**Purpose:**

To provide instructions for saving patient history files using an encrypted USB drive in order to provide patient history information in the event Sunquest system is not operational.

**Method:**

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| **Step** | **Actions** | **Related documents** |
| **Perform Report Capture in Sunquest:** | | |
| 1 | Perform Function BEX in SmarTerm | SQ Patient History Backup Reports in Sunquest |
| **Prepare USB drive:** | | |
| 2 | Insert the encrypted flash drive into the USB port on the hard drive.  Found New Hardware may appear on lower desktop tool bar and can be ignored.   * + Even days: “A”   + Odd days: “B”   *NOTE: Alternate using the A and the B drives each day so that if one flash drive goes missing or becomes unusable the data is still recent on the other.*  *A Microsoft Pop-up scan/fix may appear, choose “continue without scanning”* |  |

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| **Step** | **Actions** | **Related documents** |
| **Prepare USB drive (continued):** | | |
| 3 | A password prompt will appear. Enter password **bl00db@nk** (the O’s have replaced with zeros and the A is an “at” sign) and then click “Unlock”. The flash drive’s assigned letter will also appear in the title, denoted here with a black circle. |  |
| **Capture Reports** | | |
| 1 | Open SmarTerm Roll N Scroll. Log on. |  |
| 2 | On the Menu bar, under “Tools”, choose “Start Capture”  MC900432618[1] |  |

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| **Step** | **Actions** | **Related documents** |
| **Capture Reports (continued):** | | |
| 3 | “Capture” options box is displayed: |  |
| 4 | Select the flash drive’s assigned drive to identify the file destination where you want the report to be saved.  MC900432618[1] |  |

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| **Step** | **Actions** | **Related documents** |
| **Capture Reports(continued)** | | |
| 5 | Select the Transfusion Service Reports folder  MC900432618[1] |  |
| 6 | Assign a file name, typically an abbreviation of the report name combined with the date compiled (i.e., BBR15\_040511.txt).   * Click “Start Capture”.   MC900432618[1]MC900432618[1] |  |
| 7 | Once complete, on the Menu bar under “Tools”, choose “Stop Capture”. |  |
| 8 | Repeat steps 2-7 until all of the following reports have been extracted:   * BBR2 * BBR6 * BBR15 * BBR22 | Patient History Backup Reports in Sunquest |
| **Cleaning Up** | | |
| 1 | Review to ensure reports have been saved. Delete previously saved reports. |  |
| **Step** | **Actions** | **Related documents** |
| **Removing USB drive** | | |
| 1 | ***To remove the encrypted drive without damage to the files, eject the flash drive.***   * Right click ejection icon (denoted here with a black circle) * Click Eject Cruzer Micro |  |
| 2 | Watch the light on the flash drive turn off. |  |
| 3 | Remove the encrypted flash drive from the USB port on the computer hard drive. |  |
| 4 | Store USB drive in the Downtime folder. |  |

**References:**

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

Blood Bank User Guide, Misys Laboratory