HIM.1.3 Transfer Components Directly to another Hospital

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

Purpose
To report a hospital to hospital transfer.

Scope
Customers

Materials
✓ Computer workstation
✓ Hospital to Hospital Transfer Notice form
✓ HemaControl

Procedure Notes
• Components shipped from one hospital to another hospital without official blood center transport are not eligible for return or credit.
• Hospitals must report any hospital to hospital transfers, so that billing for the components is handled appropriately at the time of receipt.

Procedure Steps
This procedure is divided into the following sections:
- Initiate a hospital to hospital transfer (see 1.3.1 Initiate a Hospital to Hospital Transfer)
- Document transfer details (see 1.3.2, Document Transfer Details)
- Receive a hospital to hospital transfer (see 1.3.3, Receive a Hospital to Hospital Transfer)

1.3.1, Initiate a Hospital to Hospital Transfer

1. Log onto HemaControl.
2. Select Return Blood.
3. Select Transfer as the Type and choose Transfer Request as the Reason.
4. Select Transfer to Hospital and choose the facility that is receiving the transfer.
5. For each component that will be transferred, scan the unit and select Add.

☞ Note
For units that won’t scan into HemaControl, proceed to 1.3.2, Document Transfer Details.

7. Select Transfer Blood.
8. Print a copy to send with the units.

1.3.2 Document Transfer Details

Perform the following to initiate a hospital to hospital transfer:
1. Complete the Transfer Details section of the Hospital to Hospital Transfer Notice form. Include the transfer date and the signature of the person authorizing the component transfer. Obtain the product code(s) to record on the form from the product label(s).
2. Make a copy of the Hospital to Hospital Transfer Notice form.
3. Transfer the component(s) to the receiving hospital with the Hospital to Hospital Transfer Notice form. Retain a copy of the form for your records. Note that a credit will be issued for the transferred component(s).

### 1.3.3, Receive a Hospital to Hospital Transfer

Perform the following to receive a hospital to hospital transfer:

1. Receive the component(s) from the transferring hospital and the Hospital to Hospital Transfer Notice form.

2. Complete the Receipt Details section of the Hospital to Hospital Transfer Notice form. Include the Receipt Date and the signature of the person authorizing the component receipt. Note that signing the form constitutes an agreement to pay the cost of the transferred components.

3. On the day you receive the transferred component(s), fax the Hospital to Hospital Transfer Notice form to the region that serves your facility. Call to confirm the form was received. Note that a charge will be issued for the received component(s).
### Version History

<table>
<thead>
<tr>
<th>#</th>
<th>Significant Changes</th>
<th>Approved by</th>
<th>Approved</th>
<th>Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>• Changed instructions to transfer components using HemaControl.</td>
<td>Dr. Juan Merayo, Medical Director</td>
<td>08 Mar 2024</td>
<td>26 Mar 2024</td>
</tr>
<tr>
<td></td>
<td>• Added version information.</td>
<td>Dr. Chris Lough, VP of Medical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.</td>
<td>Lori Masingil, VP of Quality</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>