**Purpose:**

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

**Procedure:**

|  |  |  |
| --- | --- | --- |
|  | **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