**Purpose:**

To provide instructions for using the Blood Status Update function in Sunquest function to return issued units to inventory, remove units from inventory, or ship units back to a supplier.

**Method**

|  |  |  |
| --- | --- | --- |
|  | **Actions** | **Computer Processes** |
| **1** | Using Blood Status Update | * Open Blood Status Update.
* In upper left hand corner, select the correct action from the Update Options:
	+ Unit update
	+ Ship Out
	+ Ship Out to Inventory
	+ Not used by TSL:
		- *In Transit to Inventory*
		- *In Transit*
* Put cursor in the unit # field and type or scan unit returned.
* Scan, tab through or type in the component type.
* Confirm component information in screen header.
* Tab through date and time, unless not doing return in real time in which time may be adjusted.
* New Status can be chosen using the pulldown menu. *Options displayed match the unit’s current status in SQ and the Update Option selected above.*
* Result Visual Inspection, if indicated.
* Enter a Reason code. Add.
* Enter Comments. Add.
* Unit Location “Location Update” pop up window can be used to relocate product to a new inventory location by selecting location, if indicated:
	+ No relocation required:
		- Click “OK” or “Cancel” to close window.
	+ Relocation required:
		- Select new location. Area field populates with new location.
		- Click “OK” to close window.
* SAVE.
 |
|  | **Actions** | **Computer Processes** |
| **2** | Return an issued component from monitored remote storage or within acceptable time out of monitored storage  | * Follow Step 1 with the following additions:
* **INV** is used for acceptable products.
* Sunquest will ask for confirmation in the Unit Activity tab of whether the component will remain allocated to the patient or if it is released into general inventory. Choose appropriate answer and save.
 |
| **3** | Return after unacceptable time out of monitored storage, unit fails visual inspection or further investigation is necessary | * Follow Step 1 with the following additions:
* *Units returned after 30 minutes will be Quarantined pending investigation.*
* Change New Status to **Quarantine** or other selection that is more suitable for the situation.
* When Discard is determined to be the final status, in the New status box select **Discard** status.
 |
| **4** | Expired Units* Outdated
* Discarded
 | * Every effort will be made to utilize products prior to expiration
* The status of a unit should not be changed to Outdate until the expiration date/time on the label has been exceeded
* Follow Step 1 with the following additions:
* **Outdate: Unable to issue and transfuse prior to expiration**
	+ Use the **Outdate** status ONLY when a unit has outdated in our inventory.
* **Discard: Ordered and prepared for Patient but not transfused**
	+ Cryo
	+ Combined Apheresis Platelet
	+ Any other processing for a specific patient (i.e., washing, deglycerolizing, split)
 |
| **5** | Shipping Units Out of the Department(single unit mode) | * Follow Step 1 with the following additions:
* The new status of the unit updates to SO (shipped out).
* Use the destination field to enter where component(s) are being shipped to. Use the search key to look up code.
* Visual inspection inquiry. Select appropriate answer. Save.
 |

|  |  |  |
| --- | --- | --- |
|  | **Actions** | **Computer Processes** |
| **6** | Shipping Units Out of the Department(multiple unit mode) | * Follow Step 1 with the following additions:
* Open Blood Status Update. Select “Update Option of Ship Out”.
* Click Inventory Search. The Blood Inventory Search window opens.
* Select a Search Function.
* Enter the HID, component type, and other pertinent information about the units to ship.
* Click Search. Units with the criteria you selected are listed.
* Double-click the check box next to each unit to list in Blood Status Update, or click the Select All button to select all displayed units.
* Select Return. The units you selected appear under “Batch Update”. The first unit on the list is automatically selected. (Note: To remove a unit from the Batch update list, select the unit, and then Deselect Unit.)
* In “Pass Visual Inspection” for all units, select the appropriate answer check box.
* The VI (Visual Inspection) column next to the units will list PASS or FAIL for each unit in the Batch update list.
* Select the Reason Code for shipment of the units and Add (alt A). Free text any other information that may be needed for documentation.
* Continue and Save.
 |
| **7** | Putting units into a final transfused status | * Follow Step 1 with the following additions:
* For the new status, select IF “issued final” or TR “transfused”. The location of where the unit was issued to comes up for review and contact person.
 |
| **8** | Entering a unit that TSL previously had in inventory. | * Follow Step 1 with the following additions:
* *Units that have been in TSL inventory, left, and returned again cannot be re-entered in Blood Product Entry.*
* In top left Update Option choose Ship Out to Inventory.
* Scan Unit # and component type.
* Enter date and time, and choose Inventory for the new status.
* Old results for visual inspection will still stand and new results are not added in Blood Product Testing. Physically inspect the unit even though the test is not recorded in Sunquest.
 |

**References:**

AABB Standards for Blood Banks and Transfusion Services, Current Edition

Blood Bank User’s Guide, Mysis Laboratory