



To: Transfusion Services Managers
From: Hospital Relations
Date: August 24, 2021
Re: Service Manual and Certificates of Accreditation Updates

Please make the necessary updates to the Carter BloodCare Service Manual.

- **Section 1.0 General Information and 1.0 Forms:** This section includes department personnel changes and updates to the organizational charts.
- **Section 2.0 Quality Assurance:** Includes a new quality assurance email for submission of completed notification forms and references to ZIKA testing have been removed.
- **Section 3.0 General Policies:** Update to include an additional option for acceptable forms of payment.
- **Section 4.0 Forms Reporting Suspected Transfusion Complications:** DNF106.30A Report of Transfusion Related Acute Lung Injury Investigation form has been updated.
- **Section 5.0 Hospital Relations:** This section has been updated to accurately reflect department personnel.
- **Section 6.0 Supplies:** Includes instructions on accessing the electronic circular of information (COI).
- **Section 8.0 Special Donations and Section 8.0 Forms;** References to ZIKA testing have been removed. SDF802.01A Autologous Blood with Abnormal Test Results Notification form has been updated accordingly.
- **Section 9.0 Components and Testing:** Updated to reflect the discontinuation of ZIKA testing, and the addition of cold stored platelets (CSP).
- **Section 11.0 Hospital Services Forms;** DPF-200.05, Hand Ship Ticket has been updated.
- **Section 12.0 Reference and Transfusion Forms:** RTF103.01A Patient Historical Record Check, RTL214.01 Emergency Release Uncrossmatched Blood Label, RTL214.03A "Collected from a Donor Known to be Negative On" Label, and RTL214.03B "Testing Not Performed" Label have been updated.
- **Section 13.0 Clinical Apheresis and Section 13.0 Forms:** Updates to granulocyte ordering process.

A current copy of the Service Manual can also be accessed via iWeBB at <https://iwebb.carterbloodcare.org/ServiceManual/Index>

Additionally, Carter BloodCare's updated Certificates of Accreditation and Licenses can be found at <https://www.cbcspecialtyservices.org/licenses-accreditations>

Last year, we provided an electronic copy of the Service Manual for your reference. This allows you to update entire sections containing updates and eliminates the need to replace specific pages that have been updated in the section.