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.
i. Select **Add to Order**.

j. Enter any special instructions in the **Special Instructions** field.

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

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**Figure 1**, Place Order Screen

**Figure 2**, Immunohematology Services Request Form
Additional Information

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

**Procedure Area:** Hospital Patient Management (HPM)

**Version:** 2.0

### Version History

<table>
<thead>
<tr>
<th>#</th>
<th>Significant Changes</th>
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| 2.0 | • 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 Request for Immunohematology Services and Specimen Pickup Request 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 | • Changed procedure note and Request for Immunohematology Services form to require an additional 3-mL EDTA tube only if the patient's ABO/Rh is unknown.  
  • Streamlined procedure steps.  
  • Added version information.                                                                                                                                        | Dr. Juan Merayo-Rodriguez, Medical Director  
                                                   Dr. Marek Fried, Medical Director  
                                                   Richard Jones, QA Manager                                                                                                               | 27 Feb 2015  | 03 Mar 2015 |

**Note:** Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.