

## HPM.1.2 Request Immunohematology Services

Procedure Area: Hospital Patient Management (HPM)

Version: 2.1

### Purpose

To request testing services with or without blood components.

### Scope

Customers

### Materials

- ✓ Blood sample labels
- ✓ HemaControl online ordering system
- ✓ Computer workstation
- ✓ Samples

### Sample Requirements

- Three EDTA sample tubes (10 to 15 mL of blood) collected using an electronic ID system or other validated process to reduce the risk of patient misidentification. If not collected using a validated process, one additional 3-mL EDTA sample tube (collected at a different draw time) is required.
- One additional 3-mL EDTA sample tube (collected at a different draw time, if the patient has not been previously typed for ABO/Rh by LifeSouth)
- Samples submitted for crossmatch must be collected within three days of the expected transfusion date
- EDTA or ACD tubes are acceptable for HLA typing
- EDTA, red top, or serum separator tubes are acceptable for HLA antibody testing

### Procedure Steps

1. Collect appropriate blood sample tubes, ensuring the blood sample labels include the following information:
  - Two unique patient identifiers
  - Date and time of collection
  - Identity of phlebotomist

#### Note

*If the date and time of collection and/or the identity of the phlebotomist are not included on the blood sample labels, a mechanism must exist to verify this information.*

2. Log in to HemaControl and perform the following to place an immunohematology services request and specimen pickup request:
  - a. Select **Place Order**; the Place Order screen displays. See [Figure 1](#).
  - b. Select **Service** from the Type dropdown menu.
  - c. Select the priority (Stat, ASAP, Routine) from the Priority dropdown menu.
  - d. Select **Add Service** and select **Immunohematology Services** from the dropdown menu. The immunohematology services request form displays; see [Figure 2](#).
  - e. Complete the immunohematology services request form fields as appropriate (fields marked with \* are required).
  - f. Select **Add to Order**.
  - g. From the Place Order screen, select **Add Service** and select **Specimen Pickup** from the dropdown menu. The specimen pickup request form displays; see [Figure 3](#).
  - h. Complete the specimen pickup request form fields as appropriate.

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- i. Select **Add to Order**.
- j. Enter any special instructions in the **Special Instructions** field.

### Notes

-  Select the pencil icon to edit a request.
-  Select the trash icon to delete a request.
-  Select **Cancel** to cancel a request or exit out of a form/screen.

- k. Select **Add to Order**. Specimen pickup will occur as soon as possible.

**Place Order**

This page allows you to place an order with the blood center. To get started select the Type of Order and the Priority. Click the "Add Services" link to add a service to your order. When you are finished, click the "Place Order" button to review your order.

Request Details:

Hospital: North Fulton Regional Hospital

Type: Service

Priority: Routine

Originated By: John Smith

Favorite Orders ★

 Add Service

Use this option to add a specific component to your order.

Special Instructions:

**Figure 1, Place Order Screen**

**Add Service Form**

Service: Immunohematology Services

Sample Requirements: 10 to 15 mL of blood collected in three EDTA purple-top tubes. If a crossmatch is requested: (1) additional 3-mL EDTA sample tube (collected at a different draw time) is required, if patient blood type unknown

Contact Name: \*

Contact Phone: \*

Date Needed: \*

Time Needed: \* 12 30 pm

Patient First Name: \*

Patient Last Name: \*

Sex: \*  
☐ M  
☐ F

**Figure 2, Immunohematology Services Request Form**

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The screenshot shows a web-based form titled "Add Service Form" with a close button (X) in the top right corner. The form is enclosed in a green dashed border. It contains the following fields and controls:

- Service:** A dropdown menu with "Specimen Pickup" selected.
- Quantity:** A text input field containing the number "1".
- Comment:** A text input field.
- Date:** A date selection field.
- Time specimen will be ready:** Three dropdown menus showing "12", "45", and "pm".
- Patient Name:** A text input field.
- Patient ID:** A text input field.
- Footer:** A note stating "Fields Marked with \* are required." and two buttons: "Cancel" and "Add to Order".

**Figure 3,** Specimen Pickup Request Form

### Additional Information

If HemaControl is down or you have any questions, contact the laboratory at **(352) 334-1028**.

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### Version History

| #   | Significant Changes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Approved by                                                                                                            | Approved    | Implemented |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 2.1 | Updated the procedure note to specify 10 to 15 mL of blood.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Phuc Huynh, Corporate Quality Assurance Coordinator III                                                                | 17 Oct 2024 | 17 Oct 2024 |
| 2.0 | <ul style="list-style-type: none"><li>Updated the Sample Requirements section to state that samples must be collected using an electronic ID system or other validated process to reduce the risk of patient misidentification; if not collected using a validated process, one additional 3-mL EDTA sample tube (collected at a different draw time) is required.</li><li>Updated the blood sample label requirements to include two unique patient identifiers instead of patient's first and last name and unique patient ID number. Added a note stating that if the date and time of collection and/or the identity of the phlebotomist are not included on the blood sample labels, a mechanism must exist to verify this information.</li><li>Updated the procedure steps to include use of HemaControl; removed the <i>Request for Immunohematology Services</i> and <i>Specimen Pickup Request</i> forms.</li><li>Made additional minor changes.</li></ul> | Dr. Juan Merayo-Rodriguez, Medical Director<br>Dr. Chris Lough, VP of Medical Services<br>Lori Masingil, VP of Quality | 06 Mar 2023 | 11 Apr 2023 |
| 1.2 | Added sample requirements for HLA antibody testing and HLA typing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Dr. Matthew Montgomery, Medical Director<br>Dr. Chris Lough, VP of Medical Services<br>Lori Masingil, VP of Quality    | 13 Sep 2021 | 28 Sep 2021 |
| 1.1 | Added "blue ink" to second bullet point in Additional Information section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Lori Masingil, Director of Technical Communications                                                                    | 03 Oct 2017 | 03 Oct 2017 |
| 1.0 | <ul style="list-style-type: none"><li>Changed procedure note and <i>Request for Immunohematology Services</i> form to require an additional 3-mL EDTA tube only if the patient's ABO/Rh is unknown.</li><li>Streamlined procedure steps.</li><li>Added version information.</li></ul> <p><b>Note:</b> Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Dr. Juan Merayo-Rodriguez, Medical Director<br>Dr. Marek Fried, Medical Director<br>Richard Jones, QA Manager          | 27 Feb 2015 | 03 Mar 2015 |