

BLOODNET

BLOODNET USER MANUAL

*Streamline your blood orders with Australia's
national online blood ordering system*

17 May 2014



NATIONAL BLOOD AUTHORITY
AUSTRALIA

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BLOODNET

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The document should be attributed as the *BloodNet User Manual, v23* published by the National Blood Authority.

1. BloodNet Overview

BLOODNET

1.1 About BloodNet

Operated by the National Blood Authority (NBA), BloodNet is Australia's online blood ordering and inventory management system, enabling staff in pathology laboratories to place orders online for blood and blood products, record inventory levels and to record the final fate of each unit (e.g. discarded, transferred or transfused).

Data from BloodNet is used to:

- Support supply and demand management including supply planning
- Determine the quantities and locations of blood stocks, nation-wide on a daily basis
- Improve the supply process and provide daily feedback to the Blood Service
- Report on the extent to which supply is meeting demand
- Support approval of payments for blood products
- Monitor wastage
- Monitor the movement of Blood and Blood Products throughout Australia

It is therefore important that BloodNet is used comprehensively and correctly by all pathology laboratory users.

1.2 Website Addresses

BloodNet is accessible through the BloodPortal which is a live internet site. Computer users must be able to access the internet site to log into and work with BloodNet. This may require firewall or other configuration.

To access BloodNet, click on the 'BloodPortal' button on the NBA website at <http://www.blood.gov.au>

1.3 Document Control

The latest version of the BloodNet User Manual is available from the NBA website (<http://www.blood.gov.au/bloodnet>) and under the "Help" tab within the BloodNet site. Printed copies of the manual are uncontrolled documents.


BLOODNET


1.4 Glossary

BloodPortal	The central user management and authentication system that provides access to BloodNet and a range of other blood sector systems operated by the NBA. Users can also update their contact details held by the NBA and subscribe to a range of mailing lists relating to transfusion within the BloodPortal.
Blood Service	Australian Red Cross Blood Service
Facility Administrator	A user who can place and receipt orders, and can also modify BloodNet configuration for their hospital/facility. This user can also approve the access of other users for their hospital/facility.
Facility User	A user who can place orders and receipt products for their hospital/site
LIS	Laboratory Information System
LIS Administrator	Responsible for monitoring and configuring anything required for LIS interfacing with BloodNet
NBA	National Blood Authority
System Administrator	Member for the NBA's Blood Systems Support Team who can modify any parameter within BloodNet

1.5 Registering for the Blood Portal as a New User

Navigate in a web browser to <https://portal.blood.gov.au> and click on New User? Create an Account as highlighted by the red arrow below.

 NATIONAL BLOOD AUTHORITY
AUSTRALIA

BLOODportal 

Login

Login to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodChat and Jurisdictional Reporting.

Username: [Forgot username?](#)

Password: [Forgot password?](#)

[New user? Create an account](#)

You are entering the National Blood Authority's Information Technology network. Unless expressly authorised to do so, you are not permitted to enter this network. Under the Commonwealth Criminal Code, it is an offence for a person to cause any unauthorised access to or modification of data held in, or any unauthorised impairment of electronic communication to or from, a Commonwealth computer. Access to and use of this system is also subject to Commonwealth, State/Territory laws and legislative requirements. Acceptance of this notice (by clicking the *Login* button above) constitutes express consent to comply with Commonwealth, State/Territory laws and legislative requirements as well as the National Blood Authority's lawful and reasonable directions in relation to use of this system.

For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au

This will take you to the registration page shown below which will enable you to create a new BloodPortal account

Register

Personal Details

Username: * *The red asterisk * indicates mandatory field*

Title:

Given Name: *

Last Name: *

Job Title: *

Organisation: *

You can choose any username. If the username already exists you will be notified that it is not unique.

Contact Details

Email Address 1: * *This email address field is used for receiving your temporary password when you first register and again if you forget your password*

Email Address 2:

Work Phone 1:

Work Phone 2:

Mobile Phone 1: * *(e.g. +61 412 000 000)* *This mobile number is used to send through your password as an alternative to an email option*

Mobile Phone 2: *(e.g. +61 412 000 000)*

Fax:

Contact Address

Mailing Address Line 1:

Mailing Address Line 2:

Suburb/City:

State:

Postcode:

Country:

Security Questions

These security questions are used to verify your identity if you forget your username

Security Question 1: *

Security Answer 1: *

Security Question 2: *

Security Answer 2: *

Please choose the two most relevant security questions as you will be asked to answer them if you forgot your username

Communication from the National Blood Authority

At the time of registering for BloodPortal and when using the system the National Blood Authority collects your personal information to work out whether you can be registered and to manage your user account. It is also used to self-populate your identity and contact details when registering for other National Blood Authority ICT systems including the Australian Bleeding Disorders Registry (ABDR), BloodChat, BloodNet, Jurisdictional Reporting and a variety of mailing lists. In this way, BloodPortal provides users with a single place where they can directly update and correct their contact details with the NBA across several IT systems and subscribe to mailing lists relating to transfusion in Australia. If you choose not to provide the mandatory information on this form then your application for access to BloodPortal cannot be processed. This will prevent you from accessing a range of NBA ICT systems including ABDR, BloodChat, BloodNet and Jurisdictional Reporting. The NBA at times also contacts those involved in the Australian Blood Sector to make them aware of important news and events. Indicate below if you consent to the National Blood Authority (noting that we will not disclose your personal information to a third party) contacting you on an irregular basis in relation to matters affecting the Australian Blood Sector. At any stage you can change your mind and withdraw your consent by emailing the National Blood Authority at support@blood.gov.au.

Please note that a condition of access to some systems (such as ABDR and BloodNet) is that you consent to receive regular updates on matters relating to these systems. Your choice to receive or not, other updates from the NBA will not affect updates relating to ABDR and BloodNet if you are a user of one or both of these systems.

The NBA privacy policy can also be located at <http://www.blood.gov.au/privacy>. This includes further information on how the NBA manages personal information and how you can complain about the NBA's management of your personal information. For specific privacy questions please call the NBA Legal Counsel on 02 6151 5040 or email privacy@blood.gov.au.

I Consent *You must choose an option here*

I Do Not Consent

After completing the form click the “Save” button; you will then be presented with the screenshot below indicating that your account has been registered.



Account Registered

Your account has been successfully registered. A notification containing your temporary password has been sent to you via email and SMS. [Click here](#) to login.

A temporary password will be sent through to your nominated email address and mobile phone number. You have now finished registering your BloodPortal account.

The next step is to login and request access to BloodNet. Navigate in a web browser to <https://portal.blood.gov.au>. You will need to enter the username you created for the BloodPortal and the temporary password you should have now received via email or SMS.

Note: When logging in for the first time you will be prompted to change your password.



Login

Login to BloodPortal to access the National Blood Authority ICT systems including Australian Bleeding Disorders Registry (ABDR), BloodChat and Jurisdictional Reporting.

Username: [Forgot username?](#)

Password: [Forgot password?](#)

[New user? Create an account](#)

You are entering the National Blood Authority's Information Technology network. Unless expressly authorised to do so, you are not permitted to enter this network. Under the Commonwealth Criminal Code, it is an offence for a person to cause any unauthorised access to or modification of data held in, or any unauthorised impairment of electronic communication to or from, a Commonwealth computer. Access to and use of this system is also subject to Commonwealth, State/Territory laws and legislative requirements. Acceptance of this notice (by clicking the *Login* button above) constitutes express consent to comply with Commonwealth, State/Territory laws and legislative requirements as well as the National Blood Authority's lawful and reasonable directions in relation to use of this system.

For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au

1.6 Requesting access to your BloodNet site

After logging in you will see the BloodPortal home page as shown below.

The screenshot shows the BloodNet home page with a navigation bar at the top containing links for Home, My Account, My Subscriptions, and Help. The main content area is divided into several sections:

- BLOODNET**: Australia's national online ordering and inventory management system.
- ABDR** (Australian Bleeding Disorders Registry): A clinical registry related to the treatment of people with bleeding disorders.
- BLOODchat**: A group of online discussion forums for sharing ideas and resources related to transfusion.
- BloodSafe eLearning Australia**: Award-winning transfusion practice and patient blood management education program for health care organizations.
- Jurisdictional Reports**: Reports for Jurisdictional Blood Committee members and their nominees.
- Training**: A link to access NBA Training Sites.

The version number v 1.2.1 is displayed in the bottom right corner of the page.

Please click on the BloodNet link to request access to your BloodNet Facility. You will then be directed to the BloodNet Access Request and Approval page. Please click on “Add Role” and then choose relevant state/territory, facility and respective role as outlined below.

BloodNet Roles:

- **Facility User:** General user of BloodNet to order, receipt and fate blood and blood products
- **Facility Administrator:** has the ability to order, receipt and fate blood and blood products as well as the access to approve users, change templates and add news items. Facility Administrators are also approved as facility users.
- **LIS Administrator:** Responsible for monitoring and configuring anything required for LIS interfacing with BloodNet. You should only select this option if you are involved in implementing a BloodNet-LIS interface at your facility.

User Access Request

Your personal details are read only and have been forwarded from your BloodPortal account. If these are not correct please update your BloodPortal account before submitting this registration form.

User Details

Given Name:
Family Name: Test Dummy Test.dummy@test.com
Email Address: 02) 6111 0000
Work Number: TestDummy
Username:

Roles

Select *Add Role* and choose the Role/Facility you require access to.

← Please click on add role and choose your Role, State/Territory and Facility before clicking "Save"

Role	Facility	LIS
No records to display.		

BloodNet User conditions

- The BloodNet User Conditions are important to ensure that information in the BloodNet is submitted correctly, that users accessing the BloodNet are properly authorised and that BloodNet information is not used or disclosed for unauthorised purposes.
- In completing this form you agree to comply with the BloodNet User Conditions. Each time you log on to the BloodNet you also acknowledge your obligation to comply with the Conditions.
- Failure to comply with applicable BloodNet User Conditions may lead to user status being withdrawn or other consequences.

You must read and accept the [BloodNet User Conditions](#) to continue ← Please accept the BloodNet User Conditions

← Once you have added a role and accepted the User Conditions please click "Submit" and wait for your role to be accepted.

Once you have added role that applies to your position please click on the BloodNet User Conditions, read through them and click accept or not accept, your acceptance or rejection will be acknowledge by the link turning either **green** or **red**. Finally, please click the Submit button; this will forward your access request to your facility administrator for approval.

Please wait for your facility administrator to approve your request. You will receive an email once the process is complete. You can determine the status of your application on this screen anytime you are logged on by clicking the "Access Request" link on the top right hand side of the screen.

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1.7 Logging onto the System

Access to BloodNet is through the BloodPortal (<https://portal.blood.gov.au>) using your unique username and password, once you have entered your details click “log In” or simply press “enter” on the keyboard.

The username and password are needed each time you access the system.

If you forget your username or password please click on the buttons shown above labelled “Forgot Username?” or “Forgot Password?” This will enable an email or SMS to be generated with either your username or a temporary password being sent to you.

If you are a new user please click on “New User? Create an Account” and follow the registration process as outlined in step 1.5

Once you have logged in to the BloodPortal you will see the home screen, click on the BloodNet link and if you have been granted access this will take you straight to your laboratory’s BloodNet home page.

1.8 Home Page and Main Menu

After logging into the BloodNet System, you will be automatically directed to the home page. At the top of the page on the right hand side is the session information which includes your name, the facility you are logged in under and the time zone.



The home page displays any “News Items” posted by either Facility Administrators or Blood Systems Support Staff. News items which have been posted by Facility Administrators will only appear on their individual facility’s homepage with the author being the Facility Administrator; however news items which have been posted by NBA Support will be visible to all BloodNet facilities. In addition recent news items from the NBA website will be displayed on an RSS feed on the right hand side of the screen.

There are a number of menu items available on the BloodNet main menu bar:

Home: To return to the home screen. Returning to the home screen will also show alert messages such as pending access requests or inventory is below the stock alert threshold for LIS-enabled sites.

Inventory: For LIS-enabled sites the Inventory screen provides a snap shot of stock levels including Max Stock, Stock Level Alert and On Hand stock. This allows users to view their stock levels without having to create an order.

Ordering: Allows the user to place orders and view the status of orders. Order searches and printable order forms are also available here.

Receipting: Allows receipt of orders and searching of issue notes.

Fate: Allows the user to view or record the discard and/or transfer of units.

Reporting: Provides access to Fate and Inventory Reports.

Administration: Allows Facility Administrators to edit facility details, edit ordering templates, view and action requests for access to BloodNet for your facility and add/edit news items.

Help: Contains links to the latest User Materials, Contact form to email Blood Systems Support staff and a link to the Blood Service Inventory and Distribution centres contact details.

Feedback: Allows submission of feedback regarding BloodNet at any time while using the system, an email is then generated and sent straight to the Support Team.

Change Facility: If you have access to more than one BloodNet facility you are able to switch between without having to log out and log back in again simply by clicking here

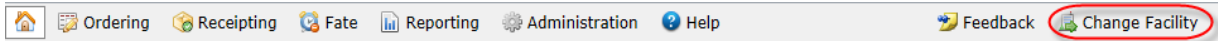
BloodPortal: This will link you back to the BloodPortal page to access other NBA systems and subscriptions.

Access Request: If you need to apply for access to another BloodNet site please click here to add a role at another facility

Logout: Used to log out of the BloodNet system and BloodPortal application.

1.9 Changing you Facility

If you work at multiple sites and have already been approved to access those BloodNet sites please click on the “Change Facility” to choose the BloodNet facility you need to access.



It will then open the following page and display all of the sites you are approved to access.

Once you have located the Facility that you need to access, click “select facility” on the left hand side of the screen and you will be redirected to the home page of that facility.

1.10 Requesting Access to a new BloodNet site

If you require access to a new BloodNet site click on “Request Access” and follow the process outlined in Step 1.6. The facility Administrator will then need to approve your request before you are able to access that facilities BloodNet page.

