BB.SPEC.3.0 SPECIMEN RECEIPT AND REJECTION FOR BLOOD BANK

STATEMENT OF PURPOSE

The purpose of this document is to list the steps required for blood bank specimen receipt and the criteria for specimen rejection. This applies to all specimens that have the potential to be used for the transfusion of blood components.

SCOPE

This document applies to all areas that receive specimens for use in the Blood Bank.

RELATED DOCUMENTS

BB.SPEC.1.0 Specimen Requirements
BB.SPEC.2.0 Patient Identification and Specimen Labeling
BB.IS.2.0 History Files

PROCEDURE

I. Specimen Receipt

Step	Action	Notes
1.	Check specimen for labeling accuracy against HIS requisition, LIS order information or manual requisition. • <u>If manual requisition received, verify first name, last name and DOB on requisition against patient information in ADIQ after patient is admitted to the hospital.</u>	Check for the following: a. Patient full name b. MR# c. BB ID # if in use at specific institution d. Date/year drawn * e. Time drawn* f. Phlebotomist Initials If not labeled correctly see Specimen Rejection section. *Blood Bank tech may document time and year of draw on specimen after receipt in blood bank but prior to testing.
2.	Receive specimen in the computer. (Use specimen label to enter MR# in computer, unless typenex system is used.)	See Section 7: Computer steps: OER

3.	Many sites have phlebotomy teams, and have only Sunquest labels available for blood bank sample labeling. This is acceptable. If desired, a Sunquest label may be placed over a hospital label IF the original patient name and at least one other identifier (MR# or DOB) remains clearly visible AND the Sunquest relabeling is verified with two lab associate initials.	
4.	Search patient history files and document results in computer.	Not necessary for cord bloods at CHI. See BB.IS.2.0
5.	Search for directed and/or autologous units and document in the computer as part of the history check.	Not necessary for cord blood studies. See computer steps. See See BB.IS.2.0
6.	Centrifuge the specimen then check for hemolysis.	See Specimen Rejection section for hemolyzed specimens.

II. Site Specific Instructions – Cord Bloods

SVIN, SVCR, SVW

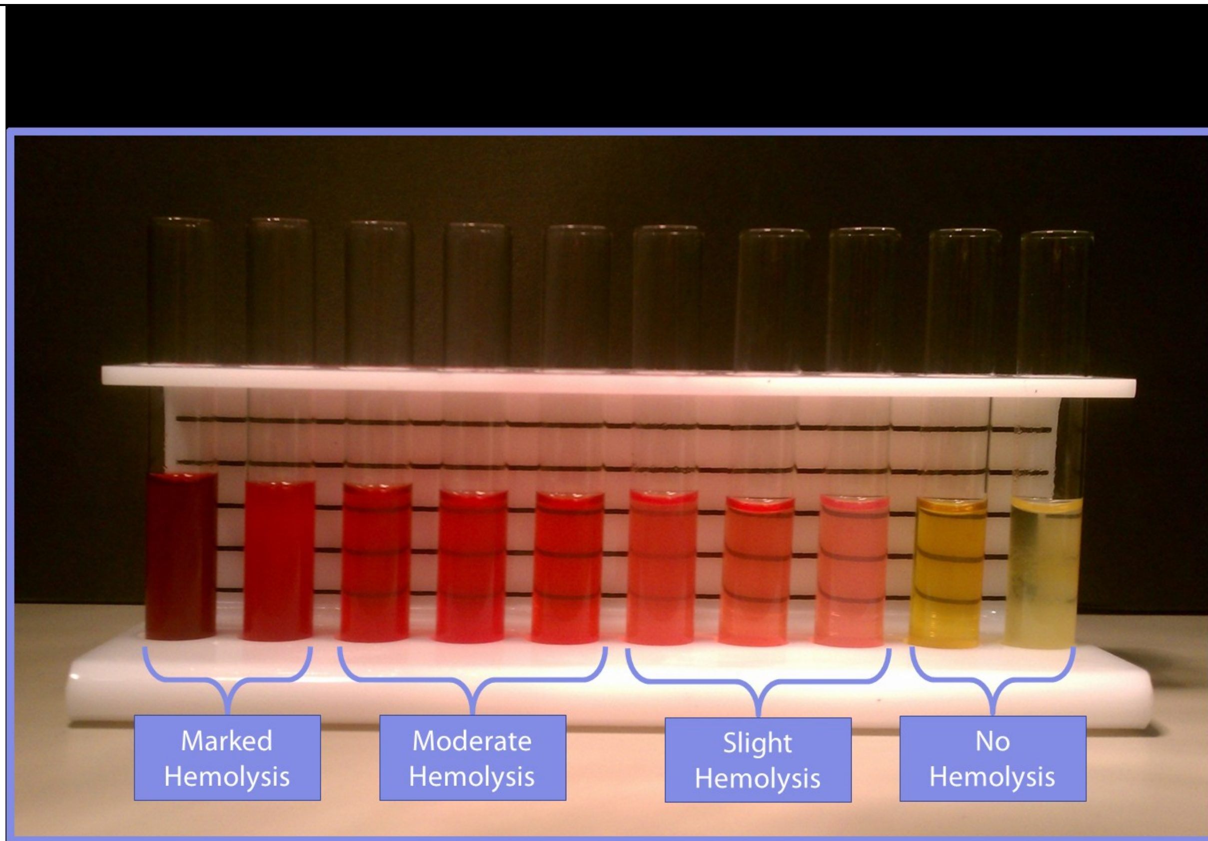
Step	Action	Notes
1.	Record mother's name and blood type on cord blood work-up A2K requisition and/or in the infant's BAD file.	The mother's MR# is available on the cord blood A2K requisition; use it to look up blood type in BOP or BADIQ.

