**Purpose**

Patients with multiple names and/or hospital medical record numbers (MRNs) that meet the Historical Data Reconciliation Policy criteria will be linked in the Sunquest system. Patients who are linked incorrectly must be unlinked.

NOTE: Unlinking should only be performed by an MLS lead or the TSL Manager and must be accompanied by a QIM.

**Procedure**

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| **Step** | **Action** | **Related Documents** |
| 1 | Verification of Transfusion Records in Blood Bank Inquiry;   * Check that the ABO/Rh type match in the systems. * Results of the antibody screen should agree. * Any special instructions on patient record should be checked.   **NOTE**: BB Administrative Data (BAD) is not visible for merged MRNs that each has BAD; it is stored under the Merged Patient Data tab under SQ BB Administrative Data Inquiry. | Historical Patient Data Reconciliation Policy |
| 2 | MRNs that are the same but have different Hospital Identifications (HIDs) will still need to be linked. Example, U1234567(H) and U1234567(U) have different HIDs. |  |
| 3 | Link the two MRNs for the same patient under the LINK function in Sunquest.   * Type in the Patient’s MRN that will be linked. * Hit the Link tab. * Type in the second MRN and hit Select. * Verify both MRN, DOB, sex, and names are the ones that need to be linked. * Hit the Confirm Link tab.   Perform additional links if necessary. |  |
| 4 | Document merged patient search, if applicable. | Historical Data Reconciliation and Linking Form |
| 5 | Review in Blood Bank Inquiry to ensure the BAD file now reflects the data from all MRNs. |  |
| 6 | 2nd MLS tech must review the link process. | Historical Data Reconciliation and Linking Form |

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| **Step** | **Action** | **Related Documents** |
| 7 | If a patient is linked incorrectly then they must be unlinked using the LINK function in Sunquest.   * Type in the MRN you wish to unlink and click search. The function will then list all MRNs that are linked to the input MRN. * Click Unlink. This will unlink the inputted MRN with all of the listed MRN. * The BAD file will revert to the information just contained within the original MRN’s BAD file   NOTE: Unlinking will only remove the link between the input MRN and the selected MRN. If additional MRNs are linked to the input MRN then they will remain linked and must be unlinked following the same steps. | Quality Improvement Monitoring Form |

**References:**

Blood Bank User Guide, Misys Laboratory Version 8.1