**Purpose**

The Blood Order Processing (BOP) application is used to allocate blood products and record patient specimen and compatibility testing results one patient and one order at a time. BOP performs quality assurance checking to alert you about problems for the patient and/or the units selected. This procedure will detail the routine type and screen for Sunquest users.

**Method**

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|  | **Actions** | **Computer Processes** |
| 1 | Order for type and screen (TSCR) received and accessioned in TSS. Type or scan information to pull up in MYSIS. | * Open Blood Order Processing. Caps Lock must be on to work in Sunquest. * The top left hand pull down selection allows for search by patient HID, accession #, CID, or other assorted means. Scan the bar code to search whenever possible to decrease chance of error. |
| 2 | Check patient history – Reviewing the BAD file  Checking for “Yellow Sun” indicators for comments and/or problems.  Review transfusion history | * The next screen should highlight the patient searched with all episodes or admittance records in the system. By selecting the patient (if correct) and the episode for the order, the following screen will be the patient demographics tab with Blood Bank Administrative Data or BAD file. This is the overview of the patient history, antibody information, and problems or comments previously posted. Check this information carefully before proceeding. If not correct, select Cancel and start again. * Blood bank administrative data appears in the patient header that remains at the top of the Blood Order Processing window after you select an order, and in the Demographics area on the Information tab. The patient’s permanent blood type and certain blood bank administrative data fields appear only in the patient header as well as antibody screen summary. * Review the information in the patient header at top of screen for correct specimen/order information match. Using the tabs within the header section review Antigens/Antibodies tab, Problems tab, Comments tab, Transfusion Attributes tab. The “yellow sun” indicates that data exists for the data type next to which it appears. The “grey sun” indicates that no data exists for the data type next to which it appears. * Using the buttons on the left side of screen, highlight to see if there is a transfusion history, any autologous or directed units (use name identifier as well as HID), order data, or linked information. |
|  | **Actions** | **Computer Processes** |
| 3 | The Test Battery – TSCR | * Open patient specimen tab (has a 5 on tab).The test ordered will be at the top of tabbed screen in blue. The test battery will be broken down into individual tests to be resulted under specimen testing. |
| 4 | Units Ordered – UO | * First on the list of specimen testing is UO, units ordered. For a type and screen this will be already entered as NONE. |
| 5 | History Check – HXCK | * Next is the patient history check. The result required is through the specialized keyboard assignments. To enter a coded result or comment using the specialized keyboard, press the key that is assigned to the result you want to enter. To look up the key to use, click Keyboard. Using the specialized keyboard, enter H for previous history found or Q for no history found. |
| 6 | Physician Instructions – PI | * PI is physician instructions. The default is NONE and can only be changed in Order Entry. |
| 7 | ABO/D test – ABR | * ABR is the ABO/D test. To move the cursor to the results test grid use the Home Key. Enter reaction grades similar to manual bench testing of 0, W, +/-, 1, 2, 3, 4 or N for Not Done. The interpretation is made by the specialized keyboard assignments. To enter a coded result or comment using the specialized keyboard, press the key that is assigned to the result you want to enter. To look up the key to use, click Keyboard. (eg: the key A = A, the key L = AB). Result the ABO on the top line of interpretation field. Result the D on the second line of the interpretation. * The test field for ABR on left side of screen under specimen testing should populate with these entered results. |
| 8 | Antibody Screen – AS | * The cursor goes to test result field for AS when the ABR is resulted. Use the Home Key or mouse to go to the test grid for antibody screen. * Enter reaction grades similar to manual bench testing of 0, W, +/-, 1, 2, 3, 4 or N for Not Done. * Interpretation results are looking for specialized keyboard results of P for positive and N for negative. |

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|  | **Actions** | **Computer Processes** |
| 9 | Repeat blood type if patient does NOT have patient history and/or 2 serologic results of ABO/D in Sunquest. | * Order a second blood typing in Additional Specimen Testing with the code ARC. This testing is to be done by a second technologist to verify ABO/D results before electronic crossmatching can be done. * Result ARC by second technologist is done in BOP by scanning or entering the accession, CID, or HID number. Verify patient information. Place cursor in the ARC result field and use Home Key to go to test grid. Enter results of ABO/D and interpretation. Save. * Specimen is returned to first technologist for continued testing or to storage in refrigerator. |
| 10 | Sample Use Expiration – EXX | * The EXX test shows expiration date for crossmatch capability and further testing. This can be modified by staff with approval. |
| 11 | Cancellation of test | * To delete a test that has been added but not yet saved, select the result entry cell of the test, and press Shift +Delete. * If a test has been added and saved, it must be resulted with something or will be left as pending. * Test cancellation can only be done in piecemeal fashion. A battery cannot be cancelled and credited. In Additional Specimen Testing, order the credit test. The test to be cancelled must be resulted out even after cancellation, enter N for Not Done in the test grids (if applicable) and in the interpretation field enter semi colon, then YBBCAN for Antibody screen, and BBCAN for Blood Type, and tab to result. An optional 2nd entry may be made to qualify the cancellation, such as MLOG for mislogged specimen. * An override QA box will open which must be acknowledged to continue. * A few tests cannot be resulted out as not done, such as ABO/D. These few tests are ones that update to the patient’s BAD file and must have reportable results. |
| 12 | Addition of single tests to the battery (or collection of tests)  ***NOTE: A battery cannot be added to a battery.*** | * To add a test, place cursor in the single white box marked Add Spec Test. * Click on the search box to open Select Blood Bank Test Code. * Use search according to code or description using radio dial buttons. Click on Search without any entry to open all options. * Highlight the test to add and Select. The selected test will be added above to the Specimen Testing battery. * If the chosen test cannot be added it could be that it is not allowed on that battery or that the test chosen is a battery in itself, which must be ordered separately. |

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|  | **Actions** | **Computer Processes** |
| 13 | General information | * Any blue highlighted test field can be changed to type in the text code by using one semi colon. This changes the box from blue to grey fuzzy outline. To free text use two semi colons then type in field. |

**Related Documents:**

* SQ Order Entry
* SQ Blood Order Processing Overview
* ABO/D Testing by Tube Method
* Antibody Screen by LISS Tube IAT Method

**References:**

* Blood Bank User Guide, Misys Laboratory