| University of Washington Medical Center 1959 NE Pacific Street. Seattle, WA 98195 Transfusion Services Laboratory Policies and Procedures Manual | Original Effective Date: 03-11-2016 | Number: PC-0040.0~~9~~8 |
|---|---|---|
| | Revision Effective Date: ~~01-03-2023~~01-23-2023 | |

TITLE: **Specimen Acceptability and Receiving Test Orders**

**PURPOSE:**
To define specimen acceptability for use in the University of Washington Medical Center-Transfusion Services Laboratory (TSL) and how to maintain records of specimen and order receipt within the laboratory.

**PRINCIPLE & CLINICAL SIGNIFICANCE:**
Specimen collection is a critical step in the pre-transfusion process and errors in labeling of samples can lead to misidentification and fatal hemolytic transfusion reactions

**POLICIES:**

- The **following test orders should be processed as STAT** even if ordered as routine by the provider:
    - Operating Room orders
    - Emergency Department orders
    - Test orders associated with a Massive Transfusion Protocol (MTP) activation
- Patient's at UWMC (Northwest, Montlake, SCCA) and Harborview Medical Center have the same medical record number. The correct record is determined by the HID. HID=U for UWMC patients:

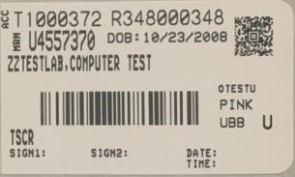| Name | Patient ID | HID | Date of Birth | Sex | Status |
|---|---|---|---|---|---|
| ZZTEST,FRI... | U9035893 | U | 10/23/1962 | F | ACT |
| ZZTEST,FRI... | U9035893 | H | 10/23/1962 | F | PRE |

- **ALL SPECIMENS** must be accurately labeled to ensure patient safety and prevent errors in patient diagnosis and treatment secondary to misidentified specimens. The UWMC TSL will not accept mislabeled or unlabeled specimens. **CRITICAL**: Specimen may not be relabeled, information corrected or sample returned to the nursing unit. If a sample can not be recollected, contact the TSL MD on-call for written approval to accept and perform testing.
- **SPECIMENS** must be labeled with the following:
    - Patient's first and last name as it appears in Sunquest (SQ)
    - Patient's Medical Record Number (MRN)
    - Date and time of collection - The year is not required. Samples will not be rejected if the year is discrepant.
    - Phlebotomist signature, initials or SQ tech ID
    - 2nd licensed person verifying patient identification signature, initials or SQ tech ID
    - Indelible ink

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- Mislabeled specimens include:
  - Specimens that are not labeled
  - Specimens that are not labeled with two identifiers
  - Specimens labeled with a patient name or medical record number (MRN) different from that on the accompanying requisition
  - Specimens drawn or removed from the correct patient but labeled with the wrong patient identification (patient hospital number, full patient name or date of birth)
  - Specimens labeled with more than one label and conflicting patient identification
  - Specimens with labels and requisitions that match but have been drawn or removed from a different patient (wrong blood in tube)
  - Specimens labeled with appropriate identifiers but accompanied by requisitions with pa~ii~tent identifiers from two or more patients, even if one set of identifiers on the requisitions matches the identifiers on the specimen
  - Specimens labeled with truncated names
- Specimen containers must be labeled in the presence of the patient at the time of collection
- Patient identification must be legible on the specimen container
- ABO/Rh confirmation specimen collected for pre-transfusion testing must be collected separate and independent from the type and screen (TSCR) specimens and requires a separate verification of patient identifiers. If collected at the same time as the TSCR, reject the sample and request a recollect.
- Specimens for compatibility testing batteries are valid for three days from the date of collection except for type and screen extended specimens (TSCREX). **TSCREX** extension (up to 30 days) is approved based on documentation that the patient has not been transfused or pregnant in the last three months and have no history of antibodies.

