

HIM.1.2 Return Components for Normal Inventory Rotation

Procedure Area: Hospital Inventory Management Procedures (HIM)

Version: 2.0

Purpose

To return components for inventory rotation (e.g., outdate return, short-date exchange, etc.).

Scope

Customers

Materials

- ✓ Computer workstation
- ✓ [Hospital Return](#) form, if applicable
- ✓ HemaControl

Procedure Notes

- The following will not be accepted for credit (this list is not all inclusive):
 - Autologous components
 - Components not stored at the appropriate temperature
 - Components from facilities that are not accredited as approved
 - Components that have been altered by a hospital (apheresis bags combined, irradiation, aliquot, conversion, etc.)
 - Components that were not returned when requested
 - Directed Donations
- Outdated components must be returned before credit is issued. Do not dispose of outdated components at your facility.
- Refer to your blood services agreement for specific details related to returns and credits.

Procedure Steps

Follow sub-procedures that applies to your workflow in order to return components for normal inventory rotation:

- Return components via HemaControl according to [1.2.1, Return Components Via HemaControl](#).
- For units that will not return in HemaControl, return components via *Hospital Return* form according to [1.2.2, Return Components via Hospital Return Form](#).

1.2.1, Return Components via HemaControl

1. Log onto HemaControl.
2. Select **Return Blood**.
3. Select **Return** as the **Type** and choose the **Reason** for the return.

Note

 If there are multiple reasons for a return, you must do separate return orders.

4. Scan or enter the unit number and product code.
5. Select **Add**.
6. Select **Review Return**.
7. Select **Return Blood**.

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8. Print a copy to send with the units.

1.2.2, Return Components via Hospital Return Form

For units that will not return in HemaControl:

1. Complete a *Hospital Return* form as follows:
 - a. Record the following in the Facility Information section of the form:
 - Name of your facility
 - Facility's phone number
 - Your name
 - Date completed
 - b. Record the following in the Component Information section of the form:
 - DIN of each component being returned; include the check digit
 - Product class of each component; note that you should use the standard product class names from the form.
 - Expiration date of each component
 - Blood type of each component
 - Return reason for each component; note that you should use the standard return reasons from the form.
 - c. Sign the form in the **Consignee Signature** field to verify that the components were maintained at the appropriate storage temperature.
-  **Note**
 The return will not be accepted if the **Consignee Signature** field is not signed.
2. Fax the completed *Hospital Return* form to the region that serves your facility and contact them to receive the order number to record on the *Hospital Return* form and to arrange for the return of the components.
 3. Make a copy of the *Hospital Return* form to retain for your records and enclose the original with the components.

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Version History

#	Significant Changes	Approved by	Approved	Implemented
2.0	Split the procedure into two sub-procedures for using HemaControl or a paper form for returns.	Dr. Juan Merayo, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	08 Mar 2024	26 Mar 2024
1.0	- Added Directed Donations to the list of components that will not be accepted for credit. - 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	29 May 2019	18 Jun 2019