HIM.1.1   Handle Daily Inventory Functions

Procedure Area:	Hospital Inventory Management Procedures (HIM)	Version:	1.0

Purpose

To use HemaControl to update daily inventory numbers.

Scope

Customers

Materials

- ✓ Computer workstation
- ✓ HemaControl

Procedure Steps

1. In HemaControl, select **Update Inventory**.
2. From the Update Inventory page, click the **Update Inventory Totals** link.
3. Select the **Components** menu and then select the component you want to update.

   ✎ **Note**
   ↝ *Only RBCs and Platelets need to be updated.*

4. Enter the inventory totals for each blood type in the In Stock column.
5. Repeat steps 2 and 3 to enter inventory totals for any other components.
6. Select the **Save Inventory** button.

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Version History

#	Significant Changes	Approved by	Approved	Implemented
1.0	• Changed instructions to update inventories in HemaControl, rather than a paper form. • Added version information. *Note:* *Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.*	Dr. Juan Merayo, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	08 Mar 2024	26 Mar 2024