- **REQUISITIONS are not required for test orders placed in EPIC that interface to SQ.**
  - Test orders placed in EPIC will interface with Sunquest and be received using SQ General Laboratory function. A requisition is only required when a pending test order in not found in Sunquest.
  - Specimens labeled with EPIC ADT label sent without a requisition
    - Accept if there is a pending TSL SQ order
    - Reject if there is not a pending TSL SQ order
  - Operating rooms will not use EPIC to place test orders. They will use manual requisition UH3364 *Transfusion Services Test & Blood Product Request Form* for test orders. The specimen will be sent with the requisition to the TSL. This may also apply to other clinical locations and during computer downtimes
  - When a requisition is sent, the following apply:
    - Patient's name and MRN matches exactly the name and MRN on the specimen label and Sunquest. If the name and/or MRN are discrepant, the specimen should be rejected and recollection requested
  - Requisitions that do not arrive with the specimen may be accepted as long as the name and MRN match

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| If specimen labeled with | Then |
|---|---|
| SQ label <br> ACC T1000372 R348000348 <br> MRN U4557370 DOB:10/23/2008 <br> ZZTESTLAB,COMPUTER TEST <br> OTESTU PINK UBB U <br> TSCR SIGN1: SIGN2: DATE: TIME: | • Specimen will be sent **WITHOUT** a requisition <br> • Receive specimen in SQ <br> • Do not relabel the specimen |
| ACC M2358064 CID V156111222 <br> MRN U7654321 DOB:05/12/1981 <br> ZZTEST, JOHN CARTER <br> S LOCATION UBBXXX <br> PINK TSCR-S H <br> PHLEB ID: SIGN2: COLL DATE/TIME <br> 1234 07/07/2007 15:22 | • Specimen will be sent **WITHOUT** a requisition <br> • Receive specimen in SQ <br> • Do not relabel the specimen <br> • **Note:** This specimen is collected using Sunquest Collect. Printed phlebotomy tech ID and collection date and time are acceptable |
| EPIC ADT label <br> U4536856 BD:1/28/03 17Y U <br> ZZTEST <br> SARA <br> ADULT <br> UWMC RAD CT <br> DOS:2/13/20 UWCT3 <br> Enc:40536 RES:4543 | • Specimen will be sent WITH a manual requisition <br> **NOTE**: If no requisition, check SQ for available TSL orders and receive if available. If no order in SQ, reject specimen. <br> Requisition must include the following: <br> ○ Patient's full name as it appears on the specimen and in SQ <br> ○ Patient's Medical Record Number (MRN) <br> ○ Test to be performed on collected sample |

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**Cord Blood Workups**

- Cord blood workup (Neonate ABO/Rh and DAT IgG) will be routinely performed for the following
  - If Baby's Mother
    - Is Rh negative
    - Is Group O
    - Has no history in Sunquest
    - Has a history of a clinically significant antibodies or no current antibody screen

**SPECIMEN REQUIREMENTS:**
- 1-6 mL of blood in an appropriately labeled Pink (EDTA), Lavender (EDTA) or Red Top (no additive) Tube

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- Must be received within 24 hours of collection and tested within three days of collection.
- Specimens may be stored in the laboratory at 2-6°C if testing is not performed immediately.

**REAGENTS/SUPPLIES/EQUIPMENT:**

| Reagents: | Supplies: | Equipment: |
|---|---|---|
| • NA | • Accession Labels<br>• Completed Test Requisition | • LIS<br>• Bar-code reader<br>• Time stamper |

**QUALITY CONTROL:**
NA

**INSTRUCTIONS:**

**Specimen Receipt and Acceptability**

| STEP | ACTION |
|---|---|
| 1 | Time stamp the requisition if sent with specimen |
| 2 | Confirm specimen is<br>• Collected in the correct container<br>• Labeled with the following<br>   ○ Patient first and last name<br>   ○ Medical Record Number (MRN)<br>   ○ Handwritten date and time ( year is not required and should not be rejected if discrepant) **Exception**: Printed collection date and time is acceptable for specimens labeled using Sunquest Collect label<br>   ○ 2 signatures, initials or SQ tech IDs (phlebotomist and verifier) |
| 3 | Verify the following information matches **EXACTLY** on the specimen, in Sunquest, and the requisitions (if sent):<br>• Patient first and last name (middle name/initial or generational title is not required, but must not be discrepant)<br>• Patient MRN |

