TRANSFUSION SERVICE INVENTORY

I. RED BLOOD CELL INVENTORY:

MEDIC will stock the transfusion service with a mutually agreed upon inventory of Red Blood Cells, issued on consignment to utilize the community's blood supply to the maximum. Full credit will be issued for returned Red Blood Cells based on agreed inventory level, provided they meet requirements for reissue and

- have at least seven (7) days expiration remaining
- have less than seven (7) days expiration remaining but were shipped by MEDIC with less than seven (7) days remaining as part of a routine order.

NOTE: *Units ordered STAT or ASAP may not be returned for credit regardless of their expiration date at shipment.*

A. EXCESS INVENTORY:

The hospital transfusion service is requested to promptly return any excess inventory of Red Blood Cells.

Credit will not be issued for excess inventory units held for more than 7 days.

B. UTILIZATION OF SHORT-DATED RED BLOOD CELLS:

The transfusion service unit may be requested to transfer short-dated units to another facility in an effort to utilize them before their expiration date.

C. INVENTORY EXCHANGE FOR OUT OF TOWN HOSPITALS:

Out of town hospitals' transfusion service inventories will be exchanged for fresh inventory at three week intervals by MEDIC personnel. Transfusion service may elect to hold cross-matched units. These units will be listed on a Units Held at Inventory Exchange form and may be returned to MEDIC for credit at the transfusion service's expense provided that the units have at least seven (7) days expiration remaining.

D. BLOUNT MEMORIAL HOSPITAL AND METHODIST MEDICAL CENTER OF OAK RIDGE:

Transfusion Service should arrange for scheduled weekly pickup of short-dated (10-14 days expiration remaining) units.

II. RED BLOOD CELLS RETURNED FOR REISSUE:

A. Red Blood Cells may be returned to MEDIC for reissue if the following conditions have been observed:

1. Intact Container with Attached Integral Segments:

The container closure must not have been penetrated or entered in any manner and a sealed segment of integral donor tubing remains attached.

2. Storage of Red Blood Cells:

The blood must have been maintained continuously between 1 to 6°C. This will be assured by monitoring temperature records of hospital blood banks returning blood.

3. Documentation of Proper Storage and Handling:

A BLOOD TRANSFER MEMO must be completed by the returning or transferring blood bank certifying proper handling and storage of unit by their facility.

B. RETURN OF RED BLOOD CELLS:

1. In Town Hospitals:

Notify MEDIC Hospital Services department of any Red Blood Cells to be returned and MEDIC personnel will pick up at next routine delivery (Monday through Friday).

2. Out of Town Hospitals:

Notify MEDIC Hospital Services department of any Red Blood Cells to be returned and MEDIC will arrange for a pickup on the next business day (Monday through Friday).

III. FROZEN COMPONENT INVENTORY:

Each transfusion service may elect to stock Frozen Plasma and/or Cryoprecipitated AHF for anticipated needs. MEDIC does not accept the return of frozen components for reissue or offer credits for components not used before the expiration date of that component.

IV. PLATELETS AND PLATELETS, PHERESIS:

Platelet components are not stocked by the transfusion service and should be requested as needed for transfusion to a specific patient. MEDIC does not accept the return of platelet components for reissue or offer credits for components not used before the expiration date of that component.

V. REQUEST FOR BLOOD COMPONENTS:

A. MEDIC Hospital Services department is staffed 24 hours a day, 7 days a week for distribution of blood components.

Call MEDIC Hospital Services at (865) 521-2640 to request blood components. Please give the following information:

1. Hospital Transfusion Service
2. Urgency (Routine, ASAP, STAT)
3. Name of person making request
4. Component needed
5. Blood Type
6. Number needed
7. Intended date of infusion (for Platelets only)
8. Special Need (CMV, Antigen negative, etc.)
9. Name of intended recipient (if applicable)

B. MEDIC DELIVERY POLICY:

1. Routine Delivery:

a. In Town Hospitals:

All in town hospitals have one scheduled delivery each day at no charge. Second and third runs can be ordered as a routine run at a lower rate than ASAP and STAT deliveries.

1) First run orders to be called in by 8:30 AM - delivered by 11:00 AM.

2) Second run orders to be called in by 4:30 PM - delivered by 7:00 PM.

3) Third run orders to be called in by 8:30 PM - delivered by 11:00 PM.

4) One scheduled delivery on weekends and holidays to be called in by 8:30 AM - delivered by noon.

b. Oak Ridge and Blount:

Oak Ridge and Blount have one scheduled delivery each day (including weekends and holidays). To be called in by 8:30 AM - Delivered by Noon.

c. All Other Hospitals:

All other out of town hospitals have one scheduled delivery Monday through Friday at no charge.

NOTE: *Order must be placed by midnight for scheduled delivery.*

2. On Demand Delivery:

a. In Town Hospitals:

MEDIC personnel or Courier Service will deliver on demand for a pre-arranged delivery fee.

b. All Other Hospitals:

Courier Service will deliver on demand for a pre-arranged delivery fee.

NOTE: *There is a charge for all non-blood product delivery, for pickup of units for further processing or for pickup of Reference Lab samples.*