

**Click path for Blood Bank Module**

**NIMS eHMS**



**e-Sushrut 4-5**

*An Advanced Hospital Management Information System*

# Contents

A. Donation.....	4
1. Donor Registration.....	4
2. Donor Physical Exam .....	6
3. Bag Entry .....	7
4. Segment No. Modification.....	8
5. Pediatric Bag Preparation .....	9
6. Component Separation.....	10
7. Bag Reservation.....	12
8. Bag Reservation Cancellation.....	13
9. Bag Cancellation.....	14
10. Bag Cancellation Verification.....	15
11. Bag Discard.....	16
12. Therapeutic Requisition .....	16
13. Therapeutic Requisition Entry .....	16
14. Bag Detail Modification .....	17
15. Donor Detail Modification.....	17
B. Grouping.....	18
1. Donor (In case of donor).....	18
1.1 Blood Grouping .....	18
1.2 Grouping Confirmation.....	19
1.3 Donor Blood Regrouping.....	19
2. Patient Grouping (In case of requisition raised for patient) .....	21
2.1 Patient Grouping .....	21
2.2 Grouping Confirmation.....	22
C. Component Requisition.....	23
1. Offline patient Blood Requisition Desk.....	23
2. Cross Match .....	25
3. Bag Return .....	26
4. Cross Match Cancel .....	26
5. Cross Match Verification .....	27
D. Component Issue.....	28
1. Bag Issue.....	28
2. Bag Receive from Ext. Banks .....	28
E. Investigation .....	30
1. Bag Investigation .....	30

2. Final Validation of Bags .....	31
3. Repeat Investigation.....	31
<b>F. Camp.....</b>	<b>32</b>
1. Camp Requisition.....	32
2. Camp Desk.....	33
3. Camp Donor Registration .....	35
<b>G. External Request &amp; Issue .....</b>	<b>37</b>
1. Requisition from external Blood Bank .....	37
2. Bulk Issue.....	38
3. Requisition To external Blood Bank.....	38
3. Bag receive from external Blood Bank.....	39
<b>H. Enquiry.....</b>	<b>41</b>
1. Statistical Stock Enquiry .....	41
2. Discarded Stock Enquiry .....	41
3. Camp Enquiry .....	42
4. Bag Tracking.....	42
<b>I. Future Use.....</b>	<b>42</b>
1. Bag Receive .....	42
<b>J. Blood Stock.....</b>	<b>43</b>
1. Bulk Component Separation .....	43
2. Waste Generation.....	43

## **Blood Bank Module**

### **Click Path**

#### **A. Donation**

##### *1. Donor Registration*

Click on Blood Bank → Services → Donation → Donor Registration

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Is Already Registered → If donor is already registered in hospital, click on “IS Already Registered” check box. And search and select the patient.
- Donor Type → Select donor type from drop down list.
- Donation Type → Select donation type from drop down list.

#### **Personal Details**

- First → Enter first name of donor.
- Second → Enter second name of donor.
- Last → Enter first last of donor.
- Nationality → Select nationality of donor from drop down list.
- Age / D.O.B → Enter age or date of birth of donor.
- Gender → Select gender from drop down menu.
- Father Name → Enter father’s name.
- Marital status → Select marital status from drop down list.
- UID → Enter UID of donor.
- BloodABO → Select blood group of donor, if known.
- Rh Factor → Select Rh factor of blood group.

- Id Mark Detail → Click on “Id mark detail” to enter identification mark details of donor.

#### **Address Details**

- Country → Select Country from drop down list.
- State → Select state from drop down list.
- District → Select district from drop down list.
- Address → Enter address of donor.
- Phone No. → Enter phone number of donor.
- Pin code → Enter address pin code.
- Edit & print Questionnaire → Click to enter questionnaire details of donor and save it.

#### **Previous Donation Detail**

- Previously donated → If donor has previously donated blood, click on previously donated check box.
  - Last Donation Type → Select last donation type from drop down list.
  - Donation Date → Select last donation date.
  - No. of previous donation → number of previous donations of donor.
- Voluntary Schedule → Click on voluntary schedule check box to schedule next donation date for same donor.
  - Emergency Call → Select emergency call check box if donor wants to called in emergency cases.
  - Yearly Freq. → Select yearly frequency of donation to be done by donor.
  - Specific Day → click on specific day to schedule donation on specific day.

#### **Save – Clear – Cancel buttons**

- Save → Donor gets registered.
- Clear → It will clear all the fields of the form.
- Cancel → window will close.

