**Purpose**

Changes in blood bank administrative data are automatically updated when patient specimen testing is performed or a blood unit reaches a status of issued final or transfused. However, you can also edit this data manually using the Blood Bank Administrative Data Entry application. The ability to edit requires a high level of security. Quality Assurance checking occurs only after your edits are saved; QA failures do not automatically appear as you edit.

**Method**

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|  | **Actions** | **Computer Processes** |
| 1 | Editing a patient’s blood bank history | * Open Blood Bank Administrative Data Entry. Select the patient whose data you wish you edit. Review the header to ensure information is for correct patient. * If any other tabs have yellow sun activated, review these tabs for additional information. * On the Blood Bank Data tab, edit any of the following fields:   + ABO/D   + Electronic XM eligibility   + Antibody screen summary   + Red cell units transfused   + Date of last transfusion   + Antigen/Antibody entered   + Problems entered   + Comments   + Transfusion Attributes |
| 2 | Select the field to edit or delete previously saved results. | * Select the Blood Bank Data tab * In the field to edit, click once to change field from blue outlined box to grey hazy box with search key. Type the code to make the correction or look for code using the search key or press F3. To delete any entry, click on the Delete key. * Tab to scroll through all fields or to save your changes select Save. * To cancel the changes and return to the patient list, select Cancel. |

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|  | **Actions** | **Computer Processes** |
| 3 | When multiple answers are needed as edits | * In the field to edit, click once to change field from blue outlined box to grey hazy box with search key and enter first code or look up using search key. * Tab to next line and enter next code or look up using search key again. * Repeat as needed. |
| 4 | Enter a Blood Bank Comment or Blood Bank Suppressed Comment (BBC or BBCS) if necessary | * Open Blood Order Processing and scan or enter accession #, CID, or HID. * In Add Spec Test use search key or enter code for blood bank comment or blood bank suppressed comment. (Blood Bank Comment will be seen downstream,) * Using ;; free text in the change results comments. |

**References:**

Blood Bank User Guide, Misys Laboratory