CHE, CHN, CHS

Step	Action	Notes
1.	Check for mother's name and blood type on cord blood work-up order requisition.	If not on requisition, call unit and obtain information. Document on order requisition.

III. Specimen Rejection

Specimen	Action	Notes
Hemolysis	1. Call nursing unit to request redraw. 2. State that the specimen is hemolyzed. 3. Document redraw request on MACL Specimen Rejection form. 4. Credit order in the computer. (Site specific)	• See following hemolysis Chart. Specimens with slight hemolysis can be accepted for testing. • See computer section.



Mislabeled or Incompletely Labeled Specimen	1. Call nursing unit to request redraw and reorder of specimen. 2. State reason for redraw request. 3. Document redraw request on MACL Specimen Rejection form. 4. Discard specimen.	**IN AN EMERGENCY SITUATION, REMIND THE NURSING UNIT THAT UNCROSSMATCHED BLOOD CAN BE RELEASED UNTIL A PROPER SPECIMEN IS RECEIVED.** The Medical Director may be contacted if recollection of the specimen would result in patient care issues. If a deviation from SOP results document with a BB Event Report.

Blood Bank ID system	• Blood bank ID system (Typenex or BBID arm bands) will be the positive identifier when this system is used. • Phlebotomist will label with patient name available at the time of specimen collection.	**CHI RRL**: If the typenex system is utilized with non-registered patients, the only required patient information on the specimen is Patient Name, when available. The phlebotomist's initials and date/time of collection are also required. If the typenex system is utilized with registered patients, then Patient Name and MR# are required on the tube, as well as the date/time of collection and phlebotomist's initials. The typenex band number will serve as the second identifier for the specimen. If DOB is included on the band, this is OK but if not, specimen does not need to be rejected. *NOTE: Patient Name on tube must match the name on order requisition.*

IV. Change in Medical Record Number During Current Admission

Step	Action	Notes
1.	Verify with Health Information Management/ Medical Records previous and current Medical Record Numbers.	
2.	Document on order requisition date, time and initials of who verified Medical Record.	

V. Computer Steps

Receipt of Specimen – Function OER PERFORM IN POWER TERM

Step	Menu Selection	Action
1.	**OER**	
2.	Hosp. No	Enter patient MR# from tube. Select appropriate patient.
3.	Date/Days:	Enter date range or **<enter>** for today's orders
4.	Start time	**< enter >**
5.		Select appropriate accession number. **< enter >**
6.	Quit <Q> Acc (#):	Receive order by entering accession#.
7.	Accept (A)/ Modify (M)/ Reject (R)	**M-4,5,6** Modify collection time to time written on sample. **< enter > < enter >**
8.		Enter **A** to accept information and to finalize specimen receipt. **< enter>**

9.	%RN: cursor flashing under HIDE or BBID#	Enter BB ID # or typenex number if applicable **< enter >**
10.		For crossmatch, enter/confirm # of units **< enter >**
11.		Enter **A** to accept.

Extending Specimen Outdate PERFORM IN MISYS GATEWAY – BLOOD BANK

Step	Menu Selection	Action
1.	**Blood Order Processing**	
2.	Hosp. No	Enter patient’s MR# and select appropriate patient.
3.		Select Order Selection tab.
4.		Select accession number.
5.	EXX Result field	Calculate new expiration date; (For patient’s who have a completed Pre-op form.): days until surgery + 3 days. TAB and Save.

Crediting Tests in Misys PERFORM IN POWER TERM

Step	Menu Selection	Action
1.	**CR**	
2.	Tech?	<Enter>
3.	Acc. NO	Enter accession number to credit.
4.	Test?	Enter test code: TRBC or TYSC
5.	Delete Filed Results?	**Y** (Will delete the # of units ordered with TYSC.)
6.	Reason	Enter **[**then hemolysis. A list of codes will appear. Type in text code that fits.
7	Test-2	< Enter >
8.	A?	**A** to accept.

REFERENCES

Standards for Transfusion and Blood Services, American Association of Blood Banks, Current Edition.

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