

Blood Collection from Donor

This involves the selection and collection of blood units from voluntary blood donors. This service is available from Monday to Sunday, 8AM to 5PM and is subject to availability of blood stocks.

Office or Division:	Blood Bank			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	All possible voluntary blood donors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any valid ID		Company/Government Issued ID		
2. Non-PUM/PUI Certificate		Barangay Health Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present donor's valid ID and Non-PUM/PUI Certificate.	1. Receive and verify the authenticity of the ID's presented.	None	5 minutes	Donor Recruitment Officer/Nurse Blood bank
2. Receive and fill out Donor History Questionnaire (DHQ).	2.1 Assist donor in filling out and verify Blood Donor History Questionnaire and Declaration Form	None	15 minutes	Donor Recruitment Officer/Nurse Blood bank
	2.2 Conduct pre-donation counseling and interview client for medical history.	None	10 minutes	Donor Recruitment Officer/Nurse Blood bank
3. Undergo Physical assessment.	3. Take and record vital signs, weight and general appearance of donor.	None	10 minutes	Donor Recruitment Officer/Nurse Blood bank
4. Submit self for skin	4. Perform puncture and collect blood	None	10minutes	Medical Technologist/Nurs

puncture.	specimen for Hemoglobin test and ABO Rh determination.			e/Phlebotomist Blood bank
5. Proceed to waiting area.	5. Enlist Donor's Profile in the Donor Database and instruct the client to wait until called.	None	5 minutes	Donor Recruitment Officer/Nurse Blood bank
6. Proceed to the Bleeding area.	6.1 Call donor for blood collection.	None	5 minutes	Medical Technologist/ Nurse Blood bank
	6.2 Label blood bag and attach barcode number	None	5 minutes	Medical Technologist/ Nurse Blood bank
	6.3 Perform the procedure	None	15 minutes	Medical Technologist/Phlebotomist Blood bank
7. Undergo post-donation care.	7. Give donor instructions about post phlebotomy care.	None	10 minutes	Donor Recruitment Officer/Nurse Blood bank
	TOTAL:	None	1 hour and 30 minutes	

Screening of Blood Samples from other Blood Collecting Units

This involves the screening for Transfusion Transmissible diseases of blood units from other blood collecting units.

This service is available from Monday to Sunday; 24 hours daily service and is subject to availability of reagents.

Office or Division:		Blood Bank		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Affiliated Blood Collection Unit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Appropriate Checklist		Blood Collection Units		
Statement of Account		MHARS-MC Accounting		
Official Receipt		MHARS-MC Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Transport blood samples.	1.1 Receive and check blood samples for acceptance or rejection.	None	15 minutes	Medical Technologist Blood bank
	*Notify the authorized representative when a specimen/sample does not meet acceptability criteria.		30 minutes	Medical Technologist Blood bank
	1.2 Fill up testing protocol with the donation number before the test is performed.	None	8 hours	Medical Technologist Blood bank
	1.3 Perform			

	<p>mandatory tests.</p> <p>1.4 Print official results</p>	<p>Php 1,500/ sample</p> <p>None</p>	10 minutes	Medical Technologist Blood bank
2. Follow-up results.	2. Send results via electronic mail.	None	10 minutes	Medical Technologist Blood bank
3. Check email and verify tests results.	3. Encode and print statement of account and attach letter of collection from Accounting Office and send via electronic mail.	None	Stop Clock	Medical Technologist Blood bank
4. Print and verify if correct statement of account was given.	4. Wait for completion of their on-process voucher.	None	Stop Clock	Medical Technologist Blood bank
5. Get charge slip.	5. Issue charge slip	None	5 minutes	Medical Technologist Blood bank
6. Pay the required fee at the Cashier.	6. Cashier shall provide official receipt	None	15 minutes	Cashier Cashier
7. Present official receipt to Blood Bank.	7. Check and record official receipt number.	None	5 minutes	Medical Technologist Blood bank

	TOTAL:	Php 1,500/ sample	9 hours, 30 minutes	
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Note: *Total amount of fees to be paid varies depending on the number of samples tested.

Procedure for Obtaining Blood Units to Requesting Health Facility

This involves the releasing of screened blood units to clients from other hospital and institutions. This service is available from Monday to Sunday; 24 hours daily service and is subject to availability of blood stocks.

Office or Division:	Blood Bank			
Classification:	Simple			
Type of Transaction:	Government to Business, Government to Government			
Who may avail:	All health facility performing blood transfusion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1, Blood Stock Inventory Management Report		Requesting Health Facility		
2, Transport Box with ice pack		Requesting Health Facility		
3. Official Receipt		MHARS-MC Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Blood Stock Inventory Management Report	1. Prepare and record the details of the blood unit to be issued	None	20 minutes	Medical Technologist Blood bank
2. Receive charge slip	3. Issue charge slip for blood unit accordingly	None	5 minutes	Medical Technologist Blood bank
3. Pay to the Cashier	4. Cashier shall provide official receipt.	None	15 minutes	Cashier Cashier
4. Present Official Receipt	5.1 Check and record official receipt number	None	5 minutes	Medical Technologist Blood bank
5. Receive blood unit and sign in the releasing logbook	6. Endorse the blood unit to the authorized representative and have logbook signed.	None	15 minutes	Medical Technologist Blood bank
	TOTAL:	See	60 minutes	

		table of fees below.		
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Blood Bank Service Fee	Amount	Blood Bank Service Fee	Amount
1. Whole Blood	Php 1,800	1. Crossmatching	Php 500
2. Packed RBC	Php 1,500	2. Antibody Screening	Php 500
3. Platelet Concentrate	Php 1,000	3. Coomb's Test	Php 500
4. Freeze Frozen Plasma	Php 1,000		
5. Cryoprecipitate	Php 1,000		

