

HPM.1.2 Request Immunohematology Services

Procedure Area: Hospital Patient Management (HPM)

Version: 2.0

Purpose

To request testing services with or without blood components.

Scope

Customers

Materials

- ✓ Blood sample labels
- ✓ Computer workstation
- ✓ HemaControl online ordering system
- ✓ Samples


Sample Requirements

- Three EDTA sample tubes (10 to 15 mL) collected using an electronic ID system or other validated process to reduce the risk of patient misidentification. If not collected using a validated process, one additional 3-mL EDTA sample tube (collected at a different draw time) is required.
- One additional 3-mL EDTA sample tube (collected at a different draw time, if the patient has not been previously typed for ABO/Rh by LifeSouth)
- Samples submitted for crossmatch must be collected within three days of the expected transfusion date
- EDTA or ACD tubes are acceptable for HLA typing
- EDTA, red top, or serum separator tubes are acceptable for HLA antibody testing

Procedure Steps

1. Collect appropriate blood sample tubes, ensuring the blood sample labels include the following information:
 - Two unique patient identifiers
 - Date and time of collection
 - Identity of phlebotomist

Note

 If the date and time of collection and/or the identity of the phlebotomist are not included on the blood sample labels, a mechanism must exist to verify this information.

2. Log in to HemaControl and perform the following to place an immunohematology services request and specimen pickup request:
 - a. Select **Place Order**; the Place Order screen displays. See [Figure 1](#).
 - b. Select **Service** from the Type dropdown menu.
 - c. Select the priority (Stat, ASAP, Routine) from the Priority dropdown menu.
 - d. Select **Add Service** and select **Immunohematology Services** from the dropdown menu. The immunohematology services request form displays; see [Figure 2](#).
 - e. Complete the immunohematology services request form fields as appropriate (fields marked with * are required).
 - f. Select **Add to Order**.
 - g. From the Place Order screen, select **Add Service** and select **Specimen Pickup** from the dropdown menu. The specimen pickup request form displays; see [Figure 3](#).
 - h. Complete the specimen pickup request form fields as appropriate.




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- i. Select **Add to Order**.
- j. Enter any special instructions in the **Special Instructions** field.

Notes

-  Select the pencil icon to edit a request.
-  Select the trash icon to delete a request.
-  Select **Cancel** to cancel a request or exit out of a form/screen.

- k. Select **Add to Order**. Specimen pickup will occur as soon as possible.

