

## HPM.1.1 Request Special Types of Red Blood Cells

Procedure Area: Hospital Patient Management Procedures (HPM)

Modified: Jan 2014

### Purpose

- To place patient orders for special types of red blood cells without submitting a sample for testing.
- To request special services such as antigen-negative, irradiated, sickle cell negative, and pediatric aliquots.

### Scope

Customers

### Materials

- ✓ [Request for Special Types of Red Blood Cells](#) form

### Procedure Notes

Do not use the *Request for Special Types of Red Blood Cells* form for stock orders (see **HIM.1.1** for information on completing the Daily Blood Inventory/Order Report form).

### Procedure Steps

1. Complete all requested information on the *Request for Special Types of Red Blood Cells* form.
2. Indicate the level of urgency as follows:

If order is	Then this
Urgent/needed as soon as possible	Indicate the order must be sent STAT. Additional charges will apply.
NOT Urgent/needed as soon as possible	Indicate the order must be sent ROUTINE/ASAP.

3. Indicate any special requirements (sickle cell negative, irradiated, etc.); if more than one component type is needed, complete a separate form for each component type.
4. If requesting confirmed serologically or historically negative, it is the responsibility of the transfusing facility to perform appropriate crossmatching prior to issuance to the patient; if requesting historically negative, it is the responsibility of the transfusing facility to confirm antigens.
5. Fax the completed *Request for Special Types of Red Blood Cells* form to the appropriate numbers listed on the bottom of the form.
6. Call the appropriate numbers listed on the bottom of the form to verify the fax was received.

### Related Documents

[HIM.1.1 \(Handle Daily Inventory Functions\)](#)