Issuance of Safe Blood and Blood Products to Admitted Patients

Patients who shall undergo blood transfusion at MHARSMC shall be provided with appropriate and timely blood for complete management of the patient. This involves storage of blood units, Compatibility testing and Antibody Screening. This service is available from Monday to Sunday, 24 hours daily service.

Office or Division:	Blood Bank			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All In-Patients who shall undergo blood transfusion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Properly filled-out Blood Request Form		Nurse Station/ Requesting Physician		
Endorsement Letter to Release Blood –if applicable		Referring Blood Network-partners (Agencies/LGUs)		
Approved charge slip by the Social Service and Malasakit Center.		Medical Social Work Service, Malasakit Center or MAP		
Approved Blood Charged Form		Billing Section		
Official Receipt from the Cashier		MHARS-MC Cashier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accompany the Nurse to submit properly filled out Blood Request Form and register in the Blood Transfusion Request Logbook	1.1 Receive and assess client to sign in the Blood Transfusion Request Logbook	None	5 minutes	Medical Technologist Blood bank
	1.2 Orient client regarding the Blood Bank policies and Procedure	None	5 minutes	Medical Technologist Blood bank
2. Wait for the advice on blood unit availability	2.1 Check availability of blood/blood products of patient's blood type	None	5 minutes	Medical Technologist Blood bank
		None		

	<p>2.2 In case of non-availability of blood/blood products, instruct Significant Other to bring in their voluntary blood donors</p> <p>2.3 Collect patients' blood sample for Crossmatching</p>	None	<p>Stop Clock</p> <p>30 minutes</p>	<p>Medical Technologist/ Phlebotomist Blood bank</p> <p>Medical Technologist/ Phlebotomist Blood bank</p>
3. Wait for the availability of prepared and Crossmatched blood unit	<p>3.1 Prepare blood unit and perform Crossmatching and Antibody Screening</p> <p>3.3 Encode and print result</p> <p>*If Compatible: Verify then release result</p> <p>* If Incompatible: Repeat procedure</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3 hours</p> <p>5 minutes</p> <p>15 minutes</p> <p>Stop Clock</p>	<p>Medical Technologist Blood bank</p> <p>Medical Technologist Blood bank</p> <p>Medical Technologist Blood bank Medical Technologist Blood bank</p>
4. Await for the order of Attending Physician to	4.1 Release blood unit to the Nurse and	None	15 minutes	Medical Technologist Blood bank

transfuse.	<p>have logbook signed.</p> <p>4.2 Charge the corresponding Fee.</p> <p>* In case Attending Physician defers or cancel blood transfusion, blood will not be charged.</p>	Refer to Blood Service Fee	5 minutes	Medical Technologist Blood bank
5. Process settlement of Blood charges/Fees and present the approved requirements to Blood Bank Section	5. Check charges/fees if:	None	Stop Clock	Medical Technologist Blood bank
5.1 Pay to cashier,		None	Stop Clock	Medical Technologist
5.2 Secure blood charge from PHIC:	5.1 Issue Charge Slip	None	Stop Clock	Medical Technologist Blood bank
5.3 If patient wants to avail financial assistance	5.2 Receive approved blood charged form	None	Stop Clock	Medical Technologist Blood bank
5.3.1 Approach	5.3 Issue temporary charge slip and refer to Medical Social Work Service office, Malasakit Center or Medical Assistance	None	Stop Clock	Medical Technologist Blood bank
Medical	5.3.1 Receive approved charge slip	None	Stop Clock	Medical Technologist

Assistance Office	from Medical Social Work Service Office			Blood bank
5.4 Secure Endorsement Letter to Release Blood from referring Blood Network Partners (Agencies/LGUs)	5.4 Receive approved endorsement Letter			
6. Receive Clearance	6. Issue Clearance	None	5 minutes	Medical Technologist Blood bank
	TOTAL:	See table of fees below.	4 hours and 25 minutes	

Blood Bank Service Fee	Amount	Blood Bank Service Fee	Amount
1. Whole Blood	Php 1,800	1. Crossmatching	Php 500
2. Packed RBC	Php 1,500	2. Antibody Screening	Php 500
3. Platelet Concentrate	Php 1,000	3. Coomb's Test	Php 500
4. Freeze Frozen Plasma	Php 1,000		
5. Cryoprecipitate	Php 1,000		