

# Blood Components Reference Manual Table of Contents

## Puget Sound Blood Center King County Edition

### Section A Ordering Blood Components

Part I: The Transfusion Service ..... I.1

    Function and Flow ..... I.1

    Transportation Time Between Hospital and the Blood Center ..... I.1

    Function and Flow Chart ..... I.2

    Patient Record..... I.3

    Service Agreement ..... I.3

    Physician Consultation ..... I.4

    Blood Center Fee Schedule..... I.5

    CPT Codes ..... I.5

TABLE OF CONTENTS

# Puget Sound Blood Center

Founded in 1944, the Blood Center has a long and unique tradition of blending community volunteerism, medical science and research to improve patients' lives. The Blood Center, which serves patients in more than 70 hospitals and clinics in 14 counties with blood services, provides tissue and transplantation support to 185 hospitals across the Northwest.

Blood Center physicians are full time faculty members at the University of Washington School of Medicine. The Blood Center's research has pioneered many scientific and therapeutic advances in transfusion medicine and, more recently, in tissue banking. Operating the world's largest centralized transfusion service and the Northwest Tissue Services, the Blood Center is fertile ground for research that improves transfusion therapy, increases understanding of blood diseases, genetics and immunology. This expanding research program is funded by NIH and other peer-reviewed grants and often involves collaboration with others such as the University of Washington and Fred Hutchinson Cancer Research Center.

# Puget Sound Blood Center

## Blood Components Reference Manual

### King County Edition

#### Use of Manual

This manual is intended as a reference tool for staff in King County hospitals and facilities served by the Puget Sound Blood Center. This **King County Edition** contains information specific to the Centralized Compatibility Laboratory service provided for hospitals and facilities in King County.

All of the information contained in the manual is listed under the Table of Contents.

Questions or concerns regarding content of the manual should be directed to the Clinical Associate.

#### Updates

The manual will be reviewed periodically. The **Clinical Associate** will coordinate the revision of any required updates. Updates will be communicated to the Blood Center King County clients via email to each hospital and outpatient designee and will also be updated online. Facilities using this manual should intermittently check the website for periodic updates. The latest on-line version of the manual is located at [www.psbcc.org](http://www.psbcc.org). If you have any questions concerning the updates, contact the **Clinical Associate**.

#### To Print Additional Copies of this Manual

Copies of the manual are available on the Blood Center web site ([www.psbcc.org](http://www.psbcc.org)). A pdf version of the manual is available on-line and allows each facility to easily print copies. The Blood Components Reference Manual web site link is as follows:

<http://www.psbcc.org/bcrm/index.htm>

**Clinical Associate**  
**(206) 292-1840**

# Section A

## Ordering Blood Components

### Part I: The Transfusion Service

#### Function and Flow

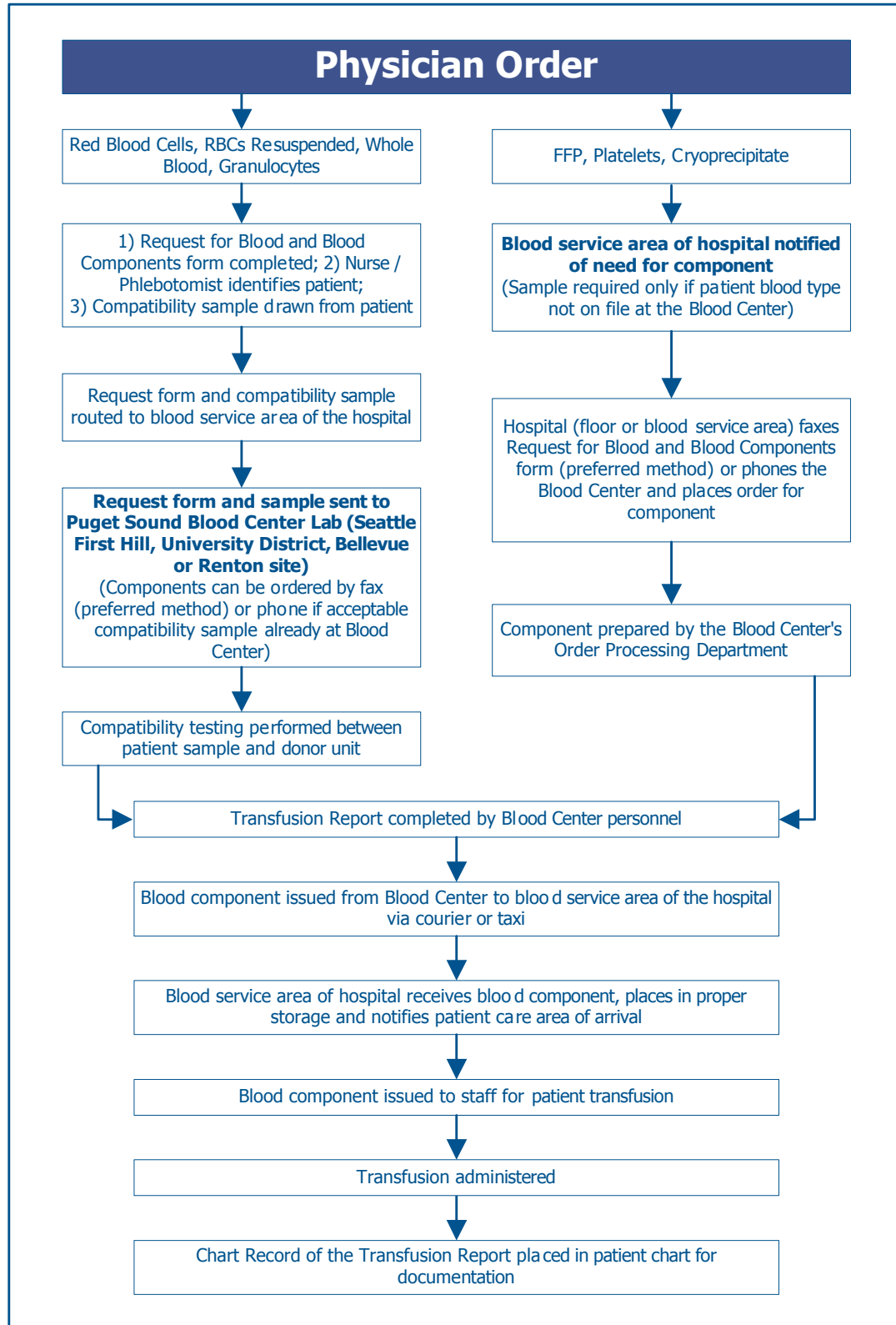
The Blood Center provides a centralized transfusion service to all hospitals in King County. The main laboratory is located on First Hill in Seattle. Satellite laboratories in the University District, Bellevue and Renton serve the Northend, Eastside, and Southend area hospitals respectively. The laboratories are responsible for providing compatible blood components to the patient. However, the laboratories rely on the hospital staff for accurate information regarding patient identification, patient location, characteristics of components being ordered and desired date/time of transfusion. **For most orders of Red Blood Cells and other components containing a significant number of red blood cells (i.e. Granulocytes, Red Blood Cells Resuspended, and Whole Blood), this information is relayed by sending the patient compatibility (type and crossmatch) sample and Request for Blood and Blood Components form to the Blood Center. Orders for other components (i.e. Platelets, Plasma, and Cryoprecipitate) are generally relayed by faxing the Request for Blood and Blood Components form (preferred method) or by phone.**

Because the Blood Center's Transfusion Service laboratories are located outside of the hospital, each hospital designates a communication center for matters relating to the transport of blood components between the hospital and the Blood Center. This area in each hospital, often referred to as Blood Services or Transfusion Support Services, receives, stores and tracks units of blood components upon their arrival at the hospital. The following diagram depicts the standard flow of blood components from the time the physician orders the component to the arrival of the component at the bedside for transfusion.

