



Standard Operating Procedure

SUBJECT: Platelets- Assign and Dispense			
ORIGINATION DATE:	12/8/2022	PREPARED BY: Katie Jackson	APPROVED BY (If Applicable):
LAST REVIEWED:	10/7/25		

PROCEDURE:

1. Platelet Monitoring
 - a. Obtain a "Platelet Temperature Chart" if platelets are being removed from the shipping box before being dispensed. Platelets can remain in the shipping box for 24 hours before agitation is necessary.
 - i. Print form from the Intranet > Forms > Printable forms > Laboratory > Platelet Temperature chart (Form 1700)
 - b. 2 Thermometers needed
 - i. Place one thermometer with the Platelets and record Temperature, leave with PLT
 - ii. Using the Heme Room Temp thermometer, Record-upon arrival
(Note: these temperatures need to be taken every 4 hours)
 - c. Put the platelets on the Rotator (100 rpm and time setting to "Hold")
 - d. Platelets need to be maintained at a temperature of 20-24°C
2. Ordering Blood Platelet products:
 - a. Order type specific platelets from Blood Supplier (See "[Ordering Blood in Blood Hub](#)")
 - b. If type specific is unavailable, consent from the provider is needed to transfuse non-type specific.
3. Receive Platelets into Cerner
 - a. See "[Receiving Blood Products from Supplier- SOP](#)"
4. Assigning Platelets in Cerner
 - a. Go to App Bar
 - b. Click "Dispense and Assign Products" Icon
 - c. Under Mode: Click "Assign"
 - d. Enter Patients MR#
 - e. Under "Product Number" Scan the platelet unit number barcode



- f. For Reason choose "To Be Transfused"
 - g. Click Save
 - h. Component Tag will print to BBank printer
 - i. Tag unit with component tag and BBand #.
5. Dispensing Platelets In Cerner
- a. Go to App Bar
 - b. Click "Dispense and Assign Products"
 - c. Under Mode Click "Dispense"
 - d. Enter patients MR#
 - e. Under "Product Number" Scan the Platelet unit number barcode
 - f. Click "save" at the top left corner
 - g. Fill out the pop up box for all the yellow required fields
 - h. Dispense Product (See "[Issuance of Blood Products](#)")
 - i. Dispensed sheet will Print to blood bank place with patient testing

NOTE: If Platelets are received out of temperature submit a credit request form on blood hub. (See "[Submitting a Credit request to Blood Supplier-SOP](#)")