BLOOD BANK USER MANUAL

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DESCRIPTION   **PAGE**

BLOOD BANK

BLOOD REQUEST

1. On the left pane, click **'Blood Bank'**. Then, click **'Blood Request'** to create a new request.
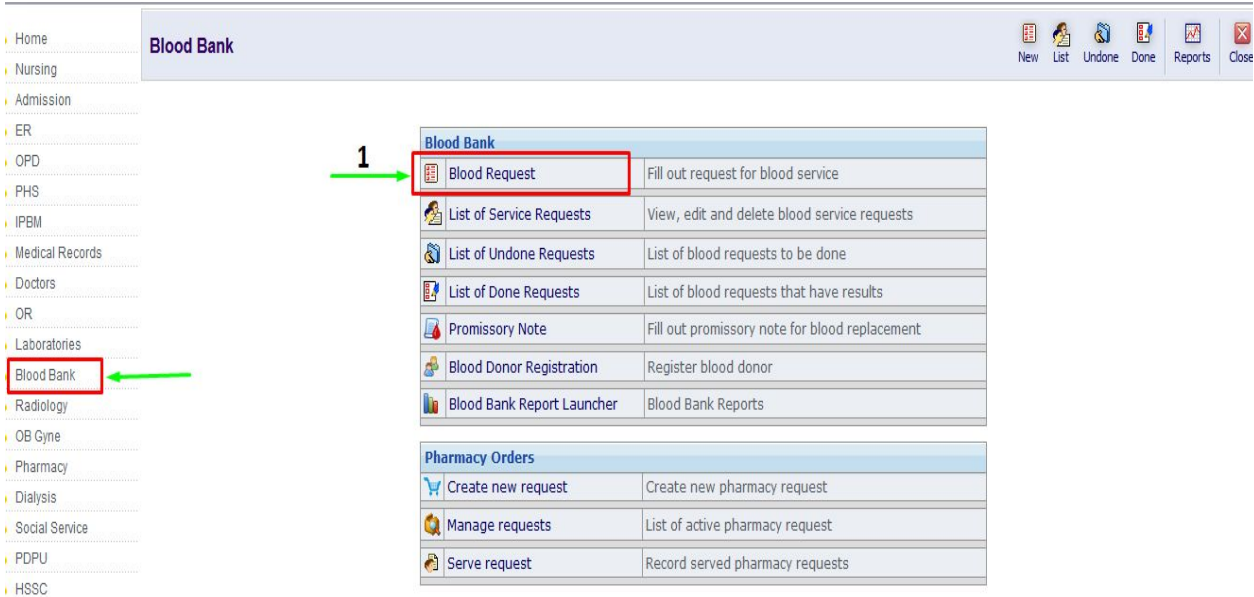
2. Click **'Clear'** button to clear the form.

3. Click [icon] icon to search patient using HRN.

4. For **Cash** transactions, choose [Cash] beside Transaction Type.

5. **Request Date** will default to current date and time.

6. Under Priority, choose **'STAT'** if the request is urgent and **'Routine'** if not.

7. Click **'Add item'** button to select items that will be added to the request list.

8. Under **Request Option** in **'Borrowed?'** tick the checkbox if the item borrowed. Then, input a quantity and remarks.

9. In **Blood Type** select blood type in drop-down menu provided.

10. Set a **Program Partner** in a drop-down menu provided.

11. Input a **Partner Name**.

12. In **With Payment** tick the checkbox to choose type of payment. Set **Type** of payment in the drop-down menu provided (MAP, DSWD, LINGAP, CASH, PCSO).

a. Input the **Control Number, Approved by** and **Reason for Manual Payment.**

13. Click to display the **Blood Sample Received window** and view the request details.

a. **Column:**
   - **Unit No.** - word count of tests
   - **Serial No** - a unique characters (letters and numbers) for the identification of tests
   - **Ward/Department** - a drop down list for wards
   - **Component** - a drop down list for components
   - **Blood Source** - a drop down list for blood source
   - **Date Received** - date when the request was created
   - **Date Started** - date when the test started
   - **Date Done** - date when the test was done
   - **Result** - set results in drop-down menu provided (Compatible, Incompatible, Re-typing, No Result yet) and provide date
   - **Issuance Date** - date when item was issued
   - **Returned** - date when item was returned and indicate reason on the pop-up window
   - **Reissue** - date when item was reissued
   - **Consumed** - date when item was consumed

14. For **Charge** transactions, beside ⦿ Charge set type of charge from the drop-down menu provided. Choose type of **Charge** where to deduct the request.