## 2. Donor Physical Exam

Click on Blood Bank → Services → Donation → Donor Physical Exam

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Select the donor from registered donor list by clicking on radio button.
  - **Examine – Left – Cancel buttons**
    - Examine → To enter examination details of donor.
    - Left → If donor has not reported after registration.
    - Cancel → Window will close.

### Examination Detail

- Weight → Enter weight of donor.
- Hemoglobin → Enter hemoglobin of donor.
- Systolic Blood Pressure → Enter systolic blood pressure of donor.
- Diastolic Blood Pressure → Enter diastolic blood pressure of donor.
- Pulse → Enter pulse rate of donor.
- Febrile → Select febrile check box to enter temperature of donor.

### Donor Questionnaire

- Edit & Print Questionnaire → Click on this button to enter questionnaire details of donor and save them.
- Consent Form → Select consent form check box to take donor’s consent.
- Donor Status → Select donor status from drop down list.
  - **Save – Cancel buttons**
    - Save → Examination details gets saved
    - Cancel → Window will close.

### 3. Bag Entry

Click on Blood Bank → Services → Donation → Bag Entry

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Select the donor from donor list by clicking on radio button.
  - **Cancel button**
    - Cancel → Window will close.

#### **Donation Details**

- Donation Status → Select donation status of donor from drop down list.
- Bag Type → Select type of bag used for donation from drop down list.
- Segment No → Enter segment number.
- Phlebotomy Arm → Select radio button Phlebotomy arm i.e. Left or Right.
- Bag Volume → It is automatically generated as per select bag type.
- Storage → Select storage unit from drop down list where bags are stored.

#### **Save – Clear – Cancel buttons**

- Save → Bag details gets saved
- Clear → It will clear all the fields of the form.
- Cancel → Window will close.

#### *4. Segment No. Modification*

Click on Blood Bank → Services → Donation → Segment No Modification.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Bag No. → Enter Bag number.
  - **Go – Cancel buttons**
    - Go → Modification page opens.
    - Cancel → It will bring back user to previous page.
- New Segment No. → Enter new segment number.
  - **Save – Cancel buttons**
    - Save → Details gets modified.
    - Cancel → It will bring back user to previous page.




## 5. Pediatric Bag Preparation

Click on Blood Bank → Services → Donation → Pediatric bag Preparation

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Bag No. → Enter Bag number.
  - **Go – Cancel buttons**
    - Go → Page to enter details of pediatric bag opens.
    - Cancel → It will bring back user to previous page.
- Select Existing bag radio button from list.
- Bag Type → Select pediatric bag type from drop down list.
- Batch No. → Enter batch number of bag.
- Tubing No. → Enter tubing number of tube used.
- Bag Volume → Enter volume of pediatric bag.
- Click on  to generate more pediatric bags from same bag.

### Save – Clear – Cancel buttons

- Save → Bag details gets saved
- Clear → It will clear all the fields of the form.
- Cancel → Window will close.

## 6. Component Separation

Click on Blood Bank → Services → Donation → Component Separation

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Select bag number form list by clicking on radio button.
- Select existing blood component.


### New Component

- Component Name → Select the components which are going to be separated from existing component.
  - Bag Type → Select the bag type in which separated component is being packed.
  - Bag Volume → Enter the volume of bag.
  - Method → Select method used in separation.

### Remaining Component

- Component Name → Select the component which is going to be left in existing component.

### Transfer Bag Used

- In case bags are not available in new component section, select the Transfer bag used check box.
- Component Name → Select the component which is going to be separated from existing component.
- Bag Type → Select the bag type in which separated component is being packed.
- Batch No → Enter batch number of bag.
- Tubing No. → Enter tubing number.
- Bag Volume → Enter the volume of bag.
- Method → Select method used in separation.
- To add more components click on 

- **Save – Clear – Cancel buttons**
  - Save → Component separation details gets cancelled.
  - Clear → It will clear all the fields of the form.
  - Cancel → It will bring back user to previous page.

## 7. Bag Reservation

Click on Blood Bank → Services → Donation → Bag Reservation

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

### Listing options

- Select the radio button options to sort list accordingly.
- **Bag Wise**
  - Select the bag from list for marking it reserved.
  - Reason for Reserve Bag → Enter the reason for bag reservation.
  - **Save – Cancel buttons**
    - Save → Bag gets reserved.
    - Cancel → It will bring back to the previous page.
- **Component Wise**
  - Select Component name from drop down list.
  - Select the bag from list for marking it reserved.
  - Reason for Reserve Bag → Enter the reason for bag reservation.
  - **Save – Cancel buttons**
    - Save → Bag gets reserved.
    - Cancel → It will bring back to the previous page.
- **Blood Group Wise**
  - Select blood group from drop down list.
  - Select the bag from list for marking it reserved.
  - Reason for Reserve Bag → Enter the reason for bag reservation.
  - **Save – Cancel buttons**
    - Save → Bag gets reserved.
    - Cancel → It will bring back to the previous page.