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|   | If | Then |
|---|---|---|
| **4** | No discrepancies | Go to the next section |
|   | Discrepancies | • Contact clinical care staff to verify the correct information and what is listed on the patient's armband<br>• Go to section Specimen Rejection<br><br>**CRITICAL:** Specimen may not be relabeled, information corrected or sample returned to the nursing unit |

**Receiving Interfaced EPIC/Sunquest Test Orders**

| STEP | ACTION |
|---|---|

| **1** | If test ordered is | Then |
|---|---|---|
|   | ALL TEST orders except CORDBT or TSCREX | Go to next step |
|   | CORDBT | Go to section Processing Cord Blood Orders (CORDBT) |
|   | TSCREX | Go to section Processing Type and Screen Extend Orders (TSCREX) |

| **2** | Perform a patient history check per SOP *Patient History Check* |
|---|---|

| **3** | If label is | Order is in Sunquest? | Then | | |
|---|---|---|---|---|---|
|   | Sunquest label | Yes | Go to next step | | |
|   | EPIC ADT label or other label | Yes | Go to next step | | |
|   |   | No | If received | Then | |
|   |   |   | Requisition | Go to section Sunquest Order Entry and Receipt and order the test | |
|   |   |   | No Requisition | Go to section Specimen Rejection | |

| **4** | Select "General Laboratory' function in Sunquest |
|---|---|

| **5** | • Click on 'Orders'<br>• Select <Orders Receipt//Modify> (Order Access box will open) |
|---|---|

| **6** | If labeled with | Then |
|---|---|---|
|   | SQ label | • Select <Container ID> from the dropdown selection<br>• Scan container ID from the labeled specimen<br>• Click <Get Patient> |
|   | EPIC ADT label | • Enter/Scan the MRN from the specimen<br>• Click <Get Patient> and select the correct patient if the 'Patient Select' box appears<br>• Select patient record under HID location:U<br><br> |

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| STEP | ACTION |
| --- | --- |
|  | **NOTE**: Order must be placed in the correct location.HID: U belongs to patient at UWMC. HID: H belongs to patient at HMC |
| 7 | Click <Display Orders> and highlight the appropriate order |
| 8 | Update and/or enter the following information in the 'General Information' box<br>• Collection Date and Time - update the collection date and time from the specimen label<br>• Received Date and Time (Type T for today, <TAB> to accept default of now)<br>• Enter tech code in the <Phlebotomist Code> if specimen is drawn by a phlebotomist. "Ver 1" on label will be a SQ tech code indicating phlebotomy draw |
| 9 | <table><tr><td>If</td><td>Then</td></tr><tr><td>SQ label</td><td>• Click <Receive><br>• Verify checkmark X is next to the CID number that is the same as the labeled specimen<br>• Click <SAVE></td></tr><tr><td>EPIC ADT label</td><td>• Update the container type, if necessary<br>• Click <Route><br>• Click <SAVE> when Result Entry Box appears.</td></tr></table><br>**NOTE:** Notify Specimen Proce~s~ssing (SPS) if  a non TSL order was received in error |
| 10 | Accession (ACC#) and containers labels (CID#) will print for specimen with EPIC ADT label<br><br>**NOTE**: Reprint label can be done using SMART function, click <Utilities>, click <Reprint label> |
| 11 | Go to section Labeling and Routing Specimens for Testing |

**Sunquest Order Entry and Receipt**

| STEP | ACTION |
| --- | --- |
| 1 | Open Order Entry (OE) in Sunquest     Order Entry |
| 2 | Look up the patient by the MRN |
| 3 | Select patient record under HID location: U<br><br><table><tr><td>Name</td><td>Patient ID</td><td>HID</td><td>Date of Birth</td><td>Sex</td><td>Status</td></tr><tr><td>ZZTEST,FRI...</td><td>U9035893</td><td>U</td><td>10/23/1962</td><td>F</td><td>ACT</td></tr><tr><td>ZZTEST,FRI...</td><td>U9035893</td><td>H</td><td>10/23/1962</td><td>F</td><td>PRE</td></tr></table><br>**NOTE**: Order must be placed in the correct location.HID: U belongs to patient at UWMC and H belongs to patient at HMC |
| 4 | Select the correct "Event" (account#) |