Select a Facility

Session expires in 17:25

Please choose the Facility or LIS and Role to log in with. If you do not see the facility you wish to access you can [request access](#)

	Facility Name	Role	AHP Code	State
	<input type="text"/>		<input type="text"/>	<input type="text"/>
Select Facility	Abbott Pathology	Facility Administrator	51CABB	SA
Select Facility	Abbott Pathology	Facility User	51CABB	SA
Select Facility	Adelaide Pathology Partners	Facility Administrator	51CAPP	SA
Select Facility	Adelaide Pathology Partners	Facility User	51CAPP	SA

1.11 Removing Access to a BloodNet site

An important part of BloodNet is ensuring the privacy of patient data is maintained. It is important that when a staff member leaves the organisation that their access in BloodNet is removed.

Facility Administrators should undertake this process on a regular basis to ensure that only current staff have access to BloodNet. To remove access to BloodNet:

1. Select the 'Access Approvals' item from the Administration Menu
2. Locate the relevant user and select 'Action'
3. Select 'Rejected' in the 'Outcome' drop down list
4. Provide a comment as to why access is being rejected.
5. Select 'Save'

Action Access Request

Username: Test_user300
Given Name: tester
Family Name: tested
Email Address:
Work Number:
Role: Facility User
Facility: BloodNet Test Facility
LIS:

Approval

Outcome: * Pending
Accepted
Rejected (NBA), ' :
Approver: (NBA), '
Comment:

Save Cancel

2. Ordering

2.1 Ordering Summary

Orders can be viewed in summary by status by hovering over the word “Ordering” and selecting “Orders by Status”. Within this summary screen there are 5 tabs

Draft Orders: Displays orders that have been partially completed and saved but not sent to the Blood Service

Sent Orders: Displays orders that have been sent to the Blood Service and the orders acknowledgement status

Dispatched Orders: Displays orders that have been fulfilled and linked to the relevant issue note

Cancelled Orders: Displays orders which have been cancelled by the facility

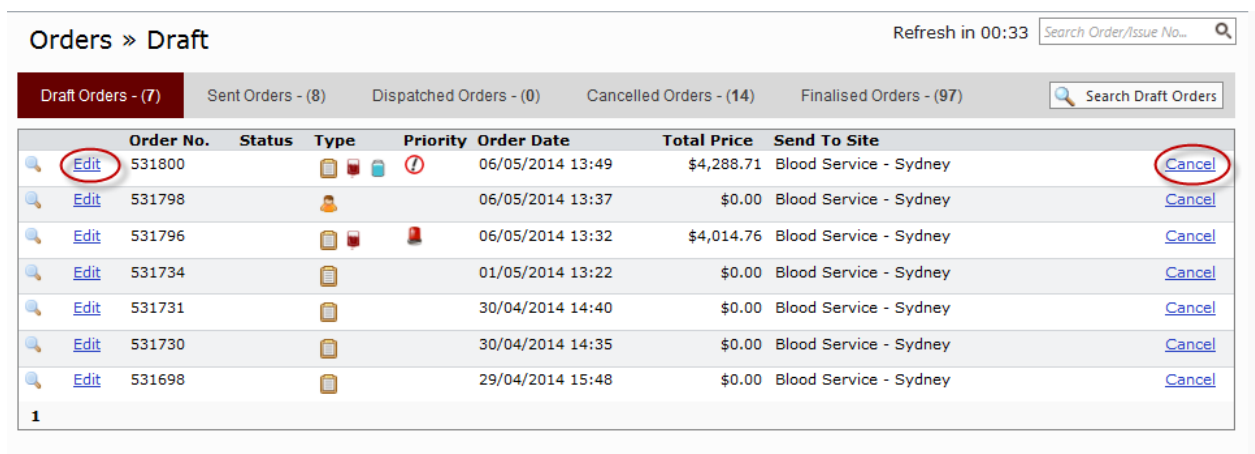
Finalised Orders: Displays orders which have been receipted into BloodNet

If BloodNet is left open on any of the Ordering tab views, the screen will auto-refresh every two minutes to allow the user to monitor the status of the orders. Additionally there is a search functionality on right hand side of the column header allowing user to search each of the order status tabs.

2.2 Draft Orders tab

The “Draft Orders” tab displays orders that have been partially completed and saved, but not sent to the Blood Service. Draft orders can be selected, completed and sent to the Blood Service, or cancelled if no longer required.

If a draft order requires completion click “edit” on the left hand side of the screen on the row that correlates with the order you need to complete this will redirect you to the ordering wizard you will now be able to complete your order.



Orders > Draft Refresh in 00:33

Draft Orders - (7) Sent Orders - (8) Dispatched Orders - (0) Cancelled Orders - (14) Finalised Orders - (97)

Order No.	Status	Type	Priority	Order Date	Total Price	Send To Site
Edit 531800				06/05/2014 13:49	\$4,288.71	Blood Service - Sydney Cancel
Edit 531798				06/05/2014 13:37	\$0.00	Blood Service - Sydney Cancel
Edit 531796				06/05/2014 13:32	\$4,014.76	Blood Service - Sydney Cancel
Edit 531734				01/05/2014 13:22	\$0.00	Blood Service - Sydney Cancel
Edit 531731				30/04/2014 14:40	\$0.00	Blood Service - Sydney Cancel
Edit 531730				30/04/2014 14:35	\$0.00	Blood Service - Sydney Cancel
Edit 531698				29/04/2014 15:48	\$0.00	Blood Service - Sydney Cancel

1

If you need to cancel an order which is still in draft form click “Cancel” on the right side of the screen. A pop up box will appear asking if you wish to cancel the order, click “Ok” to continue. The order will be cancelled, and available to view under the “Cancelled Orders” tab.

Any draft orders where the stock required is zero will be automatically deleted from the system after 48 hours.

2.3 Sent Orders tab

This tab displays orders that have been finished and sent. The status of orders on this tab may be as follows:

Order Transmission Related Symbols	
	The Blood Service has confirmed receipt of an electronic order
	An order has been transmitted electronically but receipt of the order has not yet been confirmed by the Blood Service
	A "Downtime" order, whereby the order was finalised without being sent to the Blood Service
	The fax was successfully delivered
	The Fax status is unknown
	The fax delivery failed

All orders in BloodNet are normally transmitted to the Blood Service electronically by secure encrypted email; however the capability to fax orders to the Blood Service is available in BloodNet purely for contingency arrangements if the electronic link between BloodNet and the Blood Service fails.















Orders will remain in the "Sent Orders" tab until they are issued by the Blood Service and ready for dispatch to the facilities. Once the issue note number has been linked the order number it will automatically move into the "Dispatched" tab. The details of the order can be found by clicking on the "View" hyperlink located on the left side of the screen next to the order number. You are also able to see a summary of the order details by clicking on the magnifying glass 'Preview' icon.

Orders » Sent		Refresh in 01:49		Search Order/Issue No...				
Draft Orders - (7)		Sent Orders - (8)		Dispatched Orders - (0)				
		Cancelled Orders - (14)		Finalised Orders - (97)				
				Search Sent Orders				
Order No.	Status	Type	Priority	Order Date	Total Price	Sent To Site		
View 531799				06/05/2014 13:48	\$0.00	Blood Service - Sydney	Resend	Cancel
View 531760				06/05/2014 09:36	\$20,708.40	Blood Service - Sydney	Resend	Cancel

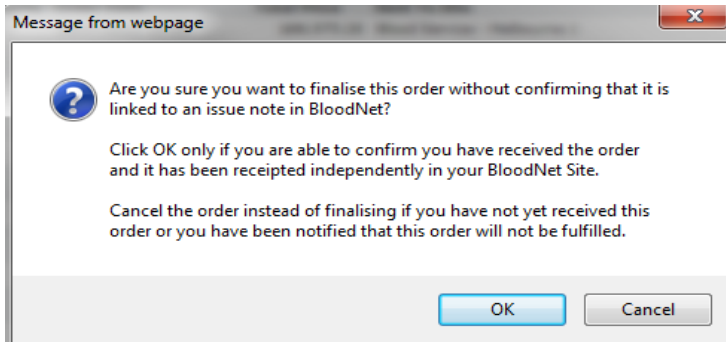
2.3.1 Finalising Orders

If a BloodNet order number has not been entered correctly onto the Consignment Issue note by the Blood Service BloodNet will not be able to associate the order with the issue note and therefore the order will remain under the “Sent Orders” tab. Products and components can still be received however the order will remain under “Sent Orders” until finalised manually.

To finalise a BloodNet Order click “finalise”.

View	390886	 	  	04/07/2013 07:14 AM	\$45,023.79	Blood Service - Melbourne 1	Finalise	Cancel
View	389516	 	  	01/07/2013 03:33 PM	\$3,760.92	Blood Service - Melbourne 1	Finalise	Cancel
View	387500	 	 	26/06/2013 08:51 PM	\$3,129.76	Blood Service - Melbourne	Finalise	Cancel

The below pop up box will appear.

















Click “Ok” to finalise the order.

Note: This function is only available to those BloodNet Administrators.

2.3.2 Cancelling Orders

An order that has been sent to the Blood Service can only be cancelled while the order is displayed on the “Sent Orders” tab. To cancel a sent order click the “Cancel” link for the order and enter a reason for the cancellation, click “Next” followed by “Submit Cancellation”.

Note: If the order is displayed in the “Dispatched” tab contact the Blood Service to determine if the order can be cancelled.

View	390886	 	  	04/07/2013 07:14 AM	\$45,023.79	Blood Service - Melbourne 1	Finalise	Cancel
View	389516	 	  	01/07/2013 03:33 PM	\$3,760.92	Blood Service - Melbourne 1	Finalise	Cancel
View	387500	 	 	26/06/2013 08:51 PM	\$3,129.76	Blood Service - Melbourne	Finalise	Cancel

Important Note: Check the delivery status of your cancelled order in BloodNet after it has been sent to ensure the cancellation notice delivery has been successful.

2.4 Dispatched Orders tab

Once the Blood Service creates an Issue Note and links it with the BloodNet order number the order will automatically move into the “Dispatched Orders” tab. The BloodNet order details and the Blood Service Issue Note assigned to the order are visible under this tab allowing user to determine when ordered items have been dispatched from the Blood Service.

Draft Orders - (5)		Sent Orders - (2)		Dispatched Orders - (1)		Cancelled Orders - (1)		Finalised Orders - (10)	
Order No.	Status	Type	Priority	Order Date	Total Price	Sent To Site		Issues Notes	
View 487545				24/01/2014 16:26	\$2,259.51	Blood Service - South Australia 1		0000013423632	
Order numbers and Issue numbers are now linked									

2.5 Cancelled Orders tab

This tab displays all of the orders which have been cancelled, from either “Draft Orders” or “Sent Orders”. Those that display a symbol under “Status” are orders which have been sent, and those without a symbol are draft orders which have been cancelled. To view the order cancellation details click “View” which will display the cancellation summary if the order has been sent or the order summary if the order was cancelled in draft form.

Draft Orders - (5)		Sent Orders - (2)		Dispatched Orders - (1)		Cancelled Orders - (1)		Finalised Orders - (10)	
Order No.	Status	Type	Priority	Order Date	Total Price	Sent To Site			
View 490732				01/02/2014 09:39	\$1,304.80	Blood Service - South Australia 1			

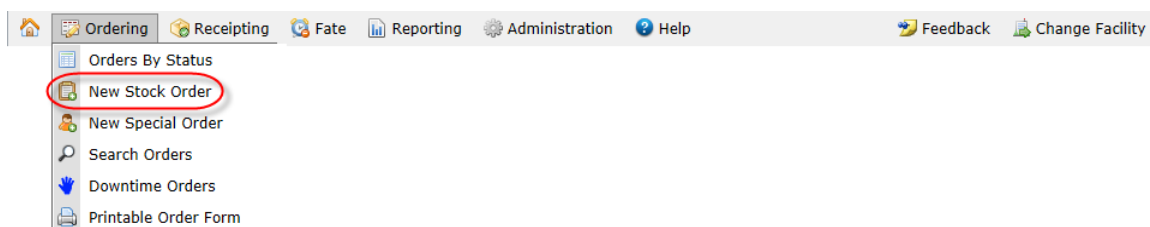
2.6 Finalised Orders tab

This tab displays all the orders which have been finalised either by being receipted in BloodNet or finalised manually.

Draft Orders - (5)		Sent Orders - (2)		Dispatched Orders - (1)		Cancelled Orders - (1)		Finalised Orders - (10)	
Order No.	Status	Type	Priority	Order Date	Total Price	Sent To Site		Issue Notes	
View 494691				10/02/2014 07:46	\$1,304.80	Blood Service - South Australia 1		0000013429157	
View 493231				06/02/2014 10:51	\$1,957.20	Blood Service - South Australia 1		0000013426915	
View 490719				01/02/2014 08:46	\$1,304.80	Blood Service - South Australia 1		0000013423058	
View 490573				31/01/2014 17:01	\$5,648.77	Blood Service - South Australia 1		0000013425965 0000013425967 0000013425969	

2.7 Placing a Stock Order

To place a stock order hover over the word “Ordering” in the menu bar and select “New Stock Order”. There are 3 steps to complete the order.



2.7.1 Order Details

Complete all information required in “Order Details” ensuring all mandatory fields (marked with red asterisk) are completed. If you are unsure which order priority is required, click the “information” icon to display the definitions. Click “Next” to move onto Step 2.

