**Purpose**

To provide instructions for running Blood Type Extract, Product File List (BBR 2), Patient Problem Summary Report (BBR 6), Patient History Backup Report (BBR 15), and Test Result Review (BBR 22) in Sunquest. These reports are prepared daily, saved to a USB drive, and utilized for reviewing patient histories during Sunquest Downtime.

**General information**:

Due to the length of these reports, all are to be printed to the screen by selecting printer #0. Use Function SR (Stop Report) to terminate if sent to an active printer.

**Method**

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| **Step** | **Actions** | **Computer Processes** | **Related Document** |
| 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 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.**  Reports BBR 2, BBR 6, BBR 15, and BBR 22 are backed up daily for any unplanned downtime.   * BBR 2 lists all products with the designated status and group * BBR 6 provides any data in the BAD file denoted by the **\*** * **\*** before the name denotes additional data is stored in the Blood Administration Data (BAD) file. * BBR 15 provides the following information: * Name, sorted alphabetically * MRN * DOB * Location * Blood Type * Date of last transfusion * BBR 22 lists all patient testing and allocations including the reaction strengths for the designated period. | Downtime Operations Process |
| **Step** | **Actions** | **Computer Processes** | **Related Document** |
| 2 | Blood Type Extract (BEX) | **Before You Begin**—**Run the extract function BEX.** The system scans the entire patient database and compiles a list of patients with a blood type on file so may take some time to complete. Run the BEX at least 45 mins – 1 hour prior to performing backup.   * Log into Smart Term🡪BEX. * Two extracts are listed: * Blood Type Extract * Transfusion Episode Extract. * Choose option 1, Blood Type Extract. The system shows the date when the last extract occurred. * Select Y to begin extract. |  |
| 3 | BBR – Option 2 Product File List | Log into Smart Term and in Function prompt enter BBR.   * In the toolbar, go to Tools then Start Capture * Designate location for capture * Enter 2 for report to run. * Enter H for hospital ID * Enter A to accept * Press return to accept the default for earliest expiration date, earliest expiration time * Enter RBCG for component/type group, hit enter twice * Enter INV for statuses requested, hit enter twice * Press return to accept the default for: ABO-RH, Print Detail, Units with Product testing (Complete/Incomplete/All), and active units only * Press A to accept * Scroll backwards to see that search was successful * Red blood cell units will be listed with their blood types, attributes, and antigen testing. Units will be grouped by status (available, allocated, or unprocessed). Units listed as available have had all testing completed including their ABO rechecks. * Go to toolbar and select Tool, then Stop Capture * The file will be saved as a text file in the designated location * Delete the older file after verifying the new data was saved | Saving Patient History Files on an encrypted USB Drive |
| 4 | BBR—option 6  Patient Problem Summary | Log into Smart Term and in Function prompt enter BBR.   * In the toolbar, go to Tools then Start Capture * Designate location for capture * Enter 6 for report to run. * Select H for HID and return again. Then use A to Accept. * Next prompt is comment code. Return again to default to all and A to accept. * All patients are listed alphabetically by last name. Scroll backwards to see search was successful. If yes, go to toolbar and select Tool and Stop Capture. If not successful, attempt to run report again. * File will be saved as a text (txt) file in the designated location. * Delete the older file after verifiying the new data was saved | Saving Patient History Files on an encrypted USB Drive |
| 5 | BBR—option 15 Patient Blood Type Listing | Log into Smart Term🡪BBR.   * In the toolbar, go to Tools then Start Capture * Designate location for capture * Enter 15 for report to run. * Select H for HID and A to Accept. * All patient blood types are listed alphabetically by name. Scroll backwards to see search was successful. If yes, go to toolbar and select Tool and Stop Capture. If not successful, attempt to run report again. * File will be saved as text (txt) file in the designated location. * Delete the older file after verifying the new data was saved | Saving Patient History Files on an encrypted USB Drive |
| **Step** | **Actions** | **Computer Processes** | **Related Document** |
| 6 | BBR—option 22  Test Result Review | Log into Smart Term and in Function prompt enter BBR.   * In the toolbar, go to Tools then Start Capture * Designate location for capture * 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-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, press S and return. This will automatically scroll through the entire report. Go to toolbar and select Tool, Stop Capture * Tool and Stop Capture. * File will be saved as text (txt) file in the designated location. * Delete the older file after verifying the new data was saved | Saving Patient History Files on an encrypted USB Drive |
| 7 | Searching within the saved files | Open the text file for the report and date desired.   * This will open Notepad. * Go to Edit, Find, and enter name or HID. * The search function has to be told to search up through the file or search down. | Downtime Patient History Check Using Encrypted USB Drive |

**References:**

Blood Bank User Guide, Misys Laboratory