15. On **Add items,** choose the drop-down menu provided in **Requesting Dept, Requesting Doctor** and **Clinical Impression** will default to a patient's diagnosis upon admit. If blank, input on the text area provided.

16. Enter item code and click '**Search'** button or hit enter key to search.

17. Click > icon to add the item to request tray.

18. Upon clicking [>], enter a quantity. Click **'OK'** button to save the quantity or **'Cancel'** button to cancel the pop-up for the quantity of request.

19. Click **'Empty list'** button to clear all items from the tray.

20. Click **'Request History'** button to view the items requested to that specific encounter in printable PDF form.

21. Click **'Transfusion History'** button to view the patient blood transfusion history.

Sample PDF Output for the Request History (No. 20)

Sample PDF Output of Patient Blood Transfusion History (No. 21)

22. For click **'Coverages'** to view the deductions under the selected charge transaction only.

23. Click **'Waiver of Deposit'** button to view details of waiver of deposit.

24. Click **'Crossmatching Request'** button to view the crossmatching request form in printable PDF form.

25. Click **'Submit'** button to save the request. Before processing the request, the system will prompt a confirmation.

26. Click '**OK**' to confirm else click '**Cancel**'.

Sample PDF Output of Waiver of Deposit (No. 23)

Sample PDF Output for the Crossmatching Request (No. 24)

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
Center for Health Development
SOUTHERN PHILIPPINES MEDICAL CENTER
J.P. Laurel Avenue, Bajada, Davao City

Department of Pathology and Laboratories
Blood Transfusion Services

REQUEST FOR CROSSMATCHING
ADULT-GREEN

CALL 4504
for PHLEBO

SERVED:	_____
Blood Group:	_____
No. of Units:	_____
Bld. Product:	_____
Date & Time:	_____
Issued by:	_____

NOTE: ACCOMPLISH LEGIBLY AND CORRECTLY. TAMPERED & INCOMPLETE DATA WILL BE **REJECTED.**

Request Form Accomplished by: _____   _____
                                                    Signature Over Printed Name   *Designation*

Name of Patient: **DELA CRUZ**   **JUANITO**   **S**   Date of Birth: **Oct 26, 1958** HRN: **1107383**
                            Surname   *First Name*   *MI*

Physician:_____Ward:_____Rm. No:_____Age/Sex: 60 years / M Blood Type:_____

Clinical Diagnosis: TEST_____Blood Needed on Date: _____Time: _____am/pm

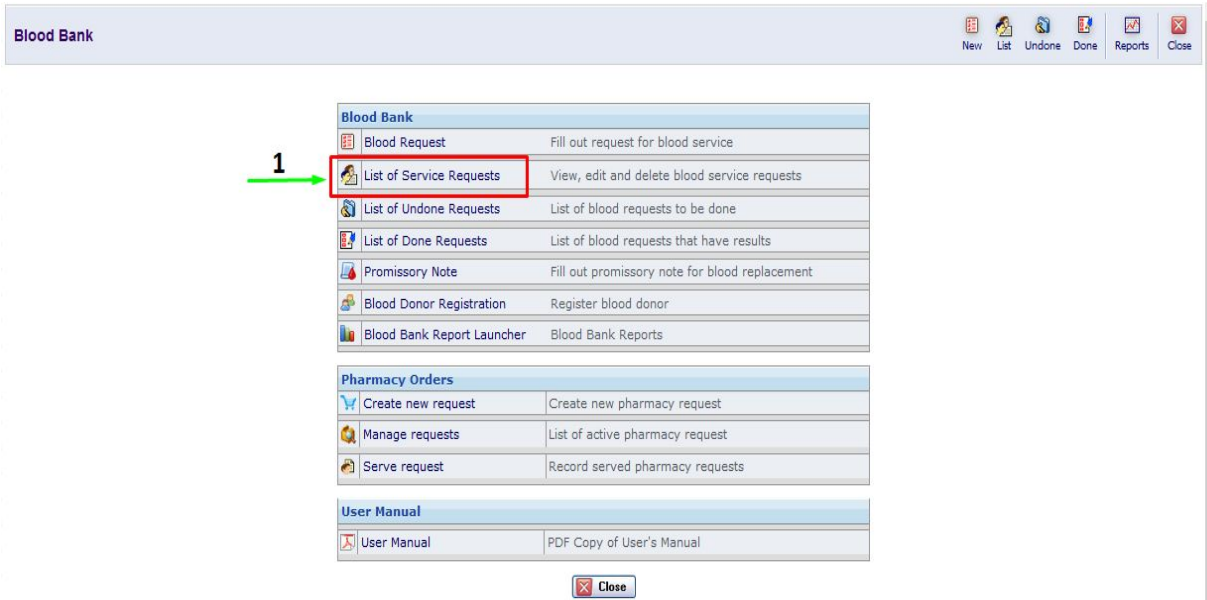History of Previous Transfusion: Where _____ When _____ Type of Request: ( )Routine ( ) STAT

