**Purpose:**

This procedure describes how to place an order with the designated blood suppliers for blood components.

**Policy**

Bloodworks Northwest (BWNW) is the primary blood supplier for HMC Transfusion Services. Other blood suppliers may be utilized to maintain adequate and appropriate inventory.

Note: Orders must be placed at least one hour prior to the shipment leaving the facility.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| 1 | Print a blood inventory report from SMART using BBR13 after the Inventory Update Process has been completed.   * All products, including trama packs and antigen negative units, should be included in the total count before determining how many products to order. * When requesting units for the pediatric trauma pack, request units that are <3 days old | SQ Daily Operations Report  Inventory Update Process |
| 2 | Compare the report with the Blood Inventory Stock Levels. | Blood Inventory Stock Levels Job Aid |
| **Online Ordering** | | |
| 3 | <https://production.bloodhub.com/>   * Enter your email address and password; Sign In |  |
| 4 | Create Order   * Click on New Order to order blood products * Select Company: Harborview Medical Center * Order Type * Standard * Antigen Screened * Autologous * Services * Shipping Options * Routine * ASAP * STAT * Scheduled * Delivered by Date/Time * Click on Continue |  |
| 5 | Blood Products   * Select type of blood products from drop down menu * Enter quantities of each type needed * Enter any order comments as needed * Click Add * Continue |  |
| **Step** | **Action** | **Related Documents** |
| 6 | Review order for completion   * Submit if no changes are required * Click on Go Back if changes are required |  |
| 7 | Status of Orders:   * Special processing requests will be split and handled separately * Submitted - only stage can be edited by Hospital. * Received - call BWNW if changes to the order are needed * In Process - Processed by supplier * Verified - verification and packing * Shipped -order has been shipped * Delivered |  |
| 8 | Canceling a submitted order   * Can only cancel when status is still submitted * Click *Cancel this order* * Reason for cancelling order is required * Click *Cancel Order* to complete process * If order has been received by BWNW, call BWNW for changes |  |
| **Online Blood Ordering not available** | | |
| 9 | Initiate HMC Downtime Inventory Order form:   * Date * Time Ordered * Ordered by * Urgency: scheduled stock, STAT |  |
| 10 | Enter onto the HMC Downtime Inventory Order form quantities to raise the inventory to stock levels:   * Ordered by ABO/Rh type and special processing requests * RBCs * Platelets * Frozen FFP * Frozen CRYP * Additional special products | HMC Downtime Inventory Order Form |
| 11 | Add any explanatory NOTES:   * Willingness to accept Rh POS for Rh NEG platelets * Willingness to accept Leukoreduced * Transportation details not marked on order form |  |
| 12 | Discuss with the TS Lead any special needs or anticipated needs. |  |
| 13 | Adjust the order levels and/or notes to reflect this discussion. |  |
| 14 | Fax the Inventory Order form. |  |
| 15 | Call BWNW Inventory Management with notification of fax.   * + Record person notified, date and time on the bottom of the form. |  |
| 16 | Post the form on the inventory board. |  |
| **Notifying Bloodworks for No Orders** | | |
| 17 | If there are no orders for routine daily shipment, “no scheduled order” must be placed in bloodhub |  |
| 18 | Follow step 4.   * + Under Services; select “No Scheduled Order” |  |
| **Step** | **Action** | **Related Documents** |
| 18  cont | Complete the following questions   * For the next scheduled shipment, hospital doesn’t have an order * Do you still need a pick up? (Samples, returns, etc)   Review order and submit   * + Submitted order will be notification to Bloodworks that no products are needed for the routine delivery |  |
| **Ordering from Other Blood Suppliers** | | |
| 19 | Requires approval from a MLS Lead/Manager/Medical Director |  |
| 20 | MLS Lead/Manager/Medical Director will review need for ordering from another supplier and authorize shipment as needed |  |

**References:**

Blood Bank User’s Guide, Mysis Laboratory

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

Bloodworks Northwest