**Purpose**

To provide instructions for accessing patient, order, and unit result information in the Sunquest Information System.

**Background**

Blood Bank Inquiry includes flexible viewing capabilities such as searching by Patient, Accession Number, or Unit Number. Each view provides options for expanding the search to view another patient or unit history. User Defined Fields are available to identify patients requiring special attributes.

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|  | **Actions** | **Computer Processes** |
| 1 | **Function Basics** | * Open Blood Bank Inquiry.
* In the Lookup box, enter a search parameter:
* Patient ID, Patient Name, or Alternate Patient ID (SSN).
* CID, Accession Number
* Unit Number
* Search will appear as highlighted entry. Search will default to testing within 999 days which can be changed if desired.
* Examine USER DEFINED FIELDS for **SCCA Flag**
* Confirm Attributes Leukoreduction and Irradiation are on the patient record.
* Notify CT if Leukoreduction and Irradiation are **not** on the record.
* Select correct highlighted entry.
* List for patient will show in order of accession numbers, most recent on top to less recent on bottom. Highlights the tests order/accession number that correlates to the question asked (i.e. TXM for blood unit inquiry)
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| 2 | **Patient History** * Look for Yellow Sun for problems or antibodies
 | * On left hand side of screen you can toggle between the Accessions, Transfusion History, Purged Results, and Auto/Directed units.
* The header contains information from the patient Blood Administrative Data file (master record in Sunquest):
* Identifiers
* Blood type
* Tabs that are active if any antibodies, problems, comments, or transfusion attributes required. These tabs will have a blinking yellow sun if active, ghosted gray if inactive.
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| 3 | **Unit History** | * On left hand side of screen you can toggle between Unit History, Detail, Testing, Activity, and Reaction Results
* The header contains information from the Unit Blood Administrative Data file (master record in Sunquest):
* Blood Type, Component Description, Outdate, Status
* Tabs that are active if any antigen typings, problems, comments, or attributes. These tabs will have a blinking yellow sun if active, ghosted gray if inactive.
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|  | **Actions** | **Computer Processes** |
| 4 | **Inquiries*** Active specimen
* Specimen expiration date
* Testing Status
 | * Select the most recent order requiring testing (TSCR, TXM, TRRX) if available.
* Reference the **EXPR** column where the status is displayed based on the inquiry date.
* If unsure, highlight the test code and select Reaction Results in the lower right hand corner of screen.
	+ Underneath the results of the antibody screen you will see CROSSMATCH EXPIRATION date. This will be the last day the specimen can be used.
	+ In Test/Result you will be able to see if the specimen is being worked on if portions of the testing are resulted, but not all.
	+ The Tech performing the testing will be in the Tech column
	+ In the < > next to the results, you will find the testing location (i.e. <HMC>)
	+ In the Test/Result section you will be able to determine if testing was performed manually or on the Tango.
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| 5 | .**Order Receipt*** Phone Inquiry
* Phone Order
* CPOE Order
* Specimen and Request form

**Incident Investigation****Other situations** requiring transfusion information for patients and blood products | In addition to the previous steps:* In the column marked UO, you will see the number of units ordered.
* In the column marked IS, you will see the number of units issued
* To the right of the screen there is a column for Order Comments. Any comments relating to order and specimen will show up here (may need to use horizontal scroll bar).
* If products are currently allocated, the number of units will be listed in the AL column. **OR**
* With the appropriate test highlighted, select Show Units on bottom right of screen. Be sure to check the status of the units, as all units on the order are listed even if issued or transfused. (Looking for AL for allocated to patient.)
* Once the Show Units is activated, scrolling between the accession numbers will show associated units for each.
* To check history on a particular unit, highlight the unit number and hit Unit Detail at the bottom right corner.
* Unit History will give what has happened to the unit: such as when, where unit was issued, date and time, who unit was issued to, and final status of unit.
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| 6 | **Autologous or directed units available** | * On left side of screen select the autologous/directed button. Search can be made according to HID, patient name, or SSN. Attempt a minimum of two ways if the information is available to use.
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| 7 | **Print Function** | * Utilize PRINT button on the bottom left of screen if available.
* Capture print screen and print utilizing WordPad:
* Hold CTRL and Print Screen buttons
* Open WordPad
* Paste
* Print after adjusting size to fit 8.5 x 11 paper and insure all information is printed.
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**References:**

Blood Bank User Guide, Misys Laboratory

AABB Standards for Blood Banks and Transfusion Services, Current Edition