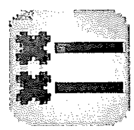
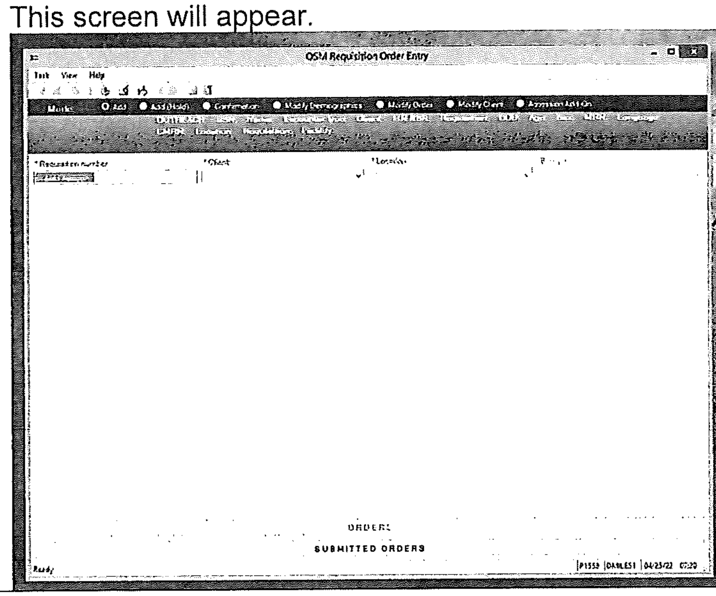
Indiana University Health	**_Standard Work Sheet_**
PURPOSE: CLIENTS TESTED IN THE BLOOD BANK SHOULD HAVE THEIR MANUAL REQUISITIONS FORWARDED TO CORE LAB TO ENSURE PROPER CHARGING	PROCESS: CLIENT REQUISITION MANAGEMENT
REV. #, DATE **0.1, 08.27.22**	DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
Note: All Client Requisitions should be managed via all Standard BB SOPs. This Standard Work details how to ensure the requisition gets to CORE Lab for proper charging.		
1	Client paperwork/requisitions are received in the AHC Blood Bank on an on-going basis. The paperwork/requisition is either received via fax or with a courier.	Clients for the AHC Blood Bank Include but are not limited to: 1) Plainfield Correctional Facility 2) Kindred, Central 10th Street Location 3) Kindred, North 4) RHI 5) Indiana Donor Network 6) Eskenazi Hospital (for TEG testing)
2	If the requisition and sample are received, but the patient does not have a financial number in Cerner. Then see the Standard Work for registering the patient is Cerner. Then go to the next step.	See separate Standard Work for the completion of the registration of the patient, or to generate a new financial number (FIN).
3	After registered and available in Cerner, complete testing as requested.	See applicable SOPs for testing and resulting. Some facilities may require the results to be faxed to their facility, such as Eskenazi for TEG results.
4	When testing is completed and reported, then the paperwork/requisition should be placed with the Supervisory Review or if completed at UH or MH then forward to RH and place the papers in the Supervisory Review box. The paperwork is now completed.	The paperwork/requisition does not go with completed normal requisitions. For manual paperwork for blood product dispensed, please place the original paperwork including the Dispense Verification Form.
5	The supervisor or designee will forward the papers/requisitions to Rustin Ball or an applicable Lab Leader in Core Lab at tube station 955.	Once the paperwork/requisitions are forwarded to Core Lab, then the papers may be placed with the requisitions for the day of testing.

Indiana University Health	**Standard Work Sheet**
PURPOSE: STEPS FOR GENERATING AN ACCESSION IN CERNER TO COMPLETE BLOOD BANK TESTING FOR OUTREACH CLIENTS NOT IN CERNER	PROCESS: QUICK REGISTRATION FOR OUTREACH CLIENTS
REV. #, DATE #1. 05/10/22	DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
1	When to complete Outreach registration? When a test is requested by an Outreach client and there is not an accession in Cerner or if the patient is not even in Cerner. This is a quick registration only. The full registration will be completed afterwards by another Lab Team Member.	Once the patient is in Cerner, then an accession/financial encounter can be generated.
2	Click on OSM Icon (Requisition Order Entry) on Cerner App Bar. If this icon is not currently on the App Bar, then customize to add this app.	 app This screen will appear. 
3	To complete a Quick Registration, toggle the top Mode as : **Add**	

