labeling (including tags attached for additional testing of the product) for completion and accuracy:</p> <ul style="list-style-type: none"> <li>• Unit number (DIN)</li> <li>• Component type, container, and/or division number</li> <li>• Unit ABORh</li> <li>• Expiration date and time <ul style="list-style-type: none"> <li>◦ Time listed must be 2359 with the exception of washed RBCs or thawed cryo (24 hour expiration)</li> </ul> </li> <li>• Volume</li> <li>• All special attributes (ex: CMV negative, IRR, antigen typing, HgbS testing, etc.)</li> </ul> <p>Note: All antigen testing present on product label <b>must</b> be reflected in SQ regardless of patient need.</p>
3.	Verify unit number on any attached manila tags (i.e. antigen typing from blood supplier) is complete and accurate. Ensure manila tag for antigen testing performed in-house is complete with testing tech initials and date.
4.	Review patient requirements in SQ and ensure all corresponding comments and attributes are present on the product and unit tag (ex: PI comments indicating specialty requirement, antigen negative units as required for patient antibodies, etc.)
5.	Initial the unit tag label and adhere to the front of the blood component.
6.	Fold unit tag and place with the unit into appropriate storage device.

## TROUBLESHOOTING

If:	Then:
PI comment ends in "++"	Handwrite remaining portion onto unit tag label and initial the change.
Name has been truncated due to length	
Unit or patient information is inaccurate or incomplete	<ul style="list-style-type: none"> <li>• Correct inaccurate or incomplete information (reprint unit tag as needed)</li> <li>• Notify Transfusion Services Supervisor or Technical Specialist of error/omission</li> </ul>
Reprinted unit tag required	<ul style="list-style-type: none"> <li>• In the accession, highlight the unit number for tag to be reprinted</li> <li>• In the "Add Unit Test" field, enter ;<b>UR (u)</b></li> <li>• Select desired answer to pop up : "Do you want this test added to all units in this order?"</li> <li>• Save (leave UR field blank)</li> </ul>

All revision dates:

### Attachments

No Attachments