## 8. Bag Reservation Cancellation

Click on Blood Bank → Services → Donation → Bag Reservation Cancellation

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

### Listing options

- Select the radio button options to sort list accordingly.
- **Bag Wise**
  - Select the bag from list for marking it un-reserved.
  - Reason for Cancel Reserved Bag → Enter the reason for bag cancellation.
  - **Save – Cancel buttons**
    - Save → Reserved Bag gets cancelled.
    - Cancel → It will bring back to the previous page.
- **Component Wise**
  - Select Component name from drop down list.
  - Select the bag from list for marking it un-reserved.
  - Reason for Cancel Reserved Bag → Enter the reason for bag cancellation.
  - **Save – Cancel buttons**
    - Save → Reserved Bag gets cancelled.
    - Cancel → It will bring back to the previous page.
- **Blood Group Wise**
  - Select blood group from drop down list.
  - Select the bag from list for marking it un-reserved.
  - Reason for Cancel Reserve Bag → Enter the reason for bag cancellation.
  - **Save – Cancel buttons**
    - Save → Reserved Bag gets cancelled.
    - Cancel → It will bring back to the previous page.

## 9. Bag Cancellation

Click on Blood Bank → Services → Donation → Bag Cancellation

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Bag No. → Enter Bag number.
  - **Go – Cancel buttons**
    - Go → Page to enter cancellation reason opens.
    - Cancel → It will bring back user to previous page.
- If extra bags are prepared from this bag, all bags will be shown.
- Select the bag from list by clicking on check box.
- Cancel Reason → Choose the reason for cancellation from drop down list.
- Remarks → Enter remarks if required.
  
- **Save – Cancel buttons**
  - Save → Bag cancellation request gets raised.
  - Cancel → It will bring back to the previous page.

## 10. Bag Cancellation Verification

Click on Blood Bank → Services → Donation → Bag Cancellation Verification

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Select Bag from list showing all request raised for bag cancellation.
- Confirm Cancellation → Choose Yes / No radio button to confirm or cancel the request.
- Remarks → In case of cancelling the request, enter the remarks.
  
- **Save – Cancel buttons**
  - Save → Bag Cancellation request gets confirmed or cancelled.
  - Cancel → It will bring back to the previous page.

## 11. Bag Discard

Click on Blood Bank → Services → Donation → Bag Discard

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Choose among the three categories for which type of bag you want to discard:
  - Expired → Shows list of all expired bag.
  - Reactive → Shows list of al reactive bags.
  - Cancelled → Shows list of all cancelled bags.
- Select the bags (Multiple bags can be selected) which you want to discard by clicking on check box.
- **Discard – Cancel buttons**
  - Discard → Bag(s) gets discarded.
  - Cancel → It will bring back to the previous page.

## 12. Therapeutic Requisition

Click on Blood Bank → Services → Donation → Therapeutic Requisition

- Enter all Mandatory fields (\* marked) like Patient Name, Age, Gender, Procedure Date and Unit.
- Click on Save button to raise the Therapeutic Requisition.

## 13. Therapeutic Requisition Entry

Click on Blood Bank → Services → Donation → Therapeutic Requisition Entry

- Select Requisition from list and click on “Label Generation” button to generate the Bag Labels.
- Enter Bag Details
- Click on “Save” button to save bag details and generate bag numbers
- Now click on “Bleeding Details” to enter the status details
- Click on “Save” button to save the details.



### *14. Bag Detail Modification*

Click on Blood Bank → Services → Donation → Bag Detail Modification

- Enter Bag No. and click on “Go” button.
- Edit the details which need to be modified and click on “Save” button to save the records

### *15. Donor Detail Modification*

Click on Blood Bank → Services → Donation → Donor Detail Modification

- Search Donor with First Name / Middle Name / Last Name / Contact No. and click on “Search” button. System will display all matching records.
- Select the record, which needs to be modified.
- Modify the records which needs to be modified and click on “Save” button to save the modified details.

## **B. Grouping**

### *1. Donor (In case of donor)*

#### **1.1 Blood Grouping**

Click on Blood Bank → Services → Grouping → Donor → Blood Grouping

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Bag Specific → Select Yes or No radio button.

##### **In case of Yes**

- From Bag Number → Choose the bag number from which blood grouping details need to be entered.
- To Bag Number → Choose the bag number till which blood grouping details need to be entered.

