Blood Products Issued for Ambulance Facility Transfer

**Purpose:**
The Transfusion Service of Bassett Medical Center (BMC) is responsible for documentation of units which are sent from BMC, during a facility transfer of patients. Instructions for nursing are included to assure appropriate documentation. Units infused in the ambulance, remain in the patient's Blood Bank history as Transfused. If the units are not infused, they are considered transferred to the receiving facility and do not become a part of the patient’s history. Distinguishing between these two outcomes is important for look-back purposes and billing.

**Procedure:**
The Blood Bank at BMC is notified of a patient's pending transfer to another facility by nursing or patient provider. Units are then issued from the BMC Blood Bank for the patient being transferred. In addition to issuing the units, the following occur:

- An appropriate validated container (red cells, plasma, or platelets) is selected. Container is designated: “For Transport of product only with Patient During Facility Transfer”

**Note:** If the transport service requests to use their own container, contact the pathologist for approval and complete an Exceptional Release form. Follow-up occurs the next business day to obtain validation records.

- The units are packed according to American Red Cross (ARC) product packing instructions.
- Paperwork included with transfer of blood products:
  - **Blood Transfusion Transfer Orders** (DOH-5210) *Give to provider supervising patient transfer at the time Blood Bank is notified of pending transfer.*
    BB Tech completes top with: Patient name, date of birth, medical record number, transferring hospital name, receiving hospital name.
  - Pack the following forms in the validated container. Advise nurse paperwork is in the container.
    - **ARC Transfer form** completed for the units being transferred, a copy is sent with the units to the facility. The form is included in case units are not transfused in the ambulance. A copy should remain in Blood Bank until follow up is complete.
    - **Vitals Sheets** (H-3090) are included, one per unit transferred, to provide form for documentation of patient vitals during transfusion.
    - **Transfusionist Instructions for Infusion of Blood Products During Facility Transfer** is an instruction sheet provided to the transfusionist.
    - **Envelope** addressed to Bassett Medical Center is included to allow return of completed Transfusion Orders, Transfusion Record, and Vitals sheets.
• Record patient name, Medical Record Number, unit numbers, and facility receiving the patient on the “Blood Products Packed and Transported with Patient” log sheet. BMC staff will use this information the next day, to follow-up with the receiving facility.
• Leave a note in the communication book to follow up the next day shift.

Suspected Transfusion Reaction During Patient Transfer:
Refer to volume IVa, Transfusion Reaction Workup procedure, if a suspected transfusion occurs during patient transfer.

Follow-up:
Contact the receiving facility the next day shift.
• Determine if the units were transfused to the patient or if the units were entered into the facility’s inventory.
• Document unit status on “Blood Products Packed and Transported with Patient” Log.
• If units have been transfused, follow up is complete.
• If units are not transfused, the units are updated in HCLL from transfused to Shipped Out. ARC must be updated of the unit transfer status by using ARC’s on-line program Blood Hub (Connect).
• Units returned to Bassett Medical Center Blood Bank:
  ➢ Units returned, in a Bassett validated container, are acceptable to return to inventory as long as wet ice remains and the return is within 24 hours.
  ➢ Units returned in the Transport service’s container (not a Bassett validated container) are quarantined until validation records, for that container, can be obtained from the Transport service.
    ❖ If validation records are not available, the units are discarded.
    ❖ If validation records are available, and documentation is acceptable, units are returned to inventory.
  ➢ If the units were never shipped out (returned to the Blood Bank, from the floor within 24 hours, with wet ice if necessary), update the status in HCLL as returned.

Reference: NYSDOH
Transfusionist Instructions for Infusion of Blood Products During Facility Transfer

Blood products issued from Transfusion Services are packed in validated American Red Cross shipping containers appropriate for blood product storage during patient transport. The blood products must remain in the containers until the transfusionist is ready to infuse the product.

1. Transfusionist appropriately identifies the patient by checking the name and medical record number on the wristband, and unit number, blood type, expiration date on the unit, then comparing all this information to the unit tag attached to the blood product.

2. Paperwork included with transfer of blood products:
   - **Blood Transfusion Transfer Orders** (DOH-5210)
     Physician must document if a patient is to continue transfusion during transport if a unit has been started, or, if patient is to receive product in route.
   - **ARC Transfer form** completed for the units being transferred, a copy is sent with the units to the facility. The form is included in case units are not transfused in the ambulance. A copy should remain in Blood Bank until follow up is complete.
   - **Vitals Sheets** (H-3090) are included, one per unit transferred, to provide form for documentation of patient vitals during transfusion.
   - **Transfusionist Instructions for Infusion of Blood Products During Facility Transfer** is an instruction sheet provided to the transfusionist.
   - **Envelope** addressed to Bassett Medical Center is included to return completed Transfusion Orders, Transfusion Record, Vitals sheets, and unit tags.

3. Vital signs are obtained:
   - Within 15 minutes from starting the unit.
   - 15 minutes after the unit has been started
   - Hourly after the start of the unit
   - Within 30 minutes after completion of the unit

4. Document on unit tag:
   - transfusionist and second signature, start Date/Time, end Date/Time
   - Reaction: No/Yes.
   - If a reaction occurs, complete reverse side of unit tag.
     - Contact patient providers at receiving and sending facilities.
     - Contact BMC Blood Bank: 607-547-3720
   - An envelope is included with the transport container. Use this to return completed Transfusion Orders, Transfusion Record, Vitals sheets, and unit tags.

5. After arrival at receiving facility, if any units have not been transfused, assure container is taken to receiving facility’s Blood Bank to incorporate the units into their inventory.

6. Return the empty validated transport container to BMC Blood Bank.
# Blood Transfusion Transfer Orders

<table>
<thead>
<tr>
<th>Patient Name (Print)</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient ID</td>
<td>Date</td>
</tr>
<tr>
<td>Transferring Hospital Name</td>
<td>Receiving Hospital Name</td>
</tr>
</tbody>
</table>

- Continue [ ] PRBC [ ] Other [ ] Rate [mL/hr]

# Also Administer:
- PRBCs
- Other:
  - [ ] Other:

# Special Instructions:

<table>
<thead>
<tr>
<th>Ordering Physician:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME</td>
</tr>
</tbody>
</table>

## SECTION BELOW TO BE COMPLETED BY AMBULANCE TRANSFUSION SERVICE PERSONNEL

- Ambulance Service: [ ]
- NYS-EMS ID #: [ ]
- PCR #: [ ]

# Remarks:

DOH-5210 (4/98)