

## HIM.1.2 Return Components for Normal Inventory Rotation

Procedure Area: Hospital Inventory Management Procedures (HIM)

Modified: Jan 2014

### Purpose

To return components for inventory rotation (e.g., outdate return, short-date exchange, etc.).

### Scope

Customers

### Materials

✓ [Hospital Return](#) form

### Procedure Notes

- The following will not be accepted for credit (this list is not all inclusive):
  - Autologous components
  - Components not stored at the appropriate temperature
  - Components from facilities that are not accredited as approved
  - Components that have been altered by a hospital (apheresis bags combined, irradiation, aliquot, conversion, etc.)
  - Components that were not returned when requested
- Outdated components must be returned before credit is issued. Do not dispose of outdated components at your facility.
- Refer to your blood services agreement for specific details related to returns and credits.

### Procedure Steps

1. Complete a *Hospital Return* form as follows:
  - a. Record the following in the Facility Information section of the form:
    - Name of your facility
    - **Facility's phone number**
    - Your name
    - Date completed
  - b. Record the following in the Component Information section of the form:
    - DIN of each component being returned; include the check digit
    - Product class of each component; note that you should use the standard product class names from the form.
    - Expiration date of each component
    - Blood type of each component
    - Return reason for each component; note that you should use the standard return reasons from the form.
  - c. Sign the form in the **Consignee Signature** field to verify that the components were maintained at the appropriate storage temperature. **Note that the return will not be accepted if this area is not signed.**
2. Fax the completed *Hospital Return* form to the region that serves your facility and contact them to receive the order number to record on the *Hospital Return* form and to arrange for the return of the components.
3. Make a copy of the *Hospital Return* form to retain for your records and enclose the original with the components.