##### **In case of No**

- From Date → Choose the date from which blood grouping details need to be entered.
- To Date → Choose the date till which blood grouping details need to be entered.

##### • **Go – Cancel buttons**

- Go → Bags under selected criteria will be shown.
- Cancel → It will bring back to the previous page.

- Select the check box buttons to select bags from list and enter their details.
- Cell ABO → Select the Cell ABO value from drop down list.
- Cell Rh(D) → Select the Cell Rh(D) value from drop down list.
- Serum ABO → Select the Serum ABO value from drop down list.
- Final ABO → Select the Final ABO value from drop down list.
- Final Rh (D) → Select the Final Rh (D) value from drop down list.
- Weak-D → Select the Weak-D value from drop down list.
- ICT → Select the ICT value from drop down list.

- Remarks → Enter Remarks if any.
- **Save – Cancel buttons**
  - Save → Blood grouping details gets saved.
  - Cancel → It will bring back to the previous page.

## 1.2 Grouping Confirmation

Click on Blood Bank → Services → Grouping → Donor → Grouping Confirmation.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Donation Date → Choose donation date of bags for which confirmation needs to be done.

OR

- Bag No. → Enter bag number whose confirmation needs to be done.
- Select the bag(s) to review the details.
- Final ABO → Final ABO can be changed, if required.
- Final Rh(D) → Final Rh(D) can be changed, if required.
- Remarks → Enter remarks if required.
- **Save – Cancel buttons**
  - Save → Blood grouping details gets confirmed.
  - Cancel → It will bring back to the previous page.

## 1.3 Donor Blood Regrouping

Click on Blood Bank → Services → Grouping → Donor → Donor Blood Regrouping.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Bag No. → Enter bag number whose confirmation needs to be done.
- Select the bag(s) to review the details.

- Final ABO → Final ABO can be changed, if required.
- Final Rh(D) → Final Rh(D) can be changed, if required.
- Remarks → Enter remarks if required.
- **Save – Cancel buttons**
  - Save → Blood grouping details gets confirmed.
  - Cancel → It will bring back to the previous page.

## 2. Patient Grouping (In case of requisition raised for patient)

### 2.1 Patient Grouping

Click on Blood Bank → Services → Grouping → Donor → Patient Grouping

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- List having details of patients for which requisition has been raised is shown.
- Select the patient from list to enter grouping details.
- Select sample id of patient.

#### Cell Grouping

- Click on check box to enter cell grouping details.
- Anti-A → Select Value for Anti-A from drop down list.
- Anti-B → Select Value for Anti-B from drop down list.
- Anti-D → Select Value for Anti-D from drop down list.
- Anti-AB → Select Value for Anti-AB from drop down list.
- Anti-ABO/Rh(D) → This value is automatically generated by system.

#### Serum Grouping

- Click on check box to enter serum grouping details.
- A Cells → Select Value for A Cells from drop down list.
- B Cells → Select Value for B Cells from drop down list.
- O Cells → Select Value for O Cells from drop down list.
- Auto Control → Select Value for Auto Control from drop down list.
- ABO → This value is automatically generated by system.
- **Save – Cancel buttons**
  - Save → Patient grouping details gets saved.
  - Cancel → It will bring back to the previous page.

## 2.2 Grouping Confirmation

Click on Blood Bank → Services → Grouping → Donor → Grouping Confirmation

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- List having details of patients for which grouping details are entered is shown.
- Select the patient from list review grouping details.
- Select sample id of patient.
- Select the bag(s) to review the details.
- Final ABO → Final ABO can be changed, if required.
- Final RH → Final RH can be changed, if required.
- Remarks → Enter remarks if required.
- **Save – Cancel buttons**
  - Save → Patient grouping details gets confirmed.
  - Cancel → It will bring back to the previous page.

## **C. Component Requisition**

### *1. Offline patient Blood Requisition Desk*

Click on Blood Bank → Services → Component Requisition → Offline patient Blood Requisition Desk.

Enter the Fields.


Note All fields marked as ‘\*’ are mandatory

#### **External Requisition**

- **Patient Details**

- First → Enter First name of patient.
- Middle → Enter middle name of patient.
- Last → Enter last name of patient.
- Age → Enter age of patient.
- Gender → Enter gender of patient.
- Doctor In Charge → Enter name of doctor in charge.
- Permanent Address → Enter permanent address of patient.
- Temporary Address → Enter Temporary address of patient.
- Hospital Name → Select referred hospital name from drop down list. If name is not in list, select other radio button and enter it manually.