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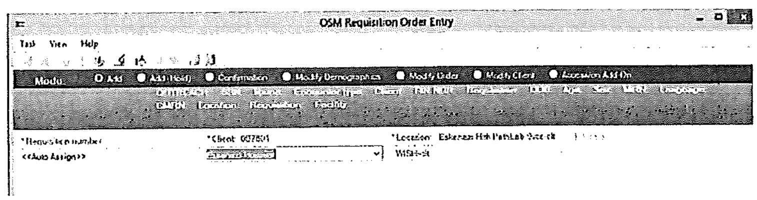
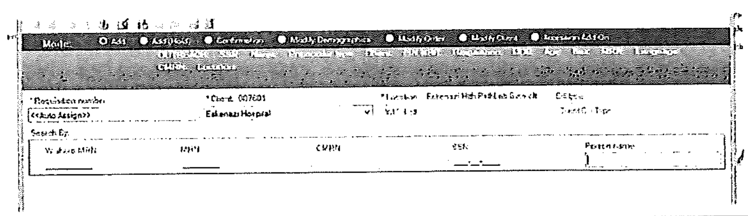
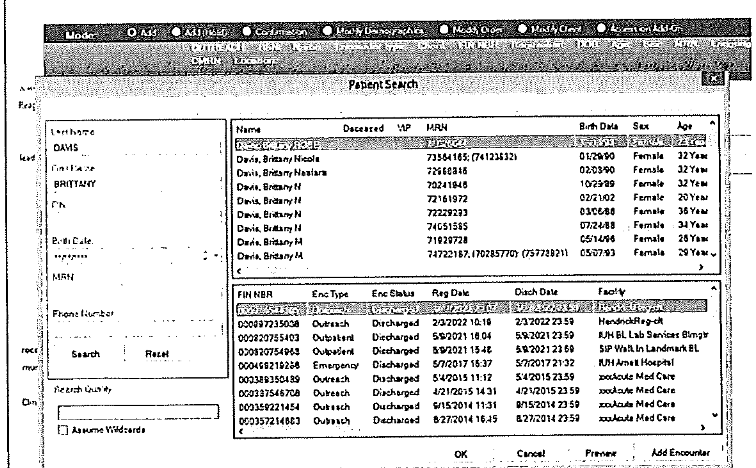
REV. #, DATE #1. 05/10/22	DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
4	In Client field, type the client number on order requisition. • The Client Name can also be used by typing the first few letters of the location. • Click the down arrow to find the location name. • Click Enter.	
5	Enter the patient's last name, first name. *The patient name and date of birth MUST match the requisition.* (Or) enter MRN if provided one. Click Enter.	
6	If the patient you are registering exists, meaning they have an MRN and name and date of birth match, highlight the patient and click Add Encounter. Go to step 8 If the patient does not exist, continue through to step 7.	If they are in the system, then you can add the encounter and move to the last step. 

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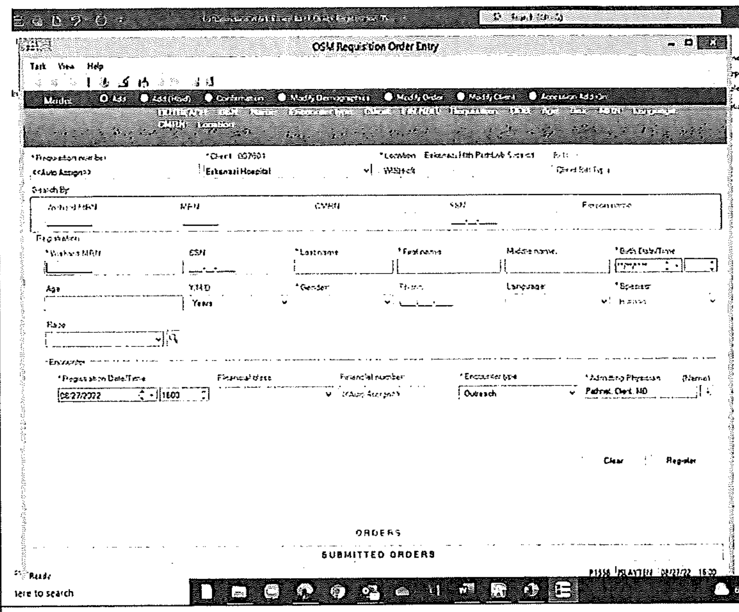
Step	Description:	Key Point / Image / Reason
7	If your patient does not exist in the system and needs to be added: Click Cancel. Fill in the highlighted areas with the patient's name and DOB, Gender and Collection Date/Time in the *Registration Date/Time: Field - Click Register to complete registration. Go to Step 6 To add the encounter for the new registration.	
8	When the encounter is generated: 1. At the top of your screen write down your FIN NBR: 2. Print a label from Documents Icon 3. Your Quick Reg is complete.	

