

HPM.1.4 Request Transfusion Services

Procedure Area: Hospital Patient Management (HPM)

Version: 1.0

Purpose

To request transfusion services.

Scope

Customers

Materials

- ✓ Samples
- ✓ [Request for Transfusion Services](#) form
- ✓ Specimen label
- ✓ [Specimen Pickup Request](#) form

Sample Requirements

- Collect 10 to 15 mL of blood drawn in red- or purple-top EDTA tubes; at least one purple-top tube must be submitted with each request.
- Contact the laboratory if pediatric transfusion is required.
- Collect samples within three days of the scheduled transfusion date.
- Tubes must be acceptable for blood bank testing; contact the laboratory with any questions about acceptable tubes.

Procedure Steps

1. Properly identify patient using facility's procedures.
2. Collect blood sample(s) as appropriate (see the [Sample Requirements](#) section).
3. Before leaving the bedside of the patient, apply appropriate specimen label that includes the following information to each tube:
 - Patient's name (both first and last)
 - Unique patient ID number (can be medical record number or other patient identifying number used by the facility; date of birth is not acceptable)
 - Date and time of collection and phlebotomist information, if not recorded on the *Request for Transfusion Services* form

Note

When possible, specimens should be labeled with addressograph or peel-off sticker from blood bank band.

4. Complete the *Request for Transfusion Services* form; the patient information on the form must match the information on the specimen label.
5. Fax completed *Request for Transfusion Services* form to the number listed on the bottom of the form.
6. Complete a *Specimen Pickup Request* and fax it to the number listed on the bottom of the form.
7. Call the appropriate number listed on the bottom of the forms to verify faxes were received; specimen pick up will occur as soon as possible.

Additional Information

- When completing forms and records, print legibly and use black ink only.

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- To correct clerical errors, draw one line through the error and initial and date alongside the correction; correction fluid is not acceptable on official documentation.

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Version History

#	Significant Changes	Approved by	Approved	Implemented
1.0	New procedure.	Dr. Juan Merayo-Rodriguez, Medical Director Dr. Marek Fried, Medical Director Matt Audette, QA Manager	17 Jul 2015	04 Aug 2015

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