<p>Routine</p> <p>Routine orders are orders where the acceptable time for delivery is on the next scheduled delivery by standard transport mode.</p>
<p>Urgent</p> <p>Urgent orders are where there is an unforeseen clinical need or likely clinical need for product prior to the next routine delivery by the earliest available standard transport mode.</p> <p>The Blood Service confirms receipt of the order within 10 minutes of receipt and the product will be dispatched within 60 minutes of order being received where the product is available in inventory.</p>
<p>Life Threatening</p> <p>Life-threatening orders are where there is a critical (life-threatening) need for immediate delivery of a product by the most rapid mode available.</p> <p>The Blood Service confirms receipt of the order within 10 minutes of receipt and the product will be dispatched within 30 minutes of order being received, where the product is available in inventory. Assistance from emergency services may be sought to facilitate delivery. Misuse of this order priority is not acceptable.</p> <p>All URGENT or LIFE THREATENING orders must be preceded by, or immediately followed up, with a telephone call to the BloodNet. BloodNet MUST NOT be relied upon as the sole source of communication with the Blood Service in an URGENT or LIFE THREATENING situation.</p>

Important Note: It is possible for Facility Administrators to remove the default delivery method within the Administration module. This will ensure staff are correctly selecting the appropriate delivery method for every order.

2.7.2 Order Items

Step two involves entering the required items to be ordered. There are two methods of calculating these amounts:

- Enter the number of units needed in the “Required” column or
- Complete the “On Hand” column with current stock numbers and press the “Calculate Required Quantities” button.

Components and products are split into the following tabs; Red cells, Platelets, Frozen, Immunoglobulins, Factor Concentrates and Albumin.

Click on those tabs to enter the details of each component as required. Click “Next” to move to next Step.

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Note: The 'Calculate Required Quantities' needs to be used on each tab.

New Stock Order Session expires in 19:20 [Search Order/Issue](#)

1. Order Details **2. Order Items** 3. Confirm & Send

Red Cells Calculate Required Quantities For **Red Cells**

Component	Item Price	Max Stock	Stock Level Alert	On Hand	Required	LIS Updated
Platelets						
Frozen						
Immunoglobulins						
Factor Concentrates						
Albumin						
Red Cells (O Positive)	\$345.14	80	55	60	20	
Red Cells (O Negative)	\$345.14	42	15	20	22	
Red Cells (A Positive)	\$345.14	53	35	40	13	
Red Cells (A Negative)	\$345.14	16			0	
Red Cells (B Positive)	\$345.14	2			0	
Red Cells CMV negative (O Positive)	\$345.14	53			0	
Red Cells CMV negative (O Negative)	\$345.14	28			0	
Red Cells CMV negative (A Positive)	\$345.14	36			0	
Red Cells CMV negative (A Negative)	\$345.14	10			0	
Red Cells CMV negative (B Positive)	\$345.14	2			0	
Red Cells CMV negative (B Negative)	\$345.14	2			0	
Red Cells Paediatric CMV negative K negative (O Negative)	\$60.81	0			0	

→ Calculate Required Quantities For **Red Cells**

2.7.3 Confirm and Send

Ensure all details under "Order Details" and "Order Items" are correct including delivery address, delivery time and date required. Click "Back" if you need to edit any details before sending. Once all details have been confirmed press "Send Order" to complete the ordering process and send your order to the Blood Service Inventory & Distribution site for fulfilment. You can set up orders to automatically print when the order is sent under Administration – Edit My Facility.

New Stock Order

Session expires in 14:11

1. Order Details 2. Order Items **3. Confirm & Send**

Order Details

Date/Time Required: 11/07/2013 09:00 PM
 Delivery Address: Gap Road, Alice Springs, 0870, NT
 Delivery Method: Blood Service Delivery
 Distribution Site: Blood Service - Darwin
 Priority: Routine
 Delivery Instructions: Please ring doorbell out of hours. If no answer, ring 89517777 to page Pathology
 Comments:

Order Items

Component / Product	Required Quantity	Item Price	Line Total
Red Cells (O Positive)	4	\$345.14	\$1,380.56
Red Cells (O Negative)	4	\$345.14	\$1,380.56
Red Cells (A Positive)	3	\$345.14	\$1,035.42
Red Cells CMV negative As fresh as possible (O Negative)	1	\$345.14	\$345.14
Platelets Apheresis Irradiated (O Positive)	1	\$501.09	\$501.09
Total	13		\$4,642.77

[Print Order](#)

Note: If your order is still awaiting acknowledgement as received by the Blood Service the status will be an orange question mark, however if your order has been acknowledged it will have a green tick next to the email icon. Acknowledgement usually takes 2-7 minutes. Click the "Resend" option if order remains unacknowledged after 20 minutes.

Draft Orders - (33)		Sent Orders - (11)		Dispatched Orders - (0)		Cancelled Orders - (2)		Finalised Orders - (81)	
Order No.	Status	Type	Priority	Order Date	Total Price	Sent To Site			
View 495307				18/02/2014 13:58	\$274.16	Blood Service - Melbourne 1 Resend Cancel			
View 495306				18/02/2014 13:55	\$0.00	Blood Service - Melbourne 1 Resend Cancel			
View 495302				17/02/2014 13:01	\$0.00	Blood Service - Melbourne 1 Resend Cancel			
View 489327				29/01/2014 16:05	\$1,426.48	Blood Service - Melbourne 1 Finalise Cancel			
View 486182				22/01/2014 13:30	\$1,160.87	Blood Service - Melbourne 1 Finalise Cancel			
View 482039				14/01/2014 09:07	\$48,455.08	Blood Service - Melbourne 1 Finalise Cancel			
View 471340				19/12/2013 14:44	\$8,126.09	Blood Service - Melbourne 1 Finalise Cancel			
View 465195				07/12/2013 23:44	\$1,160.87	Blood Service - Melbourne 1 Finalise Cancel			
View 463199				03/12/2013 21:06	\$1,426.48	Blood Service - Melbourne 1 Finalise Cancel			
View 431491				30/09/2013 08:26	\$0.00	Blood Service - Melbourne 1 Finalise Cancel			
View 431487				30/09/2013 08:20	\$0.00	Blood Service - Melbourne 1 Finalise Cancel			

2.8 Placing a Patient Special Order

To place a patient special order, select “New Special Order” in the ordering drop down menu. Complete all information required in step one “Order Details” ensuring all mandatory fields (denoted by a red asterisk) are completed.

New Special Order

Session expires in 19:20

1. Order Details
2. Order Items
3. Confirm & Print

Delivery Address: *

Delivery Suburb: *

Delivery Postcode: *

Delivery State: *

Distribution Site: *

Delivery Method: *

Required Date: *

Required Time: *

Delivery Instructions:

For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au | BloodNet v4.0.0.15

Select either “Add Patient & Fresh Component” or “Add Patient & Manufactured Product”

New Special Order
Session expires in 19:03

1. Order Details
2. Order Items
3. Confirm & Print

Add Patient & Fresh Component
 Add Patient & Manufactured Product
 Copy Items From a Previous Patient Order

No records to display.

Comments:

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A second window will appear (see below), complete all required details for the patient ensuring all mandatory fields (denoted by a red asterisk) are complete. Select a component from the drop down box followed by any required modifiers or phenotypes, required quantity and priority (refer to 2.9). Once all required information has been entered click “update”.

Add Fresh Component To Patient

Patient Details

UR Number:

Surname: *

First Name: *

Gender: * Male Female Unknown

Date of Birth: *

Platelet Count:

Haemoglobin Level:

Infusion Date:

Medical Condition: *

Component Details

Component: *

ABO RhD: *

If other ABO groups are applicable please write in comments section below.

Negative for Antigens: C c E e Cw K k Fya Fyb Jka Jkb M N S s

Modifiers:

Irradiated CMV negative K negative Autologous Blood

Buffy Coat Removed Cryopreserved Directed For Intrauterine Transfusion

Hyperconcentrated IgA Deficient Irradiated for IUT Irradiated NEONATAL

Secretor plasma Low anti-A/B Low anti-T Suitable for Research

Washed HLA matched Single donor As fresh as possible

< 5 days < 10 days

Requested Quantity: *

Priority ⓘ * Routine Urgent Life Threatening

Comments:

Additional components/products can be added to the patient by selecting “Add Fresh Component” or “Add Manufactured Product” under the “Add Item to Patient” heading. When a subsequent component is added to a patient's order the blood group will be copied across.

New Special Order Session expires in 19:55

1. Order Details **2. Order Items** 3. Confirm & Print

	Priority	Item	Quantity	Patient	UR Number	Date of Birth	
Edit		Cryoprecipitate	12	test test		01/01/1963	Remove

Comments:

Add another patient to the order if required. To add another patient, click on “Add Patient & Fresh Component” or “Add Patient & Manufactured Product”.

1. Order Details **2. Order Items** 3. Confirm & Print

Add Item to Patient	Priority	Item	Quantity	Patient	UR Number	Date of Birth	
<input type="checkbox"/>		Cryoprecipitate	12	test test		01/01/1963	Remove

Comments:

2.8 Copying a Previous Patient Special Order

Copy a previous order by either:

- Using “Search Orders” in the ordering module drop down list. Search by Patient Name or UR Number and then click “view” and “copy order” or;
- Using the ‘Copy orders from a previous patient order’ button.

2.9 Creating a Downtime Order

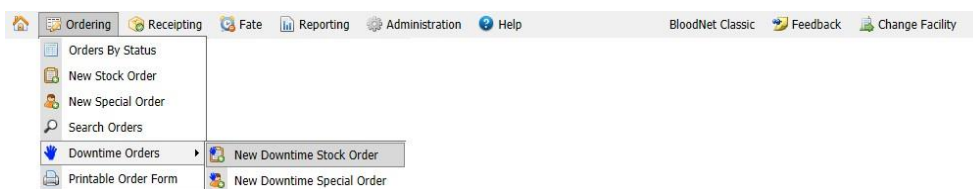
A “Down Time” order can be created for each of the order types and may be required under the following circumstances:

- BloodNet is unavailable for any reason e.g. a scheduled outage or internet access failure.
- An urgent order was placed by phone.
- A staff member was unfamiliar with BloodNet and placed order by phone or fax.

Correct use of the “Down Time Order” function is necessary for accurate demand data collection and completeness of order history.

Once an order has been placed manually with the Blood Service, you need to update BloodNet to record a “Down Time Order”. In order to create a ‘down time’ order you need a valid Blood Service Issue Note number and the Issue Note must be visible on BloodNet under the “Receiving” tab.

Hover over the word “Ordering” and select “Downtime Orders”, click on either “New Downtime Stock Order” or “New Downtime Special Order”



Enter the Blood Service Component Issue Number into the “Issue Note Number(s)” field. If there is more than one, separate the numbers by space or comma. (The supplier issue number can be found on the top of the paper copy consignment received with the products from the Blood Service). Once all Issue Note Numbers have been entered click “Next”

Downtime orders are used to retrospectively create orders that were not placed in BloodNet prior to Blood Service order fulfilment. Downtime orders will never be sent to the Blood Service. To link your downtime order you must enter in the respective issue note number (s).

***** Downtime Order *****

1. Order Details	2. Order Items	3. Confirm & Send
Delivery Address: * Delivery Suburb: * Delivery Postcode: * Delivery State: * Distribution Site: * Delivery Method: * Issue Note Number(s): * Priority ⓘ *	Commercial Road Prahran 3181 VIC Blood Service - Melbourne 1 - Email Blood Service Delivery 3878382 <i>i.e. 123456,234567,345678</i> <input checked="" type="radio"/> Routine <input type="radio"/> Urgent <input type="radio"/> Life Threatening	
<input type="button" value="Save Draft"/> <input type="button" value="Next"/>		







***** Downtime Order *****

Complete the ordering form with the original product details and click “Next” and then “Finalise Order”.

You will now be redirected to the “Orders by Status” screen where you will be able to view your downtime order under “Finalised Orders”. Downtime orders are identifiable by the blue hand symbol under the “status” column.

Orders » Finalised

Refresh in 00:38

Order No.	Status	Type	Priority	Order Date	Total Price	Sent To Site	Issue Notes
View 390992				18/07/2013 04:39 PM	\$0.00	Down Time Order	3878382
View 390989				18/07/2013 10:24 AM	\$0.00	Blood Service - Melbourne 1	7303165
View 390985				17/07/2013 11:23 AM	\$713.24	Down Time Order	0000013265596

2.11 Printable Order Forms

Hover over “Ordering” and click “Printable Order Template” from the drop down list. Templates are pre-populated with your facility details, component/product selections and maximum stock levels.

These templates should be printed and saved in your forms folder, and should be used to place an order with the Blood Service if you are unable to access BloodNet for any reason (such as a failure of an internet connection, BloodNet scheduled outage etc.). The forms should be completed by hand and faxed to your normal Blood Service distribution site (the number is on the top of the form).

2.13 Ordering for LIS Enabled sites

If your site has an active LIS interface you will notice a number of extra features and additional screens within BloodNet, the first of which is the “Inventory” screen. This screen will give an accurate picture of the Inventory being held within your laboratory at any given time. Each component and product will be listed along with price, stock level alert, maximum stock number, on hand stock value and how long ago the LIS was updated. This information is drawn directly from your LIS system at specified intervals throughout the day.

Component	Item Price	Max Stock	Stock Level Alert	On Hand	LIS Updated
Red Cells (O Positive)	\$345.14	80	55		
Red Cells (O Negative)	\$345.14	42	15		
Red Cells (A Positive)	\$345.14	53	35		
Red Cells (A Negative)	\$345.14	16			
Red Cells (B Positive)	\$345.14	2			
Red Cells CMV negative (O Positive)	\$345.14	53			
Red Cells CMV negative (O Negative)	\$345.14	28			
Red Cells CMV negative (A Positive)	\$345.14	36			

For LIS enabled sites, the ordering screens are also slightly different. When placing a stock order the “On Hand” value is prepopulated from the LIS and the time since the last update is also visible.

1. Order Details **2. Order Items** 3. Confirm & Send

You have items in your inventory that are below their Stock Level Alert threshold.

