 Indiana University Health	Original Creation Date: 01/10/2025	Publication Date: 02/22/2025
	Owner: Elaine Skipworth (Director- Lab Transfusion Medicine)	Next Review: 02/22/2027
	Category: Lab Methodist, Lab Riley, Lab University	
	Education: Level 3	
Approval Signatures: Magdalena Czader (Physician) (02/22/2025)		
<h2>Procedure: Blood Bank Name Alert</h2>		

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Reference # 103224

I. PURPOSE

This procedure details the process for alerting blood bank team members to patients with same or similar names to prevent errors.

II. SCOPE

This procedure applies to all blood bank team members and will be used at University, Riley, and Methodist Hospital Blood Banks.

III. STATEMENTS/REQUIREMENTS

- A. Blood bank will use name alerts stickers to identify patients with same or similar names.
- B. Flagging same or similar names provides visual cues to help prevent blood banking errors.

IV. DEFINITIONS

AABB: Association for the Advancement of Blood & Biotherapies

V. EQUIPMENT/RESOURCES

Name Alert Stickers

Manilla Tie Tags

VI. PROCEDURE

- A. Use of Name Alert Stickers
 - 1. When product orders are received in blood bank for patients that have same or similar names, place a name alert sticker on the order.
 - 2. When products are set up for these patients, place a name alert sticker on a manilla tie tag and attach the tie tag to the product.

3. At the time of product dispense, look for any name alert stickers and ensure the correct product has been selected for the correct patient.

VII. CLINICAL SIGNIFICANCE/SPECIAL CONSIDERATIONS

None

VIII. REFERENCES

AABB Standards, current edition.

IX. FORMS/APPENDICES

None

X. APPROVAL BODY

None

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**


**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

**NAME
ALERT**

 Indiana University Health	Original Creation Date: 03/27/2001	Publication Date: 02/26/2025
	Owner: Elaine Skipworth (Director- Lab Transfusion Medicine)	Next Review: 02/26/2027
	Category: Lab Methodist, Lab Riley, Lab University	
	Education: Level 1	
Approval Signatures: Magdalena Czader (Physician) (02/26/2025)		
<h1>Procedure: Uniform Grading Scale for Blood Bank Testing</h1>		

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Reference # 27381

I. PURPOSE

To standardize grading and recording of reactions for all testing done in Blood Bank.

II. SCOPE

To ensure accuracy and consistency in recording results for tube, slide and Gel methodology in blood bank procedures. This SOP enables qualified personnel to perform testing and interpret results in a reliable and reproducible manner. This procedure is to be followed by transfusion medicine (TM) staff trained to perform serological testing.

III. EXCEPTIONS

Exceptions to this procedure must be approved by the Blood Bank Physician.

IV. DEFINITIONS

None

V. POLICY STATEMENTS

All test reactions must be graded as outlined in this SOP.

VI. PRINCIPLES/BACKGROUND

None

VII. MATERIALS

None

VIII. SPECIMEN REQUIREMENTS

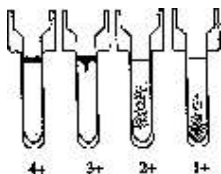
None

IX. PROCEDURE

A. Grading of Gel (MTS)Test

Positive Reactions:

Cells remain suspended on the top or dispersed throughout the gel



Negative Reaction:

A complete sedimentation of all red cells on the bottom of the microtube



Mixed Cell Reaction:

A layer of positive cells at the top of the gel accompanied by a button of negative cells at the bottom of the microtube. (Mixed cell reactions are usually not considered when interpreting tests from a single donor screen/panel cell.)

B. Tube Test: See [Grading of Saline Tube Agglutination](#).

REACTION DESCRIPTION:	GRADE with the Manual Documentation and Interpretation	
No agglutinates detected	0	Negative
Small agglutinates, Free cells in background	1+	Positive
Medium agglutinates, No free cells	2+	Positive
Several large agglutinates, No free cells	3+	Positive
One solid agglutinate, No free cells detected	4+	Positive
A few macroscopic and/or microscopic agglutinates	W+	Positive
Mixed field, both free and agglutinated cells	MF	Positive
Hemolysis (red supernatant)	H	Positive
Rouleaux	R	O ^R R= superscript
Negative	N or Neg	Negative
Positive	P or Pos	Positive
Not done	ND	Not Done
Not tested	NT	Not Tested

C. . Clarification for Reading and Grading Issues.

1. For negative results, one may use 0 or 0 with a line through to distinguish the negative result. The preferred documentation is 0 without a line.
2. For computer entry of weak results enter 1+, and add a result comment as to the weak (+w) strength. The blood bank computer only allows for 0+4- entry.
3. Manual documentation may not necessarily be entered into the blood bank computer system, such as NT and ND.
4. Label any positive reaction that appears to have two (2) distinct cell populations as Mixed Field (MF). E.g.: 1+MF (One population exhibits agglutination and one population is not agglutinated.)
5. The supernatant overlying the centrifuged cell button must be inspected for hemolysis. Hemolysis will be considered a Positive result of an antigen-antibody reaction, provided the pretest plasma/serum was not hemolyzed and no hemolytic agent was added to the test.
6. When grading Coombs control cells results use a " ✓ " (checkmark) to distinguish the control cell reaction from a positive test result. Example: 3+ ✓ .
7. One does not need to grade the Coombs control cells, but when entering into the blood bank computer system consider a checkmark (✓) to be equal to 2+.

