



Sutter Roseville Medical Center

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Owner: *Nadera Poirier: Supervisor,  
Laboratory Analytic*Policy Area: *Lab - Transfusion Service*

References:

Applicability: *Sutter Roseville Medical Center*

## Entry and Modification of Blood Products and Rhogam Using Blood Product Entry (BPE)

### PURPOSE

To provide instruction on the appropriate use of the Blood Product Entry (BPE) to enter blood products and Rhogam into electronic inventory.

### POLICY

- All blood products and Rhogam will be entered into inventory as soon as possible after delivery.
- Units are to be verified against the shipping invoice prior to entering into inventory.
- Visual inspection of all products must be performed at the time of entry. Refer to *Blood Component Visual Inspection Guide* for appropriate appearance of products.
- Components will be inspected for the following, as applicable: Hemolysis, color, clots/fibrin, segments (must have **2 segments** attached to all pRBCs), sealed ports, cracks in bag, signs of previous thawing of frozen components, or excessive bubbles.
- Any product with failed visual inspection must be placed in quarantine and followed up with the blood supplier and/or Transfusion Services Supervisor, as appropriate.
- Segments are to be pulled from pRBC products at the time of entry into electronic inventory.
  - Place a unit number sticker around one segment (creating a flag around the segment) and store in the segment bag labeled with the day's date on designated shelf
- Entry of products transferred from another Sutter affiliate must be performed using Blood Status Update in Sunquest (SQ) by a CLS. See SOP: *Return, Transfer, Discard, and Quarantine of Blood Products and Rhogam Using Blood Status Update (BSU)*.
- the following must be entered by CLS:
  - Autologous or designated donor products
  - Liquid plasma
  - Antigen typey units from blood supplier
- Modifications or corrections to units after original entry must be performed by a CLS.
- CMV negative attributes are not to be added to frozen components.

### DEFINITIONS

DIN: Donor Identification Number

Ecode: Product code

# PROCEDURE

## Blood Component Entry

Note: Appropriate fields will populate regardless of order in which barcodes on unit face label are scanned.

Step:	Action:
1.	Launch Sunquest and access <i>Blood Product Entry</i> (BPE).
2.	Scan unit number (DIN) to populate <i>Supplier</i> and <i>Supplier unit #</i> .
3.	Scan product code to populate <i>Component</i> and <i>Division #</i> .
4.	Scan unit blood type to populate <i>ABO</i> and <i>Rh</i> .
5.	Scan expiration date to populate <i>Expiration date</i> and <i>Expiration time</i> .
6.	System will auto-populate defaults for <i>Container</i> , <i>Volume</i> , <i>Draw date</i> , <i>Draw time</i> , <i>Receive date</i> , and <i>Receive time</i> . <ul style="list-style-type: none"><li>Volume for all plasma, platelet, and cryoprecipitate products must be manually changed to actual volume noted on product label</li></ul>
7.	Document <i>Visual inspection</i> by selecting either PASS or FAIL under the drop-down. <ul style="list-style-type: none"><li>See policy section for visual inspection instruction</li><li>If product fails visual inspection, select Yes to continue through pop-up window indicating that the status of the unit will be set to <i>Quarantined</i>.</li></ul>
8.	If present, scan CMV barcode (on red cell and platelet products ONLY) to populate CMV status under <i>Attribute</i> . <ul style="list-style-type: none"><li>If barcode will not scan, manually enter <b>BBCMVN</b> into <i>Attribute</i> field and <i>Add</i></li></ul>
9.	To the <i>Antigen/Antibody</i> field, add the ETC for all antigens or antibodies identified by the blood supplier <ul style="list-style-type: none"><li>For antigens without an ETC, free text result under the <i>Comments</i> tab</li></ul>
10.	To the <i>Attribute</i> field, enter all attributes pertaining to component that have not auto-populated. <ul style="list-style-type: none"><li>Common attributes: <b>BBLR</b> (leukoreduced), <b>BBIRR</b> (irradiated), <b>BBCMVN</b> (CMV negative), <b>BBSCN</b> (sickle cell negative), <b>BBWASH</b> (washed), <b>BBHLA</b> (HLA matched), <b>BBPLXM</b> (crossmatched platelet)</li></ul>
11.	Once all fields have been completed and verified for accuracy, <i>Add</i> unit to <i>Unit summary list</i> .
12.	Once all units to be entered have been added to the <i>Unit summary list</i> , select <i>Save</i> .

