



Origination: 1/4/2022
Effective: 1/3/2023
Final Approved: 1/3/2023
Last Revised: 1/3/2023
Next Review: 1/2/2025
Owner: *Nadera Poirier: Supervisor, Laboratory Analytic*
Policy Area: *Lab - Transfusion Service*
References:
Applicability: *Sutter Roseville Medical Center*

Processing Keep Ahead (XMKEEP) Orders

PURPOSE

To provide instructions on the processing of keep ahead (XMKEEP) orders.

POLICY

- Clinicians can place "keep ahead" orders to replace crossmatched units of RBCs as they are issued.
 - This order is appropriate for unstable patients using several units per day and should be used for 24 to 48 hours
- Additional crossmatch (ADDXM) orders do not need to be placed while a XMKEEP is active.
- XMKEEP orders expire along with the current specimen being used for the crossmatch. New XMKEEP orders must be placed with new TS/XM orders if clinician would like to continue to keep ahead units.
- If XMKEEP order is placed and there is no in-date TS or XM order, RN will be notified of need for order.
- During inventory review all XMKEEP orders are to be reviewed to verify expiration date of XM. A courtesy call will be placed in the morning on the day the patient specimen (TS/XM) expires to acute care floors (**TNI** and **ICU**) to notify clinician of expiration of the order.
 - Transfusion Services CLS will place the call and document date, time, and RN notified as a chartable comment (**BBC**) in the XMKEEP accession
 - It is the responsibility of the RN to notify the clinician of the expiring order and to obtain a new order if needed

PROCEDURE

Step:	Action:
1.	Launch Sunquest and access patient by MRN in <i>Blood Order Processing</i> and open XMKEEP accession. Result existing BBC with a free text comment: " <i>Keep ahead # units</i> ". <ul style="list-style-type: none"> • If number of units were not indicated, call RN to clarify and result BBC with a free text comment: "<i>Keep ahead # of units per NAME, RN</i>"
2.	In the active TS/XM order, add BBC and result with a free text comment: " <i>Keep ahead # units</i> ".
3.	Allocate number of units requested in the TS/XM order, then change <i>Units Ordered</i> field to reflect addition.
4.	Place laminated <i>Keep Ahead</i> tag in the front of the unit prior to storing in the refrigerator.

5. Continue adding units to original TS/XM order to replace those issued.
- When issuing, retain *Keep Ahead* tag and transfusion record. If an SLA issues the blood product the *Keep Ahead* tag and transfusion record are to be given to a CLS so that additional units can be allocated.
 - Once additional units have been allocated, the *Keep Ahead* tag is to be placed in the front of the unit prior to placing unit in storage device and transfusion record for previously issued unit can be stored in designated tray.

All revision dates:

1/3/2023, 10/28/2022, 1/4/2022

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Medical Director	Lindsey Westerbeck: Director, Laboratory Services	1/3/2023
Laboratory Director	Lindsey Westerbeck: Director, Laboratory Services	12/19/2022

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