**Purpose:**

To provide instructions for using the Blood Product Issue (BPI) function in Sunquest to issue allocated blood products for Transfusion.

**Method:**

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| **Step** | **Actions** | **Computer Processes** | **Related Documents** |
| 1 | Receive request for component to be sent | Check in Blood Bank Inquiry (BBI) to ensure requested component is allocated to patient. Perform blood product allocation prior issue if applicable.  Open Blood Product Issue (BPI). | Using Blood Bank Inquiry in Sunquest |
| 2 | Using the Patient MRN to search | * Enter patient MRN. Confirm patient information from Blood Product Release (BPR) form or Portable Refrigerator Response Log (PRRL) to the patient information displayed in the search found area. * Enter component type in “Component” field. Select “Add” or alt A after each component group entry, select “Remove” or alt V to remove highlighted component group, and then “Select” or alt S to proceed. * RBCG – RBC group * PLSG – Plasma group * PLG – Platelet group * CRYG – Cryo group * Additional components can be found using the search function. * Multiple component groups can be issued at the same time. * While you are issuing units, you can view information about linked patients, autologous and directed units, and view other laboratory results for the patient. * If necessary, you can modify the shift and tech information before selecting a patient and specify that you want to issue in emergency mode. * Select the units by scanning the unit number and Ecode of each unit to be issued. Deselect unit(s) by unchecking the box in front of each unit. Then “Continue” or alt C to proceed.   + Multiple units can be issued at the same time. * Failure to scan Ecode will result a warning message and cause a charting issue in Epic. * Perform visual inspection   + If all units pass visual inspection, select “Pass All” or alt P, then “Continue” or alt C to proceed to step 4.   + If unit fail visual inspection, answer visual inspection for each unit by move cursor to “Vis Insp” and select “Inspect Unit” or alt I, follow instructions in step 5. | Portable Refrigerator Response Log  Transfusion Services Blood Product Release Forms  Blood Product Inspection Policy  Visual Inspection of Plasma Products  Visual Inspection of Red Cell Products |
| 2 | Using the unit bar code to search | * Select look up by unit number then scan unit number and Ecode.   + Only one unit can be issued at a time. * Failure to scan Ecode will result a warning message and cause a charting issue in Epic. * If only one accession number exists, computer will default to next screen. If more exists, choose the associated accession number with unit to issue. ”Select” or alt S to proceed. * Confirm patient information from BPR or PRRL to the patient information displayed in the screen header and on the request paperwork. * Perform visual inspection and answer “Visual inspection ok”?   + If YES, proceed to step 4.   + If NO, follow instructions in step 5, and select another unit if allocated. | Portable Refrigerator Response Log  Transfusion Services Blood Product Release Forms  Blood Product Inspection Policy  Visual Inspection of Plasma Products  Visual Inspection of Red Cell Products |
| 3 | Branch from Blood Order Processing to Issue Product | * Select the units by scanning the unit number and Ecode of each unit to be issued. Then “Continue” or alt C to proceed. * Failure to scan Ecode will result a warning message and cause charting issue in Epic. * Perform visual inspection   + If all units pass visual inspection, select “Pass All” or alt P, then “Continue” or alt C to proceed to step 4.   + If unit fails visual inspection, answer visual inspection for each unit by moving the cursor to “Vis Insp” and select “Inspect Unit” or alt I, and follow instructions in step 5. | Portable Refrigerator Response Log  Transfusion Services Blood Product Release Forms  Blood Product Inspection Policy  Visual Inspection of Plasma Products  Visual Inspection of Red Cell Products |
| 4 | Continue issue after visual inspection pass/ok | * Tab through entries for current date and time or enter different time if not issuing in real time. * Update Issue location to current patient location or, if doing post trauma reconciliation, the location unit was given. * Enter “Issued To” box with name of person receiving the product. * Under “Issue Comments” type a semi colon, then enter how the unit left (ie. Tube#, hospital staff coming to pick up from TSL, ER, or OR#.) * “Save” or alt S to proceed. * Additional billing box will come up. Select cancel and issue is complete. |  |
| 5 | Visual inspection fail – need for quarantine or discard | * Select No for visual inspection fail. * This allows you to quarantine or discard the unit and select a reason code with additional free text if necessary. * All yellow fields are mandatory entries. | Quarantine of Blood Products |

**References:**

AABB Standards for Blood Banks and Transfusion Services, Current Edition

Blood Bank User’s Guide, Misys Laboratory