**Purpose:**

Patients with multiple names and/or hospital medical record numbers (HIDs) that meet the Historical Data Reconciliation Policy criteria will be linked in the Sunquest system.

**Note:** All record links must be reviewed by the Transfusion Service Manager or Medical Director.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| 1. | Verification of Transfusion Records in Blood Bank Inquiry;   * Check that the ABO/Rh type match in the systems. * Results of the antibody screen should agree. * Any special instructions on patient record should be checked. | Historical Patient Data Reconciliation Policy |
| 2. | Link the two HIDs for the same patient under the LINK function in Sunquest.   1. Type in the Patient HID that will be linked. 2. Hit the Link tab. 3. Type in the second HID number and hit Select. 4. Verify both HID and names are the ones that need to be linked. 5. Hit the Confirm Link tab. |  |

**References:**

Blood Bank User Guide, Misys Laboratory