**Purpose**

This procedure provides instructions for the Order Entry Process in HMC TSL, which includes the following:

* Computerized Provider Orders (CPOE), which print in TSL
* Manual Orders using HMC form 2596, Transfusion Services Testing and Blood Product Request Form
* Manual Orders using HMC form 2595, Transfusion Services Preadmission Testing & Red Blood Cell Request form
* Entry of orders into SQ using Lab Order Entry and General Laboratory
* Receipt of orders in SQ
* Triage of orders in TSL

**Policy**

HMC TSL will process all testing and blood product requests in a timely manner.

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| **Step** | **Actions** | **Related Documents** |
| **IF** | CPOE Order Prints in TSL:* Perform SQ inquiry:
* Review patient information found in BBI and/or LI
* Check for a blood type on file, and, if needed, for a current sample in TSL that is acceptable and valid for testing
* Previous testing can also be found in Purged Results
* Determine if order is for additional product that can be added onto an existing order
* Notify clinical care staff if a sample is required for testing
* Request order clarification from clinical staff
* Notify MLS staff of patients with antibody history
* Notify clinical care staff if a second sample is required for ABRH2
* Triage order by order type and urgency
* Place orders waiting for sample collection in organizer beside the printer
* Hand-off to MLS Tech for blood order processing update
* Place duplicate orders in Completed Order file
 | SQ Using Blood Bank Inquiry SQ Laboratory Inquiry |
| **IF** | IF sample and/or order is received in Transfusion Services:* Time stamp request form
* Perform sample acceptability evaluation.
	+ If sample or order is not acceptable, follow the related procedures.
	+ If the sample or order is acceptable, proceed.
 | Sample Acceptance EvaluationSample Rejection Process |
| **Step** | **Actions** | **Related Documents** |
| 1 | Check the patient history and check for valid in-date specimen. Look for any patient history by reviewing information found in BBI and LI. Check for a blood type on file, and, if needed, for a current sample in TS that is acceptable and valid for testing. * Check if previous in date sample is labelled with Doe name and update SQ with changed name.
* Check for Patient requirements, i.e. LR or IRR etc.
* Apply “Irradiated Products” sticker to all patient forms
 | SQ Using Blood Bank InquirySQ Laboratory InquiryUpdating Patient Demographics in SQ to match EPIC |
| 2 | **New Order/No Current Sample**If the sample was originally ordered through CPOE it must be received in Sunquest* Open General Laboratory and click Orders in the top left corner. In the drop down menu, click Order/Receipt Modify
* Enter the patient MRN and click “Get Patient” and “Display Orders”.
* If the order was placed on the previous day, alter the “From” date in the box “Date/Time/Events” to the date the order was placed before clicking “Display Orders”.
* A new box will open with a list of testing orders. Select the test to be performed in TSL
* Update the collection date and time in the bottom left corner with the collection date and time on the sample. Enter the date and time the sample was received by TSL.
* Update order comments (if applicable)
* If the sample was drawn by phlebotomy click “Receive All” in the CID box and “Save”.
* If there are no CIDs listed, click “Save” and “Container and Specimen Entry” will open. In this box, click “Route”.

NOTE: If you receive a test in General Laboratory that is **not** performed by TSL it is necessary to inform SPS so they can correct the error. |  |
| 3 | **Creating a new order from a paper requisition using Lab Order Entry**If the sample was not originally ordered in CPOE* Open Order Entry and scan or type in the patient HID. The highlighted blue area will give you the patient information. Compare patient information on sample, requisition, and screen information.
* Sample HID may start with an H, U, or N.

NOTE: Never use a discharged event, which are noted with a status of “C,D”* If there is no current event:
	+ Click New Episode
	+ Click the magnifying glass icon by Event Detail, type the patient’s current location based on ORCA, and click search
	+ Select the appropriate location
		- If no location is listed call HMC Admitting at 744-3085 to determine patient location or determine patient location using ORCA/Epic
		- Use location **UNOPU** for unknown outpatient locations
	+ In the Account # field:
		- For UW Medicine locations, enter the Encounter Number listed on the CPOE order or the Epic Label. If no Encounter Number is listed, leave the field blank.
* Click Save to save the new episode
* The bottom of the screen will list the active events or episodes of the patient listed above. Choose the correct event by double clicking. If one event listed, you may use the Select key to continue.
* Enter location (if different), collected date and time, received date and time, the ordering physician, order comment (if applicable), and the test code ordered. The required fields are highlighted yellow. Use the search key if unsure of code for each entry. If no sample (i.e. FFP order) use U for unknown in the collected time.
* Click on SAVE.
* The next screen will ask what sample is required. Route the sample (defaults to Pink top or No Tube but can be changed if needed) which will print accession and CID labels.
* Put the accession label on the paper requisition and the CID label on the tube.
* If sample received, perform clot check on it, centrifuge it and notify the technologist that order needs to be processed.

If order is for components, then notify person in secondary processing of request |  |
| **Step** | **Action** | **Related Documents** |
| 4 | **Expand an existing order to add new testing*** If an RBC order occurs and there is a current in-date sample in TS, then an additional order can be added to it. (Example: current Type and Screen and crossmatched units are requested.)
* Plasma component orders (Plasma, Cryoprecipitate, Platelets) are good for 3 days from the initial order. Additional plasma component orders should be placed if transfusion beyond 3 days is anticipated
* Print or use paper requisition for test/component request and time stamp for receipt.
* Reprint the accession label or CID label
* Place accession label on paperwork.
 | SQ Blood Order Processing |
| 5 | **Creating an order for duplicate samples*** Occasionally a second sample is requested or received:
* Additional volume is required for testing either to send out or complete in-house.
* Duplicate samples are drawn unintentionally.
* In order to track the sample but not create a charge, an XPINK test is ordered and an accession label is created.
* Enter Order Code XPINK.
* Print Accession Label and affix to sample.
* Store the sample per SOP.
* Cancel unnecessary CPOE generated test using ORM
 | Sample and Unit Segment Management ProcessSQ: Canceling Order and Correcting Results |
| 6 | **Creating an order from XPINK**If an order occurs and there is a current in-date blood bank XPINK sample in TSL, the sample can be used but a new accession must be ordered.* Receive requisition and time stamp.
* Locate XPINK sample in refrigerator before placing new order in computer.

If order placed by location not using CPOE:* Open Order Entry. Check location from requisition to see if update is needed for the order.
* Enter date and time collected that reflects when the XPINK tube was drawn. The received date and time should correspond to the current order.
* Order the test requested, and in the Modifier box select code
* Label the tube according to guidelines to allow both labels to be partially visible.

If order placed through CPOE:* Open General Laboratory and click Orders in the top left corner. In the drop down menu, click Order/Receipt Modify
* Enter the patient MRN and click “Get Patient” and “Display Orders”.
* A new box will open with a list of testing orders. Select the test to be performed in TSL
* Update the collection date and time in the bottom left corner with the collection date and time on the sample. Enter the date and time the sample was received by TSL.
* Update order comments (if applicable)
* If there are no CIDs listed, click “Save” and “Container and Specimen Entry” will open. In this box, click “Route”.

Notify technologist that order needs to be processed. |  |

**References:**

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

Blood Bank User Guide, Mysis Laboratory, Version 8.1