**Purpose**

To provide instructions for running Blood Bank Extracts (BEX), printing a Finalized/Issued Units Summary (BBR 16), Summary Statistics (BBR 17), and Blood Utilization Reports (BBR 23) in Sunquest. These reports are prepared monthly or on demand, and are utilized for reviewing blood product usage. See appendix 4 for a detailed schedule. The reports cannot be run until at least five days after the end of the month.

**Method**

| **Step** | **Actions** | **Computer Processes** |
| --- | --- | --- |
| 1 | Report Format for Daily Patient history Backup Reports | * All Sunquest Reports and Extracts must be compiled and printed using functions in SQ Smart Term.
* Smart Term🡪BEX (Blood Bank Extracts)
* Smart Term🡪BBR (Blood Bank Reports)🡪~~(~~Choose report number from the list.
* BEX scans the entire transfusion file and compiles a list of patients and the products received. **BEX is run automatically each day at 0600**
* BBR 16 summarizes the blood products that were put into a final status during the defined period. BBR 16 can only pull data from the previous 60 days.
* BBR 17 summerizes the distribution of the blood products through the hospital during the previous month along with providing the crossmatched to transfused ratio.
* BBR 23 is used in conjunction with BEX and lists each patient that received blood products along with their response to the product.
 |
| 2 | Blood Bank Extracts (BEX) | **Before You Begin**—**Run the extract function BEX if required.** An extract must be performed for each product group (red cells, plasma, platelets cryo). * Log into Smart Term🡪BEX.
* Two extracts are listed:
* Blood Type Extract
* Transfusion Episode Extract.
* Choose option Transfusion Episode Extract.
	+ Enter H for Hospital ID and A to accept
	+ Press Enter to default and A to accept all hospital numbers
	+ At Identify Unit Location Enter H for Hospital ID
	+ Press Enter to default and accept all areas
	+ Press Enter on the next Hospital ID prompt and A to accept
	+ For the Start Date enter the first day of the month in format MMDDYYYY
	+ Press enter to accept the default time of 0000
	+ For the End Date enter the last day of the month in format MMDDYYYY
		- Press enter to accept the default time of 2400
		- Enter template code for desired products. See Appendix 3 for a list of all available template codes.
	+ Enter A to accept.
	+ Repeat the Transfusion Episode Extract for each template code.
 |
| 3 | BBR - 16 Finalized/Issued Units Summary | * Log into Smart Term🡪BBR.
* Enter printer 413.
* Enter 16 for report to run.
* Select 1 for Status/Component
* Enter H for Hospital ID and press Enter
* For Area, enter code for desired Area and press enter. If multiple areas are desired, type each one separately, pressing return after each entry. See Appendix 1 for a list of areas. NOTE: If nothing is entered, the default is all areas.
* Press enter on the second prompt of Hospital ID and then press A to accept
* For Status, enter code for desired Status and press enter. If multiple statuses are desired, enter each one separately, pressing return after each entry. See Appendix 2 for a list of all statuses.
* Enter the first date of the month to be summarized in format MMDDYYYY
* Enter the last date of the month to be summarized in format MMDDYYYY
* For Component Type/Group, press Enter to accept the default of all components, or enter the desired component group from Appendix 3.
* Press A to accept
 |
| 4 | BBR -17 Summary Statistics | This report must be run after the 5th of every month* Log into Smart Term🡪BBR.
* Enter printer 413.
* Enter 17 for report to run.
* Enter H for Hospital ID and press Enter
* For Area, enter code for desired Area and press enter. If multiple areas are desired, type each one separately, pressing return after each entry. See Appendix 1 for a list of areas. NOTE: If nothing is entered, the default is all areas.
* Press Enter on the second prompt of Hospital ID and press A to accept
* For beginning month, enter the first three letters of the month to be summarized
* For ending month, enter the first three letters of the month to be summarized
* For Component Type/Group, press Enter to accept the default of all components and then press A to accept. If just one component is desired, enter the appropriate group code from Appendix 3.
* Select desired summary report and press A to accept
 |
| 5 | BBR - 23 Blood Utilization Reports  | NOTE: This report is only run on demand* This report must be run after the BEX transfusion episode extract and each template (RC, PLSG, PLG, CRYG) must be run separately.
* Log into Smart Term🡪BBR.
* Enter printer 413.
* Enter 23 for report to run.
* Enter desired template code (RC, PLSG, PLG, CRYG)
* Previous extracts will be listed. Enter extract number at prompt of the newly created extract with the proper start and end dates. If no prompt matches, press Enter until presented with correct prompt.
* Enter Y to accept and press Enter
 |

**Appendix 1 – Defined Harborview Medical Center Areas**

|  |  |
| --- | --- |
| **Code** | **Area** |
| EDH | Emergency Dept, HMC |
| BOEING | ALNW - Boeing Field |
| BREMER | ALNW - Bremerton |
| OLY | ALNW - Olympia |
| BLNGHM | ALNW - Bellingham |
| ARLING | ALNW - Arlington |
| YAKIMA | ALNW - Yakima |
| JUNEAU | ALNW - Juneau |
| WEN | ALNW - Wenatchee |
| MED1S | Medic One |
| noarea\* | Unassigned Area (HMC TSL) |

\*noarea must not be capitalized

**Appendix 2 – Final Status Codes**

|  |  |
| --- | --- |
| **Code** | **Status** |
| OD | Outdated |
| DS | Discarded |
| IF | Issued, Final |
| SO | Shipped Out |

**Appendix 3 – Group and template Codes**

|  |  |  |
| --- | --- | --- |
|  | **Template Code for BEX** | **Group Code for BBR** |
| **RBCs** | RC | RBCG |
| **Plasma** | PLSG | PLSG |
| **Platelets** | PLG | PLG |
| **Cryoprecipitate** | CRYG | CRYG |

**Appendix 4 – Schedules for Printing Reports**

**BBR 16 Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report** | **Area** | **Components** | **Final Status(es)** | **Schedule** |
| BBR 16 | All areas from Appendix 1 | All | IF | Monthly |
| BBR 16 | noarea\* | All | OD, DS | Monthly |

\*noarea must not be capitalized

**BBR 17 Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report** | **Area** | **Components** | **Option** | **Schedule** |
| BBR 17 | noarea\* | All | 5 | Monthly |
| BBR 17 | noarea\* | All | 1 | Monthly |

\*noarea must not be capitalized

**References:**

Blood Bank User Guide, Misys Laboratory