






This Quick Reference Guide (QRG) reviews how to Perform Patient Testing

Common Buttons & Icons

	Result Entry icon
	Comments icon
	Department Order Entry icon
	Accession Add On icon
	Search icon
	X Close button

Document a Type and Screen

➤ From the AppBar:

STEP 1: Click the **Result Entry** icon.

STEP 2: Click the **Test group** drop-down arrow.

NOTE: To view test and screen orders only, click **TS**.

STEP 3: Click your desired filter option.

NOTE: If desired, you can update the default name in the **Worksheet title field**.

STEP 4: Click **OK**.

STEP 5: Scan the sample accession number barcode.

STEP 6: Check the **Antibodies**, **Blood Bank Comments**, and **Transfusion Requirements** fields for any pertinent information.

NOTE: If your facility uses blood lock codes, complete the following steps to add one:

- Click the accession number in the worksheet.
- Click the **Comments** icon.
- Click **Add**.
- Enter the 4-letter blood lock code in the **Comment field**.
- Click **OK**.
- Click **Close**.

STEP 7: Click the **Patient ID Check** cell.

STEP 8: Click the **Patient ID Check** drop-down arrow.

STEP 9: Click **Done**.

NOTE: You can advance to the next cell by either clicking the cell or pressing the Enter key.

STEP 10: Enter the result in the **A** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 11: Enter the result in the **B** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 12: Enter the result in the **D** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 13: Enter the result in the **CT** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 14: Enter the result in the **A1** cells cell by selecting from the drop-down or pressing the corresponding number key.

STEP 15: Enter the result in the **B** cells cell by selecting from the drop-down or pressing the corresponding number key.

STEP 16: Click the **ABORh** cell, or press the Enter key, to interpret the type.

NOTE: If there are any discrepancies in what you enter, the system will not be able to interpret it.

STEP 17: Enter the result in the **G1 IgG** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 18: Enter the result in the **G2 IgG** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 19: Click the **ABS** cell, or press the Enter key, to interpret the antibody screen.

STEP 20: Click **Verify**.

Update your Worksheet

➤ From Result Entry:

STEP 1: Right-click the worksheet tab.

STEP 2: Click Properties.

STEP 3: Click the **Test** group drop-down arrow.

STEP 4: Click your desired filter option.

STEP 5: Click **OK**.

Document a Type and Crossmatch

➤ From the AppBar:

STEP 1: Click the **Department Order Entry** icon.

STEP 2: Click the **Accession Add On** icon.

STEP 3: Enter the accession number for the type and screen in the **Accession number** field.

STEP 4: Type **xm** in the **Orderable** field.

STEP 5: Click the **Search** icon.

STEP 6: Click **Crossmatch**.

STEP 7: Click **OK**.

STEP 8: Enter the ordering physician in the **Ordering Physician** field, if different.

STEP 9: Click **Submit**.

STEP 10: Click the **X Close** button to close Department Order Entry.

STEP 11: Click the **Result Entry** icon.

STEP 12: Click the **Test group** drop-down arrow.

NOTE: To view all tests, click **<All procedures>**.

STEP 13: Click your desired filter option.

NOTE: If desired, you can update the default name in the **Worksheet title** field.

STEP 14: Click **OK**.

STEP 15: Scan the crossmatch accession number barcode.

NOTE: For locations that do not use blood lock codes, you can manually enter the blood bank ID for your patient in the **BBID** cell.

STEP 16: Scan the unit of blood.

STEP 17: Click the **Method** drop-down arrow.

STEP 18: Click the appropriate method.

STEP 19: Enter the result in the **IS** cell by selecting from the drop-down or pressing the corresponding number key.

STEP 20: Click the **XM** cell, or press the Enter key, to interpret the crossmatch.

STEP 21: Click **Verify**.

NOTE: If the crossmatch is not compatible, complete these steps instead:

- Click OK.
- Click the XM drop-down arrow.
- Click Incompatible.
- Click Verify.
- Click Yes.
- Click the Reason drop-down arrow.
- Click Incompatible.
- Click Ok.
- Click Verify.
- Click No.

STEP 22: Click **Yes** to **All**.

NOTE: It's important to check the label to ensure that the QR code is not cut off and that all the patient information is visible.