## How to prepare Blood Bank QC form PDF

- 1. Open QC file either from previous day or from Policy Stat. As of 05/19/2019 the previous days' QC forms are being kept in "shareddocs\BloodBank\Blood\BB QC". Open the folder for the BB that you are at that day.
- 2. Save a new QC form with the date of the QC form and the location of the QC. One may include your initials, but that his not required.
  - a. Example: BBQC-RH 052019, or BBQC-MH 052519 and/or BBQC-RH 052019JKS
  - One may also, SAVE AS the previous day's form with the new updated date. Example, Open BBQC-RH 05<u>20</u>19, and SAVE AS, BBQC-RH 05<mark>21</mark>19
- 3. Go to "Tools" and "Fill and Sign". Click "Open".



4. If using an already filled out form, you should be able to click on the text box field and type the new lot number and expiration date. After completing modifications, you can print out the new form and complete as appropriate.

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Indiana University Health		Standard Operating Procedure Manual F (SOP) – Transfusion Medicine		Form #: BBQC-F004.07 Manual: Quality Control		FILL & SIGN You do not have access to thi service. Please contact your I Administrator to gain access. try to sign in with an Adobe I
Indianapolis, IN Daily Reagent OC: Un	iversity and M	lethodist		Page:	1 of 1	SEND OPTIONS
QC Reagent Rack	Lot #/Expi	ration	Test Date:			Get Others to Sign
Immucor COR QC Antisera	A 🚥 🛍 🚃	10/01/2019	Circle One: University	or	Methodist Reagent Rack	]
Immucor COR QC Cells	12613 0	5/31/2019	Reagent	Curre	ent Lot #/Expiration	
Immucor Monoclonal Ctrl	492361	11/19/2020	Anti-B	203790	12/03/2020	
Immucor Panoscreen	12612	05/31/2019	Anti-D (series 4)	504825	10/18/2020	
MTS Screen Cells	VSS089	05/21/2019	A1 cells	111242	05/31/2019	
MTS Card	011019001-15,	11/04/2019	B cells	113242	05/31/2019	
MTS Diluent 2	MD119	08/14/2019	LISS	334015	09/05/2020	
Negative Control	Date Prep: 09/04/2018	Date Exp: 09/04/2023	IgG-AHG	704055	10/08/2020	
Appearance ✓ and Open date/ initials on all reagents	Tech:		Coombs Check Cells	12602	05/31/2019	
Immucor Tube	Orth	o Gel Tech	Saline	377690	05/19/2019	
I + corQC	ma ok/ iga	OKF	All lot numbers were visually verified	Tech:		
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- 5. Complete testing and tasks per SOP and fill in electronically using the template saved in the steps above.
- 6. Print the completed form and give to a peer for Peer Audit. The printed document is the document of record; however, if the form is misplaced for any reason then a completed record can be re-printed.