Component	Item Price	Max Stock	Stock Level Alert	On Hand	Required	LIS Updated
Red Cells (O Positive)	\$345.14	100	90	92	0	5 hours ago
Red Cells (O Negative)	\$345.14	42	30	50	0	5 hours ago
Red Cells (A Positive)	\$345.14	53	0	52	0	5 hours ago
Red Cells (A Negative)	\$345.14	16		18	0	5 hours ago

3. Receipting

3.1 Receipting Overview

Receipting units received in BloodNet is a crucial link in the information flow and accountability framework for laboratories, jurisdictions and the NBA. Receipting data confirms that units were received by the laboratory which in turn enables the jurisdiction and the NBA to satisfy their obligations under their financial management accountability framework in relation to paying supplier invoices for these units. In jurisdictions where blood budgets are devolved, it assists laboratory staff to ensure that they are not incorrectly invoiced for units that are damaged or not received.

Under the Receipting there are three tabs:

- Unreceipted Issue Notes
- 100% Received Issue Notes
- Cancelled Issue Notes

Issue notes which have been received electronically from the Blood Service are located on the “Unreceipted Issue Notes” tab until they are 100% receipted, at this time they will move to the “100% Received Issue Notes” tab. Those Issue Notes which have been linked to a BloodNet order will display the BloodNet order number (s) under the “Assigned Orders” column.

The receipting screen will refresh every two minutes if left open on any tab.

Receipting » Unreceipted Issue Notes Refresh in 01:56

Unreceipted Issue Notes - (2) 100% Received Issue Notes - (16) Cancelled Issue Notes - (0)

Find by Donation Number: Find Issue Note Clear

	Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Received	Comments	Assigned Order(s)
<input type="text"/> Receipt View	0000013428450	08/02/2014 10:34	ARCBS Adelaide	30	\$1,957.20	0%	001 SEND AM TO ICU	
<input type="text"/> Receipt View	0000013423632	03/02/2014 06:57	ARCBS Adelaide	3	\$2,259.51	0%	001 Send Monday 3/2	487545

1

3.2 Received Issue Notes Tab

Issue notes which have been 100% receipted can be found under the “100% Received Issue Notes” tab.

Receipting » 100% Received Issue Notes Refresh in 01:59

Unreceipted Issue Notes - (2) **100% Received Issue Notes - (16)** Cancelled Issue Notes - (0)

	Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Received	Comments	Assigned Order(s)
<input type="text"/> Edit View	0000013429157	10/02/2014 08:55	ARCBS Adelaide	20	\$1,304.80	100%	001 ASAP FOR 1000 ARRIVAL	494691
<input type="text"/> Edit View	0000013426915	06/02/2014 11:21	ARCBS Adelaide	30	\$1,957.20	100%	001 send this morning	493231
<input type="text"/> Edit View	0000013425969	05/02/2014 12:40	ARCBS Adelaide	2	\$1,506.34	100%	001 Send Wednesday 5/2	490573
<input type="text"/> Edit View	0000013425967	05/02/2014 12:39	ARCBS Adelaide	3	\$2,259.51	100%	001 Send Wednesday 5/2	490573

3.3 Cancelled Issue Notes

Cancelled Issue Notes are those which have been cancelled by the Blood Service when the issue note needs to be amended or reissued from Inventory and Distribution.

Receiving » Cancelled Issue Notes Refresh in 01:58

Unreceipted Issue Notes - (0) 100% Receipted Issue Notes - (218) **Cancelled Issue Notes - (3)**

	Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Receipted	Comments	Assigned Order(s)
View	0000013427845	07/02/2014 10:25	ARCBS Melbourne	75	\$34,298.81	100%	001 RESERVE 003 Send 1330 C 07.02.14	493732
View	0000013415013	21/01/2014 10:40	ARCBS Melbourne	14	\$4,831.96	100%	001 Reserve 002 Send 1400 Alfred Courier 003 21.1.14	485433
View	0000013414584	20/01/2014 22:49	ARCBS Melbourne	6	\$2,428.66	100%	001 Reserve 002 Send by 2330 003 20/1/14	485268

3.4 Unreceipted Issue Notes

Consignments need to be received in BloodNet using the receiving module and this can be done from Receiving – “Issue Notes by Status” and selecting the “Unreceipted Issue Notes” tab. To start the receiving process click “Receipt” against the relevant issue note. The issue number can be found at the top of the Blood Service issue note. If there is no paper issue note in the consignment, select a product from the consignment, click in the “Find by Donation Number” field at the top of the screen and scan the product donation number, the relevant issue note will be highlighted

Note: Components and product are colour coded as per Blood Service Shipper tape e.g. red cells are green, platelets are yellow, frozen products are blue.

Receiving » Unreceipted Issue Notes Refresh in 01:56

Unreceipted Issue Notes - (2) 100% Receipted Issue Notes - (16) Cancelled Issue Notes - (0)

Find by Donation Number:

	Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Receipted	Comments	Assigned Order(s)
Receipt View	0000013428450	08/02/2014 10:34	ARCBS Adelaide	30	\$1,957.20	0%	001 SEND AM TO ICU	
Receipt View	0000013423632	03/02/2014 06:57	ARCBS Adelaide	3	\$2,259.51	0%	001 Send Monday 3/2	487545

1

3.5 Receipting Blood Components

Scan the donation number from a unit in the consignment. BloodNet will automatically place a "1" in the "Received Quantity" column; a green "tick" will also be entered under the "Receipted" column. The line on which the item is located will also be highlighted in bold font to ensure visibility of items received.

Receipt Issue Note - 0000013265526

Session expires in 17:31

Issue Note No: [0000013265526](#)
 Order No: [390832](#)
 Issue Note Date: 04/07/2013 07:48 AM +10:00
 Comments: 001 1000 004 21ARPA.4CC1815671
 Total Issue Price: \$1,675.74

Scan or Enter a Donation/Lot Number: x

1 of 6 items received

Receipted	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty
✓	UnReceipt 5443902	FFP (18200)	O -	19/06/2014 11:59 PM	1 of 1
Receipt	5478548	FFP (18200)	O -	19/06/2014 11:59 PM	0 of 1
Receipt	5466520	FFP (18200)	O -	19/06/2014 11:59 PM	0 of 1
Receipt	5456058	FFP (18200)	O -	31/05/2014 11:59 PM	0 of 1
Receipt	5434325	FFP (18200)	O -	03/06/2014 11:59 PM	0 of 1
Receipt	5457470	FFP (18200)	O -	03/06/2014 11:59 PM	0 of 1

Continue to scan each component until all have been scanned for the issue note then click finish and save.

Receipt Issue Note - 0000013265526

Session expires in 13:39

Issue Note No: [0000013265526](#)
 Order No: [390832](#)
 Issue Note Date: 04/07/2013 07:48 AM +10:00
 Comments: 001 1000 004 21ARPA.4CC1815671
 Total Issue Price: \$1,675.74

Scan or Enter a Donation/Lot Number: x

6 of 6 items received

Receipted	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty
✓	UnReceipt 5443902	FFP (18200)	O -	19/06/2014 11:59 PM	1 of 1
✓	UnReceipt 5478548	FFP (18200)	O -	19/06/2014 11:59 PM	1 of 1
✓	UnReceipt 5466520	FFP (18200)	O -	19/06/2014 11:59 PM	1 of 1
✓	UnReceipt 5456058	FFP (18200)	O -	31/05/2014 11:59 PM	1 of 1
✓	UnReceipt 5434325	FFP (18200)	O -	03/06/2014 11:59 PM	1 of 1
✓	UnReceipt 5457470	FFP (18200)	O -	03/06/2014 11:59 PM	1 of 1

Note: There will be occasions when the order cannot be 100% receipted by scanning e.g. a product listed on the issue note was not received. In such circumstances, the order will need to be closed manually. This can be done by Facility Administrators clicking on the word "receipt" and setting the Received Qty as zero. Feedback must be provided, see 3.7 below. Additionally the Blood Service must be notified to ensure traceability.

3.6 Receiving two components with same Donor Identification Number

From time to time a facility may receive two blood components with the same donor identification number listed on one Issue Note e.g. Paediatric Red Cells “1 of 4” and “2 of 4”.

Receipt Issue Note - 0000013257246

Session expires in 19:37

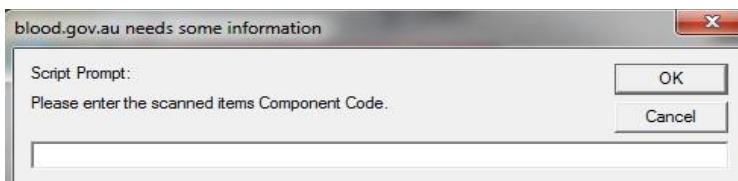
Issue Note No: [0000013257246](#)
 Order No: [385790](#)
 Issue Note Date: 24/06/2013 11:12 AM +10:00
 Comments: 001 RESERVE 002 ****10xA=,2xA- < 5 days old 003 2xO+,2xO,2xA+ < 3 days old 004 1xO+ CMV-, 1xO- CMV-, 2xA+ CMV- < 3 days 005 ***** 006 Send 1100 RUN 24.6.13
 Total Issue Price: \$630.36

Scan or Enter a Donation/Lot Number: 1 x

Received	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty
<input checked="" type="checkbox"/>	Receipt 5662627	Red Cells in SAG M LD 1of4 (34381)	O -	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597070	Red Cells in SAG M LD 1of4 (34381)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597052	Red Cells in SAG M LD 1of4 (34381)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597070	Red Cells in SAG M LD 2of4 (34382)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597052	Red Cells in SAG M LD 2of4 (34382)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597070	Red Cells in SAG M LD 3of4 (34383)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597052	Red Cells in SAG M LD 3of4 (34383)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597052	Red Cells in SAG M LD 4of4 (34384)	O +	26/07/2013 11:59 PM	0 of 1
<input checked="" type="checkbox"/>	Receipt 5597070	Red Cells in SAG M LD 4of4 (34384)	O +	26/07/2013 11:59 PM	0 of 1

To properly identify the respective component to receipt in, the component code needs to be scanned in addition to the donation number. A pop up window will appear after scanning in the donation number to scan in the “Component Code”. When the Component Code is entered, BloodNet will receipt the correct line of the Issue Note and you may proceed to receipt further items.

Note: Some facilities will have pop-up blocking enabled which will prevent this pop-up from appearing. You may be able to enable pop-ups for this site. You may need to talk to your IT administrator about this.



3.6 Receiving Blood Products

The process for receiving blood products is similar to that for blood components. Note the following exceptions:

- Scan one barcode for each lot number
- BloodNet will automatically place a tick in the “Received” box and enter the number “1” to the received quantity box.

Receipt Issue Note - 000013262681

Session expires in 18:45

Issue Note No: [000013262681](#)
 Order No: [389101](#)
 Issue Note Date: 01/07/2013 10:55 AM +10:00
 Comments: 001 RESERVE 002 Send 1100 RUN 1.7.13
 Total Issue Price: \$4,029.00

Scan or Enter a Donation/Lot Number:

63 of 63 items receipted + Add Feedback - Remove Feedback

Received	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty
✓	<u>UnReceipt</u> 3690850007	Rh (D) IG IM 2VI 250IU Glycine (36908)		19/03/2014 12:00 AM	10 of 10
✓	<u>UnReceipt</u> 3680010010	Rh (D) IG IM 2VI 625IU Glycine (36800)		10/04/2014 12:00 AM	50 of 50
✓	<u>UnReceipt</u> 3470550512	Albumex 20 100 mL (34702)		19/12/2016 12:00 AM	1 of 1
✓	<u>UnReceipt</u> 3640800034	Hep B Ig-VF 100IU (36401)		16/07/2014 12:00 AM	2 of 2

Receipting completed on 01/07/2013 04:08 PM

Receipt Issue Note - 000013264720

Session expires in 19:41

Issue Note No: [000013264720](#)
 Order No: [388479](#)
 Issue Note Date: 03/07/2013 07:48 AM +08:00
 Comments: 001 IVIG
 Total Issue Price: \$941.46
 LIS Import Status: 0 of 2 rows imported into LIS ([Details](#))

Scan or Enter a Donation/Lot Number:

1 of 2 items receipted + Add Feedback - Remove Feedback

Received	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty
✓	<u>UnReceipt</u> 3740600875	Intragam P 200 mL (37402)		08/02/2015 12:00 AM	1 of 1
	<u>Receipt</u> 3740500864	Intragam P 50 mL (37401)		20/12/2014 12:00 AM	0 of 1

If you are receipting more than one item with the same lot number, enter the actual quantity received into the "Scan or Enter a Donation/Lot Number" box and then scan the lot number to enter the correct amount in the "Received Qty" column.

3.7 Entering "Feedback" for components and products

There may be occasions when a product received is not suitable for use or you wish to provide feedback to the Blood Service. This may occur if, for example:

- Product received is outside of specified temperature range
- Product is out of date
- Product is Damaged
- Product container is damaged
- Product was not ordered
- Product was delivered to the wrong address.

To provide feedback tick the check box on the far right hand side of the screen against the unit/product you wish to put feedback against.

Receipt Issue Note - 0000013265478

Session expires in 18:30

Issue Note No: [0000013265478](#)
Order No: [390858](#)
Issue Note Date: 04/07/2013 06:57 AM +10:00
Comments:
Total Issue Price: \$375.06

Scan or Enter a Donation/Lot Number: 1 X Scan Here...

Received	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty	
<input type="checkbox"/>	Receipt 5501173	Platelets APH LD 3of4 (32647)	A +	07/07/2013 11:59 PM	0 of 1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Receipt 5501173	Platelets APH LD 2of4 (32646)	A +	07/07/2013 11:59 PM	0 of 1	<input type="checkbox"/>
<input type="checkbox"/>	Receipt 5501173	Platelets APH LD 1of4 (32645)	A +	07/07/2013 11:59 PM	0 of 1	<input type="checkbox"/>

Click "Add Feedback", a second window will open. Complete the details of the feedback and click "Save Feedback"

Add Feedback

Feedback Reason: *

Feedback Details:

The word "Feedback" will now appear on the line of the product which you have just entered feedback for. Continue to receipt the rest of the issue note as normal and click "Finish and Save".

