

## HIM.1.1 Handle Daily Inventory Functions

Procedure Area: Hospital Inventory Management Procedures (HIM)

Modified: Jan 2014

### Purpose

To complete the *Daily Blood Inventory/Order Report* form at least once per day to communicate daily inventories and stock orders for regular or special requests including red blood cells, plasma components, or platelets of specific blood types.

### Scope

Customers

### Materials

- ✓ [Daily Blood Inventory/Order Report](#) form
- ✓ *Special Request for Blood Components* form (initiated in **HPM.1.1**), if necessary

### Procedure Notes

Use the *Daily Blood Inventory/Order Report* form to place special orders, such as CMV confirmed negative and irradiated components, to place in inventory. If placing a special order for a patient or one that requires lab confirmation, such as antigen negative components, use the *Special Request for Blood Components* form.

### Procedure Steps

- Record the following information on the *Daily Blood Inventory/Order Report* form; note that the **Date** field will automatically populate with the current date:
  - **Name of Facility**
  - **Facility Phone and Fax Number(s)**
- Count the red blood cell components in your inventory and handle as follows:

If expires in	Do this						
14 days or fewer	<ol style="list-style-type: none"><li>Count the number of each blood type that expires on a day.</li><li>Record that number in the appropriate <b>Blood Type</b> column on the row for the number of days from the current date that the components will expire.</li><li>Repeat for each blood type for each expiration date within 14 days of the current date.</li></ol>						
15 days or more	Handle as follows: <table border="1"><thead><tr><th>If expires in</th><th>Do this</th></tr></thead><tbody><tr><td>Two to three weeks</td><td>Count the total number of each blood type that expires after the date in row 14 and through the date in the 2-3 weeks row. Record this number in the <b>2-3 Weeks</b> row for each blood type.</td></tr><tr><td>More than three weeks</td><td>Count the total number of each blood type that expires from the date in the <b>3+ Weeks</b> row and beyond. Record this number in the <b>3+ Weeks</b> row for each blood type.</td></tr></tbody></table>	If expires in	Do this	Two to three weeks	Count the total number of each blood type that expires after the date in row 14 and through the date in the 2-3 weeks row. Record this number in the <b>2-3 Weeks</b> row for each blood type.	More than three weeks	Count the total number of each blood type that expires from the date in the <b>3+ Weeks</b> row and beyond. Record this number in the <b>3+ Weeks</b> row for each blood type.
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Two to three weeks	Count the total number of each blood type that expires after the date in row 14 and through the date in the 2-3 weeks row. Record this number in the <b>2-3 Weeks</b> row for each blood type.						
More than three weeks	Count the total number of each blood type that expires from the date in the <b>3+ Weeks</b> row and beyond. Record this number in the <b>3+ Weeks</b> row for each blood type.						

#### Notes

- The **Date** fields automatically populate with the appropriate dates based on the current date.
- The **RBC Inventory Totals** will automatically populate with the calculated sums based on the inventory amounts entered into the **Blood Type** columns.

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3. Select the **Type of RBCs** to order using the dropdown menu. If needed, select a second type of RBCs to order using the dropdown menu in the next row.
4. Record the number of each type of RBC product ordered in the appropriate **Blood Type** columns.
5. Count the apheresis and/or Acrodose pooled platelet components in your inventory and enter the amounts for each blood group in the appropriate row based on the expiration date. Note that the **Date** fields automatically populate with the appropriate dates based on the current date.
6. Record the order amounts for apheresis platelet orders and Acrodose pooled platelet orders in the rows below the platelet inventory section. Note that you can place platelet orders as blood group “any” and CMV status “any” if appropriate.
7. Record the number of FFP and single-dose and/or pooled cryoprecipitated AHF, in the **Inventory** column of the tables on the right side of the form. Record any order amounts in the **Order** column. Note that you can place cryo orders as blood group “any” if appropriate.
8. Record the number of pedi or pedi-split RBCs or pedi-split FFP ordered. Use the dropdown menus in the far-right column to place orders for pedi or pedi-split RBCs with special attributes, such as irradiated and/or leukocyte-reduced.
9. List any special instructions or comments, including an ASAP or STAT order status for any or all of the order, in the **Special Notes** section. Note that special delivery fees may apply for rushed orders.
10. Fax the completed form to the region that serves your facility.

### Related Documents

- [HPM.1.1 \(Request Special Types of Red Blood Cells\)](#)