**Purpose**

Use Blood Component Preparation and/or Blood Order Processing to document production of components and record the blood product data that results from blood component preparation.

**Procedure**

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| **Step** | **Actions** | **Computer Processes** |
| **1** | Combining Platelets in Blood Component Preparation before allocation to a patient. | * Combine large volume platelets prior to allocation for a patient.
* Check the combined platelet to assure it is intact, passes visual inspection, and ready for use.
* Open Blood Component Preparation
* Select look up by component preparation function.
* Use code for combining platelets, scan the corresponding bar code for combining platelets, or use search feature to select.
* Tab through date and time if doing processing real time. Adjust date and time if necessary.
* Accept default shift and Tech ID or change if needed. Continue.
* Scan or type in unit number.
* In the right pane of the window, the Unit tab shows data for the unit you select in the left pane. Enter any missing mandatory data for each output and new unit. (Yellow fields are mandatory).
* The lower screen shows the Task Summary and each unit will have detailed Input and Output data. Review the Output new expiration date and time for accuracy.
* Task Summary list can be printed if desired by selecting Task Summary on bottom left of screen.
* Select Save, a confirmatory box will ask if it should file all units, select OK, and the Output/New Units window opens, showing the results of preparation. Close.
* Take to a technologist to complete the allocation process in Blood Order Processing.
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| **2** | Combining Platelets for patient allocation order | * Open Blood Order Processing on patient encounter. Select the order of transfuse platelets.
* In Blood Order Processing, update the units ordered if needed, and go to the Allocation tab.
* Branch to Blood Component Prep
* Select look up by component preparation function.
* Use code for Combine Platelets or use search feature to select.
* Tab through date and time if doing processing real time. Adjust date and time if necessary
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| **Step** | **Actions** | **Computer Processes** |
| **2****Cont.** | Combining Platelets for patient allocation ordercontinued | * Accept default shift and Tech ID or change if needed. Continue.
* Scan or type in unit number.
* In the right pane of the window, the Unit tab shows data for the unit you select in the left pane. Enter any missing mandatory data for each output and new unit. (Yellow fields are mandatory).
* The lower screen shows the Task Summary and each unit will have detailed Input and Output data. Review the Output new expiration date and time for accuracy.
* Task Summary list can be printed if desired by selecting Task Summary on bottom left of screen.
* Select Save, a confirmatory box will ask if it should file all units, select OK, and the Output/New Units window opens, showing the results of preparation. Close.
* This action should branch back to the Blood Order Processing screen for the selected patient. The unit(s) should be listed in the Compatibility Testing Section. Select Ok to transfuse or Not Ok as required. Save.
* Go directly to Issue, Issue Emergency, or select No to keep unit tagged in inventory until needed.
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**References:**

Blood Bank User Guide, Misys Laboratory

AABB Standards for Blood Banks and Transfusion Services, Current Edition