**Purpose:**

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

**Method**

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

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