- **Requisition Details**

- Patient's ABO → Select patient's ABO from drop down list.
- Patient's RH → Select patient's RH from drop down list.
- Priority → Select the priority of requisition from drop down list.
- Component → Select requested component from drop down list.
- No Of Units → Enter quantity of bags needed.
- Requirement date → Choose date on which component bag is required.
- Vol → Click on “Vol Specific” check box to enter volume of component required.
- Click on  to enter more components details, if required.

- **Save – Cancel buttons**

- Save → Requisition gets raised.
- Cancel → It will bring back to the previous page.
- Clear → It will clear all fields in form.


### **Internal Requisition**

- C.R No. → Enter CR number of patient. And click on “GO”

- **Patient Details:**

- Diagnosis → Enter diagnosis of patient.
- Clinical history → Enter clinical history of patient.

- **Requisition Details:**

- Patient’s ABO → Select patient’s ABO from drop down list.
- Patient’s RH → Select patient’s RH from drop down list.
- Priority → Select priority of component required.
- Sample Send → Select status of blood sample to be send for patient grouping.
- No. of sample Vial / Tube → Enter the number of sample are send.
- Component → Select the component required for patient from drop down list.
- No. Of Units → Enter the number of units of component required.
- Requirement date → Choose date on which component bag is required.
- Vol → Click on “Vol Specific” check box to enter volume of component required.
- Click on  to enter more components details, if required.

- **PreTransfusion Hematological Values**

- Hb → Enter Hb of patient.
- Platelet Count → Enter Platelet Count of patient.
- PTI → Enter PTI of patient.
- Serum Albumin → Enter Serum Albumin of patient.
- PT → Enter PT of patient.



- APTT → Enter APTT of patient.
- **Previous Transfusion Details** → To Enter details click on Yes radio button else click on No.
  - Is previous Transfusion → If transfusion was done in NIMS click on In NIMS else click on Outside NIMS.
  - Transfusion Date → Select the previous transfusion date.
  -
- **Save – Clear -- Cancel buttons**
  - Save → Requisition gets raised.
  - Cancel → It will bring back to the previous page.
  - Clear → It will clear all fields in form.

## 2. Cross Match

Click on Blood Bank → Services → Component Requisition → Cross Match

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory

- Select patient from list for cross match, by clicking on radio button.
- Summary of patient detail gets open.
- Sample Detail → Select the sample received, by clicking on radio button.
- Requisition Component Detail → Select the component requested, by clicking on radio button.
- You can search for available components through Component / Blood Group / Blood ABO / Blood Group & Component / All Bag wise, by clicking on respective radio buttons.
- **Save – Clear -- Cancel buttons**
  - Save → Requisition gets raised.
  - Cancel → It will bring back to the previous page.
  - Clear → It will clear all fields in form.

### *3. Bag Return*

Click on Blood Bank → Services → Component Requisition → Bag Return

In this process issued bag is marked as returned and added back to stock.

- Enter Requisition No. and click on “GO” button
- Select the Bag No, which needs to be returned back. Select Reason, Store and Click on “Save” button to get bag back into stock.
- **Save – Clear -- Cancel buttons**
  - Save → Requisition gets raised.
  - Cancel → It will bring back to the previous page.
  - Clear → It will clear all fields in form.

### *4. Cross Match Cancel*

Click on Blood Bank → Services → Component Requisition → Cross Match Cancel

This process is used for cancelling the Cross Match. System will display list of all Cross matches done on same day.

- Select the requisition, which needs to be cancelled.
- Enter the remarks and click on “Save” button to raise the Cross Match Cancel request.
- **Save – Clear -- Cancel buttons**
  - Save → Requisition gets raised.
  - Cancel → It will bring back to the previous page.
  - Clear → It will clear all fields in form.

## 5. Cross Match Verification

Click on Blood Bank → Services → Component Requisition → Cross Match Verification

This process is used for verifying the Cross Match Cancel requests. System will display the all Cross Match Cancel Requests.

- Select the appropriate request which need to be verified.
- Select the value in “Is Cancel” drop down i.e. either Confirm Cancellation or Revoke Cancellation.
- Enter the Verification Remark and click on “Save” button to save the final decision.
- **Save – Clear -- Cancel buttons**
  - Save → Requisition gets raised.
  - Cancel → It will bring back to the previous page.
  - Clear → It will clear all fields in form.

## D. Component Issue

### *1. Bag Issue*

Click on Blood Bank → Services → Component Issue → Bag Issue.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Select patient from list to issue bag, by clicking on radio button.
- Summarize detail of patient gets open.
- Select the bag to be issued, by clicking on check box. Bags with successfully cross match are shown here.
- Issue Type → Select issue type from drop down list.
- Issue To → Enter the name to whom bag is issued.
- Billing No → Enter the billing number for bag.
- **Save – Clear -- Cancel buttons**
  - Save → Requisition gets raised.
  - Cancel → It will bring back to the previous page.
  - Clear → It will clear all fields in form.