Receipt Issue Note - 0000013265478

Session expires in 17:11

Issue Note No: [0000013265478](#)
Order No: [390858](#)
Issue Note Date: 04/07/2013 06:57 AM +10:00
Comments:
Total Issue Price: \$375.06

Scan or Enter a Donation/Lot Number: 1 X Scan Here...

Received	Donation/Lot #	Issue Component	Blood Group	Expiry Date	Received Qty	
<input type="checkbox"/>	Receipt 5501173	Platelets APH LD 3of4 (32647)	A +	07/07/2013 11:59 PM	0 of 1	<input checked="" type="checkbox"/> Feedback
<input type="checkbox"/>	Receipt 5501173	Platelets APH LD 2of4 (32646)	A +	07/07/2013 11:59 PM	0 of 1	<input type="checkbox"/>
<input type="checkbox"/>	Receipt 5501173	Platelets APH LD 1of4 (32645)	A +	07/07/2013 11:59 PM	0 of 1	<input type="checkbox"/>

If feedback is entered accidentally, tick the check box on the right side and click “Remove Feedback”.

Note: Feedback is mandatory when the receipted quantity of a product is zero.

Important Note:

A report is sent automatically from BloodNet to the Blood Service and Jurisdictional Blood Policy Officers each morning listing all issue note lines where the “Feedback” box is ticked, and showing the reason. This information forms an important link in the quality cycle for the Blood Service.

The Blood Service will manage such feedback in accordance with its established procedures for handling customer feedback and may well contact you in relation to feedback raised as your name and nominated contact number will be sent through with the information. Such contact will take place outside the framework of BloodNet.

3.8 Receipting Issue Notes Manually

Using Facility Administrator Role:









- Select the order to be receipted from the “Unreceipted Issue Notes” tab on the receipting page.
- Click “receipt” on the left hand side
- Click the word “receipt” for each component or product. If there is a problem with a component or product that has been delivered, apply feedback as per point 3.7 above.
- Click the “Finish and Save” button.

3.9 Viewing and Editing an Issue Note that has been 100% Receipted.

Once an issue note has been 100% receipted and saved it moves to the “100% Receipted Issue Notes” tab. You are able to view the way an issue note was receipted and change the way an issue note was receipted e.g. change the “Received Qty” if required. You are also able to add to or edit any “Feedback” that has been recorded, or Un-receipt and issue note by using the Administrator role to un-tick the “Receipted” word and re save it.

In order to do any of these functions click the “edit” or “view” link on the left hand side of the screen on the same line as the issue note you wish to edit or view. Functions are then performed in the same way as for an un-receipted issue note.

Receipting > 100% Receipted Issue Notes Refresh in 01:59

Unreceipted Issue Notes - (2)		100% Receipted Issue Notes - (16)		Cancelled Issue Notes - (0)				
	Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Receipted	Comments	Assigned Order(s)
  Edit View	0000013429157	10/02/2014 08:55	ARCBS Adelaide	20	\$1,304.80	100%	001 ASAP FOR 1000 ARRIVAL	494691
  Edit View	0000013426915	06/02/2014 11:21	ARCBS Adelaide	30	\$1,957.20	100%	001 send this morning	493231
  Edit View	0000013425969	05/02/2014 12:40	ARCBS Adelaide	2	\$1,506.34	100%	001 Send Wednesday 5/2	490573
  Edit View	0000013425967	05/02/2014 12:39	ARCBS Adelaide	3	\$2,259.51	100%	001 Send Wednesday 5/2	490573

Note: Unreceipting one or more “receipted” items once the issue note has been opened using the

“edit” button will move the issue note back to the “Un-receipted Issue Notes” tab when it is saved. This can be useful in the BloodNet Training site to make issue notes available for manual receipting.



3.10 Completing an Issue Note

The “% Received” value shown on the Un-Receipted issue note tab relates to the proportion of lines that have been marked as being receipted, it does not relate to the order fulfilment ratio of “Issued” to “Receipted” Quantities.

Receipting » Unreceipted Issue Notes Refresh in 01:55

Unreceipted Issue Notes - (1) 100% Receipted Issue Notes - (217) Cancelled Issue Notes - (3)

Find by Donation Number: Find Issue Note Clear

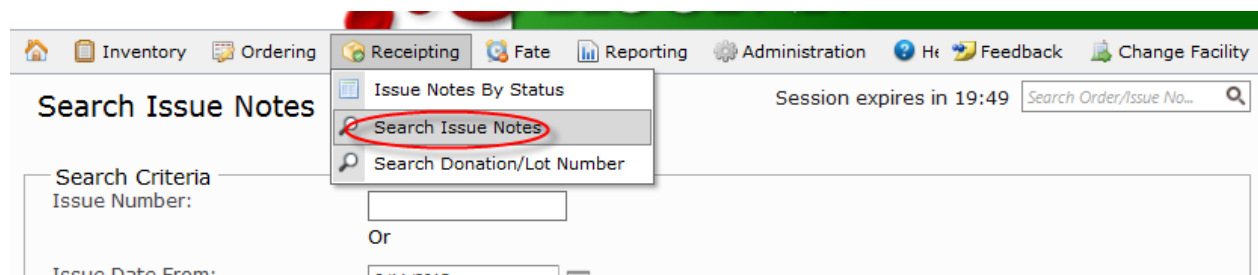
	Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Received	Comments	Assigned Order(s)
  Receipt View	0000013429841	10/02/2014 20:10	ARCBS Melbourne	2	\$713.24	50%	001 reserve 002 send by 8pm	495183

1

In the example about 1 out of 3 products have been receipted therefore 50% of the Issue note has been receipted before it was saved. The user is able to click “receipt” and continue to receipt the remaining products on the issue note and then save it to move it into “100% Receipted Issue Notes”.

3.11 Searching Issue Notes

You are able to search for an issue note at any time by either the Issue Note Number, or a specified date range. To conduct a search, hover over the word “Receipting” in the top menu and click on “Search Issue Note”.



Enter the issue note number or date range and click “search” a list of Issue Notes will appear that meet your specific requirements. From here you can either “View” the issue note, “edit” or view the assigned order by clicking on the order number on the far right hand side of the screen.

You are also able to see a preview summary of the issue note including required date, who the order was sent by, along with the date, time and person who last receipted the issue note simply by clicking the magnifying glass icon on the far left hand side of the screen.

Search Issue Notes

Session expires in 13:44

Search Criteria

Issue Number:

Or

Issue Date From:

Issue Date To:

81 Issue Notes found

	Issue No.	Order Date	Issued By	Issued Qty	Total Price	% Received	Comments	Assigned Orders
	0000013429841	10/02/2014 20:10	ARCBS Melbourne	2	\$713.24	100%	001 reserve 002 send by 8pm	495183
	0000013429840	10/02/2014 20:09	ARCBS Melbourne	2	\$713.24	100%		495186

3.12 LIS Enabled sites

For those sites which have an active LIS interface, you will see an additional tab under your “Receipting”, “Issue notes by status” tab called “100% Imported into LIS”. This is to show all of the issue notes which have been fully receipted within BloodNet and then pushed or pulled across into your Laboratory information system. This function removes the need to double handle each product by entering it separately into both systems.

Receipting » 100% Imported into LIS

Refresh in 01:22

Unreceipted Issue Notes - (14)	100% Receipted Issue Notes - (0)	100% Imported into LIS - (391)	Cancelled Issue Notes - (1)				
Issue No.	Issue Date	Issued By	Issued Qty.	Total Price	% Received	Comments	Assigned Order(s)
0000013428925	10/02/2014 03:43	ARCBS Sydney	4	\$1,715.42	100%	001 7:00 002 LONGEST EXPIRY 005 21AJOH.KK1960496 006 S0077688	494556
0000013428919	10/02/2014 02:58	ARCBS Sydney	7	\$2,415.98	100%	001 7:00 002 STOCK 003 21AJOH.3JJ1960494 004 S0082200	494556
0000013428918	10/02/2014 02:57	ARCBS Sydney	2	\$690.28	100%	001 7:00 002 IRRADIATED STOCK 003 < 10 DAYS OLD 005 21AJOH.KK2+14401 006 S0075579	494557

3.13 Search Donation/Lot number

A donation/lot number can be searched from the Receipting menu. When you click on ‘Search Donation / lot number’ the following search screen will come up where you can enter the donation/lot number and relevant result will be displayed. Clicking the “History” link will display the discard/transfer history of that donation/lot number.

Search Donation/Lot Number

Session expires in 19:46 [Search Order/Issue No...](#)

Donation/Lot Number:

Issue No.	Issued To	Issue Date/Time	Current Located At	Donation/Lot No	Component/Product	Issued Qty	Received Qty	Received Date	Feedback	Discard/Transfer History
0000013488207	Alfred Hospital	29/04/2014 12:51:PM +10:00	John Hunter Hospital	7236062	Red CellsCMV NEG, PHENO BANK, IRRAD1, (O +) Red Cells in SAG M LD (04390)	1	1	29/04/2014 15:31:PM +10:00		History

Page size: 15 1 items in 1 pages

Search Donation/Lot Number

Session expires in 19:55 [Search Order/Issue No...](#)

Donation/Lot Number:

Issue No.	Issued To	Issue Date/Time	Current Located At	Donation/Lot No	Component/Product	Issued Qty	Received Qty	Received Date	Feedback	Discard/Transfer History
0000013488207	Alfred Hospital									History

Issue Note Line History

Episode ID	Event Date	Event Type	Facility
51431	7/05/2014 2:46:00 PM +10:00	Transfer	VIC - Alfred Hospital To NSW - John Hunter Hospital

Page size: 1 items in 1 pages

4. Fate

4.1 Fate Overview

The Fate Module enables laboratories to record their transfer of units to other laboratories and the discard of blood and blood products issued by the Blood Service.

The analysis of such data by hospitals, suppliers and governments is crucial to enable appropriate supply planning to occur so that components and products are available when and where they are required for use without unnecessary discards occurring.

The Fate Module facilitates the transfer and discard of products but also has the ability to:

- Record the transfer of units between not only other laboratories but custom sites such as Air Ambulance services;
- Linkage between the actual issue of units being transferred and discarded and the transfer or discard episode, drawing through the age of the units upon issue, the original facility that they were issue to and so forth;
- Integration of transfer and discard data into the other BloodNet reports including unit issues and inventory levels to provide holistic reporting that can be generated on demand by end users to timelines that suit the needs to the facility.

For those who have their Laboratory Information System (LISs) interfaced the creation of Fate episodes that you currently complete in your LIS will move directly into BloodNet and will be able to be viewed and reported against as required.

Fate » Discards Refresh in 00:42

Discards - (78) Transfers In - (4) Transfers Out - (3)

Find by Donation/Lot Number:

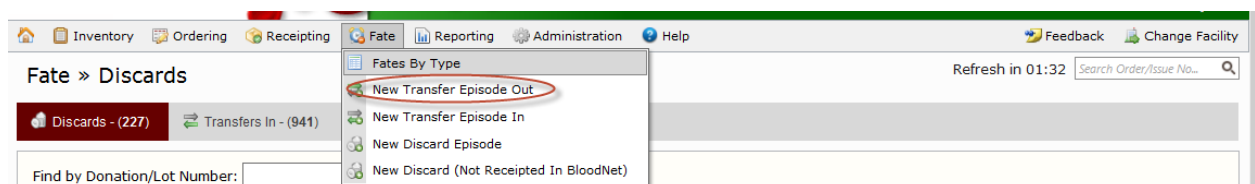
	Discard No.	Discard Date	Contents	Discard Reason	Location Occurred	Total Price	Created Date
Edit View	43185	01/07/2013	x 1	Damaged - Supplier transit	Pathology	\$355.88	09/07/2013 08:48 AM
Edit View	43184	03/07/2013	x 1	Damaged - Inter hospital / inter lab transit	Outpatient Clinic	\$355.88	09/07/2013 08:48 AM
Edit View	43182	08/07/2013	x 1	Damaged - Inter hospital / inter lab transit	Intensive Care Unit	\$355.88	08/07/2013 01:05 PM
Edit View	43128	04/07/2013	x 2	Expired - Time expired	Pathology	\$730.68	04/07/2013 12:07 AM

4.2 Transfer Out

A transfer out is required in BloodNet when you are physically transferring components/product to another facility. This transfer episode must be completed if that facility is also on BloodNet.

A transfer out episode can contain any amount of blood and/or blood products as long as they are all going to the same location on the same day. To complete a transfer of blood or blood product to another site follow the five steps below:

1. Select "New Transfer Episode Out" located under the Fate menu.



2. Select the location that you will transfer the items to from the drop down list. This list contains all sites nationally who are on BloodNet as well as custom locations, if you begin to type the site that you are transferring to the list will narrow down to your option.

New Transfer

Created Date: 22/07/2013 1:35:42 PM

Transferred From: BloodNet Test Facility

Transferred To: *

Packing Date: *

Packing Time: *

Transfer Reason: *

Is this a Patient Transfer?

Total Price Transferred:

- NSW - Bankstown Hospital
- NSW - Bathurst Health Service - Pathology West
- NSW - Bathurst Private Hospital - Barratt and Smith
- NSW - Bega District Hospital
- NSW - Blacktown District Hospital
- NSW - Blue Mountains District Hospital

3. Select the reason for the transfer from the drop down list. If the unit is to be transferred with a patient select that option from the list, click on the box next to "Is this a Patient Transfer?" and enter in any relevant details.

New Transfer

Created Date: 22/07/2013 1:35:42 PM

Transferred From: BloodNet Test Facility

Transferred To: *

Packing Date: *

Packing Time: *

Transfer Reason: *

Is this a Patient Transfer?