# Autologous/Directed Donor Unit Entry

To be used when autologous or directed donor (DD) units are being brought into inventory. Units can be assigned by patient name temporarily if the patient is not yet registered with an MRN under an active RV account. Unit must be assigned to patient MRN as soon as the MRN becomes known on the date of surgery in order to link the unit to the patient's record.

Step:	Action:
1.	See above, <i>Blood Component Entry</i> , for general product entry steps.
2.	Select <i>Assignees</i> tab.
3.	Enter patient MRN under <i>Patient ID</i> (if known).
4.	Enter full patient name as noted on unit tag in <i>Patient name</i> field.
5.	Under <i>ID information</i> , enter date of surgery (DOS) and number of units for patient: <ul style="list-style-type: none"> <li>• Example: <i>DOS MM/DD/YY, 1 of 1</i></li> </ul>
6.	Print a BRR20 report ( <i>Directed/Autologous Unit List</i> ), noting on the top of the page in large print the date of surgery. <ul style="list-style-type: none"> <li>• If multiple units are listed, write in large print the individual dates of surgery next to the unit entries</li> </ul>
7.	Attach BBR20 to the outside of the refrigerator containing the autologous/directed unit(s). <ul style="list-style-type: none"> <li>• Unit will be modified to assign it to the MRN on the DOS when patient is registered</li> <li>• Report will remain on the fridge until the unit expires</li> </ul>

# Modification of Blood Components

To be used to fix entry errors allowed by SQ and to remove antigen typing performed at a facility other than RV or the blood supplier.

Step:	Action:
1.	Launch Sunquest and access BPE and select <i>Modify Unit</i> .
2.	Scan, enter, or select <i>Unit #</i> and <i>Component</i> in the <i>Unit Selection</i> pop-up, then select <i>OK</i> .
3.	Modify necessary fields using instructions found above in <i>Blood Component Entry</i> , <ul style="list-style-type: none"> <li>• Note: The supplier, component type, division #, supplier unit #, and visual inspection cannot be changed once entered into inventory</li> </ul>
4.	If modifying to <b>remove antigen typing</b> performed at a facility other than RV or the blood supplier: Highlight the antigen in the <i>Antigen/Antibody</i> list under the <i>Ag/Ab/Attributes</i> tab and select <i>Remove</i> .
5.	If <b>modifying E code</b> : select the <i>ISBT Fields</i> tab, then select appropriate <i>Product Code</i> from the drop-down list.
6.	Select <i>Save</i> after verifying changes.

# Rhogam Entry

Note: All 50 units of Rhogam are to be entered into electronic inventory upon receipt. Product arrives in two boxes of 25 units each and requires a modification to the lot to acquire labels for the second box.

Step:	Action:
1.	Launch Sunquest and access BPE and select the <i>Manufactured Product</i> tab.
2.	Complete the following fields: <ul style="list-style-type: none"><li>• <i>Mfr ID</i>: ORTHO2</li><li>• <i>Component</i>: RHG</li><li>• <i>Mfr lot #</i>: RV, then manufacturer lot number<ul style="list-style-type: none"><li>◦ Example: RVRGO16</li><li>◦ Note: Lot number character following RG is letter "O", not number "0"</li></ul></li><li>• <i>Expiration date</i>: enter date noted on product</li><li>• <i>Packaged qty</i>: 50<ul style="list-style-type: none"><li>◦ Quantity will default to 25 and must be changed to 50 in order to bring in both boxes at one time</li><li>◦ If only one box is received, leave default as 25</li></ul></li><li>• Remaining fields will auto-populate after expiration date entry</li></ul>
3.	Select <i>Save</i> . <ul style="list-style-type: none"><li>• A message displays with the range of unit number derivatives that were created. The number of derivatives is based on the <i>Package qty</i> (50)</li></ul>
4.	If <b>new shipment</b> of the <b>same lot number</b> is received: <ul style="list-style-type: none"><li>• Select <i>Modify Unit</i> and enter lot number (without /##) in field for <i>Unit #</i></li><li>• Tab to auto-populate <i>Component</i> and <i>Division #</i>, then select <i>OK</i></li><li>• Select &lt;New Shipment&gt; line, then <i>OK</i></li><li>• Complete <i>Expiration date</i> and <i>Packaged qty</i> as noted in step 2, followed by <i>Save</i></li></ul>

## RELATED DOCUMENTS

Return, Transfer, Discard, and Quarantine of Blood Products and Rhogam Using Blood Status Update (BSU)

All revision dates:

### Attachments

No Attachments