

HPM.1.1 Request Special Types of Red Blood Cells

Procedure Area: Hospital Patient Management Procedures (HPM)

Version: 2.1

Purpose

- To place patient orders for special types of red blood cells without submitting a sample for testing.
- To request special services such as antigen-negative, irradiated, sickle cell negative, and pediatric aliquots.

Scope

Customers

Materials

- ✓ Computer workstation
- ✓ HemaControl online ordering system

Procedure Notes

- Do not use this procedure for stock orders; refer to **HIM.1.1** for information on stock orders.

Procedure Steps

1. Log in to HemaControl.
2. Select **Place Order**; the Place Order screen displays.
3. Perform the following from the Place Order screen (See [Figure 1](#)).
 - a. Select **Specialty** from the Type dropdown menu.
 - b. Select the priority (Stat, ASAP, Routine) from the Priority dropdown menu.
 - c. Select **Detailed Component**. The Detailed Component Form displays.
4. Perform the following in the Detailed Component Form (see [Figure 2](#)):
 - a. Select **Red Blood Cells** from the Component dropdown menu. The Blood Type dropdown menu displays.
 - b. Select the blood type from the Blood Type dropdown menu.
 - c. Enter the quantity, options, negative antigens, and/or comments in the displayed fields as appropriate.
 - d. Select **Add to Order**. The Place Order screen displays.
5. Perform the following from the Place Order screen:
 - a. Complete the additional fields as appropriate (fields marked with * are required). See [Figure 3](#).
 - b. Select **Place Order**. The Review Order screen displays.
6. Review the order on the Review Order screen and select **Confirm Order**. The order is transmitted and a confirmation screen appears.

Notes

-  Select **Start Over** to delete the order and return to the Place Order screen.
-  Select **Make Changes** to edit the order.
-  Select **Cancel** to cancel an order or exit out of a form/screen.

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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 "Quick Form" or "Detailed Component" links to add components to your order. When you are finished, click the "Place Order" button to review your order.

Order Details:

Hospital: North Fulton Regional Hospital

Type:

Priority:

Originated By: John Smith

Favorite Orders ★

 Detailed Component

Figure 1, Place Order Screen

Add Detailed Component Form

Component:

Blood Type:

Quantity:

Options:

Negative Antigens: [Select](#)

Comments:

Cancel

Add to Order

Figure 2, Detailed Component Form

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Special Instructions:

Patient Name:*

Patient Date of Birth:*

Sex: ☐ M
☐ F

Race:

Patient ID or MR#:*

Patient ABO/Rh:*

Current Hgb/Hct:

Known Antibodies?: ☐ No
☐ Yes

If Yes, please list the antibodies:

Figure 3, Place Order Screen

Additional Information

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

Related Documents

- [HIM.1.1 \(Handle Daily Inventory Functions\)](#)

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Version History

#	Significant Changes	Approved by	Approved	Implemented
2.1	Removed reference to Daily Blood Inventory/Order Report.	Phuc Huynh, Corporate Quality Assurance Coordinator III	08 Oct 2025	05 Nov 2025
2.0	- Updated the procedure steps to include use of HemaControl; removed the <i>Request for Special Types of Red Blood Cells</i> form. - Made additional minor changes.	Dr. Juan Merayo-Rodriguez, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	05 Apr 2023	11 Apr 2023
1.0	Updated "historically negative" references to "previously negative." Note: Prior versions of this document may exist; version numbers were applied to policies and procedures beginning in ~Jan. 2015.	Phuc Huynh, Corporate Quality Assurance Coordinator III	18 Jan 2022	18 Jan 2022