**Purpose**

To provide instructions for using the Worklist option in the Blood Order Processing Function of Sunquest.

**Uses and Limitations for BOP Worklist**

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| **Conditions for Use** | **Limitations of Use** |
| * Use only for patient orders requiring testing.
* Processing multiple STAT orders simultaneously
* Entering second ABO/Rh test results for samples previously tested on TANGO.
* Entering Antibody Screen results by phase when multiple antibody screens are being performed at the same time.
* Completing Preadmission order comments and expiration date adjustments.
* Entering results of testing performed during Computer Downtime.
 | * Cannot be used for History Check (user defined fields are not available for SCCA check.
* Cannot be used for plasma orders.
* Cannot be used for allocation orders.
* Cannot be used for Unit testing.
* **NOTE:** Branching to BOP from BOPW will lock the order for access by another tech.
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**Work Flow of BOPW**

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| **Step** | **Actions** | **Related Documents** |
| **1** | **Orders are ready for review, test result entry, and/or completion*** Open Blood Order Processing Worklist.
* Search by Accession number or Worklist number using the drop down menu on the top left.
* Leave “Reaction result entry permitted only on ALLOCATED units” box checked.
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| **2** | **Create a new Worklist*** Change “Look up by” to Accession Number.
* Place cursor in Value box and enter an accession number for a blood bank order and SELECT.
* Click SAVE and note Worklist number for future reference if needed.
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| **Step** | **Action** | **Related Documents** |
| **3** | **Access a previous Worklist*** Note: List is not re-ordered/shuffled upon accessing a previous worklist.
* Change “Look up by” to Worklist Number.
* Place cursor in Value box, enter the Worklist number, and ENTER OR
* Search for a Worklist.
* Click Search icon at top of screen.
* Change number of days displayed, if applicable.
* SEARCH.
* Review list for Tech ID and Accession Number.
* Highlight appropriate Worklist and SELECT.
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| **4** | **Move between orders on a Worklist.*** Double click on the displayed order.
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| **5** | **Adjusting Worklist.*** REMOVE button
* Highlight order and click REMOVE
* Order disappears from BOPW display screen.
* CLEAR button
* Click CLEAR button to remove all orders from the BOPW display screen.
* Worklist Retrieval
* Reopen Worklist to display original worklist orders.
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| **6** | **Review Patient History*** Blood Administration Data (BAD) information is displayed on the BOPW screen.
* Review does not replace Blood Bank Inquiry (BBI) search, as BAD file does not display all patient information.
* INQUIRY button at the bottom of the screen “jumps” to Laboratory Inquiry function
 | * Blood Order Processing Overview
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| **7** | **Resulting Patient Testing*** Click on Blood Order Processing to open a modified version of BOP.
* Result patient testing field in compliance with SQ SOP Blood Order Processing
 | * SQ Blood Order Processing
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| **8** | **Navigating between Accession Numbers*** Arrows on right side of the screen will move between accession numbers.
* Drop down menu can also be used to select desired accession number.
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| **Step** | **Action** | **Related Documents** |
| **9** | **Saving results.*** Use SAVE ACC (\) button on the right side of the screen to save the results of the testing on that accession number and go to the next accession number on the Worklist.
* Use SAVE button on the bottom of the screen to save the results of the testing on that accession number, remove that accession number from view on your Worklist until you exit and re-enter that Worklist, AND, go to the next accession number on the Worklist.
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**References**

Blood Bank User Guide, Misys Laboratory Version 7.1

AABB Standards for Blood Banks and Transfusion Services, Current Edition.