



To: Transfusion Services Managers
From: Hospital Relations Department
Date: July 13, 2018
Re: RTF101.01A, Reference and Transfusion Services Request Form and online ordering

Please find attached the updated Reference and Transfusion Services Request Form, RTF101.01A, which goes into effect Monday, July 16, 2018. If you have not yet received the new forms or are in need of additional forms, please notify the Reference and Transfusion laboratory. In order to comply with AABB standards, please alert your staff that a response is required to the statement, "sample was collected using an electronic ID system or another validated process to reduce the risk of patient misidentification." An example of the question is provided for your reference.

Phone: 817-412-5740 Fax: 817-412-5749		
SAMPLE TYPE AND APPROPRIATE SAMPLE LABELING		
R&T Services: Required Minimum Sample 14 mls EDTA (NO Serum Separator)	Additional Sample: 7 - 14 mls EDTA	Platelet Services: 7 mL Red Top Sample
Patient Name (Last, First): _____	Sample(s) Collection Date/Time/By: _____	Order Status (Circle One)
Patient ID: _____	Requesting Facility: _____	STAT ASAP ROUTINE
Ordering Physician: _____	Blood Bank ID (if applicable): _____	To Be Delivered by Date/Time: _____
Samples were collected using an electronic ID system or another validated process to reduce the risk of patient misidentification? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Birth: _____	Gender (Mark One) <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other:	FOR CBC USE ONLY: Issued to the Distribution Department

Additionally, orders placed online (iWeBB[®]) also require a response. Please see below for example.

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SAMPLE INFORMATION

See Sample Requirements >

Are you sending a sample with this order? * No Yes

Courier Method: *

Samples were collected using an electronic ID system or another validated process to reduce risk of patient misidentification? * Yes No

Blood Bank ID Number:

Sample Comments:

Next →

Please update the form located in Section 12.0, Reference and Transfusion, of the Customer Service Manual and discard any previous versions.