* **Attach a copy of this form to each requisition for use during Downtime Recovery.**
* **Check off each step as performed to ensure accurate data entry.**

*Affix Patient Label Here*

*Patient Name*

*HID  
Birthdate*

**Result Entry and Allocation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | Perform BBI | **When do you change the date/time?**  You don’t change date/time in BOP.  Time should not impact further processing, allocation, issuing, or returning.  **Encounter an Override?**  Use code **UPDATE** and **free text “CD Recovery”**  **Antibody ID:** enter from workup |  |  |
|  | Open BOP:   * Scan or type HID or ACC# * **MODIFY** to **add tester’s TECH ID** * **SEARCH** |  |  |
|  | Adjust test profile as indicated. |  |  |
|  | Enter test results from Manual Bench Testing Form. |  |  |
|  | Transmit results from TANGO in SMALL batches |  |  |
|  | Pull patient sample and complete any required additional testing. |  |  |
|  | Perform Allocation, if applicable.  Enter all applicable Unit Test results. | Transfusion Tags go to HIM |  |  |
|  | Complete CD Recovery Area | LIS entry tech and Date |  |  |

**Issue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | Change date and time from the BPR, PBR log, and/or Trauma Log |  |  |  |
|  | MODIFY to add the TECH ID who issued the product |  |  |  |

**Return**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | Locate product and bring to your bench  Open BSU:  Add TECH ID (upper right corner )  Scan unit number and product code from product label  Complete return. | **Encounter an Override?**  Use code **UPDATE** and **free text “CD Recovery”** |  |  |
|  | File paperwork in NEEDS REVIEW box. | Completed orders are ready for review. |  |  |

**F5713,** *Version 1.0, December, 2013.*