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| STEP | ACTION |
|------|--------|
| 5 | Enter the collection date and time on the specimen label in the <Collect Date> and <Collect Time> field |
| 6 | Enter the receive date and time from the time stamp on the requisition in the <Receive date> and <Receive time field> |
| 7 | Enter any additional info provided. (Physician 6 digit#,comments)<br><br>**NOTE**: Enter UNK000001 if physician code not available or found |
| 8 | Enter diagnosis code<br><br>{table below} |
| 9 | • Enter the appropriate test code using the SQ code – refer to Appendix A: Sunquest Test/Battery Order Codes<br>• Enter <S> in the modifier filed if order is STAT<br><br>  **NOTE:**  Operating room,emergency department and MTP orders should be ordered as STAT even if ordered as routine by the provider<br>• Click <SAVE> |
| 10 | Click <Route> at the Container and Specimen Entry pop up window |
| 11 | • Accept the default physician instructions NONE<br>• Enter units ordered (%UO) in the Result Entry box. **Note:** %UO can be updated if there is a pending red cell component order<br>• Click <SAVE> |
| 12 | • Retrieve labels from printer<br>• Go to section Labeling and Routing Specimens for Testing |

Step 8 table:

| If patient is | Then diagnosis code is |
|---------------|------------------------|
| Outpatient or ER | • Required<br>• Enter code from requisition |
| Inpatient | • Not required<br>• Enter NDX if no diagnosis is provided |

**Labeling and Routing Specimens for Testing**

| STEP | ACTION |
|------|--------|
| 1 | Verify information on the ACC# and CID# labels match the specimen and requisition and adhere the labels as follows<br><br>{table below} |

| If | Then |
|----|------|
| Requisition | Attach the ACC# label |
| Specimen | • Initial the CID# label as verification that specimen acceptability has been checked |

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| STEP | ACTION |
|---|---|
| | • Adhere the CID# label lengthwise in a manner to leave the name and MRN on the original EPIC ADT label visible. <br> • Specimens with SQ label do not need to relabeled unless a new order such as TXM is placed on a BBHOLD <br> • Adhere additional CID# labels in a manner allowing the original CID#, name and MRN to remain visible |

| STEP | ACTION |
|---|---|
| 2 | Check samples for clots prior to centrifugation |

| If clots are | Then |
|---|---|
| Detected | Mark across the top of the cap with a Sharpie to indicate that the sample must be tested manually |
| Not detected | Go to next step |

Centrifuge specimen and check for the following:

| If | Then |
|---|---|
| Low Volume | MLS to assess for recollection |

| If | Then |
|---|---|
| Acceptable | Go to next step |
| Not Acceptable (QNS) | Go to section 'Specimen Rejection', the specimen is unacceptable for testing |

| If | Then |
|---|---|
| Moderate to Gross Hemolysis | Route the sample to the manual testing bench to prevent delays in testing due to interfe~~rr~~rence with Vision test interpretation |
| Moderate to Gross Lipemia | |
| Contamination with I.V. Fluids | Go to section 'Specimen Rejection', the specimen is unacceptable for testing |

(STEP 3 applies to the Centrifuge table above)

| STEP | ACTION |
|---|---|
| 4 | Route specimens to the appropriate test area based on the following: <br> • Order priority (Stat vs. Routine): <br>    o Use method that will meet required TAT – Manual may be faster <br>    o In the case of MTP or emergency blood request. consider performing a manual ABORh to allow issue of compatible plasma components <br> • Staffing and Workload <br> • Grossly hemolyzed or lipemic specimen: Processing on Vision may result in invalid results <br> • Short draw specimen: May be QNS on Vision due to dead space requirements for pipetting <br> • Clotted specimen: Test specimen using manual method |

