**Purpose:**

To provide instructions for using the Sunquest Blood Inventory Search (BIS) function.

**Method**

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| **Step** | **Actions** | **Related Documents** |
| 1 | * Open Blood Inventory Search (BIS) in Sunquest. * Three Tabs:   + Inventory Search   + *Manufactured Product Search: Not used by TSL*   + Supplier Unit Number Search |  |
| **Inventory Search** | | |
| 1 | * Specify Search **Function** in drop down   + Blank: ALL (default)   + R: RBC Search   + LTP: Search for Low Titer Plasma   + Other options as indicated |  |
| 2 | * Specify Search **Mode** in drop down. Choices include:   + Allocated   + Unprocessed   + Available   + Combinations of these three   + Default: Available, Allocated, Unprocessed |  |
| 3 | * Identify Search parameters by Code or Description   + Required parameters are highlighted in yellow   + Other parameters refine the search |  |
| 4 | * Required parameters:   + HID: Inventory Location (Harborview or University)   + Component Type: specific ISBT number, specific description, or general group     - RBCG: Red Blood Cell Group     - PLG: Platelet Group     - PLSG: Plasma Group     - CRYG: Cryoprecipitate Group |  |

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| **Step** | **Actions** | **Related Documents** |
| 5 | * Additional parameters to refine search: * Container ID: examples include syringe, single, pedi * Unit Location: as defined in SQ. Example: EDH = Emergency Department Refrigerator * ABO * Rh * Attributes: Examples include Irradiation, NHBS * Antigen/Antibodies: SQ codes in current use * *Special Testing: a long list of Gen Lab choices* | * SQ Blood Location * Helpful Hints binder |
| 6 | * Parameters set: Click SEARCH * Parameters need revision or new search: Click CLEAR |  |
| 7 | * Units found will appear on screen   + Search completed: Units appear on screen   + Pop up “All units searched” * No units found to fit search parameters:   + Pop up “No matching units” |  |
| 8 | * Search result display   + Flag   + HID/Area   + Unit Number   + Component Description   + Division   + ABO/Rh   + Status   + Antigens/Antibodies   + Attributes/Special Testing   + Expiration: in days, oldest first |  |
| 9 | * Change Expiration listing   + Select Search Freshest box   + Click SEARCH   + Pop up “All units searched” |  |
| 10 | * Select a listing:   + Unit BAD file summary viewable at bottom of screen   + Blood Bank Inquiry highlighted for jump to BBI   + BBI: Print report; Return to BIS |  |
| 11 | * NEXT allows movement to additional screens when screen capacity is exceeded. * PREVIOUS allows movement back |  |
| **Search Applications** | | |
| 12 | * Examples of Search applications in TSL:   + Quick check of Platelet inventory   + UNPROCESSED: report is run after incoming RBC inventory has been type confirmed. Any unprocessed RBCs listed must be investigated and testing completed prior to releasing unit(s) to inventory. |  |

**References**

AABB Standards for Blood Banks and Transfusion Services, Current Edition.

Blood Bank User’s Guide, Misys Laboratory, current version