**HPM.1.4 Request Transfusion Services**

Procedure Area: Hospital Patient Management (HPM)  

Version: 1.0

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**Purpose**

To request transfusion services.

**Scope**

Customers

**Materials**

- Samples
- Specimen label
- Request for Transfusion Services form
- 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.
- 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

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