**Purpose:**

This procedure describes how to place an order with the designated blood suppliers for blood components.

**Policy**

Bloodworks Northwest (BWNW) is the primary blood supplier for HMC Transfusion Services. In addition other blood suppliers may be utilized to maintain adequate and appropriate inventory.

Note: Orders must be placed atleast one hour prior to the shipment leaving the facility.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents**  |
| 1 | Print a blood inventory report from Sunquest (SQ) after Inventory Update process has been completed.  | SQ Daily Operations ReportInventory Update Process |
| 2 | Compare the report with the Blood Inventory Stock Levels.  | Blood Inventory Stock Levels Job Aid |
| **Online Ordering**  |
| 3 |  <https://bloodworks.bloodhub.com/> * Enter your email address and password; Sign In
 |  |
| 4 | Create Order* Click on Create Order to order blood products
* Select Company: Harborview Medical Center
* Order Type
* Standard
* Antigen Screened
* Autologous
* Services
* Shipping Options
* Routine
* ASAP
* STAT
* Scheduled
* Delivered by Date/Time
* Click on Continue
 |  |
| 5 | Blood Products* Select type of blood products from drop down menu
* Enter quantities of each type needed
* Enter any order comments as needed
* Continue
 |  |
| 6 | Review order for completion * Submit if no changes are required
* Click on Go Back if changes are required
* Save as template?
 |  |
| 7 | Status of Orders:* Special processing requests will be split and handled separately
* Submitted- only stage can be edited by Hospital.
* Received- call BWNW if changes to the order are needed
* In Process- Processed by supplier
* Verified- verification and packing
* Shipped-order has been shipped
* Delivered-
 |  |
| 8 | Canceling a submitted order* Can only cancel when status is still submitted
* Click *Cancel this order*
* Reason for cancelling order is required
* Click *Cancel Order* to complete process
* If order has been received by BWNW, call BWNW for changes
 |  |
| **Online Blood Ordering not available** |
| 9 | Initiate Bloodworks (BWNW) Inventory Order form: * Date
* Time Ordered
* Ordered by
* Urgency: scheduled stock, supplemental/ASAP, Rush/STAT
 |  |
| 10 | Enter onto the BWNW Inventory Order form quantities to raise the inventory to stock levels:* Ordered by ABO/Rh type and special processing requests
* RBCs
* Platelets
* Frozen FFP
* Frozen CRYP
* Additional special products
 | BWNW Regional Blood Order form |
| 11 | Add any explanatory NOTES:* Willingness to accept Rh POS for Rh NEG platelets
* Willingness to accept Leukoreduced
* Transportation details not marked on order form
 |  |
| 12 | Discuss with the TS Lead any special needs or anticipated needs. |  |
| 13 | Adjust the order levels and/or notes to reflect this discussion. |  |
| 14 | Fax the BWNW Inventory Order form. |  |
| 15 | Call BWNW Inventory Management with notification of fax. * + Record person notified, date and time on the bottom of the form.
 |  |
| 16 | Post the form on the inventory board. |  |
| **Notifying Bloodworks for No Orders**  |
| 17 | If there are no orders for routine daily shipment, “no scheduled order” must be placed in bloodhub |  |
| 18 | Follow step 4. * + Under Services; select “No Scheduled Order”
	+ Complete the following questions
* For the next scheduled shipment, hospital doesn’t have an order
* Do you still need a pick up? (Samples, returns, etc)
* Review order and submit
* Submitted order will be notification to Bloodworks that no products are needed for the routine delivery
 |  |
| **Ordering from Other Blood Suppliers** |
| 19 | Requires approval from a MLS Lead/Manager/Medical Director |  |
| 20 | MLS Lead/Manager/Medical Director will review need for ordering from another supplier and authorize shipment as needed  |  |

**References:**

Blood Bank User’s Guide, Mysis Laboratory Version 7.2

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks, AABB Press.Bethesda, MD

Bloodworks Northwest