**Purpose**

To provide instructions for accessing patient history files using an encrypted USB drive when the Sunquest system is not operational. (SQ Downtime)

**Method**

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| **Select the USB drive used for Daily Patient History Back-up** |
| 1 | Remove the flash drive from the Downtime Folder. |
| 2 | Drives are labeled ODD and EVEN. Select the flash drive that has the **most current** capture:* If the capture has not been done yet, select the drive for the previous day.
* If the capture has been done, select the drive for the current day.

**Example:** Downtime starts at 0200 on the 15th. Capture is scheduled for dayshift. Select the EVEN drive to access the capture of the 14th. |
| **Prepare USB drive:** |
| 3 | Insert the encrypted flash drive into the USB port.*A Microsoft Pop-up scan/fix may appear, choose “continue without scanning”* |
| 4 | Found New Hardware may appear on lower desktop tool bar. A box opens with “Removable Disk (:E)”. Close this pop-up |
| 5 | Select the TrueCrypt program (blue icon) on the desktop of a blue computer or under the Start menu.* Start, All programs, TrueCrypt, TrueCrypt

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| **Step** | **Action** |
| **Prepare USB drive (continued)** |
| 6 | Click on “Select File…” button |
| 7 | In the “Select a TrueCrypt Volume” window:* Select “My Computer” or “My Documents”
* Open “Removable Disk (E):”

 |
| 8 | Select BBCrypt and click “Open”. |
| **Step** | **Action** |
| **Prepare USB drive (continued)** |
| 9 | *Note: In TrueCrypt, the volume box displays “E:\BBCrypt”.*Click “Mount”. Notice that the USB drive now displays a pulsing light. |
| 10 | Password prompt: Enter **bl00db@nk**. (o’s are zeros, a is @ symbol). Do not check any of the boxes and click on OK.*A pop-up may appear telling you the USB stick is corrupt, click on “no”* |
| 11 | Minimize this pop-up screen  |
| **Access Captured Files** |
| 12 | Open local disk (F): |
| **Step** | **Action** |
| **Access Captured Files (continued)** |
| 13 | Open folder “Transfusion Services Backup A or B”. Available files:* **BBR02: Product File List**
* **BBR06: Patient BAD file information**
* **BBR15: Patient Blood Type and Antibody Screen results**
* **BBR22: Test Result Review**

*BBR22 will tell you if the patient had a testing performed in the last three days. Patients not tested within that window will have results in BBR06 and BBR15 but those reports will not state the last testing date.* |
| 14 | Search for **Patient by HID** * Select EDIT; FIND
* Enter **HID**; Click FIND NEXT

*Note: HID can be scanned* |
| 15 |  |
| 16 | Highlight selected patient data* Right click and copy
* Paste to a WORD document
* Print data from both files, if applicable
 |
| 17 | Staple to Blood Request |
| 18 | **Close BBR02, BBR06, BBR15, and BBR22 after each use in order to search for next patient.**Clear WORD document after each printing. |
| 19 | Repeat steps 6 through 9 until Sunquest is available. |
| **Step** | **Action** |
| **Removing USB drive** |
| 20 | ***To remove the encrypted drive without damage to the files, perform Dismount.*** * Restore TrueCrypt session.
* Click DISMOUNT

 |
| 21 | Watch the pulsing light on the USB drive change from a steady, rapid pulse to a slow pulse. |
| 22 | Remove the encrypted flash drive from the USB port on the computer hard drive.  |
| 23 | Store USB drive in the Downtime folder. |
| 24 | Click Exit button. |

**References:**

AABB Standards for Blood Banks and Transfusion Services, Current Edition

Blood Bank User Guide, Misys Laboratory