Total Price Transferred:

Fresh Components

Scan or Enter a Donation Number

- Close to expiry
- Patient Transfer
- Recall by Supplier
- Unit delivered to incorrect facility by supplier
- Urgent inventory requirement by other facility
- Routine distribution to other facility
- Other

4. Add the component/s or product/s to the transfer episode. Click in the Scan or Enter a Donation Number or Lot Number box as applicable and scan or type in the number. In the below screen shot you can see the field to enter you Donation or Lot number circled in red and a red arrow pointing to a unit that has now already been added to the transfer episode.

Fresh Components

Scan or Enter a Donation Number:

Fresh Component with donation number '5640007' was added

Component	Donation No.	Expiry Date	Price	Comments
04390 - Red Cells in SAG M LD (O+)	5640007	2/08/2013 11:59:00 PM	\$345.14	<input type="text"/> <input type="button" value="Remove"/>

Manufactured Products

Scan or Enter a Lot Number:

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

5. As the last step click *Save Transfer Episode* at the bottom of the page and you will be directed to your completed transfer receipt to print, sign and add to the shipper for transfer.

4.3 Transfer In

A transfer in is required in BloodNet when a unit is transferred from another BloodNet facility but they have not done the transfer in BloodNet. To complete a transfer of blood or blood product to another site follow the five steps below:

1. Select “New Transfer Episode In” located under the Fate menu.

The screenshot shows the BloodNet web application interface. The top navigation bar includes 'Inventory', 'Ordering', 'Receiving', 'Fate', 'Reporting', 'Administration', and 'Help'. The 'Fate' menu is open, showing options: 'Fates By Type', 'New Transfer Episode Out', 'New Transfer Episode In' (highlighted with a red circle), 'New Discard Episode', and 'New Discard (Not Received In BloodNet)'. Below the menu, there is a search bar for 'Discards - (227)' and 'Transfers In - (941)'. A table of discards is visible with columns: Discard No., Discard Date, Contents, Discard Reason, Location Occurred, Total Price, and Created Date.

	Discard No.	Discard Date	Contents	Discard Reason	Location Occurred	Total Price	Created Date
Edit View	79404	29/04/2014	x 1	Other	Pathology	\$313.41	29/04/2014 12:32
Edit View	79394	29/04/2014	x 1	Other	Pathology	\$753.17	29/04/2014 10:47
Edit View	79393	29/04/2014	x 1	Other	Pathology	\$188.29	29/04/2014 10:47
Edit View	79392	29/04/2014	x 1	Other	Pathology	\$188.29	29/04/2014 10:47
Edit View	79391	29/04/2014	x 1	Other	Pathology	\$188.29	29/04/2014 10:47
Edit View	79272	28/04/2014	x 1	Other	Returned to Supplier	\$51.61	28/04/2014 11:33

2. Select the reason for the transfer from the drop down list. If the unit is to be transferred with a patient select that option from the list, click on the box next to “Is this a Patient Transfer?” and enter in any relevant details if possible.

The screenshot shows the 'New Transfer In' form. It includes fields for 'Created Date' (7/05/2014 2:46:05 PM), 'Transferred From' (VIC - Alfred Hospital), 'Transferred To' (John Hunter Hospital), 'Packing Date' (7/05/2014), and 'Packing Time' (2:46 PM). The 'Transfer Reason' dropdown menu is open, showing options: 'Close to expiry', 'Patient Transfer', 'Recall by Supplier', 'Unit delivered to incorrect facility by supplier', 'Urgent inventory requirement by other facility', 'Routine distribution to other facility', and 'Other'. The 'Is this a Patient Transfer?' checkbox is checked. The 'Total Price Transferred' field is empty. The 'Fresh Components' section is also visible.

3. Add the component/s or product/s to the transfer in episode. Scan or Enter a Donation or Lot Number as applicable. This will automatically populate the transferred from location.

Fresh Components

Scan or Enter a Donation Number:

Fresh Component with donation number '5640007' was added

Component	Donation No.	Expiry Date	Price	Comments
04390 - Red Cells in SAG M LD (O+)	5640007	2/08/2013 11:59:00 PM	\$345.14	<input type="text"/> <input type="button" value="Remove"/>

Manufactured Products

Scan or Enter a Lot Number:

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

If you have multiple units with the same donation number, e.g. split apheresis units, a pop up box will appear for you to select the appropriate component.

5. As the last step click *Save Transfer Episode* at the bottom of the page and you will be directed to your completed transfer receipt to print and sign.

4.4 Discard

Creating a Discard record can be achieved in four easy steps and takes less than one minute to complete. A “New Discard” can contain one or more units (either Blood components and/or Blood products supplied by the Blood Service), depending on your need and laboratory practice.




1. Hover over the word “Fate” and click on “New Discard Episode”

The screenshot shows the BloodNet web application interface. At the top, there is a navigation bar with tabs for Inventory, Ordering, Receipting, Fate, Reporting, Administration, and Help. The 'Fate' tab is active, and a dropdown menu is open, showing options: Fates By Type, New Transfer Episode Out, New Transfer Episode In, New Discard Episode (highlighted), and New Discard (Not Received In BloodNet). Below the navigation bar, the 'New Discard' form is visible. It includes fields for 'Created Date' (7/05/2014), 'Facility Name' (John Hunt), and 'Discard Date' (7/05/2014). A search bar on the right indicates 'Session expires in 19:45' and has a search icon.

2. Select the “Location Discard Occurred” and “Discard Reason” from the drop down lists. If you are recording a Discard retrospectively you can override the current date to reflect the actual date of discard.

New Discard

Session expires in 19:12

Created Date: 11/02/2014 2:56:53 PM
Facility Name: Alfred Hospital
Discard Date: * 11/02/2014
Location Discard Occurred: *  
This should be the area responsible for the loss of the component/product – for example "ward" where a unit was left out of the fridge. You can add the particular ward in the comments section below.
Discard Reason: *  [Definitions](#)
Fresh Components
Scan or Enter a Donation Number:

Component	Donation No.	Expiry Date	Price	Comments
No records to display.				

Manufactured Products
Scan or Enter a Lot Number:

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

For support, call 13 000 BLOOD (13 000 25663) or email support@blood.gov.au | BloodNet v4.0.1.19763

If you are unsure of the most appropriate “Discard Reason”, simply click the “Definitions” link next to the drop down list and an explanatory screen with a list of all reasons and a description of their use will be displayed. Simply click on the relevant reason to select that reason and to close the explanatory screen.

3. Scan the Donation number barcode into the “Scan or Enter a Donation Number” field and click “Add component”. BloodNet will retrieve all remaining data and add this unit automatically to the discard record. To add any additional unit (s) simply scan the next donation number.

You can enter multiple units per discard record, and a discard record can contain both blood components and blood products. The benefit of entering multiple units on one discard record is that you will only need to enter the “Discard Reason” and “Location Discard Occurred” values once.

New Discard

Session expires in 15:54

Created Date: 24/07/2013 11:21:18 AM
Facility Name:
Discard Date: * 24/07/2013
Location Discard Occurred: * Pathology
Discard Reason: * Expired - Time expired

Fresh Components

Scan or Enter a Donation Number: 5651076

Fresh Component with donation number '5597178' was added

Component	Donation No.	Expiry Date	Price	Comments	
04390 - Red Cells in SAG M LD (A+)	5651076	5/08/2013 11:59:00 PM	\$365.34		Remove
04390 - Red Cells in SAG M LD (A+)	5603972	5/08/2013 11:59:00 PM	\$365.34		Remove
04390 - Red Cells in SAG M LD (AB+)	5591725	2/08/2013 11:59:00 PM	\$365.34		Remove
04390 - Red Cells in SAG M LD (AB+)	5601250	1/08/2013 11:59:00 PM	\$365.34		Remove
04390 - Red Cells in SAG M LD (A+)	5597178	5/08/2013 11:59:00 PM	\$365.34		Remove

If you have selected the incorrect unit(s) click "Remove" on the far right side of the page and the unit will be taken off the discard episode.

If the entered donation number is not found at your facility, you will be presented the following screen where you have the functionality of being able to search across all the facilities.

New Discard

Session expires in 19:52

Created Date: 16/05/2014 12:00:12 PM
Facility Name: Bankstown Hospital
Discard Date: * 16/05/2014
Location Discard Occurred: * Day Unit
This should be the area responsible for the loss of the component/product - for example "ward" where a unit was left out of the fridge. You can add the particular ward in the comments section below.
Discard Reason: * Expired - Extended life plasma [Definitions](#)

Fresh Components

Scan or Enter a Donation Number: 5640007

The item with the donation number 5640007 is not located at current facility. [Search for item across all Facilities...](#)

After doing the search, you can do a 'Transfer In' of the item to your own facility by clicking on following link

Component Search Results

The following fresh component(s) match the donation number **5640007**.
If the component is located at your facility then you can transfer in below:

	AHP Code	AHP	Component/Product Name	Group	Expiry Date	Feedback Reported	Price
Transfer In	31AALF	Alfred Hospital	Red Cells Red Cells in SAG M LD (04390)	O +	02/08/2013	False	\$345.14

You will then be redirected to a new Transfer In screen as shown below.

New Transfer In

Created Date: 16/05/2014 12:06:35 PM

Transferred From: * VIC - Alfred Hospital

Transferred To: Bankstown Hospital

Packing Date: * 16/05/2014

Packing Time: * 12:06 PM

Transfer Reason: *

Is this a Patient Transfer?

Total Price Transferred: \$345.14

Fresh Components

Scan or Enter a Donation Number:

Fresh Component with donation number '5640007' was added.

Component	Donation No.	Expiry Date	Price	Comments
04390 - Red Cells in SAG M LD (O+)	5640007	02/08/2013 23:59	\$345.14	<input type="text"/> Remove

Once you click on 'Save Transfer Episode' button on the following screen, 'Transfer In' of the item to your facility will be completed

Fresh Components

Scan or Enter a Donation Number:

Fresh Component with donation number '5640007' was added.

Component	Donation No.	Expiry Date	Price	Comments
04390 - Red Cells in SAG M LD (O+)	5640007	02/08/2013 23:59	\$345.14	<input type="text"/> Remove

Manufactured Products

Scan or Enter a Lot Number:

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

4. Click "Save Discard Episode". The BloodNet Discard Receipt will now be available to view.

New Discard

Session expires in 12:40

Created Date: 24/07/2013 11:21:18 AM
 Facility Name: Alfred Hospital
 Discard Date: * 24/07/2013
 Location Discard Occurred: * Pathology
 Discard Reason: * Expired - Time expired

Fresh Components

Scan or Enter a Donation Number: 5651076

Fresh Component with donation number '5597178' was added

Component	Donation No.	Expiry Date	Price	Comments
04390 - Red Cells in SAG M LD (A+)	5651076	5/08/2013 11:59:00 PM	\$365.34	<input type="text"/> Remove
04390 - Red Cells in SAG M LD (A+)	5603972	5/08/2013 11:59:00 PM	\$365.34	<input type="text"/> Remove
04390 - Red Cells in SAG M LD (AB+)	5591725	2/08/2013 11:59:00 PM	\$365.34	<input type="text"/> Remove
04390 - Red Cells in SAG M LD (AB+)	5601250	1/08/2013 11:59:00 PM	\$365.34	<input type="text"/> Remove
04390 - Red Cells in SAG M LD (A+)	5597178	5/08/2013 11:59:00 PM	\$365.34	<input type="text"/> Remove

Manufactured Products

Scan or Enter a Lot Number:

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

A "Discard Receipt" is then created which details the discard record that you have just created. If you wish, this can be printed at the time, or at a later stage as required.

View Discard

Session expires in 19:50

 [Print Discard Receipt](#)

BloodNet Discard Receipt

BloodNet Discard Number: 43189	Created By:	Created Date: 24/07/2013 11:21:18 AM +10:00
Facility Name:	AHP:	Date Discard Occurred: 24/07/2013
Location Discard Occurred: Pathology		
Discard Reason: Expired – Time expired		
Total Price: \$1,826.70		

Red Cells in SAG M LD (04390)

Donation No: **5651076**
Expiry Date: **5/08/2013 11:59:00 PM**
ABO RhD: **A Positive**
Initially Issued To:
Issue Note Number: **0000013261157**
Issue Date: **28/06/2013 11:04:00 AM +10:00**
Comments:

Total Price: **\$365.34**

5. Administration

5. Administration

There are three choices available from the “Administration” menu item:

- Facility Administration
- Access Approvals
- News Management

5.1 Administration

There are three sub-menus under Facility Administration:

- Edit My Facility
- Edit Order Template
- Manage discard locations

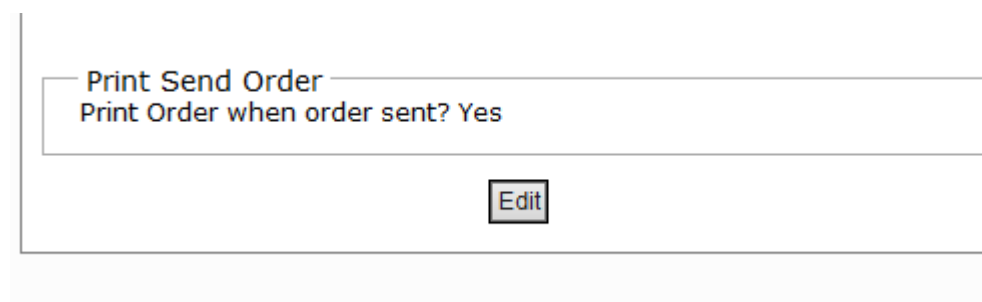
5.2 Edit My Facility

This function allows editing of facility contact, location and delivery details.

- Hover over the “Administration” menu item, and select “Edit My Facility” from the drop-down list.
- Select the “Edit” button to make necessary changes to the facility details.
- Ensure changes are correct, then click “Update”.
- To remove the default delivery method, select the “blank” option under “delivery method”.

