**Purpose:**

To provide instructions for using the Blood Product Entry (BPE) and Blood Product Testing (BPT) functions in Sunquest, which are used to receive blood products into Transfusion Service inventory and document visual inspection of products at receipt.

**Method**

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| **Step** | **Actions** | **Related Documents** |
| 1 | * Unpack Blood Shipment. * Document any errors or problems with inventory packing list versus what was shipped. * Perform Blood Product Inspection. * Quarantine any products that do not pass inspection criteria. | * Blood Inspection Policy * Visual Inspection of Red Cell Products * Visual Inspection of Plasma Products * Quarantine of Blood Products * Receiving Blood Products into Inventory * Quarantine of Blood Products |
| 2 | * Open Blood Product Entry (BPE) in Sunquest. * If a unit has been in inventory, returned to supplier, and reshipped to us, it will have to be entered using BSU (Shipped out to Inventory) instead of BPE * **Scan** the product label barcodes to enter the unit in this order. * Unit Number * If the FIN (Facility Id #) is not recognized by the control files, the Supplier field will be blank.   You must then choose OTHER for supplier.   * Product Type * ABO/Rh * Expiration Date * CMV antibody status if indicated on face label * Each of the above items must be scanned for each product, otherwise, the field will auto-fill and default to what was scanned for the previous product. * Volumes must be entered manually for all plasma products. Red Cells may be entered with the default volume. * Perform the visual inspection for each unit, (This will be documented in the BPT function after all the products in the shipment are scanned in.) * Enter “add” or alt D to create a worklist (WL).   Each consecutive unit is added onto the list by repeating the scan and “add” or alt D. |
| **Step** | **Actions** | **Related Documents** |
| **3** | * Review entry and add additional information: * Attributes: fill from scanning the Product type * Antigens: CMV will fill from scanning the CMV barcode. Additional antigen results should be entered by a CT Tech * Comments: If OTHER is used as the supplier, enter the Collection Facility name * Perform the visual inspection for each unit, (This will be documented in the BPT function after all the products in the shipment are scanned in.) * Enter “add” or alt D to create a worklist (WL). * *Fields will empty except for Received Date and Time* * Each consecutive unit is added onto the list by repeating the scan and “add” or alt D. |  |
| 4 | * When Worklist is complete, Select SAVE or ALT S. * Document the Worklist number. * Autologous, HLA-matched units must be entered separately. * Unique code for component and assignee must be designated. | * Receiving Designated Blood Products into Inventory |
| 5 | * Store products per Blood Storage Policy | * Blood Product Storage Policy |
| 6 | Resulting VIS using Batch Worksheet   * Open Blood Product Testing. * In upper left hand corner select the reset mode key. * Using the pull down menu, select batch worksheet. This enables resulting the whole worklist at one time. * In the yellow highlighted box for worksheet enter HUNIT. * Tab across to the Test area. * Enter VIS or use drop down menu to choose VIS. * A list of all units waiting for visual inspection will appear. * You should uncheck any unit numbers that have not passed your inspection. * Tab to Unit Testing Visual Inspection. * If all the units listed have passed your visual inspection, enter V on the keyboard. * By entering V you are documenting that you have inspected the units on the list, and that each unit on the listed passed the visual inspection per criteria in our policies. **NOTE:** Double Bag Platelets are not Label Verified at BPE.   For all other apheresis platelets, perform BLC, so the platelets will be available in Sunquest. | * Blood Product Inspection Policy * Visual Inspection of Red Cell Products * Visual Inspection of Plasma Products * Blood Label Check (BLC) and Verification * Preparation of Combined Platelets |
| **Step** | **Action** | **Related Documents** |
| 6 | Resulting VIS using worklist #   * Open Blood Product Testing. * In upper left hand corner select the reset mode key. * Using the pull down menu, select worklist. * Enter the worklist #, tab to Show Units * Click Continue * A list of all units waiting for visual inspection will appear * Enter V for VIS inspection acceptable or I for visual inspection not acceptable * Click Save and Ok on the following message; * Product test result has been filed for unit # * Repeat for every unit on the worklist. |  |
| 7 | * Place all Red Cell Products or Granulocyte products in appropriate monitored storage to await type confirmation testing. | * Blood Storage Policy |
| 8 | * Place all plasma products in appropriate monitored storage. | * Blood Storage Policy |

**References**

AABB Standards for Blood Banks and Transfusion Services, Current Edition.

Blood Bank User’s Guide, Misys Laboratory, version 7.1