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LIST OF SERVICE REQUEST

1. Under **Blood Bank** menu, click **'List of Service Requests'** button to view, edit and delete blood service request.

2. Enter **HRN** and click '**Search'** button or hit enter key to search.

3. Click ![edit icon] icon to view and/or update or delete the request's details.

4. Click ![delete icon] icon to delete the service request.
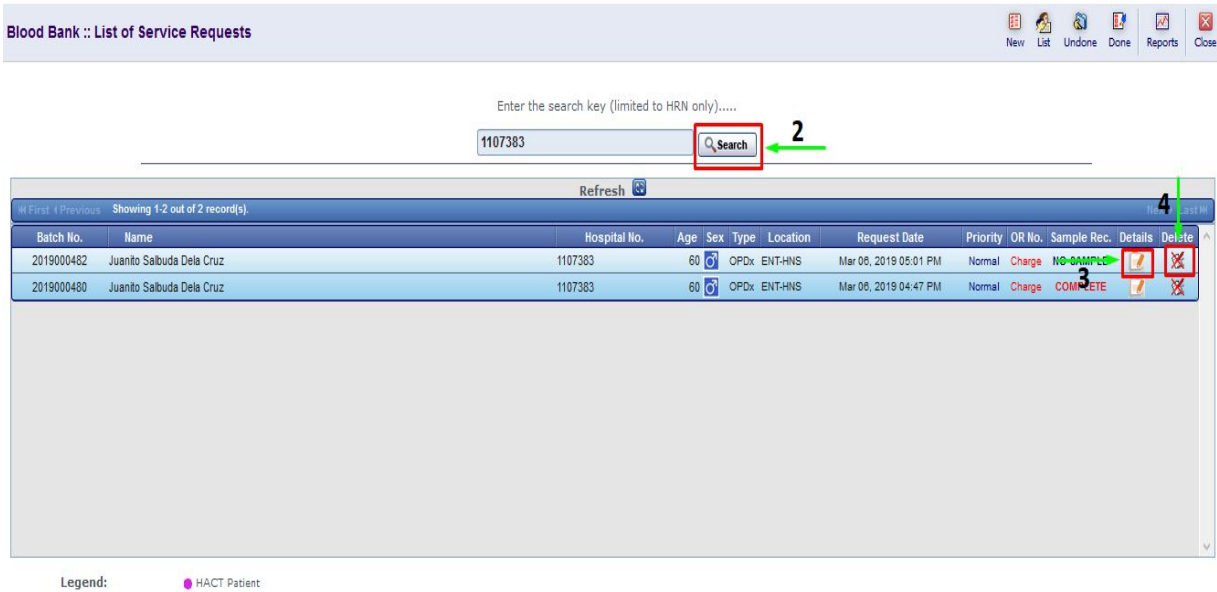
LIST OF UNDONE REQUEST