### *2. Bag Receive from Ext. Banks*

Click on Blood Bank → Services → Component Issue → Bag Receive from Ext. Banks.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Select requisition from list to enter receiving details, by clicking on radio button.
- Select the component for which request was raised.
- Click on “Is Requisition Closed” check box, if requisition is closed.
- Component → This field is automatically fetched as per requisition.
- ABO → This field is automatically fetched as per requisition.

- RH → This field is automatically fetched as per requisition.
- Bag No. → Enter the bag number of received bag.
- Bag Type → Select the type of received bag.
- Donation Date → Choose the donation date of bag.
- Bag Volume → Enter volume of bag.
- Batch No. → Enter batch number of bag.
- Tubing No. → Enter tubing number of bag.
- Expiry Date → Choose the expiry date of bag.
- Storage → Select the storage unit where bag will be stored.
- Bag Tested → If bag is tested, select “Bag Tested” checkbox.
- Grouped → if grouping is done, select “Grouped” checkbox.
- Click on  to enter more components details.
- **Save – Cancel buttons**
  - Save → Received bag details gets saved.
  - Cancel → It will bring back to the previous page.

## **E. Investigation**

### *1. Bag Investigation*

Click on Blood Bank → Services → Investigation → Bag Investigation.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Select Bag number from list to enter its investigation results, by clicking on check box.
- HIV 1&2 → select the result from drop down list.
- HBsAg → select the result from drop down list.
- Hepatitis-C → select the result from drop down list.
- Syphilis → select the result from drop down list.
- Malaria → select the result from drop down list.
- **Save – Cancel buttons**
  - Save → Investigation details gets saved.
  - Cancel → It will bring back to the previous page.

## 2. Final Validation of Bags

Click on Blood Bank → Services → Investigation → Final Validation of Bags.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Select Bag number from list to review its investigation results, by clicking on check box.
- HIV 1&2 → Review the result, if any changes make it in textbox.
- HBsAg → Review the result, if any changes make it in textbox.
- Hepatitis-C → Review the result, if any changes make it in textbox.
- Syphilis → Review the result, if any changes make it in textbox.
- Malaria → Review the result, if any changes make it in textbox.
- **Confirmed – Cancel buttons**
  - Confirmed → Investigation result gets reviewed & confirmed.
  - Cancel → It will bring back to the previous page.

## 3. Repeat Investigation

Click on Blood Bank → Services → Investigation → Repeat Investigation.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Enter Bag No. and click on Go button.
- Select the Investigation under “New Investigation Results” and changed Result.
- Click on Save button to modify the previous investigation result.

### **Save – Cancel buttons**

- Save → Investigation details gets saved.
- Cancel → It will bring back to the previous page.

## **F. Camp**

### *1. Camp Requisition*

Click on Blood Bank → Services → Camp → Camp Requisition.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Camp Proposed Date → Select proposed date of camp.
- Camp Start Time → Enter the starting time of camp.
- Camp End Time → Enter the ending time of camp.
- Camp Name → Enter the name of camp.
- Expected Donor → Enter the expected number of donors in camp.
- Organizer → Select the self radio button in case camp is organized by hospital itself else select external radio button and choose the organization from drop down list.
- Camp Held On → If camp is held in hospital itself, select In house radio button else select External radio button.
- In case of External Camp:
  - Venue Name → Enter the venue name of the camp.
  - Venue Address → Enter the address of venue.
  - Vehicle Info → Enter Vehicle details which is going to be used in camp journey.
  - Distance in Km → Enter Approx. distance of camp venue from hospital.
  - Journey Time → Enter time to be consumed during journey.
- **Save – Cancel buttons**
  - Save → Camp details gets saved.
  - Cancel → It will bring back to the previous page.




## 2. Camp Desk

Click on Blood Bank → Services → Camp → Camp Desk.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Select the camp from list to enter further details.
- Approval or Modification →
  - All details of camp will be shown.
  - Camp Approval → if camp is approved click on Yes radio button else click on No.
- Generate Bags →
  - Unused Bag From Another Camp:
    - Select camp from list
    - Generate – Cancel buttons
      - Generate → Bag numbers gets generated.
      - Cancel → It will bring back to the previous page.
  - Skip Bags range after the maximum bag number used in house:
    - Generate No Of Bags For Camp → Enter number of bags to be generated.
    - Generate – Cancel buttons
      - Generate → Bag numbers gets generated.
      - Cancel → It will bring back to the previous page.
  - Skip range after the Skipping of bags for in-house
    - No Of Bag Skip For In House → Enter number of bag you want to skip
    - Generate No Of Bags For Camp → Enter number of bags to be generated.
    - Generate – Cancel buttons
      - Generate → Bag numbers gets generated.
      - Cancel → It will bring back to the previous page.

