From the Office of Clinical Informatics

Quick Reference Guide (QRG)

Dahl-Chase - Manage Units (Blood Bank)

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This Quick Reference Guide (QRG) reviews how to Manage Units (Blood Bank)

Common Buttons & Icons

	Dispense and Assign Products icon
	Expand icon
	Search icon
	Save icon
	Correct Inventory icon
	Product History Review icon
	Complete Product History icon
	Modify Products icon
	Department Order Entry icon
	Result Entry icon

Issue Units

- From the AppBar:

STEP 1: Click the **Dispense and Assign Products** icon.

STEP 2: Click the **Expand** icon for your location.

STEP 3: Click your location.

STEP 4: Enter the patient's MRN in the **Medical record number** field.

NOTE: **To search by patient's name, click the Search icon and use the appropriate fields in the Encounter Search window instead.**

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

STEP 6: Click the appropriate encounter.

STEP 7: Click OK.

STEP 8: Check the Antibodies, Blood Bank Comments, and Transfusion Requirements fields for any pertinent information.

STEP 9: Scan the unit number.

STEP 10: Click the Save icon.

NOTE: Any fields in yellow indicate required documentation.

STEP 11: Enter the ordering physician in the **Physician** field.

STEP 12: Click the **Reason** drop-down arrow.

STEP 13: Click the appropriate reason.

STEP 14: Enter how the product is being sent in the **Courier** field.

NOTE: If a nurse is picking up the unit, enter the nurse's initials.

STEP 15: Click **OK**.

NOTE: The transfusion administration record will print.

Perform an Emergency Issue

Emergency Issue with a Known Patient

- From the AppBar:

STEP 1: Click the **Dispense and Assign Products** icon.

STEP 2: Click the **Expand** icon for your location.

STEP 3: Click your location.

STEP 4: Enter the patient's MRN in the **Medical record number** field.

NOTE: To search by patient's name, click the Search icon and use the appropriate fields in the Encounter Search window instead.

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

STEP 6: Click the appropriate encounter.

STEP 7: Click **OK**.

STEP 8: Check the Antibodies, Blood Bank Comments, and Transfusion Requirements fields for any pertinent information.

STEP 9: Scan the unit number. An Exception window displays.

STEP 10: Click **Yes**.

STEP 11: Click the **Reason** drop-down arrow.

STEP 12: Click **Emergency**.

STEP 13: Click **OK**. An Exception window displays.

STEP 14: Click **Yes**.

STEP 15: Click the **Reason** drop-down arrow.

STEP 16: Click **Emergency**.

STEP 17: Click **OK**.

STEP 18: Click the **Save** icon.

NOTE: Any fields in yellow indicate required documentation.

STEP 19: Enter the ordering physician in the **Physician** field.

STEP 20: Click the **Reason** drop-down arrow.

STEP 21: Click **Emergency.**

STEP 22: Enter how the product is being sent in the **Courier** field.

NOTE: If a nurse is picking up the unit, enter the nurse's initials.

STEP 23: Click **OK**.

NOTE: The transfusion administration record will print.

Emergency Issue with an Unknown Patient

- From the AppBar:

STEP 1: Click the **Dispense and Assign Products** icon.

STEP 2: Click the **Expand** icon for your location.

STEP 3: Click your location.

STEP 4: Click Emergency **Dispense**.

STEP 5: Enter a name or info in the **Emergency patient** field.

STEP 6: Scan the unit number. An Exception window displays.

STEP 7: Click **Yes.**

STEP 8: Click the **Reason** drop-down arrow.

STEP 9: Click **Emergency**.

STEP 10: Click the **Save** icon.

NOTE: Any fields in yellow indicate required documentation.

STEP 11: Enter the ordering physician in the **Physician** field.

STEP 12: Click the **Reason** drop-down arrow.

STEP 13: Click **Emergency.**

STEP 14: Enter how the product is being sent in the **Courier** field.

NOTE: **If a nurse is picking up the unit, enter the nurse's initials.**

STEP 15: Enter the patient's location in the **Location** field.

STEP 16: Click **OK**.

NOTE: **The transfusion administration record will print.**

STEP 17: Click the **Correct Inventory** icon.

STEP 18: Click **Emergency Dispense** .

STEP 19: Enter the unit number in the **Product number** field.

STEP 20: Enter the patient's MRN in the **Medical record number** field.

STEP 21: Click the **Save** icon.

STEP 22: Click the **Reason** drop-down arrow.

STEP 23: Click **Emergenc** y.

STEP 24: Click **OK**.

Perform a Unit Inquiry

- From the AppBar:

STEP 1: Click the **Product History Review** icon.

STEP 2: Scan or enter the unit number in the Product number field.

STEP 3: Click **Complete Product History** icon.

NOTE: **To view the user who completed a task, click the State line.**

STEP 4: Click **Close**.

Perform Component Modification

- From the AppBar:

STEP 1: Click the **Modify Products** icon.

STEP 2: Click the **Options** drop-down arrow.

STEP 3: Click the appropriate option.

STEP 4: Scan or enter the product number in the Product number field.

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

NOTE: **Depending on the option you select, a new label may print.**

Document Transfusion Reactions

Place a Transfusion Reaction Profile

- From the AppBar:

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

STEP 2: Enter the patient's name in the **Person name** field.

STEP 3: Click the **Search** icon.

STEP 4: Select the appropriate patient and encounter.

STEP 5: Click **OK**.

STEP 6: Type **TRXN Profile** in the Orderable field.

STEP 7: Click the **Collection Priority** drop-down arrow.

STEP 8: Click ST.

STEP 9: If you already have the specimen, select the **Collected** check box.

STEP 10: Enter today's date in the **Start Date** field.

STEP 11: Enter the current time in the **Start Time** field.

STEP 12: If applicable, enter the user ID in the **Collected** By field.

STEP 13: Click the **Communication Type** drop-down arrow.

STEP 14: Click **Protocol**.

STEP 15: If applicable, click the **Specimen Received Location** drop-down arrow.

STEP 16: Click the appropriate location.

STEP 17: Click **Submit**.

Document the Transfusion Reaction Profile

- From the AppBar:

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

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

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

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: Enter the **TRXN Profile** accession number in the **Number** cell.

STEP 6: Document the blank cells, from left to right, selecting from the drop-down or pressing the corresponding number key.

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

STEP 7: Once you've documented everything but the cells for the TRXN Path, click **Verify**.

NOTE: Once the pathologist has reviewed the reaction work-up, pull up and document the cells for the TRXN Path.

STEP 8: Document the cells for the **TRXN Path**, from left to right, selecting from the drop-down or pressing the corresponding number key.

STEP 9: In the **TRXN Path** cell, press the Space Bar. The Text Result window opens.

STEP 10: Press the **F2** key.

STEP 11: Enter the appropriate template name in the **Name** field.

STEP 12: Click **Find**.

STEP 13: Click the appropriate template, if not already selected.

STEP 14: Click **OK**.

STEP 15: Document the blank spaces in the template.

NOTES: You can press the F3 key to jump to the next space for documentation.

To add another template, make sure your cursor is in the space below the text; then press the F2 key.

STEP 16: Once you're finished adding and documenting templates, click **OK**.

STEP 17: Click **Verify**.