

Blood and Blood Component Request Form Downtime - James West Campus

Send completed form to Blood Bank Tube Station: 221

Patient Full Name:	
Medical Record Number:	

Prior to requesting product(s), verify patient identification, consent, vitals, and transfusion orders. Employee badge number (required): _____ Tube station number: _____ Date/time: _____ RN Phone #: _____	Product	QUANTITY
	RBC	
	Plasma	
	PLT	
	CRYO	
	RhIg	

Blood must be delivered **PROMPTLY** to the appropriate unit upon pick up/receipt in tube station.

Use this form when IHIS requisition is unavailable.

Instructions for Completing Blood and Blood Component Request Form Downtime - James West Campus

1. Purpose of Document

- 1.1 To describe how to request blood components for patient care areas using the 6-inch pneumatic tube system when the IHIS requisition is unavailable.

2. Process

- 2.1 Nursing staff or qualified personnel will determine which blood components are needed for transfusion. All blood component orders must be placed in IHIS before requesting components from the Blood Bank.
- 2.2 A staff member trained in blood component retrieval will complete the Blood and Blood Component Request Form Downtime - James West Campus.
 - Blood and Blood Component Request Form Downtime - James West Campus section: Complete the required information, or place a patient identification sticker on the form.
 - Patient check: Complete the patient checks by confirming the requested information.
 - Employee badge number: Enter the employee identification number listed on the back of the employee badge. If this field is not completed, blood or blood components will not be sent.
 - Tube station number: Record the tube station number where the blood components are to be sent.
 - Date and time: Enter the current date and time.
 - Product/quantity: Enter the number of components requested next to the product type on the form.
 - RN phone number: Enter the phone number of the person requesting product(s), should questions arise.
- 2.3 Tube the completed form to Blood Bank tube station 221.
 - If picking up products at the Blood Bank window, bring the completed form with you.
- 2.4 Remove blood from the tube station immediately upon receipt.
 - If picking up products at the Blood Bank window, deliver blood products immediately to the appropriate unit.

Note: The IHIS Transfusion Release Form should be used instead of the Blood and Blood Component Request Form Downtime - James West Campus whenever possible.