- Resource Allocation →
  - Employee Name → Select name of employee from drop down list.
  - Role → Select role of employee from drop down list.
  - Duty Remark → Enter remarks, if any.
  - Click on  to enter more employee details.
  - **Save – Cancel buttons**
    - Save → Resource details gets saved.
    - Cancel → It will bring back to the previous page.
- Post Camp Details → (This process is done after camp donor registration.)
  - Employee New Detail**
    - Select Employee to enter duty details, by clicking on check box.
    - Duty Attended → If attended select Yes radio button else select No radio button.
    - Reporting Time → Enter reporting time of employee.
    - Relieving Time → Enter relieving time of employee.
    - Cancel Remark → Enter remarks if employee do not attended duty.
  - Post Camp Detail**
    - Expected Donation → Enter expected number of donations.
    - Camp Grading → Choose the grade you would like to give as per response of camp.
    - Camp Held → Select Yes if camp was held else select No.
  - Camp Unused Bag Detail**
    - Use of Unused Bag → Select “In House” if you wanted to use unused bags in house or select “Another camp” to use bags in another camp.
- **Save – Cancel buttons**
  - Save → Post camp details gets saved.
  - Cancel → It will bring back to the previous page.

### 3. Camp Donor Registration

Click on Blood Bank → Services → Camp → Camp Donor Registration.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- Select the camp from list to enter further details.
- Bag No. → Select bag number to be used in donation.
- First → Enter First name of patient.
- Middle → Enter middle name of patient.
- Last → Enter last name of patient.
- Age → Enter age of patient.
- Gender → Enter gender of patient.
- Doctor In Charge → Enter name of doctor in charge.
- Address 1 → Enter address of patient.
- Address 2 → Enter address of patient.
- Mobile No. → Enter mobile number of patient.
- Donation status → Select donation status from drop down list.

**Examination Detail** → To enter examination details click on check box.

- Weight → Enter weight of donor.
- Hemoglobin → Enter hemoglobin of donor.
- Systolic Blood Pressure → Enter systolic blood pressure of donor.
- Diastolic Blood Pressure → Enter diastolic blood pressure of donor.
- Pulse → Enter pulse rate of donor.
- Febrile → Select febrile check box to enter temperature of donor.

#### **Previous Donation Detail**

- Previously donated → If donor has previously donated blood, click on previously donated check box.
  - Last Donation Type → Select last donation type from drop down list.

- Donation Date → Select last donation date.
- No. of previous donation → number of previous donations of donor.
- Voluntary Schedule → Click on voluntary schedule check box to schedule next donation date for same donor.
  - Emergency Call → Select emergency call check box if donor wants to called in emergency cases.
  - Yearly Freq. → Select yearly frequency of donation to be done by donor.
  - Specific Day → click on specific day to schedule donation on specific day.

**Save – Clear – Cancel buttons**

- Save → Donor details gets saved.
- Clear → It will clear all the fields of the form.
- Cancel → window will close.

## G. External Request & Issue

### *1. Requisition from external Blood Bank*


Click on Blood Bank → Services → External Request & Issue → Requisition from external Blood Bank.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- This process is used to enter the details of request received from external blood banks.
- Request From → Select the hospital / Blood Bank from where request is received.
- Requisition By → Enter the name of authority who has raised the request.
- Designation → Enter the designation of authority.

#### Component Detail

- Select the Blood Group Wise / ABO Wise / Component Wise radio buttons to raise the request as per requirement and following details as required.
  - Priority → Select the priority of requisition from drop down list.
  - Component → Select requested component from drop down list.
  - Blood Group → Select the blood group of component.
  - No Of Units → Enter quantity of bags needed.
  - Requirement date → Choose date on which component bag is required.
  - Click on  to enter more components details, if required.
- **Save – Cancel buttons**
  - Save → Requisition details gets saved.
  - Cancel → It will bring back to the previous page.

## 2. Bulk Issue

Click on Blood Bank → Services → External Request & Issue → Bulk Issue

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- This process is used to issue the bags against the request received from external blood banks.
- Select request against which you want to issue bags.
- Select the component which you want to issue.
- Select the bags you want to issue, by clicking on check boxes against them.
- **Save – Cancel buttons**
  - Save → Bags issued successfully.
  - Cancel → It will bring back to the previous page.