#### Transportation Time Between Hospital and the Blood Center

Because most processing and compatibility testing is performed at a Blood Center Laboratory which is located outside of the hospital, the transportation time (for the sample to reach the Blood Center and/or the component to arrive at the hospital) must be considered when estimating how long it will take to obtain a component.

Function and Flow Chart



SECTION A: ORDERING BLOOD COMPONENTS  
Part I: The Transfusion Service

## Patient Record

Effective with computerization of the Transfusion Service Department in 1997, record keeping of patient demographics, transfusion history and special transfusion requirements (e.g. special attributes) is electronic. Special attributes such as irradiation, leukocyte reduction, volume reduction, and washing are built into the patient record in such a way that the system will not allow blood components to be issued unless they satisfy the criteria contained in the patient record. When an order is received that specifies these special attributes, the order automatically updates the patient record to include the attributes, and from that point forward all units issued to the patient must satisfy the attribute requirements until the attribute is removed from the patient record. A special attribute can be removed from a patient record only by a specific order from the patient's medical provider. The order may be communicated by ordering personnel via phone or fax (indicating on a Request for Blood and Blood Components form that the attribute is no longer needed). Omitting an attribute requirement from an order will not result in the removal of the requirement from the patient record.

As always, patient identification is critical. The quality of this process can be greatly improved if each patient is identified with their unique social security number as well as hospital identification number (medical record number). Whenever the social security number is available, we ask that it be submitted.

## Service Agreement

When a hospital initiates service with the Blood Center, the hospital and the Blood Center sign a service agreement which delineates the respective obligations of each facility. The following describes some of the responsibilities of each facility.

### The Blood Center is obliged to:

1. Provide all blood components needed by patients in the hospital.
2. Collect, test, process, store, and distribute blood components in accordance with applicable FDA regulations.
3. Maintain records of all donors and of blood components derived from them in accordance with FDA regulations.
4. Perform the necessary and appropriate red blood cell compatibility tests. Carry out pooling or other special preparations of blood components requested by the ordering physician and appropriate to the patient's needs.
5. Assist the agency, as requested, in preparing written policies and procedures outlining acceptable standards for:
  - blood usage and review
  - sample collection and ordering

## Service Agreement - continued

- out of hospital transfusion
- patient identification and blood administration
- staff training in transfusion procedures
- storage and handling of blood components
- quality assurance

### The hospital agrees to:

1. Provide equipment which meets FDA standards for storage of blood components.
2. Establish and maintain proper procedures for receiving, sorting, handling, storing, transporting and administering blood components in accordance with applicable FDA regulations and appropriate professional standards.
3. Ensure that staff who perform these duties are adequately trained and adhere to the written procedures established.
4. Designate a hospital physician and a member of the administrative staff through whom the Blood Center staff may communicate with the hospital staff concerning blood matters.
5. Maintain records of receipt, transfusion, transfer or return of all blood components.
6. Notify the Blood Center as soon as practicable of adverse reactions or serious complications related to transfusion and assist the Blood Center staff in investigation of transfusion problems or incidents.
7. Support the blood program and the tissue donation program by encouraging the public as well as relatives and friends of patients in the hospital to donate blood and tissue.
8. Cover the transportation costs of blood components and samples.

## Physician Consultation

As part of the Transfusion Service, Blood Center physicians provide 24-hour consultation to medical staff. To contact a Blood Center physician, phone the Transfusion Service at (206) 292-6525 and ask for the Physician-on-Call.

## Blood Center Fee Schedule

The Blood Center's Fee Schedule for blood components, tests and services may be obtained by contacting the Blood Center's Business Office at (206) 292-6559.

## CPT Codes

CPT codes for blood components, tests and services may be obtained from the Blood Center's website, ([http://www.psb.org/lab\\_services/index.htm](http://www.psb.org/lab_services/index.htm)). The codes may also be obtained by contacting the Blood Center's Business Office at (206) 292-6559.