		Standard Work Sheet
Indiana University I		
PURPOSE: INSTRUCTIONS FOR SCANNING OF BLOOD BANK REQUISITIONS AND PRODUCT ORDERS		**PROCESS:** MANAGEMENT OF BLOOD BANK BANK DAILY REQUISITIONS AND PRODUCT ORDERS FOR SCANNING
REV. #, DATE #1, 06.06.24		**DOCUMENT OWNER:** AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason
Note: These instructions are applicable to supervisors/BB Leadership and the blood bank support team members.		
1	At the time of Daily Supervisory review, the supervisor/BB Leader will separate the daily requisitions/manual testing and blood product orders from other daily quality control documents for review.	The Daily Requisitions/manual testing and blood product orders will be maintained for trackability, and traceability of all team members involved in testing or provision of blood products.
2	Retain the Daily Coversheet on the top of the new daily packet and bind the group together with a rubber band or clip.	The Daily Coversheet allows for scanning to be easily identifiable.
3	Designated hanging files are available 1-31, for each day of the month. This hanging file retains the previous month's daily packets.	The daily packets are maintained as hard copy for one month before being scanned for retention.
4	Remove the Daily Packet from the previous month date hanging file and place the new Daily packet in the appropriate hanging file.	Trading the previous month's packet with the new packet ends the hard copy retention and removes the packet to be scanned per current practice.
5	Place last month's daily packet in the designated file in date order.	Hanging Files have been placed in each location. Multiple hanging files are available to place the packets together in date order.
6	On a routine basis, the blood bank support team members will obtain the files.	This schedule is up to the blood bank support team member. The packets will be available on an on-going basis.
7	The packet will be scanned per the current scanning process in the Blood Bank.	See the current Standard Work and forms to document the scanning of the documents.