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**):
 - 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 <u>Figure 3</u>.
 - 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
 - A Select Start Over to delete the order and return to the Place Order screen.
 - Select Make Changes to edit the order.
 - A Select Cancel to cancel an order or exit out of a form/screen.

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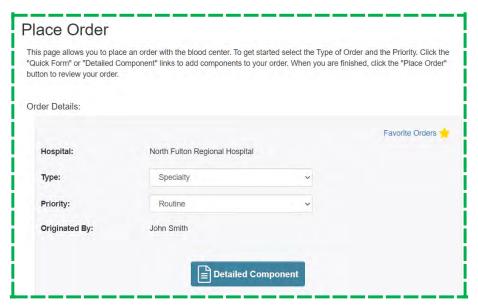


Figure 1, Place Order Screen

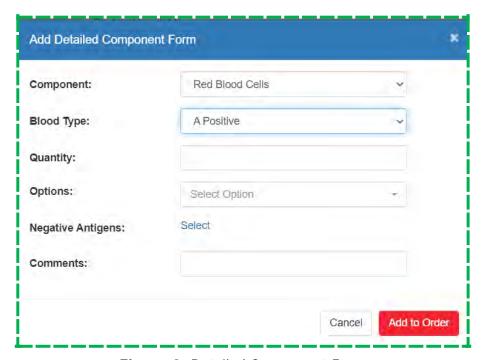


Figure 2, Detailed Component Form

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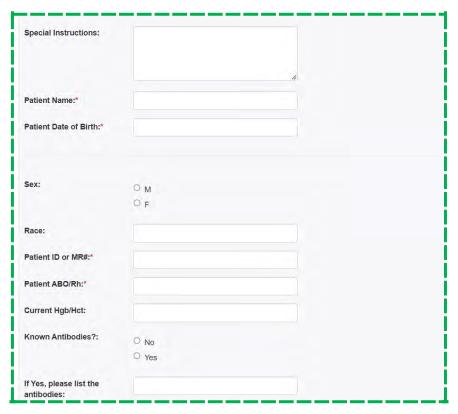


Figure 3, Place Order Screen

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)

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Version History							
#	Significant Changes	Approved by	Approved	Implemented			
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	05 Apr 2023	11 Apr 2023			
		Dr. Chris Lough, VP of Medical Services					
		Lori Masingil, VP of Quality					
1.0	Updated "historically negative" references to "previously negative."	Phuc Huynh, Corporate Quality Assurance	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.	Coordinator III					