

HIM.1.1 Handle Daily Inventory Functions

Procedure Area: Hospital Inventory Management Procedures (HIM)

Version: 1.0

Purpose

To use HemaControl to update daily inventory numbers.

Scope

Customers

Materials

- ✓ Computer workstation
- ✓ HemaControl

Procedure Steps

1. In HemaControl, select **Update Inventory**.
2. From the Update Inventory page, click the **Update Inventory Totals** link.
3. Select the **Components** menu and then select the component you want to update.



Note

Only RBCs and Platelets need to be updated.

4. Enter the inventory totals for each blood type in the In Stock column.
5. Repeat steps 2 and 3 to enter inventory totals for any other components.
6. Select the **Save Inventory** button.

HIM.1.1 Handle Daily Inventory Functions

Procedure Area: Hospital Inventory Management Procedures (HIM)

Version: 1.0

Version History

#	Significant Changes	Approved by	Approved	Implemented
1.0	- Changed instructions to update inventories in HemaControl, rather than a paper form. - Added version information. Note: Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.	Dr. Juan Merayo, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	08 Mar 2024	26 Mar 2024