**Purpose**

To provide instructions for ordering the Transfusion Episode Extract in Sunquest, and printing the monthly reports BBR 16, 17, and 23, which are used to monitor blood product utilization.

**Method**

|  | **Actions** | **Computer Processes** |
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| 1 | Report Format for Daily Patient history Backup Reports | * All Sunquest Reports and Extracts must be compiled and printed using functions in SQ Smar Term. * Smar Term🡪BEX (Transfusion Episode Extract) * Smar Term🡪BBR (Blood Bank Reports)🡪(Choose report number from the list. * Transfusion Episode Extract scans the history files of the SQ BB system for every blood product transfused during the defined month, and compiles a list. **BEX must be run prior to printing certain reports in the BBR (Blood Bank Reports) function, such as BBR 23.** * BBR 16 summarizes the blood products that were outdated and discarded during the defined month. * BBR 17 summerizes the distribution of the blood products through the hospital during the previous month along with providing the crossmatched to transfused ratio. * BBR 23 is used in conjunction with BEX and lists each patient that received blood products along with their response to the product. |
| 2 | Blood Type Extract (BEX)  BEX Cont. | **Before You Begin**—**Run the extract function BEX.** The system scans the entire transfusion file and compiles a list of patients and the products received. An extract must be performed for each product group (red cells, plasma, platelets cryo). This can only be run five days after the end of the month to be summarized.   * Log into Smart Term🡪BEX. * Two extracts are listed: * Blood Type Extract * Transfusion Episode Extract. * Choose option Transfusion Episode Extract.   + Enter H for Hospital ID and accept (A)   + Press enter to default and accept all hospital numbers   + Enter H for Hospital ID and accept (A)   + For the Start Date enter the first day of the month in format MM/DD/YYYY     - Example: 10/01/1986   + Press enter to accept the default time of 0000   + For the End Date enter the last day of the month in format MM/DD/YYYY     - Example: 10/31/1986   + Press enter to accept the default time of 2400   + Enter RC as the template code for red cell blood products.   + Enter A to accept.   + Repeat the Transfusion Episode Extract for each template code. These are to be done separately.     - PLSG – Plasma Group     - PLG - Platelet Group     - CRYG – Cryo Group |
| 3 | BBR—option 16 Finalized/Issued Units Summary | * Log into Smart Term🡪BBR. * Enter printer 413. * Enter 16 for report to run. * Select 1 for Status/Component * Enter H for Hospital ID and accept * Enter OD for outdated and press return * Enter DS for discard and press return * Enter the first date of the month to be summarized in format MM/DD/YYYY * Enter the last date of the month to be summarized in format MM/DD/YYYY * Enter RBCG and press return * Enter PLSG and press return * Enter PLG and press return * Enter CRYG and press return and press A to accept the report |
| 4 | BBR – option 17 Summary Statistics | * Log into Smart Term🡪BBR. * Enter printer 413. * Enter 17 for report to run. * Enter H for Hospital ID and accept * For beginning month enter the first three letters of the month to be summarized * For ending month, enter the first three letters of the month to be summarized * Enter RBCG and press return * Enter PLSG and press return * Enter PLG and press return * Enter CRYG and press return * Select option 5 and accept |
| 5 | BBR – option 23 Blood Utilization Reports | * This report must be run after the BEX transfusion episode extract and each template (RC, PLSG, PLG, CRYG) must be run separately. * Log into Smart Term🡪BBR. * Enter printer 413. * Enter 17 for report to run. * Enter desired template code (RC, PLSG, PLG, CRYG) * Previous extracts will be listed. Enter extract number at prompt of the newly crated extract with the proper start and end dates. If no prompt, press return until presented with prompt. * Enter Y to accept and press return |

**References:**

Blood Bank User Guide, Misys Laboratory