**Specimen Rejection**

| STEP | ACTION |
|---|---|
| 1 | • Notify the patient's nurse the specimen is unacceptable and needs to be re-collecting if testing is required |

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| STEP | ACTION |
|---|---|
| | • Document the following on a QI:<br>   ○ Name person notified<br>   ○ Summary of the conversation<br>   ○ Name of test ordered and reason for rejection<br>   ○ Date & Time of notification<br>   ○ Tech ID |
| 2 | **If order is** / **Then** table: |

| If order is | Then |
|---|---|
| Not received in Sunquest | Cancel the order following the instruction in SOP *Sunquest: Canceling Orders and Correcting Results* |
| Received in Sunquest | Give sample to a MLS and ask them to cancel the order following SOP *Sunquest: Canceling Orders and Correcting Results* |

| STEP | ACTION |
|---|---|
| 3 | Complete the QI and attach the following to the QI form<br>• Photocopy of Requisition if provided<br>• Photocopy of the specimen label |
| 4 | Place the specimen in the unacceptable specimen bin |

**Processing Cord Blood Orders (CORDBT)**

| STEP | ACTION |
|---|---|
| 1 | Review the mother's medical record to determine if cord blood testing is indicated<br><br>**NOTE:** Follow instructions in Appendix B: Identifying Baby's Mother in EPIC to identify the mother or call the RN for the mother's information |
| 2 | • Go to Sunquest Blood Bank Inquiry (BBI)<br>• Retrieve the mother's record using the MRN obtained in step 1 above |
| 3 | Perform a history check of the mother's SQ record to determine if the mother:<br>• Is Rh negative<br>• Is Group O<br>• Has no history in SQ<br>• Has a history of a clinically significant antibodies or no current antibody screen<br>• |

| If | Then |
|---|---|
| **Any** of the conditions are met | • Receive the CORDBT order in SQ according to the appropriate section above – sections Receiving Interfaced EPIC/Sunquest Test Orders or Sunquest Order Entry and Receipt<br>• Go to step 5 |

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|  |  |  |
| --- | --- | --- |
|  | **None** of the conditions are met | Go to next step |
| 4 | • Cancel order-refer to SOP *Canceling Orders and Correcting Results in Sunquest*<br>• Reorder test as a BBHOLD according to section <u>Sunquest Order Entry and Receipt</u><br>• Save sample - refer to SOP *Specimen and Unit Segment Management*<br>• Go to next step | |
| 5 | Enter the mother's information and the baby's MRN on the Cord Blood Log for all cord blood specimens regardless of order placed (CORDBT or BBHOLD)<br><br>**NOTE:**<br>• If a peripheral blood sample (TSCR) is received in place of a CORD sample, the order should be written on the Cord Blood Log.<br>• Cord Blood Log is reviewed to ensure that every patient that delivers at UWMC is evaluated for Rh immune globulin administration | |
| 6 | MLS staff<br>• Perform cord blood workup to determine neonate ABO/Rh and DAT IgG | |
| 8 | MLS staff reviews the Cord Blood Log daily to:<br>  o Verify that CORDBT was done for the following Mom is group O<br>  o Mom is Rh negative<br>  o Mom with no history in SQ<br>  o Mom with no current antibody screen or history of clinically significant antibodies<br>• Verify that Rh Immune globulin was administered for qualifying mothers<br>• Contact TSL MD on call for the following was indicated but not done:<br>  o Rh immune globulin was not administered<br>  o Rh immune globulin workup (RHEV) was not ordered | |

