**Purpose**

Use the Blood Bank Deselect Accession Number function (BDA) to release an accession number from a system lock when the system has not automatically removed the lock.

Use the Blood Bank Deselect Unit Number function (BDU) to release a unit number from a system lock when the system does not automatically release the unit number.

To use BDA and BDU, you must have appropriate security.

**Method**

|  |  |  |
| --- | --- | --- |
|  | **Actions** | **Computer Processes** |
| 1 | WARNING | Before using this function:   * Confirm that a system lock has occurred by determining that the technologist indicated as using the accession number is actually NOT using it. Also, check the terminals to confirm that none were left unattended and logged into a blood bank function or application. You must do this because function BDA releases the accession number for us, but does not clear the screen on the original terminal—this means that the uncleared screen leaves the possibility that data may be overwritten if data from the original session is accepted later. * Check that the processor is running and is caught up. |
| 2 | To unlock an accession | * Log onto Sunquest and then go to Smart Term to function BDA * Enter the accession number that is locked. * The patient name, age, and test associated with the accession number will be displayed. The prompt will ask to confirm deselection of accession number (y/n). * Choose Y for yes. Return or enter the next accession #. |
| 3 | To unlock a unit number | * Log onto Sunquest and then go to Smart Term to function BDU * Enter the unit number that is locked. * The unit number, component type, and blood type will be displayed. The prompt will ask to confirm deselection of unit number (y/n). * Choose Y for yes. Return or enter the next accession #. |

**References:**

Blood Bank User Guide, Misys Laboratory