

<b>TITLE:</b> QE BT BloodTrack Courier Taking Out or Putting In Job Aid	<b>Doc #:</b> 30142
<b>Section:</b> Management System\PLM\Blood Transfusion Services\HemoSafe \	<b>Version:</b> 2.0.1 Current
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**Taking Out Crossmatched blood**

**At the HemoSafe refrigerator:**

1. Log in.
2. Tap Taking Out
3. a. Scan Pick Up slip **OR**  
b. Enter patient's **full 10-digit MRN** and answer question: "Correct patient?"
4. **\*Wait** until door is unlocked then push and **HOLD** the door open and remove the unit.
5. **Scan** the unit number when prompted.
6. Answer question: "Visual inspection OK?"

**NOTE: DO NOT LET DOOR CLOSE BEFORE REMOVING UNIT, AS THERE IS NO OPTION TO REOPEN IT.**

**With Label  
(Crossmatched)**

**If this unit has a patient-specific label already attached:**

**Compatibility labels do not print – not needed.**

**Without Label  
(Assigned)**

**If this unit has no patient-specific label attached:**

7. **Compatibility labels print out.**
8. **Retrieve** labels from HemoSafe printer.
9. Answer question: "Did the compatibility label print OK?"
10. **Compare** the patient and unit info on tag and label.
11. **Stick** the label on both copies of the tag. **DO NOT APPLY LABEL TO BAG!**
12. **Scan** the product unit number barcode **and** compatibility label bar

1. Answer question: "Do you want more red cells for the same patient?"
  - a. If yes, go to step 4\*
  - b. If no, log out
2. If there are no more units, message is: "There are **NO MORE** units for patient. Phone 473-4257 (HI) or 473-6670 (VG)

**“Putting In”** Putting blood back in the HemoSafe.

**At the HemoSafe refrigerator.**

1. Log in.
2. Select **Putting In**
3. **Scan** the Product unit number when prompted by HemoSafe.
4. Wait for door to unlock and put unit in when prompted by HemoSafe.

**Tap Logout**  
 The system automatically logs out after 90 seconds.

Unit was out of the refrigerator **less than 30 minutes**

1. The unit is now labelled for that specific patient and can be taken out again **only** for that patient, if required.
2. BTS will remove the unit after surgery is complete.

Unit was out of the refrigerator for **30 minutes or more:**

1. Unit cannot be used any longer and BTS will receive an alert.
2. Once put back in the HemoSafe, the unit cannot be taken out again and will be retrieved by BTS and discarded.

**NOTE:**

1. Units should **NOT** be removed from the HemoSafe unless they are to be transfused.
2. Units removed from the HemoSafe and unused, **NEED** to be returned to the HemoSafe unless the unit has been spiked in which case the tag is returned to BTS with a note indicating “spiked none transfused” and the blood bag is discarded.

**Referenced to:**

Document Name	Document #	Document Location
QE BT BloodTrack Enquiry and HemoSafe Usage Procedure	24764	Paradigm <a href="#">BTS Website</a>