**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.

Patients who are linked incorrectly must be unlinked.

NOTE: Unlinking should only be performed by an MLS lead or the TS Manager and must be accompanied by a QIM.

**Procedure**

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| **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.   * Type in the Patient HID that will be linked. * Hit the Link tab. * Type in the second HID number and hit Select. * Verify both HID and names are the ones that need to be linked. * Hit the Confirm Link tab. |  |
| 3 | Perform the 3rd LINK if necessary   * Type in the Patient HID that will be linked. * Hit the Link tab. * Type in the third HID number and hit Select. * Verify both HID and names are the ones that need to be linked. * Hit the Confirm Link tab. |  |
| 4 | Review in Blood Bank Inquiry to ensure the BAD file now reflects the data from all three HIDs |  |
| 5 | 2nd MLS tech must review the link process | Historical Data Reconciliation Form |
| 6 | If a patient is linked incorrectly to an HID, then they must be unlinked using the LINK function in Sunquest.   * Type in the HID you wish to unlink and click search. The function will then list all HID’s that are linked to the input HID. * Click Unlink. This will unlink the inputted HID with all of the listed HID * The BAD file will revert to the information just contained within the original HID’s BAD file   NOTE: Unlinking will only remove the link between the inputted HID and the listed HID. If the listed HID are linked together as well, they will remain linked and must be unlinked following the same steps. | Quality Improvement Monitoring Form |

**References:**

Blood Bank User Guide, Misys Laboratory