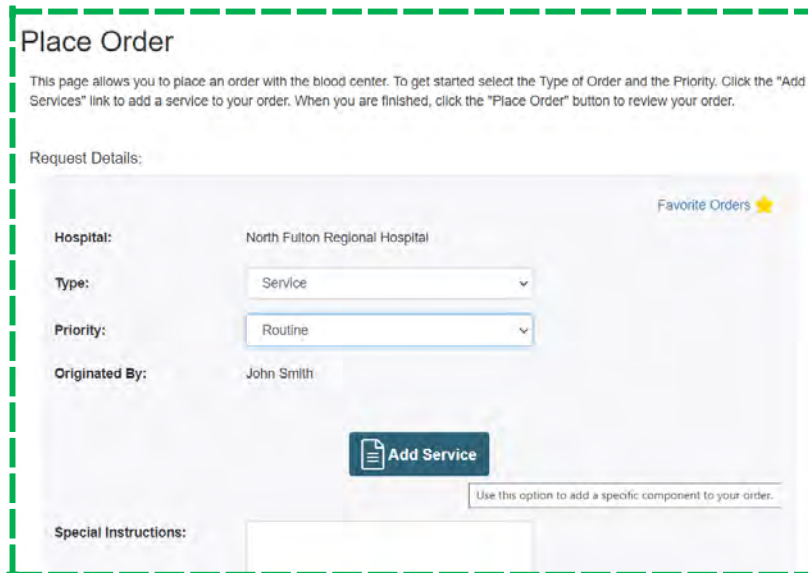


Figure 1, Place Order Screen

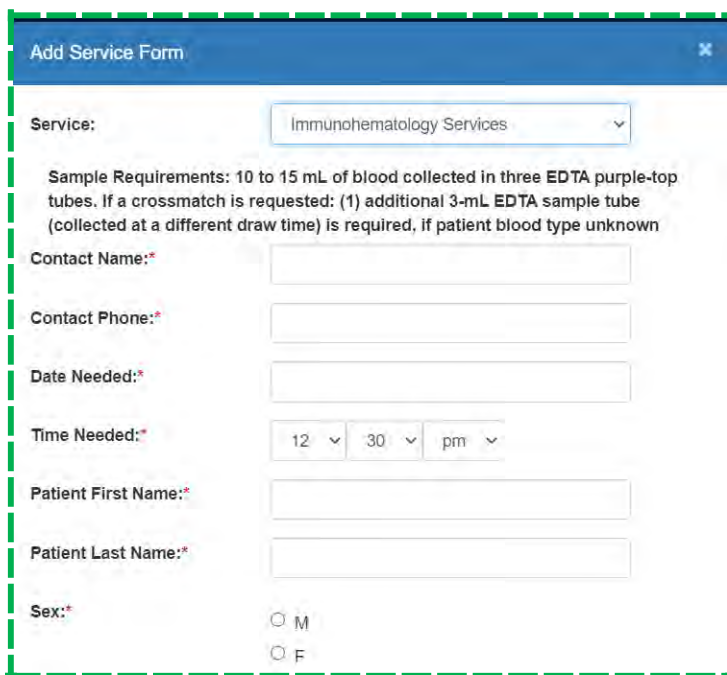


Figure 2, Immunohematology Services Request Form

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The screenshot shows a web-based form titled "Add Service Form" with a blue header and a close button. The form contains the following fields:

- Service:** A dropdown menu with "Specimen Pickup" selected.
- Quantity:** A text input field containing the number "1".
- Comment:** A text input field.
- Date:** A date selection field.
- Time specimen will be ready:** Three dropdown menus showing "12", "45", and "pm".
- Patient Name:** A text input field.
- Patient ID:** A text input field.

At the bottom of the form, there is a note: "Fields Marked with * are required." and two buttons: "Cancel" and "Add to Order".

Figure 3, Specimen Pickup Request Form

Additional Information

- If HemaControl is down or you have any questions, contact the laboratory at **(352) 334-1028**.

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Version History

#	Significant Changes	Approved by	Approved	Implemented
2.0	<ul style="list-style-type: none"> Updated the Sample Requirements section to state that samples must be collected using an electronic ID system or other validated process to reduce the risk of patient misidentification; if not collected using a validated process, one additional 3-mL EDTA sample tube (collected at a different draw time) is required. Updated the blood sample label requirements to include two unique patient identifiers instead of patient's first and last name and unique patient ID number. Added a note stating that if the date and time of collection and/or the identity of the phlebotomist are not included on the blood sample labels, a mechanism must exist to verify this information. Updated the procedure steps to include use of HemaControl; removed the <i>Request for Immunohematology Services</i> and <i>Specimen Pickup Request</i> forms. Made additional minor changes. 	Dr. Juan Merayo-Rodriguez, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	06 Mar 2023	11 Apr 2023
1.2	Added sample requirements for HLA antibody testing and HLA typing.	Dr. Matthew Montgomery, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	13 Sep 2021	28 Sep 2021
1.1	Added "blue ink" to second bullet point in Additional Information section.	Lori Masingil, Director of Technical Communications	03 Oct 2017	03 Oct 2017
1.0	<ul style="list-style-type: none"> Changed procedure note and <i>Request for Immunohematology Services</i> form to require an additional 3-mL EDTA tube only if the patient's ABO/Rh is unknown. Streamlined procedure steps. Added version information. <p>Note: Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.</p>	Dr. Juan Merayo-Rodriguez, Medical Director Dr. Marek Fried, Medical Director Richard Jones, QA Manager	27 Feb 2015	03 Mar 2015