* **Attach a copy of this form to each requisition for use during Downtime Recovery.**
* **Check off each step as performed to ensure accurate data entry.**

*Affix Patient Label Here*

*Patient Name*

*HID  
Birthdate*

**Result Entry and Allocation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | Perform Blood Bank Inquiry | **When do you change the date/time?**  You don’t change date/time in BOP.  Time should not impact further processing, allocation, issuing, or returning.  **Encounter an Override?**  Use code **UPDATE** and **free text “CD Recovery”**  **Antibody ID:** enter from workup |  |  |
|  | Open Blood Order Processing:   * Scan or type HID or ACC# * **MODIFY** to **add tester’s TECH ID** * **SEARCH** |
|  | Adjust test profile as indicated. |
|  | * Enter test results from Manual Bench Testing Form. |
|  | * Transmit results from TANGO in SMALL batches |
|  | * Pull patient sample and complete any required additional testing. |
|  | * Perform Allocation, if applicable. * Enter all applicable Unit Test results. | Transfusion Tags go to HIM |
|  | * Complete Computer Down Recovery Documentation | LIS entry tech and Date |

**Issue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | * Change default time to date and time on the Blood Product Release Form, or the Portable Refrigerator Response Log, |  |  |  |
|  | * MODIFY to add the TECH ID who issued the product |  |

**Return**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | * Locate product and bring to your bench * Open Blood Status Update: * Add TECH ID (upper right corner ) * Scan unit number and product code from product label * Complete return. | **Encounter an Override?**  Use code **UPDATE** and **free text “CDR“ (Computer Down Recovery)** |  |  |
|  | * File paperwork in NEEDS REVIEW box. | Completed orders are ready for review. |

**F5713,** *Version 2.0, February 2015*