**Purpose:**

To provide instructions for using the Blood Product Entry (BPE) function in Sunquest, which are used to receive blood products into Transfusion Service inventory and document visual inspection.

**Method**

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| **Step** | **Actions** | **Related Documents** |
| 1 | Unpack Blood Shipment. * Document any errors or problems with inventory packing list versus what was shipped.
* Perform Blood Product Inspection.
* Quarantine any products that do not pass inspection criteria.

***Note: Red Cells and frozen products must not be kept at room temperature for long periods of time. Place units in transport box with appropriate ice until ready to receive in Sunquest*** | Blood Inspection Policy Visual Inspection of Red Cell ProductsVisual Inspection of Plasma ProductsQuarantine of Blood ProductsReceiving Blood Products into InventoryQuarantine of Blood Products |
| 2 | Open Blood Product Entry (BPE) in Sunquest.* If a unit has been in inventory, returned to supplier, and reshipped to us, it will have to be entered using BSU (Shipped out to Inventory) instead of BPE
* **Scan** the product label barcodes to enter the unit in this order.
* Unit Number
* If the FIN (Facility Id #) is not recognized by the control files, the Supplier field will be blank. You must then choose OTHER for supplier.
* Product Type
* ABO/Rh
* Expiration Date
* CMV antibody status if indicated on face label
* Each of the above items must be scanned for each product, otherwise the field will auto-fill and default to what was scanned for the previous product.
* Volumes must be entered manually for all plasma products and apheresis Red Cells. Non-apheresis Red Cells autofill with a default volume (350 mL).
* Result visual inspection using the drop down box.
* Failing visual inspection automatically quarantines the unit.
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| **Step** | **Actions** | **Related Documents** |
| 3 | Review entry and add additional information:* Attributes: fill from scanning the Product type
* Ag/Ab/Attributes tab
	+ Low Titer Plasma: when plasma labeled by blood supplier as Low Titer Plasma:
		- Enter “LTP” in Antigen/Antibody field
* Low Titer Platelets: when platelet labeled by blood supplier as Low Titer Platelet:
	+ - Enter “LTPLT” in Antigen/Antibody field
* Antigens: CMV will fill from scanning the CMV barcode.
* Additional antigen results should be entered by an MLS Tech
* Comments: If OTHER is used as the supplier, enter the Collection Facility name
* Perform the visual inspection for each unit, (This will be documented in the BPT function after all the products in the shipment are scanned in.)
* Enter “add” or alt D to create a list on the right side of the screen.
* *Fields will empty except for Received Date and Time*

Each consecutive unit is added onto the list by repeating the scan and “add” or alt D. | Receiving and Processing Liquid PlasmaReceiving and Processing Low Titer PlasmaReceiving and Processing Low Titer Platelets |
| 4 | When list is complete, Select SAVE or ALT S. |  |
| 5 | Store products per Blood Storage Policy* Place “Do Not Refrigerate” sticker on platelets
 | Blood Product Storage Policy |
| 6 | Place all Red Cell Products or Granulocyte products in appropriate monitored storage to await type confirmation testing. | Blood Storage PolicyUnit Type Confirmation Using Tube MethodTANGO Patient and Donor Sample Requirements and Preparation  |
| 7 | Place all plasma products in appropriate monitored storage. | Blood Storage Policy |

**References**

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

Blood Bank User’s Guide, Misys Laboratory, version 8.1