1. Under Blood Bank, click '**List of Undone Requests'** to view the list of blood request to be done.

2. Enter patient **HRN** and click '**Search'** button or hit enter key to search.
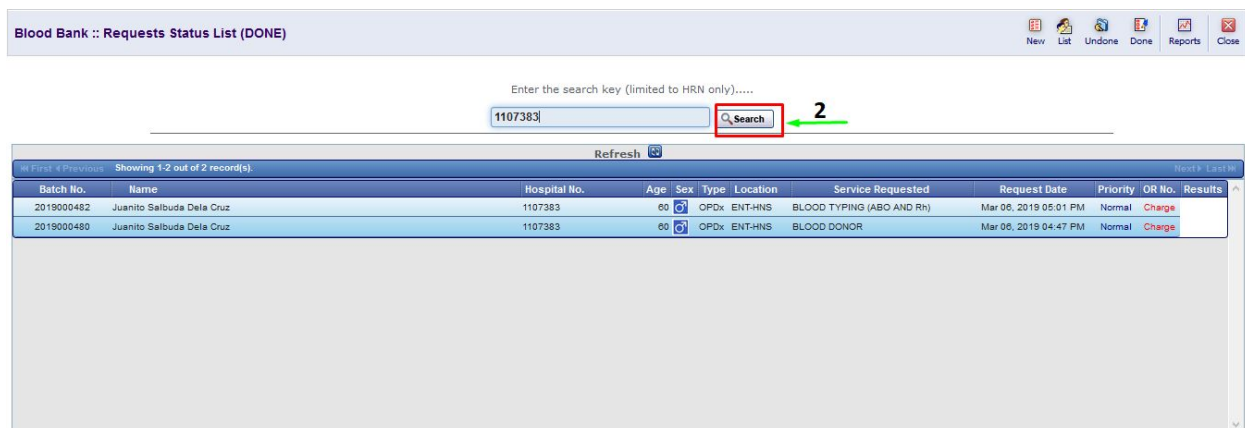
3. Click [icon] icon to view and update the process request.

LIST OF DONE REQUEST

1. Under the **Blood Bank** menu, click **'List of Done Request'** button to view the list of blood request with results.
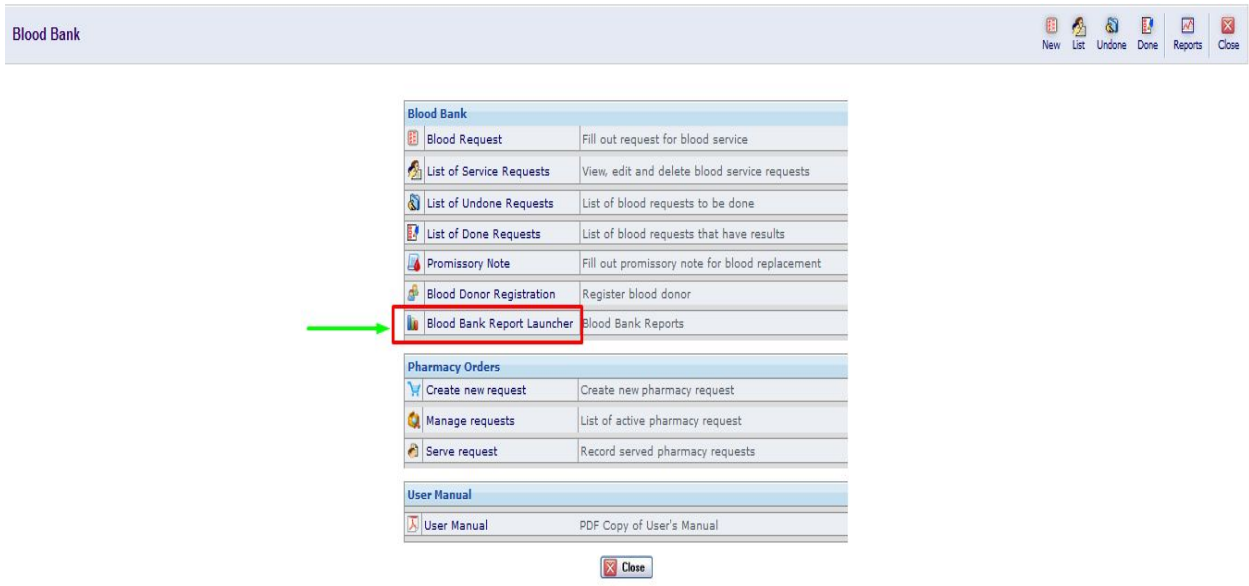