X. APPENDICES/ATTACHMENTS/FORMS/LABELS

[Grading of Saline Tube Agglutination](#)

XI. REFERENCES/CITATIONS




Quality System, AABB/IU Health.


AABB Technical Manual, current edition. AABB Standards, current edition.

Policy #:

BBT – 007

**PURPOSE: JOB AID: RESPONSE TO DONOR CENTER FOR LOOKBACK.****PROCESS: JOB AID FOR SOP LOOKBACKS, MARKET WITHDRAWALS, RECALLS AND TTID MANAGEMENT****REV. #, DATE #2, 02.17.25****DOCUMENT OWNER: BLOOD BANK**

Step	Description:	Key Point / Image / Reason
Note: See SOP for full policy statements		
1	If call, fax or email notification is received concerning the quality of a blood product received from the donor center (lookback, market withdrawals, recalls or transfusion transmitted infectious disease management), then follow the following SOP Lookbacks, Market Withdrawals, Recalls and TTID Management v.3	Lookbacks, Market Withdrawals, Recalls and TTID Management v.3
2	If there are any problems receiving the information from the donor center, then use an alternative communication option.	Options to receive the information 1) Verbal information from donor center via phone. 2) Fax the information to the designated blood bank fax machine. Fax numbers are posted. 3) Email the designated email iuhbblookback@iuhealth.org
3	<p>Summary of Action Steps:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Receiving the information from donor center for recall or action.</div> <div style="text-align: center; margin-bottom: 10px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Log into the computer system to verify the disposition of the unit as available, assigned, dispensed or transfused.</div> <div style="text-align: center; margin-bottom: 10px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Act to quarantine the unit in the computer system and physically in the blood bank</div> <div style="text-align: center; margin-bottom: 10px;"></div> <div style="border: 1px solid black; padding: 5px;">If paperwork available, combine the paperwork with a print out verifying the disposition of the blood product. Place the information in sup review box, for final review.</div>	<p>Key points</p> <ol style="list-style-type: none"> 1) Respond to the request 2) Isolate the products which are questionable. 3) Document the physical action taken with the units and computer action. 4) Provide the documented information to BB Leadership by placing information in the supervisory review tray.

Payment Events	Status	Timestamps	
<div></div>			
Certificate Of Completion			
Envelope Id: 9921B8BB-7F00-4A51-B8C2-C78BB4AD7A18		Status: Completed	
Subject: Complete with Docusign: Blood Bank name Alert SOP 2025.02.24.pdf, Name Alert Labels Avery 5971 ...			
Source Envelope:			
Document Pages: 7	Signatures: 0	Envelope Originator:	
Certificate Pages: 1	Initials: 0	Jayanna Slayten	
AutoNav: Enabled		950 N Meridian St	
Envelopeld Stamping: Disabled		Indianapolis, IN 46204	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		jslayten@iuhealth.org	
		IP Address: 162.1.161.41	
Record Tracking			
Status: Original	Holder: Jayanna Slayten	Location: DocuSign	
2/27/2025 1:55:10 PM	jslayten@iuhealth.org		
Signer Events	Signature	Timestamp	
In Person Signer Events	Signature	Timestamp	
Editor Delivery Events	Status	Timestamp	
Agent Delivery Events	Status	Timestamp	
Intermediary Delivery Events	Status	Timestamp	
Certified Delivery Events	Status	Timestamp	
Jayanna Slayten	<div>VIEWED</div>	Sent: 2/27/2025 2:02:43 PM	
jslayten@iuhealth.org		Viewed: 2/27/2025 2:02:54 PM	
Coordinator-Quality Reporting			
IU Health			
Security Level: Email, Account Authentication (None)			
Electronic Record and Signature Disclosure:			
Not Offered via Docusign			
Carbon Copy Events	Status	Timestamp	
Witness Events	Signature	Timestamp	
Notary Events	Signature	Timestamp	
Envelope Summary Events	Status	Timestamps	
Envelope Sent	Hashed/Encrypted	2/27/2025 2:02:43 PM	
Certified Delivered	Security Checked	2/27/2025 2:02:54 PM	
Completed	Security Checked	2/27/2025 2:02:54 PM	
Payment Events	Status	Timestamps	