Indiana University Health	Standard Work Sheet
PURPOSE: SENDING SAMPLES FOR RBC MOLECULAR TESTING	PROCESS: SEND OUT FOR RBC MOLECULAR
REV. #, DATE 1.0, 08.27.22	DOCUMENT OWNER: IUH AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
1	On an on-going basis, specific samples may be set aside for sending out for RBC molecular testing. Only the samples indicated should be set aside for molecular testing, all other samples should be tested serologically whenever possible.	Samples to be sent out for Molecular Testing: 1) Requested samples from Clinicians 2) Requisitions for Sickle Cell Antigen 3) Samples from patients with new Warm Autoantibodies 4) Any sample deemed appropriate by the AHC Medical Directors
2	Samples are maintained from Antibody Identification testing at all three AHC Blood Banks. On a routine schedule, samples at MH and UH are forwarded to RH and are placed in a designated/labelled rack.	The antibody samples are routed from MH and UH to RH on Monday night, whenever possible. The designated rack is labelled along with a clipboard with Versiti send out paperwork.
3	On a routine basis, a designated BB team member will review the samples to determine what needs to be sent out. All other ABID samples may be discarded, or if the antibody samples are needed for training or competency then these samples may be saved in a designated rack. Any sample for Sickle Cell Antigen, new Warm Autoantibody or any medical director approved sample will be set aside.	Reviewing the samples is completed on a routine schedule, ideally no longer than every 7-10 days, or once a week.
4	To send the samples out for RBC Molecular Testing: - Fill out the top of the Versiti send out form - Make a copy of the filled out form, to be retained at the Blood Bank. - Place the original form and the sample into a biohazard bag. If the sample has a snap cap, then parafilm the tube to ensure it doesn't leak. - Send the paper and tube package to the send out lab Monday-Friday 730a-4pm, only via tube system Tube #968. - Place the copy of the send out paper and the original requisition (for Sickle Cell Antigen) or a PPI print out of the patient's history in a designated folder.	The samples may only be processed for send out M-F 730a-4pm, but the sample and paperwork may be set up ahead of time and sent during normal business hours. The designated folder awaiting the results serves as documentation of what has been submitted.
5	After a week, the results should be available. With the copy of the order, go to Cerner ORV icon and obtain a copy of the testing results.	The RBC antigen result print out is to be used to enter the results in Cerner.

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PURPOSE: SENDING SAMPLES FOR RBC MOLECULAR TESTING	PROCESS: **SEND OUT FOR RBC MOLECULAR**
REV. #, DATE **1.0, 08.27.22**	DOCUMENT OWNER: **IUH AHC BLOOD BANK**

Step	Description:	Key Point / Image / Reason
6	Following the appropriate SOP, add BB Historical Antigens for all which may be entered into Cerner. Not all antigens tested by molecular may be entered into Cerner.	The following antigens must be added: Rh (CEce) Kell,(K,k,, Kpa, Kpb, Jsa, Jsb); Kidd (Jka, Jkb); Duffy (Fya, Fyb); MNSs (MNSsU) Any other antigens in Cerner may be entered from the RBC Molecular Report, as time allows.
7	After the testing is entered, then forward the paperwork to the designated location for scanning and retention.	A scan of the RBC Molecular report will be maintained via scan with other ABID cases.