This will ensure that staff are required to choose the most appropriate delivery method for each order placed through BloodNet.

- To remove the default Inventory and Distribution site; select the “blank” option under “default distribution site”. This will ensure staff are required to choose the most appropriate distribution site for each order placed through BloodNet.
- To automatically be taken to Print Screen when the order is ‘Sent’, select ‘Print Order when order sent? To ‘Yes’. By default this option is ‘No’.
- Click the “Cancel” button at any time to cancel any field changes.



The screenshot shows a form field with the text "Print Send Order" and "Print Order when order sent? Yes". Below the text is a small button labeled "Edit".

5.3 Configuration

The configuration box at the end of “Edit My Facility” page allows for:

BloodNet to be configured dependent on the type of local barcode scanners and whether they transmit start/stop codons. Tick the box to turn on/off.

the setup of an email distribution list to receive an emailed copy of all orders and all sent order failures.

Note: When multiple email addresses are entered, use a semi-colon between addresses, and do not include any spaces.

Configuration


Bar code scanner configured to transmit start & stop codes:

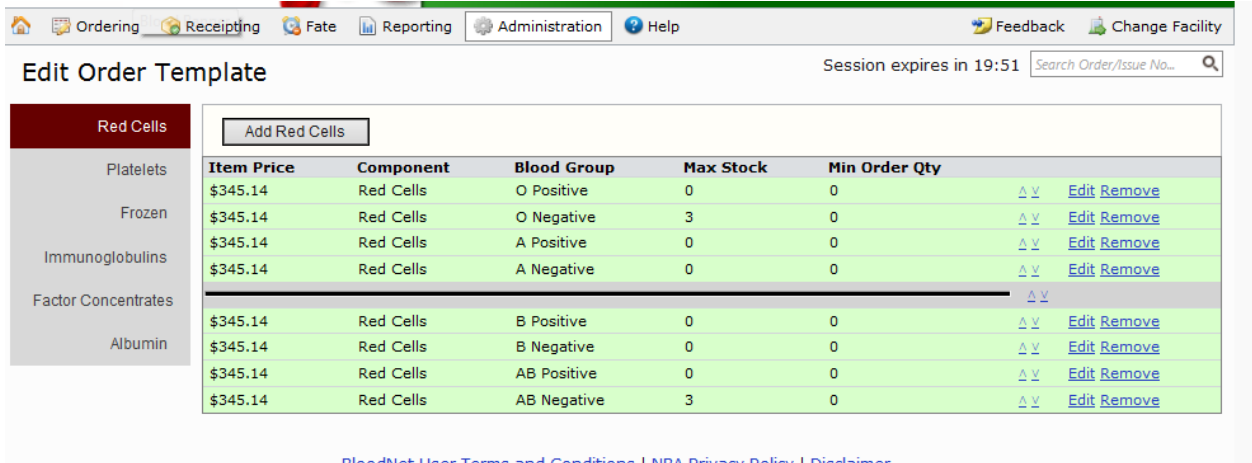
Email Orders To Distribution List:

Orders Email Distribution List:

Please use a ; between addresses without spaces

5.4 Edit Order Template

The order template has been divided into Red Cells, Platelets, Frozen, Immunoglobulins, Factor Concentrates and Albumin. These fields are available in vertical tabs and the order template can be customised to each type of blood component. You can move individual line items up and down using the arrows  on the right.



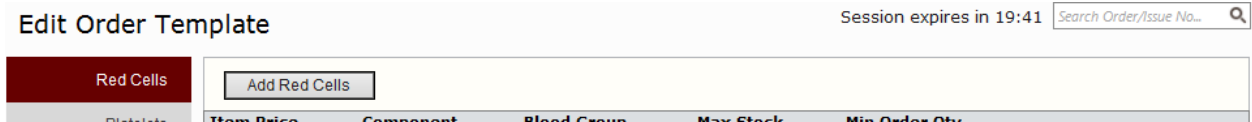
Session expires in 19:51

Item Price	Component	Blood Group	Max Stock	Min Order Qty		
\$345.14	Red Cells	O Positive	0	0		
\$345.14	Red Cells	O Negative	3	0		
\$345.14	Red Cells	A Positive	0	0		
\$345.14	Red Cells	A Negative	0	0		
\$345.14	Red Cells	B Positive	0	0		
\$345.14	Red Cells	B Negative	0	0		
\$345.14	Red Cells	AB Positive	0	0		
\$345.14	Red Cells	AB Negative	3	0		

[BloodNet User Terms and Conditions](#) | [NRA Privacy Policy](#) | [Disclaimer](#)

5.5 Click on each individual row to edit

Click on 'Add Red Cells' to be able to add new red cells component to order template from the following screen.



Session expires in 19:41

Item Price	Component	Blood Group	Max Stock	Min Order Qty
------------	-----------	-------------	-----------	---------------

Select the blood component that you want to be part of order template and then press the button "Add selected items to order template" to make sure the items are part of order template.



Session expires in 19:33

Issue Notes by Status

Item Price	Component	Blood Group	
\$345.14	Red Cells As fresh as possible	O Positive	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	O Negative	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	A Positive	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	A Negative	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	B Positive	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	B Negative	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	AB Positive	<input type="checkbox"/>
\$345.14	Red Cells As fresh as possible	AB Negative	<input type="checkbox"/>

Click the Edit link to open a page where the Max stock and Min Order Quantity can be updated.

Edit Order Template

Session expires in 19:55

Item Price	Component	Blood Group	Max Stock	Min Order Qty	
\$345.14	Red Cells	O Positive	<input type="text" value="0"/>	<input type="text" value="0"/>	Update Cancel

Update the Max Stock and Min Order Quantity on this page and click on Update to update the component on this page. Answer "Ok" to the prompt "Are you sure you want to add this component/product?"

5.6 Manage Discard Location

For non LIS enabled sites, manage discard location functionality has been incorporated to add/edit/delete discard locations

The screenshot shows the 'Administration' menu in the BloodNet interface. The 'Manage Discard Locations' option is highlighted in the dropdown menu. Other visible options include Advanced Search, Facility Administration, Access Approvals, News Management, Manage BloodNet User Reference Group (BURG) Documents, Downtime Administration, and Test Utilities. The main content area shows 'Manage Discard Locations' with an 'Add Discard Location' button and a table with 'No records to display.'

Clicking on Manage Discard locations under the administration menu provides the option to add custom discard locations that will be available in the drop-down of 'Location Discard Occurred' field under New Discard

New Discard Session expires in 19:11

Created Date: 8/05/2014 4:20:51 PM
 Facility Name: Abbott Pathology
 Discard Date: 8/05/2014
 Location Discard Occurred:

This should be the area responsible for the loss of the component/product – for example "ward" where a unit was left out of the fridge. You can add the particular ward in the comments section below.

Discard Reason: [Definitions](#)

Fresh Components

Scan or Enter a Donation Number:

Component	Donation No.	Expiry Date	Price	Comments
No records to display.				

5.7 Access Approval

Facility Administrators can accept or reject access requests to their BloodNet facility using the Access Approvals menu functionality. All requests submitted by staff are automatically assigned to the relevant Facility Administrator. Notification of an access request with applicant's details occurs via email.

- Hover over the "Administration" menu item and select "Access Approvals" from the drop-down list.
- Search for the applicant by entering in their Username
- Click on 'Action' and select appropriate outcome. Note: if rejecting an applicant please provide a comment in the section provided.

Clear Filters									
Submitted Date	Username	Role	Facility / LIS Name	AHP Code	Approval Status	Comment	Approver	Approval Date	
Action	10/02/2014 15:22	kjesse	Facility User	Healthscope Pathology Shepparton	31CGSH	Accepted			10/02/2014 15:27
Action	07/02/2014 11:25	pardhi	Facility User	Peninsula Private Hospital	31CDOR	Accepted			07/02/2014 14:01
Action	07/02/2014 11:24	snpaxd2	Facility User	Sullivan Nicolaides Pathology Greenslopes	41CSNG	Accepted			07/02/2014 12:24

Action Access Request

Username: Test_user200
Given Name: test200
Family Name: tester200
Email Address: Test_user200@nba.gov.au
Work Number:
Role: Facility User
Facility: BloodNet Test Facility
LIS:

Approval

Outcome: * Pending
Approver:
Comment:

Facility administrators can also view a list of current users for their laboratory simply by clicking on "Approval Status" and selecting "Accepted", a list of current users will be displayed along with the approver and approved date.

5.9 Status Levels

Pending: The access request is awaiting action until the user is accepted or rejected. All users with pending status do not have access to BloodNet.

Rejected: This is for users who have; requested access to an incorrect facility; discontinued work at a facility; requested access for an incorrect role. These users will not have access to your BloodNet facility.

Accepted: This status is for users who have requested access to the correct facility with the correct role and require access to your BloodNet facility. Once they are accepted they will have immediate access to your BloodNet facility.

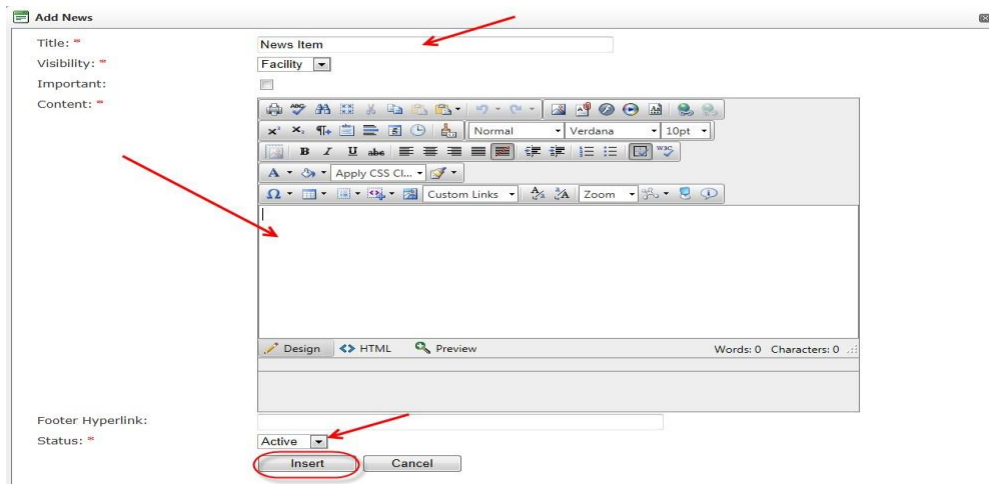
5.10 Revoking User Access to a BloodNet site

If you are required to reject a user's access search for their username as detailed above, click "action" and change the "outcome" to "rejected". This may be needed if a staff member has moved onto another lab. Access can also be reinstated if they return to your laboratory in the same way, by searching for their username, clicking "action" and changing the "outcome" back to "accepted".

5.11 News Management

This functionality allows staff to post news items on the BloodNet home page for their local facility.

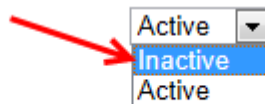
- Hover over the “Administration” menu item and select “News Management” from the drop-down list.
- Select “Create News Item” button from the left of the screen and the news item template will appear.
- Enter the Title and enter the content within the free text field.
- Edit the font size and style using the buttons within the top of the text box.
- Select status as “Active”.
- Click the “Insert” button. The news item will now be located on the front page of your facility for all users from your facility to see.



5.3.1 Archiving Old News Item

News items that are no longer required to be displayed can be archived, to remove them from the main News page. To archive News items, perform the following steps:

1. Hover over the “Administration” tab and click on “News Management”.
2. Select the news item to be archived by clicking “edit” on the left hand side of the screen
3. Scroll down to the bottom of the page
4. Change the status from “Active” to “Inactive”



6. Click the “Update” button.

6. Reporting

6.1 Reporting Overview

The “Report” menu provides access to Facility specific and National reports broken down into Fate Reports, Feedback, and Inventory categories. These reports are pre-defined and are available by hovering over the “Reporting” tab and clicking on “Reports”.

The detailed specifications for each report are available from the NBA website at <http://www.blood.gov.au/bloodnet-reports>

Reports

Session expires in 19:24

Fate Reports

[Discard Blood Components \(FATE001\)](#)

Component discard data in a simple tabular format from combined BloodNet, Laboratory Information System, and ERIC data.

[Discard Blood Products \(FATE002\)](#)

Product discard data in a simple tabular format from combined BloodNet, Laboratory Information System, and ERIC data.

[Transfer Blood Component \(FATE003\)](#)

Component transfer data in a simple tabular format from combined BloodNet, and Laboratory Information System data.

[Transfer Blood Products \(FATE004\)](#)

Product transfer data in a simple tabular format from combined BloodNet, and Laboratory Information System data.

[Fresh Component Health Provider Discards \(FATE007\)](#)

This report shows discards of fresh components over a given time for the selected health provider. The net issued and discard figures are used to calculate the Discard as a Percentage of Issue (DAPI) so the health providers DAPI can be compared against the benchmark, group, state and national averages, with relative performance displayed by the indicator icons. This report displays component groups (ie. Red Cells) which can be expanded to reveal corresponding cost groups (ie. 2a - WB Red Cell, 2b - WB Red Cell - Buffy Coat Poor, etc).

Feedback

[National Health Provider Feedback \(REC001\)](#)

This report shows the feedback comments reported when the unit received is not suitable for use or for any other feedback reasons regarding the issue of the units.

Inventory

[National Health Provider Inventory Level \(INV001\)](#)

The purpose of the National Health Provider Inventory Level Report (Previously: Current State Inventory) is to identify both the nominated maximum inventory levels for each component and blood group as well as the available inventory for issue (also known as Stock on Hand) by health providers. **This report is intended for Pathology Services Only**

[Fresh Components \(INV006\)](#)

On hand levels entered for stock orders for all components and products for the chosen month as a raw value and proportion of maximum stock. The data is graphed over time.