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### Processing Type and Screen Extend Orders (TSCREX)

| STEP | ACTION |
| --- | --- |
| 1 | Receive specimen and verify acceptability per section <u>Specimen Receipt and Acceptability</u> |
| 2 | Verify that patient has not been pregnant or transfused last 90 days<br><br><table><tr><td>**If**</td><td>**Then**</td></tr><tr><td>Patient was **NOT** transfused or pregnant last 90 days</td><td>Patient is eligible for type and screen extend<br>• Receive the TSCREX order in SQ according to the appropriate section above – sections <u>Receiving Interfaced EPIC/Sunquest Test Orders</u> or <u>Sunquest Order Entry and Receipt</u><br>• MLS enters **EXTS-** Sample eligible to extend for planned procedure under BBC (Blood Bank Comment) in Blood Order Processing</td></tr></table> |

| STEP | | ACTION |
|------|------|--------|
| | Patient was transfused or pregnant last 90 days | Patient is **not** eligible for type and screen extend<br>• Receive the TSCREX order in SQ according to the appropriate section above – sections <u>Receiving Interfaced EPIC/Sunquest Test Orders</u> or <u>Sunquest Order Entry and Receipt</u><br>• Notify caregiver that the patient is not eligible for sample extension and the specimen will expire in 3 days. If blood is needed after 3 days, a new specimen will need to be collected.<br>Document who was notified,date and time and patient is not qualified on the requisition<br>• MLS enters **NOEXT**- Sample ineligible to extend and expires three days from collection. Redraw if procedure is more than three days from collection under BBC |

**Extending TSCREX Day of Surgery (MLS only)**

| STEP | ACTION | |
|------|--------|--|
| 1 | Receive verification from the clinical team the patient was not transfused or become pregnant since the TSCREX specimen was collected | |
| 2 | Verify the TSCREX order has a comment indicating the patient qualifies for specimen extension | |
| | If comment is | Then |
| | Present | Continue to next step |
| | NOT present | Notify caregiver that the patient is not eligible for sample extension and a new T&S sample must be submitted |
| 3 | Verify the sample was collected within the last 30 days | |
| | If collected | Then |
| | < 30 days ago | Continue to next step |
| | > 30 days ago | Notify caregiver that the patient is not eligible for sample extension and a new T&S sample must be submitted |
| 4 | Verify the following criteria are met since sample collection:<br>• No history of clinically significant antibodies<br>• Current antibody screen negative<br>• No history of transfusion in last 3 months (review history in Sunquest in addition to patient response to questions)<br>• No pregnancy in last 3 months | |
| | If criteria are | Then |
| | Met | Continue to next step |

| STEP | ACTION | |
|------|--------|--|
| | Not met | Notify caregiver the patient is not eligible for sample extension and a new T&S sample must be collected |
| 5 | Select the TSCREX order in Sunquest BOP | |
| 6 | • Update the sample expiration with an additional 3 days (T+3) and perform electronic crossmatch on any requested units<br>• Override the QA failure according to SOP ***Sunquest: Responding to Quality Assurance Failures*** | |
| 7 | Click <Save> | |

**CALIBRATION:**
NA

**PROCEDURE NOTES AND LIMITATIONS:**
NA

**REFERENCES:**
- Technical Manual. Bethesda, MD: AABB Press, current edition
- Standards for Blood Banks and Transfusion Services. Bethesda, MD: AABB Press, current edition

**RELATED DOCUMENTS:**
FORM Quality Improvement
FORM Cord Blood Log
SOP Patient History Check (HXCK)
SOP Canceling Orders and Correcting Results in Sunquest
SOP Blood Component Order Receipt and Processing

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| UWMC SOP Approval: | | |
|---|---|---|
| **UWMC CLIA Medical Director** | | |
| | Andrew Bryan, MD | Date |
| **Transfusion Service Manager** | | Date |
| | Nina Sen | |
| **QA Manager** | | Date |
| | Tayler Reeves | |
| **Transfusion Service Medical Director** | | Date |
| | Monica Pagano, MD | |
| **UWMC Biennial Review:** | | |
| | | Date |
| | | Date |

REVISION HISTORY:
4/21/17: Updating the SOP to include the following changes:
- The year of collection is not required on specimens and will not be rejected if discrepant
- Written date and time of collection on the requisitons is not required of the phlebotomist and the specimen will not be rejected if discrepant
8/14/18: Revised for implementation of interfaced inpatient product orders.
2/02/19: Added referral to SOP Order Processing to receive neonatal RBC orders (TNRBC)

