



Completing the Suspected Relevant Transfusion Transmitted Infection Form

LS-FORM-5263

Purpose

This SOP is to inform customers on how to complete the LifeServe form for suspected relevant transfusion transmitted infection cases.

Completing the form

Step	Action														
1	<p>Please complete the following sections on LS-Form-5263-Suspected Relevant Transfusion Transmitted Infections.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1a</td> <td>Name of the Transfusion Facility</td> </tr> <tr> <td style="text-align: center;">1b</td> <td>Date the incident was reported to your facility</td> </tr> <tr> <td style="text-align: center;">1c</td> <td>Patient Name or ID</td> </tr> <tr> <td style="text-align: center;">1d</td> <td>Name of the person completing the form</td> </tr> <tr> <td style="text-align: center;">1e</td> <td>Indicate which relevant infection is suspected</td> </tr> <tr> <td style="text-align: center;">1f</td> <td>Include all unit numbers in the suspected case and the date the blood products were transfused</td> </tr> </tbody> </table>	Step	Action	1a	Name of the Transfusion Facility	1b	Date the incident was reported to your facility	1c	Patient Name or ID	1d	Name of the person completing the form	1e	Indicate which relevant infection is suspected	1f	Include all unit numbers in the suspected case and the date the blood products were transfused
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2	<p>Return the completed form to LifeServe Blood Center by fax or email.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>You have email available</td> <td>Email form to QualityandTraining@lifeservebloodcenter.org</td> </tr> <tr> <td>You have faxing available</td> <td>Fax form to 515-883-3268</td> </tr> </tbody> </table>	If...	Then...	You have email available	Email form to QualityandTraining@lifeservebloodcenter.org	You have faxing available	Fax form to 515-883-3268								
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