HPM.1.1 Request Special Types of Red Blood Cells

Procedure Area: Hospital Patient Management Procedures (HPM)  Version: 2.0

**Purpose**
- To place patient orders for special types of red blood cells without submitting a sample for testing.
- To request special services such as antigen-negative, irradiated, sickle cell negative, and pediatric aliquots.

**Scope**
Customers

**Materials**
- Computer workstation
- HemaControl online ordering system

**Procedure Notes**
- Do not use this procedure for stock orders; refer to HIM.1.1 for information on completing the Daily Blood Inventory/Order Report form.

**Procedure Steps**

1. Log in to HemaControl.
2. Select **Place Order**; the Place Order screen displays.
3. Perform the following from the Place Order screen (See **Figure 1**).
   a. Select **Specialty** from the Type dropdown menu.
   b. Select the priority (Stat, ASAP, Routine) from the Priority dropdown menu.
   c. Select **Detailed Component**. The Detailed Component Form displays.
4. Perform the following in the Detailed Component Form (see **Figure 2**):
   a. Select **Red Blood Cells** from the Component dropdown menu. The Blood Type dropdown menu displays.
   b. Select the blood type from the Blood Type dropdown menu.
   c. Enter the quantity, options, negative antigens, and/or comments in the displayed fields as appropriate.
   d. Select **Add to Order**. The Place Order screen displays.
5. Perform the following from the Place Order screen:
   a. Complete the additional fields as appropriate (fields marked with * are required). See **Figure 3**.
   b. Select **Place Order**. The Review Order screen displays.
6. Review the order on the Review Order screen and select **Confirm Order**. The order is transmitted and a confirmation screen appears.

**Notes**
- Select **Start Over** to delete the order and return to the Place Order screen.
- Select **Make Changes** to edit the order.
- Select **Cancel** to cancel an order or exit out of a form/screen.
Figure 1, Place Order Screen

Figure 2, Detailed Component Form
Additional Information

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

Related Documents

- HIM.1.1 (Handle Daily Inventory Functions)
### HPM.1.1 Request Special Types of Red Blood Cells

**Procedure Area:** Hospital Patient Management Procedures (HPM)  
**Version:** 2.0

# Version History

<table>
<thead>
<tr>
<th>#</th>
<th>Significant Changes</th>
<th>Approved by</th>
<th>Approved</th>
<th>Implemented</th>
</tr>
</thead>
</table>
| 2.0| • Updated the procedure steps to include use of HemaControl; removed the Request for Special Types of Red Blood Cells form.  
• Made additional minor changes.                                         | Dr. Juan Merayo-Rodriguez, Medical Director  
Dr. Chris Lough, VP of Medical Services  
Lori Masingil, VP of Quality | 05 Apr 2023 | 11 Apr 2023 |
| 1.0| Updated "historically negative" references to "previously negative."                | Phuc Huynh, Corporate Quality Assurance Coordinator III | 18 Jan 2022 | 18 Jan 2022 |

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