

- **To:** Transfusion Services Managers
- From: Hospital Relations Department
- Date: May 16, 2016
- **Re:** Service Manual Revisions

The Customer Services Manual contains Carter BloodCare policies and forms as applicable for your facility. As changes in policies or modifications in forms are introduced, you are provided with replacement forms or service manual pages to ensure your manual remains current.

Please replace the following forms or pages as indicated.

## Section 7.0, Collections: Pages 1 thorough 3

Carter BloodCare has extended our donor center reach into Frisco, Texas, with a new center opening on June 25, 2016.

## Section 8.0, Special Donations: Forms

Effective May 23, 2016

SDF801.03; Therapeutic Donation Information

Changes in the form include scheduling times, new acknowledgement comments and target hematocrit designations.

## Effective June 16, 2016

SDF801.01; Autologous Blood Donation Request

Pre-assessment questions updated to include explanation when answered with yes.

SDF801.01C; Donation Attempt Notification Letter to Hospital

Added date to form.

SDF802.01A; Autologous Blood with Abnormal Test Results - Notification

Signature for Carter BloodCare Medical Director added under unit disposition. SDF801.02; Request for Directed Donor

Added 'Note' to encourage family member or designee to provide contact information.

SDF801.02A; Acceptable Directed Donors List

Increased signature line and highlighted Special Donations information.

SDF801.02B; Directed Worksheet

Added indication of irradiation location on form.

## Section 10, Test Information Chart: Pages 3 and 4

New confirmatory testing methodologies for HTLV I/II and T.Cruzi (Chagas) are effective May 17, 2016.