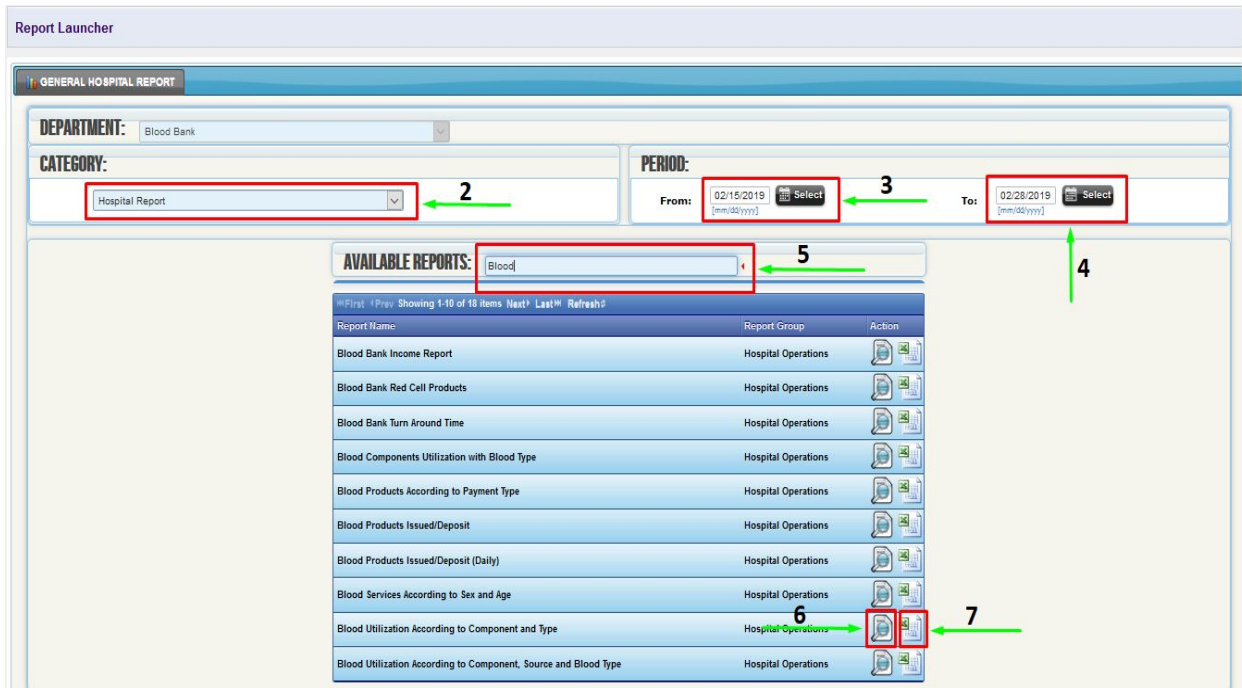2. Enter **HRN** and click '**Search'** button or hit enter key to search.

BLOOD BANK REPORT LAUNCHER

1. Under **Blood Bank** menu, click **'Blood Bank Report Launcher'** button to view the list of a blood bank report

2. Set '**Category'** the drop-down menu provided.

3. Under **Period,** enter or set the date on the textbox beside **FROM** to indicate the period date.

4. Under **Period,** enter or set the date on the textbox beside **TO** to indicate the period date.

5. Enter the name of the report to search.

6. Click [icon] icon to view the report in PDF format. **(See the sample below.)**

7. Click [icon] icon to view the report in Excel format. **(See the sample below.)**

Sample PDF Format Output of Hospital Report (No. 6)

SOUTHERN PHILIPPINES MEDICAL CENTER
HOSPITAL OPERATIONS
TOTAL NUMBER OF UNITS ACCORDING TO COMPONENT AND BLOOD TYPE
Blood Bank
Period: February 15, 2019 to February 28, 2019

Blood Component		A			AB			B			O			Others			Total Deposited	Total Crossmatched	Total Transfused
		Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused			
PLASMA PRODUCT	Cryoprecipitate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Fresh Frozen Plasma	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Platelet Cells	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sub Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RED CELL PRODUCT	ALIQUOT	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0
	Packed Blood Cells	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WB and PRBC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Whole Blood	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sub Total	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0
GRAND TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0

