YALE-NEW HAVEN HOSPITAL	Immunology Laborato Policy	ory Blood Donation	DEPT OF LAB MEDICINE Immunology, Flow Cytometry, and Molecular Diagnostics Laboratories  DOCUMENT NO: IMM89
REVIEW BY PREP/SUPVR: Teodorico Lee, MT (ASCP)	EFFECTIVE DATE: March 27, 1994	REVISION DATE: May 19, 2013	Page 1 of 1
LAB MANAGER: Teodorico Lee, MT (ASCP)	DIRECTOR: Brian Smith, M.D.	DIRECTOR:	

# A. Purpose

The purpose of this policy is to establish guidelines for the drawing of donor blood for quality control use or test validation and to establish a method of financial reimbursement.

# B. Responsibility for This Policy

The Immunology Laboratory will decide when a donor draw is necessary, will make arrangements for contacting a donor, and will be responsible for drawing that donor. Should abnormal results be found, an attending pathologist will be notified and he/she will discuss the test results with the donor.

# C. Employees Covered by This Policy

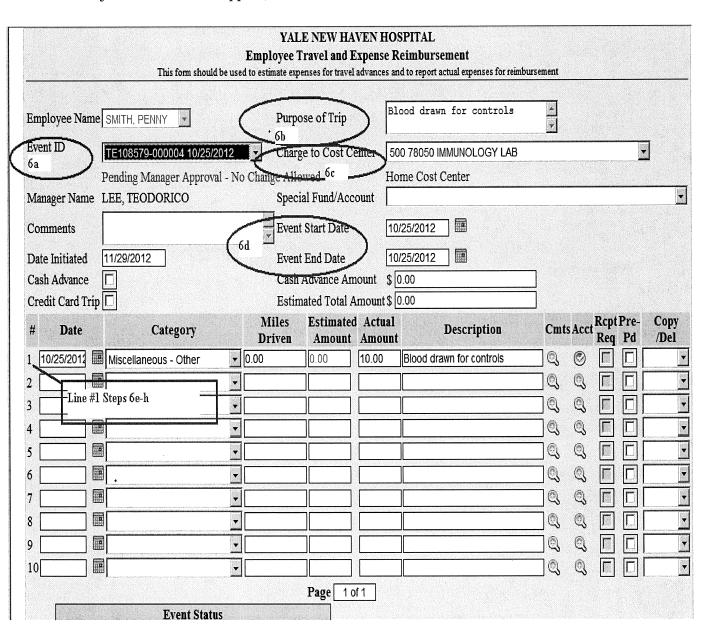
All Immunology Laboratory employees are eligible for this policy. Blood donation will be on a volunteer basis only. If needed, volunteers from outside this lab can be sought.

### D. Financial Guidelines

The Immunology Laboratory will reimburse each donor \$10.00 for the draw tube(s) drawn. Reimbursement will be made automatically via payroll checks. To submit a request for reimbursement enter the request through ESS and follow the steps outlined below:

- 1. Open Internet Explorer to the Intranet home page (http://intranet/)
- 2. Click Applications
- 3. Select Employee Self-Service from list
- 4. Log into Employee Self-Service System
- 5. From the Tools drop down menu click Travel & Expense
- 6. Fill out the Travel & Expense Form (see screen shot next page)
  - a. Event ID drop down menu click Create a New Event
  - b. In the Purpose of Trip Box fill in "Blood draw for Controls".
  - c. Charge to Cost Center drop down menu click 500 78050 Immunology Laboratory.

- d. Start date and End date, use the Calendar Icon to select the event (same date in most cases)
- e. Line #1 Start date Use the Calendar Icon to select the
- f. Line #1 Category drop down menu on select Miscellaneous Other
- g. Line #1 Actual Amount type 10
- h. Line #1 Description section type "Blood draw for Controls".
- i. After reviewing the form click Submit for Approval (located at the <u>very</u> bottom of the form)
- j. A box will appear, Check the confirmation box and then Submit.



Once the ESS request is submitted, the Laboratory Manager will approve the request. Final approval and submission to YNHH Accounts Payable Department will be made by the Director of Laboratory Services.

## E. Donor Documentation

Each donor will notify the Laboratory Manager/ Assistant Chief Technologist that a donation was made and the number of tubes given.

# F. History

1. Section D – Added the use of ESS for reimbursement request. Section E – retired the use of the blood donor logbook 9 (IMM89-A). Revision made by Teodorico Lee - May 19, 2013

# Signature Approva: for Annual Review

**Document Author** Josephine Annunziata March 27, 1994

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LAB DIRECTOR  LAB MANAGER  LAB DIRECTOR  LAB DIRECTOR  LAB DIRECTOR  LAB DIRECTOR  LAB DIRECTOR  Bias R. Man'th,  LAB DIRECTOR  Bias R. Man'th  And	Name (Print)	Title	Signature	Review	(Use Procedure Review Log to document staff review)	for Training if Applicable	Date for Use
LAB DIRECTOR  LAB DIRECTOR  LAB DIRECTOR  LAB DIRECTOR	JORICO LEE	LAB MANAGER	Yestoria de	8/10/09	New Signature Page.	N/A	08/10/09
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LAB DIRECTOR  LAB MANAGER  LAB DIRECTOR  BIAN  RAWA  R	JORICO LEE	LAB MANAGER	Yestorico dec	8/3/11	Added information on what to do with abnormal results. Add doc# to donor form.	N/A	8/1/2011
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LAB DIRECTOR	OORICO LEE	LAB MANAGER	Gordonia Ree	5/19/2013	Section D – Added the use of ESS for	N/A	5/19/2013
	N SMITH	LAB DIRECTOR	RIL	5/19/2013	of the blood donor logbook 9 (IMM89-A).	N/A	5/19/2013