* **Attach a copy of this form to each requisition for use during Downtime Recovery.**
* **Check off each step as performed to ensure accurate data entry.**

*Affix Patient Label Here*

*Patient Name*

*MRN
Birthdate*

**Result Entry and Allocation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | Perform Blood Bank Inquiry | **When do you change the date/time?**You don’t change date/time in BOP.Time should not impact further processing, allocation, issuing, or returning.**Encounter an Override?** Use code **UPDATE** and **free text “CD Recovery”****Antibody ID:** enter from workup |  |  |
|  | Open Blood Order Processing:* Scan or type MRN or ACC#
* **MODIFY** to **add tester’s TECH ID**
* **SEARCH**
 |
|  | Adjust test profile as indicated. |
|  | * Enter test results from Manual Bench Testing Form.
 |
|  | * Transmit results from TANGO in SMALL batches
 |
|  | * Pull patient sample and complete any required additional testing.
 |
|  | * Perform Allocation, if applicable.
* Enter all applicable Unit Test results.
 | Transfusion Tags go to Enterprise Records and Health Information (ERHI) |
|  | * Complete Computer Down Recovery Documentation
 | LIS entry tech and Date |

**Issue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | * Change default time to date and time on the Blood Product Release Form, or the Portable Refrigerator Response Log,
 |  |  |  |
|  | * MODIFY to add the TECH ID who issued the product
 |  |

**Return**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | * Locate product and bring to your bench
* Open Blood Status Update:
* Add TECH ID (upper right corner)
* Scan unit number and product code from product label
* Complete return.
 | **Encounter an Override?** Use code **UPDATE** and **free text “CDR“ (Computer Down Recovery)** |  |  |
|  | * File paperwork in NEEDS REVIEW box.
 | Completed orders are ready for review. |

**F5713,** *Version 3.0, March 2021*