[Issues Report \(INV002\)](#)

This report shows the number of units issued and receipted, and the manufacturing costs involved for fresh components and manufactured products for selected months with modifiers as defined on issue notes.

[Search Donation Lot Number \(INV009\)](#)

Search Donation Lot Number

[LIS Inventory \(INV008\)](#)

LIS Inventory

[LIS Inventory Chart \(INV007\)](#)

LIS Inventory Chart

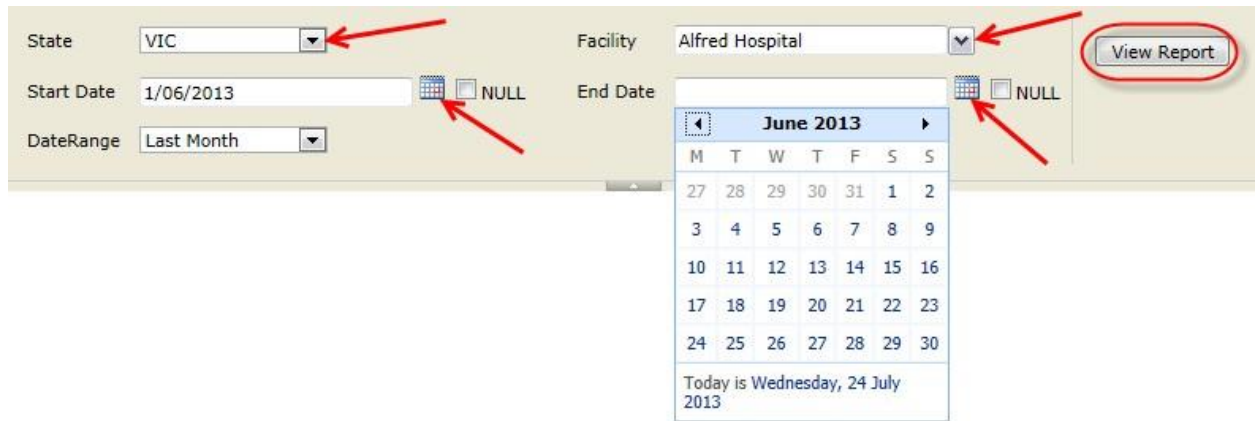
[Fresh Blood Orders and Issues \(FUL010e\)](#)

The Fresh Blood Orders and Issues Report is comprised of Orders recorded in BloodNet and Issues sent by the Blood Service including Issues to Health Providers not using BloodNet (Orphaned Issue Notes). The Report shows all Orders and Issues that occurred between the start and end dates and match the selected facilities. This report was designed to be exported into Excel for further manipulation.

6.2 Fate Reports:

A selection of reports is available to capture both discard and transferred data across a selected time period. Blood Products and Blood Components are captured in separate reports to allow for more specific searches. The format of each report is the same, to generate a Fate report:

Select the report you wish to run simply by clicking on the report name. Use the drop down menus and date picker to specify a date range you would like data for and click “View Report”.



A table will be displayed with all of the data for the requested time period.

State: VIC Facility: Alfred Hospital Start Date: 1/06/2013 End Date: 30/06/2013 DateRange: Last Month View Report

Discard Blood Components (Raw Data)
01 Jun 2013 - 30 Jun 2013

Report Name	AMP Code	Date of Discard	Component Name	Component Code	Quantity	Blood Group	Modifiers	Discard Reason	Discard Location	Expires Date	Unit Price	Initially Issued To	Received Date	Issue Note Number	Date Discard Entered	Data Source	Comments
35ANLP	03	04 Jun 2013	RED BLOOD CELL CONCENTRATE	04290	1170128	O Rh Positive		Expired - Transfused	Pathology	29 May 2013	161.3400		03 Jun 2013	15217901	03 Jun 2013	BloodNet	
35ANLP	04	04 Jun 2013	FRESH FROZEN PLASMA	10200	5461716	O Rh Negative		Discard - Transfused	Pathology	28 May 2014	190.1000		04 Jun 2013	15217912	04 Jun 2013	BloodNet	
35ANLP	04	04 Jun 2013	CRYOPRECIPITATE	10200	5220968	O Rh Positive		Expired - Transfused	Pathology	02 May 2014	18.8800		04 Jun 2013	15217913	04 Jun 2013	BloodNet	
35ANLP	04	04 Jun 2013	CRYOPRECIPITATE	10200	5944848	O Rh Positive		Expired - Transfused	Pathology	05 May 2014	18.8800		04 Jun 2013	15217914	04 Jun 2013	BloodNet	
35ANLP	04	04 Jun 2013	CRYOPRECIPITATE	10200	5220967	O Rh Positive		Expired - Transfused	Pathology	02 May 2014	18.8800		04 Jun 2013	15217915	04 Jun 2013	BloodNet	
35ANLP	04	04 Jun 2013	CRYOPRECIPITATE	10200	5568075	O Rh Positive		Expired - Transfused	Pathology	17 May 2014	18.8800		04 Jun 2013	15218007	04 Jun 2013	BloodNet	
35ANLP	04	04 Jun 2013	CRYOPRECIPITATE	10200	5220966	O Rh Positive		Expired - Transfused	Pathology	17 May 2014	18.8800		04 Jun 2013	15218007	04 Jun 2013	BloodNet	

This data can be extracted to an excel spread sheet by clicking on the floppy disk icon on the top of the screen and selecting “excel”. These reports can be run whenever required and for any specified time frame.

Follow the same steps to run the “Discard Blood Products (FATE002)”, “Transfer Blood Component (FATE003)” and “Transfer Blood Products (FATE004)” reports also.

6.3 Feedback Report:

The National Health Provider Feedback report (REC001) shows the feedback comments reported when the unit received is not suitable for use or for any other feedback reasons regarding the issue of the units ordered from the Blood Service. To run the Feedback report for your facility:

1. Click on the report name under “Reporting” from the main menu bar and the “Reports” tab on the drop down menu.

- Complete the required date range, or simply click “Last week”, “Last Month” or “Last Year” from the drop down menu and click “View Report”.

- A table will be displayed with all of the data regarding any feedback that has been entered within the specified time frame back to the Blood Service. This data can be extracted into an excel spreadsheet by clicking on the floppy disk image on the top of the screen and selecting “Excel”.



National Health Provider Feedback Report

This report shows the feedback comments reported when the unit received is not suitable for use or for any other feedback reasons regarding the issue of the units.

Feedback Received between 01 Jun 2013 - 30 Jun 2013

State	AHP Code	AHP Name	Telephone	Issued By	Issue Number	Issue Note Date	Order Number	Donation/Lot Number	Component Type	Group	Modifiers	Issue Qty	Received Qty	Feedback Reason	Note	Received Date Time	Feedback Modified Date	Date and Time of Expiry
VIC			(03)90763100	ARCBS Melbourne	0000013251191	16-Jun-2013 04:12:00 +10:00		9800701	Red Cells in SAG W LD (04390)	A-		1	0	Product not received	Name: Contact Number: Feedback:	25-Jun-2013 11:10:00 +10:00	19 Jun 2013 17:06:29	28 Jul 2013 23:59:00
VIC			(03)90763100	ARCBS Melbourne	0000013251191	16-Jun-2013 04:12:00 +10:00		9800701	FFP (18200)	A-		1	0	Product not received	Name: Contact Number: Feedback:	25-Jun-2013 11:10:00 +10:00	19 Jun 2013 17:06:29	16 Jun 2014 23:59:00

To get further information or the complete specifications on the feedback report please go to <https://www.blood.gov.au/Reporting/>

6.4 Inventory Reports:

There are six reports under the “Inventory” heading within BloodNet reporting, one of which is a national report and the other five are facility specific.

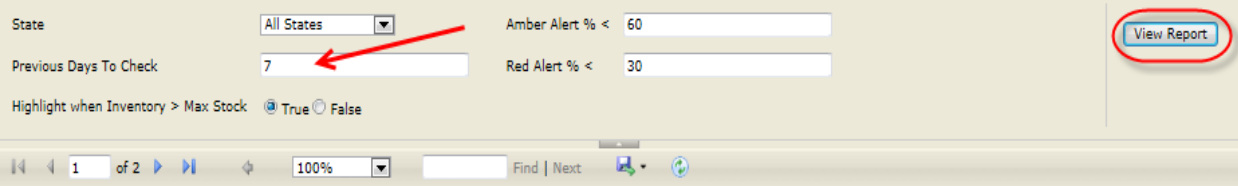
National Health Provider Inventory Level (INV001): The purpose of the National Health Provider Inventory Level Report (Previously: Current State Inventory) is to identify both the nominated maximum inventory levels for each component and blood group as well as the available inventory for issue (also known as Stock on Hand) by health providers. **This report is intended for Pathology Services Only.**

To run this report simply click on the report name:

- Use the drop down menu to select the state you wish to view the report for (you can choose a state other than your own, or for a national report click “All States”.

- Choose the number of “Previous Days to Check”

3. Click “View Report”



The screenshot shows a web interface with the following elements:

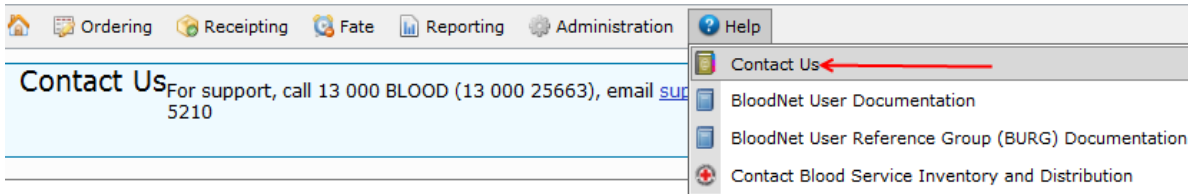
- State:** A dropdown menu currently set to "All States". A red arrow points to this dropdown.
- Amber Alert % <:** A text input field containing the value "60".
- Red Alert % <:** A text input field containing the value "30".
- Previous Days To Check:** A text input field containing the value "7". A red arrow points to this field.
- Highlight when Inventory > Max Stock:** Radio buttons for "True" (selected) and "False".
- View Report:** A button in the top right corner, circled in red.
- Footer:** A navigation bar showing "1 of 2" pages, a "100%" zoom level, and "Find | Next" options.

4. A table will be displayed showing the inventory per hospital and per product. Use the page turn buttons to move between states and be aware of the legend on the top right hand side of the page to explain the colour coding.

7. Help

7.1 BloodNet Support Contact Details

Blood Systems Support offers 24 hours, 7 days a week support, 365 days of the year. You can access the Blood Systems Support contact details by hovering over the Help tab and clicking on Contact Us.



You can then contact support via phone or email or fill in the contact form as shown below. Note: Your name, email and work phone will be pre populated in the fields below if they are in your BloodPortal account.

Contact Us

For support, call 13 000 BLOOD (13 000 25663), email support@blood.gov.au or fax (02) 6151 5210 or use the contact form below:

Contact Form

Name: * Name is mandatory

Email: * Email Address is mandatory

Work Phone: * Work Phone is mandatory

Contact Reason: *

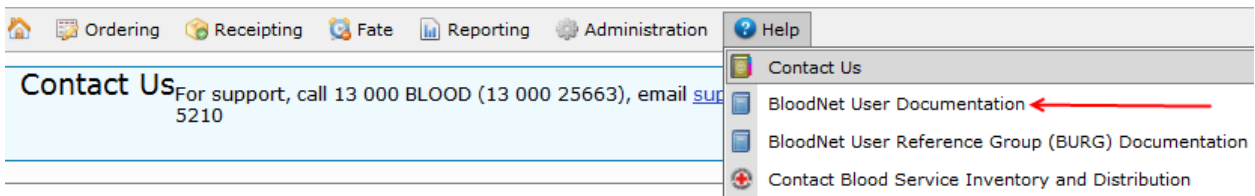
BloodNet Order No:

Blood Service Issue Note No:

Message: *

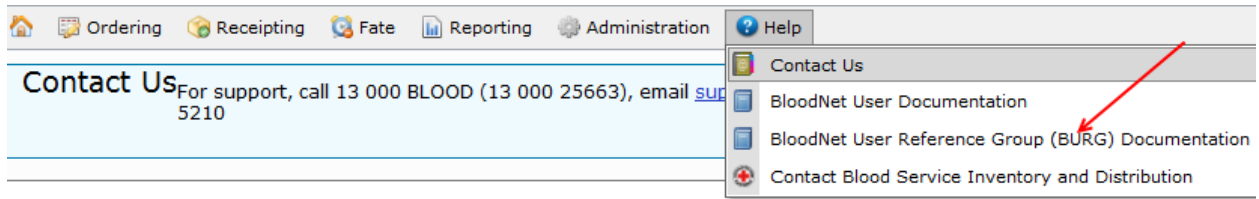
7.2 BloodNet User Documentation

To access the BloodNet documentation, hover of the Help tab and click on BloodNet User Documentation.



This will link you to the Quick Start Guides and current User Manual for BloodNet . These will be regularly updated with only the most up to date versions available through BloodNet.

7.3 Bloodnet User Reference Group (BURG) Documentation – This link will take you to BURG documentation



Clicking on BURG documentation takes you to the meeting details and corresponding documentation for those meetings

BloodNet User Reference Group (BURG) Documentation

Meeting - 12/05/2014 12:00 AM

- [View Fridge Register v1.2 \(pdf\).pdf](#)

Meeting - 19/04/2014 12:00 AM

- [BURG Minutes 19 April 2013 Final.docx](#)
- [BURG Agenda 24 February 2014.docx](#)

7.4 Contact details for the Blood Service Inventory and Distribution sites

The fourth item under the Help tab is the contact details for the Blood Service Inventory and Distribution sites. If you click on this link it will open a separate internet tab and take you through to the Blood Service website for the most up to date contact details of your local Inventory and distribution centre.

