Ordering Crossmatch/Group & Hold Tests

It is important to follow this procedure when ordering Crossmatch and Group & Hold tests as failure to do so will result in your test being rejected by the blood bank.

There are four steps to follow:

1. **Order** the test in PowerChart
2. **Sign** for the test, resulting in a sticky label and an A4 Blood Transfusion Sheet being automatically printed. You will need to ensure that both the sticky form and the A4 Blood Transfusion Sheet have printed.
3. Write all required details on the specimen tube.
4. Put the specimen, label and sheet inside the biohazard bag.

1. Order the test in PowerChart

- In the patient chart on the Orders screen, click the **Add** button and search for the **Crossmatch/Group and Hold** test.
- Select the required test. (NOTE: A message will alert you to the Blood Transfusion Sheet which will automatically print to the printer on the patient's ward).
- Complete the mandatory details for the test, ensuring you select **YES** to print the label, even if your test is for a future visit.

NOTE

Selecting Yes to print label for a future visit will not result in the label and Blood Transfusion Sheet printing immediately. The label and Blood Transfusion Sheet will print only when the future order is activated. When ordering a Crossmatch as a future test, a standard order sheet will automatically print.

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2. Sign and Print

- Click on the **Sign** button and enter your password to sign for the order/s.
- If the test is not for a future visit, an A4-sized Blood Transfusion Sheet and a sticky label will automatically print to the printer on the patient's ward.
- Complete and sign the Blood Transfusion Sheet. Write the date, time and initial the printed label.

> **NOTE**
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> If the label and/or Blood Transfusion Sheet does not print, contact the eMR Unit immediately (via x50333) providing details of the PC from which you are trying to print.
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> To reprint a label, follow these steps:
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> - In PowerChart, navigate to the **Task List** view on the patient chart, right-click on the **Order**, select **Print**, then select **Reprint Labels**.
> - To reprint a Blood Transfusion Sheet, right-click the Crossmatch order on the **Orders** view and select **Print/Reprint Requisition**.

3. Complete the details on the specimen tube

- Collect the specimen using the pink pre-labelled crossmatch tube.
- Hand-write all the details on the label of the crossmatch specimen tube (in accordance with the zero tolerance policy). **Sign** the label.

4. Prepare the items to be sent to the blood bank

- Collect the completed specimen tube, printed label and completed Blood Transfusion Sheet, place them each in the biohazard bag to be sent to the blood bank.