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3/27/2021: Updating the SOP to include the following changes:
- Updated for implementation of EPIC for inpatient and outpatient electronic medical record. Specimens with orders in SQ will no longer require a paper requisition.
- Revision include new specimen acceptability requirements and instructions how to look up mother's ID for cord blood evaluations.
- Added instructions for processing test orders from the operating room, emergency room and associated with MTP as STAT even if ordered as ROUTINE by provider.
- Changed name of SOP form Specimen Acceptability and Order Receipt to Specimen Acceptability and Receiving Test Orders

1/24/22: Updating change in Sunquest CID label, removing DAT IgG test from CORDBT battery and available as add on testing

11/29/22: Adding DAT IgG to CORDBT test and algorithm for group O moms include DAT IgG testing

1/13/23: Updated label for Sunquest Collect process for inpatient phlebotomy

**APPENDICES:**
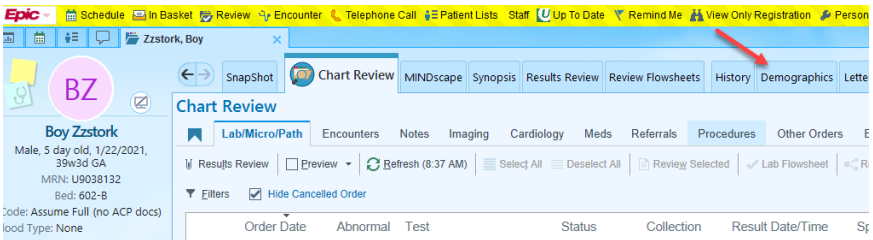
**Appendix A: Sunquest Test/Battery Order Codes**

| Sunquest Code | Description |
|---|---|
| **ABRH** | Blood Type |
| **ABRH2** | Blood Type confirmation |
| **ABSCR** | Antibody Screen |
| **ABTA** | Antibody Titer RBC Anti A |
| **ABTB** | Antibody Titer RBC Anti B |
| **ABTIGG** | Ab Titer RBC IgG or Allo Ab |
| **BBHOLD** | Blood Bank Hold Sample |
| **BBRH** | Rh Only |
| **CORDBT** | Cord Blood/Neonate blood type/DAT IgG |
| **DAT** | Direct Antiglobulin Test |
| **ELUT** | Antibody Elution |
| **ER** | Emergency Release |
| **PREN** | Prenatal testing |
| **RHEV** | Rh Immune Globulin Evaluation |
| **SAPHEN** | Single Phenotype |
| **TRRX** | Transfusion Reaction Workup |
| **TSCR** | Type and Screen |
| **TSCREX** | Type and Screen, Extended |
| **TXM** | Type and Crossmatch |