## 3. Requisition To external Blood Bank

Click on Blood Bank → Services → External Request & Issue → Requisition to external Blood Bank.


Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- This process is used to enter the details of request send to external blood banks.
- Request To → Select the hospital / Blood Bank to which request is send.

### Component Detail

- Select the Blood Group Wise / ABO Wise / Component Wise radio buttons to raise the request as per requirement and following details as required.
  - Priority → Select the priority of requisition from drop down list.
  - Component → Select requested component from drop down list.
  - Blood Group → Select the blood group of component.
  - No Of Units → Enter quantity of bags needed.

- Click on  to enter more components details, if required.
  
- **Save – Cancel buttons**
  - Save → Requisition details gets saved.
  - Cancel → It will bring back to the previous page.


#### *4.. Bag receive from external Blood Bank*

Click on Blood Bank → Services → External Request & Issue → Bag receive from external Blood Bank.

Enter the Fields.

Note All fields marked as ‘\*’ are mandatory.

- This process is used to enter the details of bag received from external blood banks.
- Select the Request against which bags are received.
- Select “Is requisition cancelled” check box if request is cancelled.
  - Cancel Reason → Select Cancel reason.
  - Cancel Remark → Enter remarks.
  - **Save – Cancel buttons**
    - Save → Request gets cancelled.
    - Cancel → It will bring back to the previous page.
- Component → This field is automatically fetched as per requisition.
- ABO → This field is automatically fetched as per requisition.
- RH → This field is automatically fetched as per requisition.
- Bag No. → Enter the bag number of received bag.
- Bag Type → Select the type of received bag.
- Donation Date → Choose the donation date of bag.
- Bag Volume → Enter volume of bag.
- Batch No. → Enter batch number of bag.

- Tubing No. → Enter tubing number of bag.
- Expiry Date → Choose the expiry date of bag.
- Storage → Select the storage unit where bag will be stored.
- Bag Tested → If bag is tested, select “Bag Tested” checkbox.
- Grouped → if grouping is done, select “Grouped” checkbox.
- Click on  to enter more components details.
  
- **Save – Cancel buttons**
  - Save → Received bag details gets saved.
  - Cancel → It will bring back to the previous page.



## **H. Enquiry**

### *1. Statistical Stock Enquiry*

Click on Blood Bank → Services → Enquiry → Statistical Stock Enquiry

Click on any of the tab to view the stats. By clicking on any of the bag another pop up will display to show the details of the bag like- bag no, bag volume etc.

Enquiry can be below types-:

- Tested Stock Enquiry
- Untested Stock Enquiry
- Reserve Stock Enquiry
- Crossmatched Stock Enquiry
- Pediatric Bags Stock Enquiry
- To be expired bag stock enquiry

### *2. Discarded Stock Enquiry*

Click on Blood Bank → Services → Enquiry → Discarded Stock Enquiry

Click on any of the tab to view the stats. By clicking on any of the bag another pop up will display to show the details of the bag like- bag no, bag volume etc.

Enquiry can be below types-:

- Cancelled Stock Enquiry
- Expired Stock Enquiry
- Reactive Stock Enquiry- when we click on any of the bag then another pop up will display Infected Stock Enquiry Pop Up. This will display infected bag details.

### *3. Camp Enquiry*

Click on Blood Bank → Services → Enquiry → Camp Enquiry

- Enter the Name of the camp. Select the date and time of the camp.
- Click on search button. A list will be displayed.
- Click on More button to see the details of the camp.
- Click on close button to close the popup window.

### *4. Bag Tracking*

Click on Blood Bank → Services → Enquiry → Bag Tracking

- Enter the Bag No.
- Click on “GO” button to track the Bag. System will display following screen in which all records corresponding to Bag No entered..

## **I. Future Use**

### *1. Bag Receive*

Click on Blood Bank → Services → Future Use → Bag Receive

In this process issued bag is marked as returned and added back to stock.

- Enter Requisition No. and click on “GO” button
- Select the Bag No, which needs to be returned back. Select Reason, Store and Click on “Save” button to get bag back into stock.

## **J. Blood Stock**

### *1. Bulk Component Separation*

Click on Blood Bank → Services → Blood Stock → Bulk Component Separation

This process is used for entering the Component Separation records for more than one bag at a time.

- Select the “Donation Date” and Click on “Go” button, system will display the list of bags collected on selected date.
- Select the components for each bag and click on “Save” button.

### *2. Waste Generation*

Click on Blood Bank → Services → Blood Stock → Waste Generation

This process will display list al bags which are Expired/Reactive/Cancelled.

- Select the Bags which needs to be discard
- Click on “Discard” button to discard the all bags from stock.