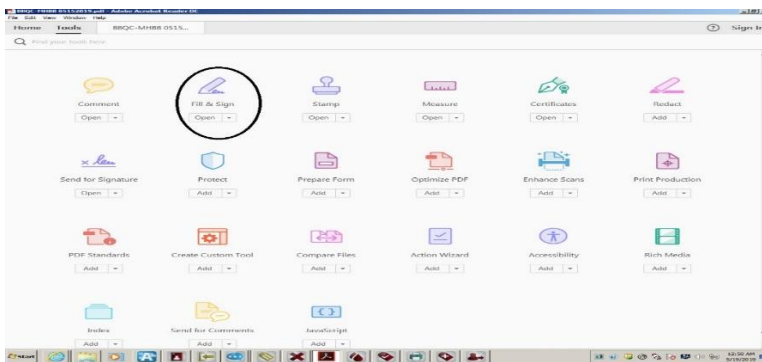
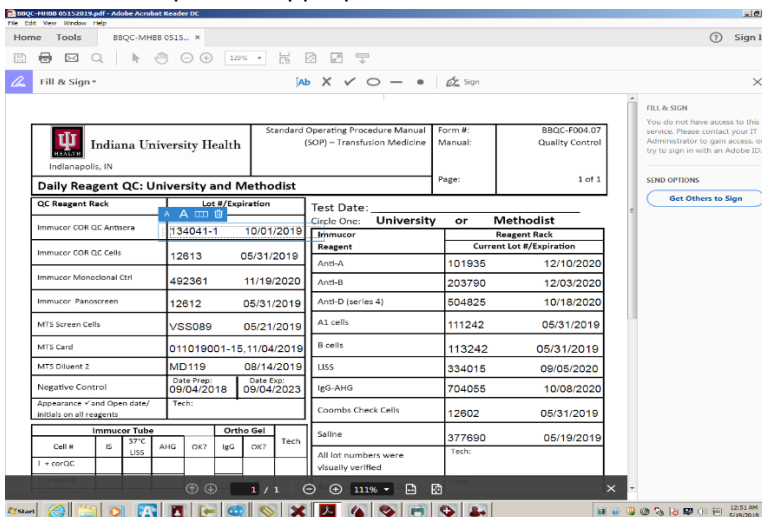


How to prepare Blood Bank QC form PDF

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
 - b. One may also, SAVE AS the previous day's form with the new updated date. Example, Open BBQC-RH 052019, and SAVE AS, BBQC-RH 052119
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.



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.