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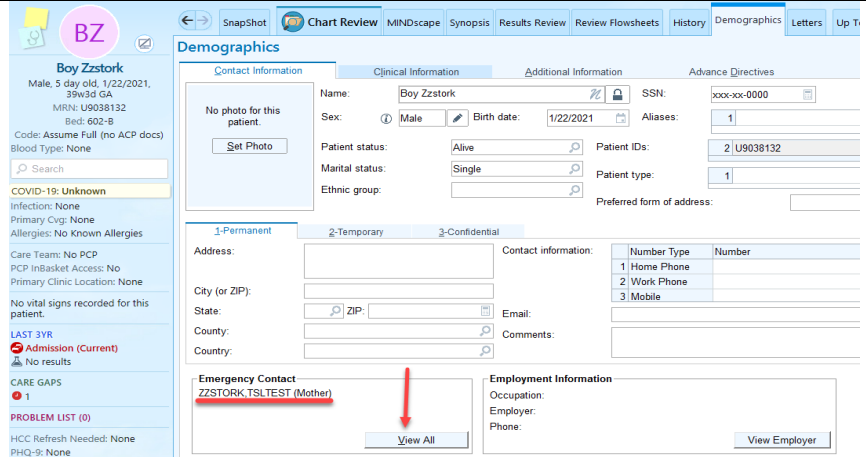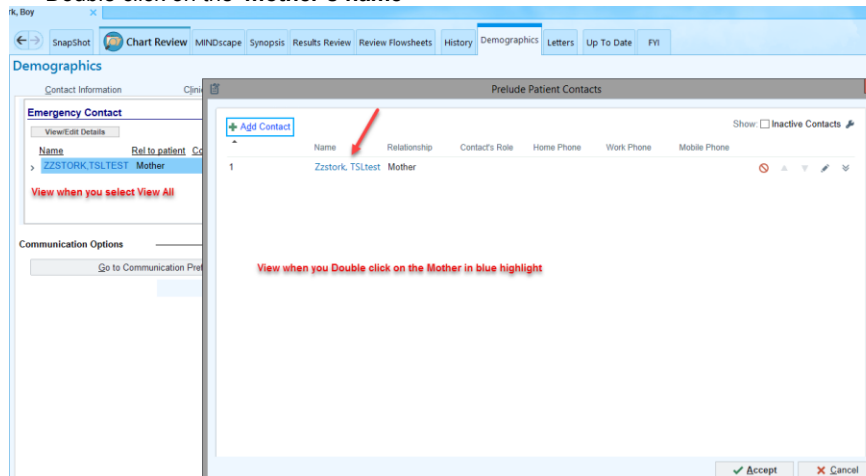
| TITLE: **Specimen Acceptability and ReceivingTest Orders** | Number: **PC-0040.0~~9~~8** |
|---|---|

| **XPINK** | Additional Blood Bank Sample |
|---|---|

**Appendix B: Identifying Baby's Mother in EPIC**

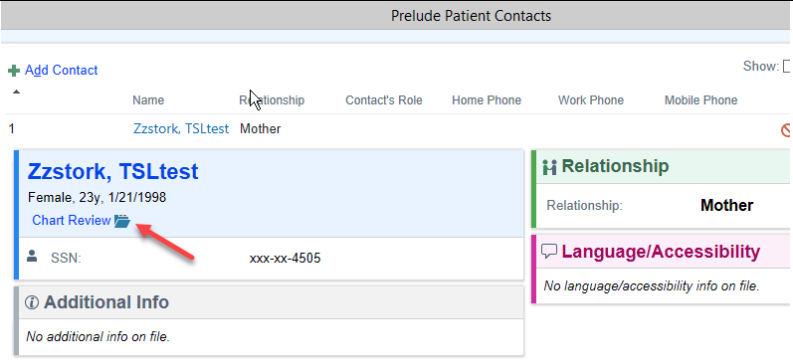| STEP | ACTION |
|---|---|
| 1 | • Log into EPIC<br>• Select the '**Review**' tab |
| 2 | • Enter the baby's <**MRN**><br>• Click <**Select**> to select the correct patient |
| 3 | Select the 'Demographics" tab to display the baby's demographic information<br><br> |
| 4 | Click the <**View All**> button in the Emergency Contact box where the mother's name is listed. This will open the Emergency Contact Field |

| STEP | ACTION |
| --- | --- |
|  |  |
| 5 | • Double click on the **blue highlighted area with the mother's name** to open a Prelude Patient Contacts dialog box<br>• Double click on the '**mother's name**'<br> |
| 6 | • Click on the blue <**Chart Review**> link under the mother's name to open a tab for the mother under chart review |

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| STEP | ACTION |
|---|---|
| |  **NOTE**: Baby's chart review is still open on an earlier tab so user can float between mother and baby chart |
| 7 | Obtain the mother MRN and go to section Processing Cord Blood Orders (CORDBT) step 2 to perform a history check in Sunquest to determine if cordblood testing is indicated<br><br>**IMPORTANT:** Mother's blood type is listed in the patient demographic section. This is historical and **should NOT** be used to determine if testing of the baby's cordblood is indicated or if a confirmation ABO/RH is needed for a blood order because it does not designate where and when the blood type was performed. To find current ABO/RH on mother, review results in Sunquest or open the type and screen results in EPIC .<br><br> |