**Purpose**

To describe the process for shipping and receiving blood components between HMC and UWMC Transfusion Services Laboratory (TSL). Units may be requested to transfer due to shortages, expiration, specific patient requirement, or special attributes.

**Policy**

HMC and UWMC TSL will transfer blood components between each facility based on product need at each facility. Validated blood component shipping containers from the blood suppliers will be used for transport between HMC and UWMC TSL. Blood components at each facility will be maintained at the appropriate storage and temperature prior to shipping. Blood components that qualify for transfer must be in date and available in inventory.

**Limitation**

If unable to transfer billing in BloodHub an even trade of products is needed. Document transaction on Blood Component Transfer Log (F5125) and notify Compliance Analyst by indicating event on BBR9 report.

**Procedure**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Shipping Blood Components to UWMC TSL** |
| 1 | Upon receiving request for blood components from UWMC TSL; verify the following:* Type of component and blood type
* Quantity
* Special attributes such as irradiation, antigen neg, etc
* Name of person placing the request
* Date and Time of Request
 |  |
| 2 | Verify the requested component is in inventory and available to ship* All units prior to transfer must be in available status in SQ
 | SQ Using Blood Bank Inquiry |
| 3 | Transfer Units using Blood Status Update* Select *In Transit* from dropdown menu in the Update Option field
* Scan the unit number and component ecode of all the units
* Click Submit
* Tab through date and time. Manually enter date and time if different from current
* Choose appropriate destination code
* If shipping to UWMC, use code BB
* Use Tab key to proceed
* Perform and update visual inspection by checking *Yes* or *No*
	+ Units failing visual inspection must be packed and shipped separately
* Select Unit Location to destination: H
* Click Ok, Continue and Save to complete transfer
 | SQ Blood Status UpdateVisual Inspection of Plasma ProductsVisual Inspection of Red Cell Products  |
| **Step** | **Action** | **Related Documents** |
| **Shipping Blood Components to UWMC TSL (continued)** |
| 4 | Print BBR9* Log onto SmartTerm
* Enter Function: BBR
* Enter printer # to print report on, then enter through Use Host
* Enter 9 for *Ship Out List* report
* Enter Hospital ID: H and return
* Enter through the Area and hit enter again
* Enter A to accept the entries
* Start and End date: enter T for today
* Start Time: enter through to default to 0000
* End Time: enter through to default to 2400
* Enter destination- BB for UWMC TSL and hit enter twice
* Enter Component Type/Group
* RBCG- Red Cells
* PLG- Platelets
* PLSG- Plasma
* CRYG- Cryoprecipitate
* If only one type/group of units placed In Transit, enter though for ALL
* Enter IT for Print Status
* A to accept entries
 |  |
| 5 | Retrieve BBR9 report and verify that the list matches the components being shipped * Resolve any discrepancies prior to shipping. Time frame for report may need adjustment if other units are on the report
* Make copy of BBR 9 and place on Compliance Analyst desk for billing resolution
 |  |
| 6 | Transfer billing in BloodHub * Transfer billing in BloodHub following process in BloodHub Training Material
* *Choose Location for Transaction* per supplier
	+ HARBORVIEW MEDICAL CENTER – ARC,

 **OR*** + Harborview Medical Center, Transfusion Services Laboratory – Bloodworks
	+ Make separate transactions for units from different suppliers.
* *Transfer Destination* for UWMC
	+ “021P00846a -- UNIVERSITY OF WASHINGTON – ARC” when transferring ARC units, or
	+ “UNR -- UW Medical Center – Bloodworks” when transferring BWNW units
* Print two copies of Transaction report for each transaction, and place a copy on Compliance Analyst desk for billing resolution

**Note:** *When returning unit(s) that were originally sent from UWMC, unit(s) must be received in BloodHub prior to this step.* | BloodHub Training Material  |
| **Step** | **Action** | **Related Documents** |
| **Shipping Blood Components to UWMC TSL (continued)** |
| 7 | Pack products per SOP  | Packing Blood Products for Transport |
| 8 | Place BBR9 report and BloodHub Transaction Report on top of the foam insert, close lid and seal |  |
| 9 | Attach label indicating destination: UWMC Transfusion Service Lab-NN601 |  |
| 10 | Ask UWMC to call courier for pickup or contact contracted courier service |  |
| **Receiving Blood Components from UWMC TSL** |
| 11 | Call UWMC TSL and indicate need  |  |
| 12 | UWMC TSL will send blood components |  |
| 13 | Upon arrival at HMC* Review the packing list (BBR9) to ensure all components are accounted for. Contact UWMC TSL for any discrepancies
* Verify the blood components pass inspection
* Make copy of packing list and/or BloodHub Inventory Transaction Report and place on QA compliance analyst desk for billing resolution
 | Visual Inspection of Red CellsVisual Inspection of Plasma Products Receiving Blood Products Into Inventory  |
| 14 | Receive each unit using Blood Status Update* Select *In Transit to Inventory* from the drop down menu in the Update Option field
* Scan the unit # and component ecode from the unit
* Tab through date and time. Manually enter date and time if different from current
* Tab to accept the default “New Status” of Inv- Inventory
* Record the visual inspection
* Update Unit Location to H
* Click Save to complete the transfer
 | SQ Blood Status Update |
| 15 | Verify units are in available status Red Blood Cell Components* Pull segments for storage
* Verify retype has been completed (it is not necessary to repeat retype testing performed at UWMC if it is already in SQ)

Plasma Components* Verify visual inspection has been completed
 | SQ Blood Bank Inquiry Receiving Blood Products into Inventory  |
| **Transferring Blood Components to hospitals other than UWMC** |
| 16 | Outside hospitals may occasionally require blood components in our inventory * Approval by a MLS Lead/Manager/Medical Director is required for transfer of blood components
* Follow Blood supplier process for transfer of components
 | CRBS FormBloodHub Training Material |

**References**

Blood Bank User Guide, Mysis Laboratory

American Red Cross

Cascade Regional Blood Services

BloodHub Training Material by Bloodworks Northwest