


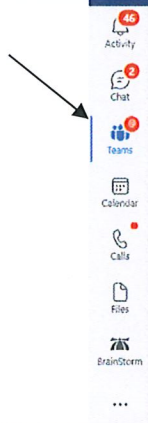
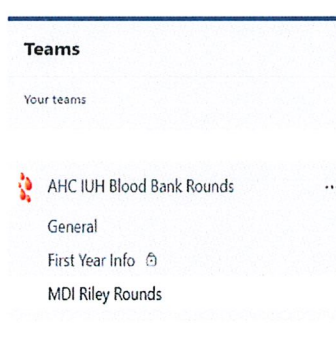
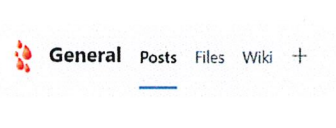
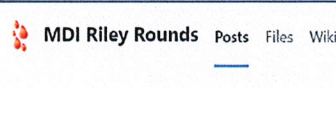
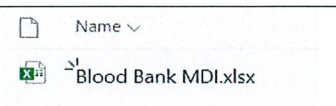


PURPOSE: BLOOD BANK TEAMS PAGE

PROCESS: ACCESSING AND VIEWING AHC IUH BLOOD BANK ROUNDS TEAMS PAGE

REV. #, DATE #1.0, 07/07/21

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason	Who	Time
Note:				
1	Click on Microsoft Teams Icon from your desktop.		All Team Members	NA
2	Once Teams software is open: Click on the "Teams" image from the far left-side task bar		All Team Members	NA
3	Under Teams Column, Locate Teams Page titled "AHC IUH Blood Bank Rounds" Current Sub Folders include: a) General b) First Year Info (Supervisor access only) c) MDI Riley Rounds		All Team Members	NA
4	Select "General" Tab to view Posts and Files concerning Blood Inventory or Special Patient communications discussed during BB MD Rounds M-F at 0930		All Team Members	NA
5	Select "MDI Riley Rounds " Tab to view Posts and Files from Riley Daily Rounding M-F 8:30am, 4:30pm and 1:00am		All Team Members	NA
6	Open Excel "Blood Bank MDI" spreadsheet under Files Tab. This page is updated by Shift Daily.		All Team Members	NA