**Purpose:**

This procedure describes how to place an order with the designated blood supplies for blood components.

**Procedure:**

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|  | **Action** | **Related Documents** |
| **1** | * Print a blood inventory report from Sunquest (SQ) after Inventory Update process has been completed. | * Sunquest Computer Functions * Inventory Update Process |
| **2** | * Compare the report with the Blood Inventory Stock Levels. | * Blood Inventory Stock Levels Job Aid |
| **3** | * Initiate PSBC Inventory Order form: * Date * Time Ordered * Ordered by * Urgency: scheduled stock, supplemental/ASAP, Rush/STAT |  |
| **4** | * Enter onto the PSBC Inventory Order form quantities to raise the inventory to stock levels: * Ordered by ABO/Rh type and special processing requests * RBCs * Platelets * Frozen FFP * Frozen CRYP * Additional special products | * PSBC Regional Blood Order form |
| **5** | * Add any explanatory NOTES: * Willingness to accept Rh POS for Rh NEG platelets * Willingness to accept Leukoreduced * Transportation details not marked on order form |  |
| **6** | * + Discuss with the TS Lead any special needs or anticipated needs. |  |
| **7** | * + Adjust the order levels and/or notes to reflect this discussion. |  |
| **8** | * + Fax the PSBC Inventory Order form. | * Fax Numbers Job Aid |
| **9** | * + Call PSBC Inventory Management with notification of fax.   + Record person notified, date and time on the bottom of the form. |  |
| **10** | * + Post the form on the inventory board. |  |

**References:**

Blood Bank User’s Guide, Mysis Laboratory

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