DATE GENERATED :Fri Mar 08 11:05:27 PHT 2019 by Segworks Hospital Information System

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Sample Excel Format Output of Hospital Report (No. 7)

HOSPITAL OPERATIONS
TOTAL NUMBER OF UNITS ACCORDING TO COMPONENT AND BLOOD TYPE
Blood Bank
Period: February 15, 2019 to February 28, 2019

Blood Component		A			AB			B			O			Others			Total Deposited	Total Crossmatched	Total Transfused
		Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused	Deposite	Crossmatched	Transfused			
PLASMA PRODUCT	Cryoprecipitate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Fresh Frozen Plasma	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Platelet Cells	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sub Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RED CELL PRODUCT	ALIQUOT	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0
	Packed Blood Cells	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	WB and PRBC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Whole Blood	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sub Total	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0
GRAND TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	0

BB_Utilization_Component_Btype

CREATE NEW REQUEST

1. Under **Pharmacy Orders,** click **'Create new request'** button to create new pharmacy request.

2. Click ![icon] icon to search patient using HRN.

   a. Enter HRN or Case No. and click **'Search'** button or hit enter key to search patient.
   b. Click the **'Case #'** to display the searched patient in mainframe.

3. Choose **Transaction type**:

   For **Cash** transactions, choose ⦿ Cash beside Transaction Type.

   For **Charge** transactions, choose ⦿ Charge type where to deduct the request.

4. Click '**Add item**' button to select items that will be added to the request list.

5. Click '**Submit**' button to save the request. Before processing the request, the system will prompt a confirmation. Else click '**Cancel**' button the request.

   a. If **Submit** Click '**OK**' button to confirm.
   b. Click '**OK**' to confirm else click '**Cancel**'.

6. In Search Option, choose and click appropriate boxes to search. Search patient using a correct search key. Then, click **'Search'** button.

Search options

☐ Select payor | Payor Name ▾ | [   ]
☐ Select date | Today ▾
☐ Select area | BLOOD TRANSFUSION SERVICE ▾

🔍 Search

Order Search Result:

◄◄ First ◄ Prev   Showing 1-10 of 128 item(s)   Next ► Last ►►   Refresh ↻

Date ▾	Ref No.	Name	Items	Location	Priority	Area	Details
2019-04-04 02:02pm	2019223577	MELGAR, REGEL B.	SURGICAL BLADE 10, SURGICAL GLOVES 7, STERILE GAUZE (OS) (5pcs per pack) Regular, OXYGEN MASK (ADULT / PEDIA), SUCTION CATH FR. 8 (fs), SURGICAL GLOVES 6 1/2, SURGICAL GLOVES 7 1/2, SYRINGE W/ NEEDLE 5cc DISP., ADULT DIAPER (L), CORD CLAMP	MED1 Rm # :2	Charge/ Normal	In-Pt-Pharma-Cons-Retail	SERVED
2019-04-04 09:09am	2019223576	ZOLDYCK, KILLUA M.	HYDROCORTISONE 500MG (DM164), DEXAMETHASONE 4MG/ML 2ML (91), PHYTOMENADION 10MG/ML (266), PLAIN NSS 1L (DM322), PIPERACILLIN + TAZOBACTAM 2.25MG (DM269), ILOCEF 1G (FS), MERVEX 1GM (FS), HYDROCORTISONE 250MG (DM163), CIROK 200MG/100ML VIAL (FS)	ER - Main Triage ()	Charge/ Normal	IN-PATIENT PHARMACY	SERVED
2019-04-04 09:04am	2019223575	FRICS, GON M.	DEXAMETHASONE 4MG/ML 2ML (91)	ADULTONCO Rm # :2	Cash/ Normal	IN-PATIENT PHARMACY	SERVED
			DEXAMETHASONE 4MG/ML 2ML (91), PIPERACILLIN	ADULTONCO	Charge/	IN-PATIENT	

SERVE REQUEST

1. Click **'Serve request'** button to view the records served pharmacy request.

2. In Search Option, choose and click appropriate boxes to search. Search patient using a correct search key. Then, click **'Search'** button.

3. Click icon to update the request and the Served Order Form will display.

4. Choose **'Served'** to serve the request order
.
5. Put or Mark check to **'Served'** all the request order.