**Purpose:**

To provide instructions for using the Blood Status Update function in Sunquest (SQ) to return issued units to inventory, remove units from inventory, or ship units back to a supplier.

**Procedure:**

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| **Step** | **Action** | **Related Documents** |
| 1 | Using Blood Status Update   * Open Blood Status Update. * In upper left-hand corner, select the correct action from the Update Options:   + Unit update   + Ship Out – to Blood Supplier   + In Transit – Unit sent to UWMC   + Ship Out to Inventory – Unit sent back from supplier   + In Transit to Inventory – Unit sent from UWMC | Returning Blood Products to Blood Supplier  Returning Blood Products to Inventory After Issue  Transferring Blood Components between HMC and UWMC  Quarantine of Blood Products |
| 2 | Enter unit number, component type, and division number if applicable. Confirm component information in screen header. If necessary, select Submit when all information is confirmed and is correct. |  |
| 3 | Tab through date and time or adjust as necessary. |  |
| 4 | Choose appropriate New Status using the pulldown menu.   * DS – Discarded * INV – Inventory * OD – Outdated * QU – Quarantined * WN – Wrong Number   Note: Options displayed will vary depending on unit’s current status. | Table A: Blood Status Update Scenarios  Using the Credo Series 4 EMT Coolers |
| 5 | Result temperature (If applicable)   * “OK” if product returned within 30 minutes after issue or temperature ≤ 100C * “Not OK” if product returned >30 minutes after issue and temperature > 100C | Returning Blood Products to Inventory After Issue |
| 6 | Result Visual Inspection (If applicable)   * “Yes” – Proceed to step 7 * “No” – Update “New Status” to either “Quarantine” or “Discarded” before proceeding to step 7 | Blood Product Inspection Policy  Visual Inspection of Red Cell Products  Visual Inspection of Plasma Products |
| **Step** | **Action** | **Related Documents** |
| 7 | Enter appropriate Reason code.   * Enter Comments if applicable. * Click “Add” or “Continue” |  |
| 8 | Unit Location “Location Update” pop up window can be used to relocate product to a new inventory location by selecting location, if indicated:   * No relocation required – Click “OK” or “Cancel” to close window * Relocation required – Select new location and click “OK” to close window. * Click “Save” |  |
| 9 | Shipping Units Out of the Department  (single unit mode)   * Follow Steps 1-8 with the following additions: * The new status of the unit updates to SO (shipped out). * Use the destination field to enter where component(s) are being shipped to. Use the search key to look up code. * Save |  |
| 10 | Shipping Units Out of the Department  (multiple unit mode)   * Follow Steps 1-8 with the following additions: * Open Blood Status Update. Select Update Option of “Ship Out”. * Click Inventory Search located at bottom left of screen. The Blood Inventory Search window opens. * HID: select H –Harborview Medical Center * Component Type- RBCG- Red Cells, PLSG- Plasma or PLG- Platelets * Other information about the units to ship such as ABO, etc can be selected to narrow the search * Click Search. Units with the criteria you selected are listed. * Click the check box next to each unit to list in Blood Status Update or click the Select All button to select all displayed units. * Select Return. The units you selected appear under “Batch Update”. The first unit on the list is automatically selected. (Note: To remove a unit from the Batch update list, select the unit, and then Deselect Unit.) * The VI (Visual Inspection) column next to the units will list PASS or FAIL for each unit in the Batch update list. * Continue and Save. |  |
| 11 | Putting units into a final transfused status   * Follow Steps 1-8 with the following additions: * For the new status, select IF “issued final” or TR “transfused”. The location of where the unit was issued to comes up for review and contact person. |  |
| 12 | Entering a unit that TSL previously had in inventory.   * Follow Steps 1-8 with the following additions: * *Units that have been in TSL inventory, left, and returned cannot be re-entered in Blood Product Entry.* * In top left Update Option choose Ship Out to Inventory. * Scan Unit # and component type. * Enter date and time and choose Inventory for the new status. |  |

**Table A: Blood Status Update Scenarios**

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| **Scenario** | **New Status** | **Additional Information** |
| Return of Issued Unit:   * Acceptable time out of storage * Acceptable temperature upon return (if out of monitored storage for >30 min * Visual inspection passes | INV – Inventory | At the unit activity tab choose either:   * Allocated * Release to general inventory |
| Return of Issued Unit:   * Unacceptable time out of storage and/or failed visual inspection * Investigation in Progress | QU – Quarantined  **Or**  \*DS - Discarded | \*The Final Status of the unit may be updated directly to “Discarded” if unit status is not under investigation. Units returned due to being out of storage can be directly discarded by CLT or MLS. |
| Return of Credo Cooler Units | QU – Quarantined  **Then**  \*INV – Inventory  **Or**  \*DS – Discarded | **\***The Final Status of the units is determined once the data logger is downloaded and the graph reviewed. |
| Expired Units | OD – Outdated  **Or**  DS – Discarded | **Outdated** – When a unit has outdated in our inventory.   * RBCs/ Whole Blood * Thawed/frozen plasma * Frozen Cryoprecipitate * Platelets   **Discarded** – When specially prepared for patient but not transfused   * Thawed Cryoprecipitate * Combined Platelets * Other specific processing (Washing, Split, etc.) * Special order HLA matched platelets |

**References:**

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

Blood Bank User’s Guide, Mysis Laboratory 8.1