**Purpose**

To provide instructions for running Blood Type Extract, and printing a Patient History Backup Report (BBR 15)

and Patient Problem Summary Report (BBR 6), in Sunquest. These reports are prepared daily, and utilized for

reviewing patient histories during Sunquest Downtime.

**Method**

|  | **Actions** | **Computer Processes** |
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| 1 | Report Format for Daily Patient history Backup Reports | * All Sunquest Reports and Extracts must be compiled and printed using functions in SQ Smar Term. * Smar Term🡪BEX (Blood Bank Extract) * Smar Term🡪BBR (Blood Bank Reports)🡪(Choose report number from the list. * Blood Type Extract scans the history files of every patient on in the SQ BB system, and compiles a list. **BEX must be run prior to printing certain reports from the list of reports in the BBR (Blood Bank Reports) function, such as BBR 15.** * BBR 15 is requested in conjunction with BBR 6 * BBR 15 provides the following information: * Name, sorted alphabetically * MRN * DOB * Location * Blood Type * Date of last transfusion * **\*** before the name, if any additional data is stored in the Blood Administration Data (BAD) file. * BBR 6 provides any data in the BAD file denoted by the **\*** |
| 2 | Blood Type Extract (BEX) | **Before You Begin**—**Run the extract function BEX.** The system scans the entire patient file and compiles a list of patients with a blood type on file so may take some time to complete.   * Log into Smart Term🡪BEX. * Two extracts are listed: * Blood Type Extract * Transfusion Episode Extract. * Choose option Blood Type Extract. The system shows the date when the last extract occurred. * Select Y to begin extract. |
| 3 | BBR—option 15 Patient Blood Type Listing | * Log into Smart Term🡪BBR. * Enter printer 0 to capture file on hard drive or encrypted flash drive. * **NOTE: Use Function SR (Stop Report) to terminate this lengthy file if it gets sent to an active printer**. * In the toolbar, go to Tools then Start Capture. Save to location that is appropriate for file on the computer hard drive or on encrypted flash drive. Give file name of BBR15\_XXXXXX (X=6 number date system as in 010411 for Jan. 4, 2011). This will become a large file that is cumulative so no need to save multiple days, simply delete the older file after saving the new date. * Enter 15 for report to run. * Select H for HID and A to Accept. * All patient blood types should be listed alphabetically by name. Scroll backwards to see that search was successful. If yes, then go to toolbar and select Tool and Stop Capture. If not successful, then attempt to run report again. * Save file as text (txt) file in the same location as the previous file. |
| 4 | How to search within the saved files | * Open the text file for the report and date desired. * This will open Notepad. To search within the saved file go to Edit and Find and enter name or HID. The search function has to be told to search up through the file or search down. |
| 7 | BBR—option 22  Test Result Review  Gives reaction results for time requested (ie. today only or last 72 hours)  (optional to run) | * Log into Smart Term and in Function prompt enter BBR. * Enter printer #413 or use 0 to capture file on hard drive or encrypted flash drive. * In the toolbar, go to Tools then Start Capture. * Save to location that is appropriate for file on the computer hard drive or on encrypted flash drive. Give file name of BBR22\_MMDDYY (X=6 number date system as in 010411 for Jan. 4, 2011). * Enter 22 for report to run. * Select #4 for Patient/Allocation Testing for Date Range. * Hospital Number is prompted. Do not enter anything and return to default to All. (Looks for all patients.) * Enter H for Hospital ID for Harborview default. Then use A to accept. * Start date is required. Enter T-1 for past 24hrs results. Enter T-3 for last 3 days. This is a very lengthy report. * End date is required. Enter T for today. Time will default to time report is generated by returning again. * Prompt🡪[Report Reaction Results (Y/N)?]🡪Enter Y * Enter A to Accept. * All results are listed by accession number. Each reaction grid gets its own page so keep using the return key to see all pages listed. Then go to toolbar and select * Tool and Stop Capture. * Save file as text (txt) file in same location as previous file. |

**References:**

Blood Bank User Guide, Misys Laboratory