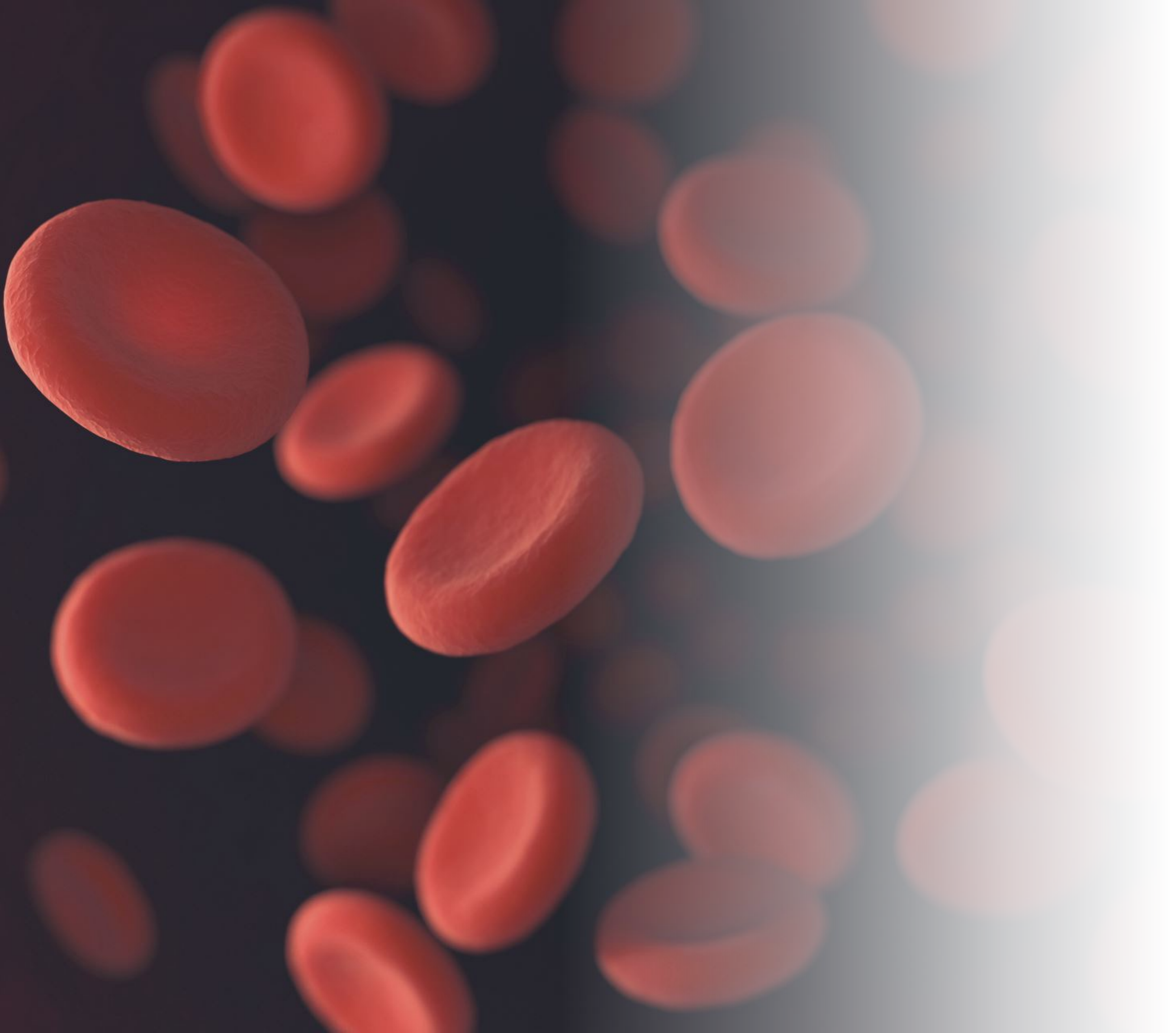
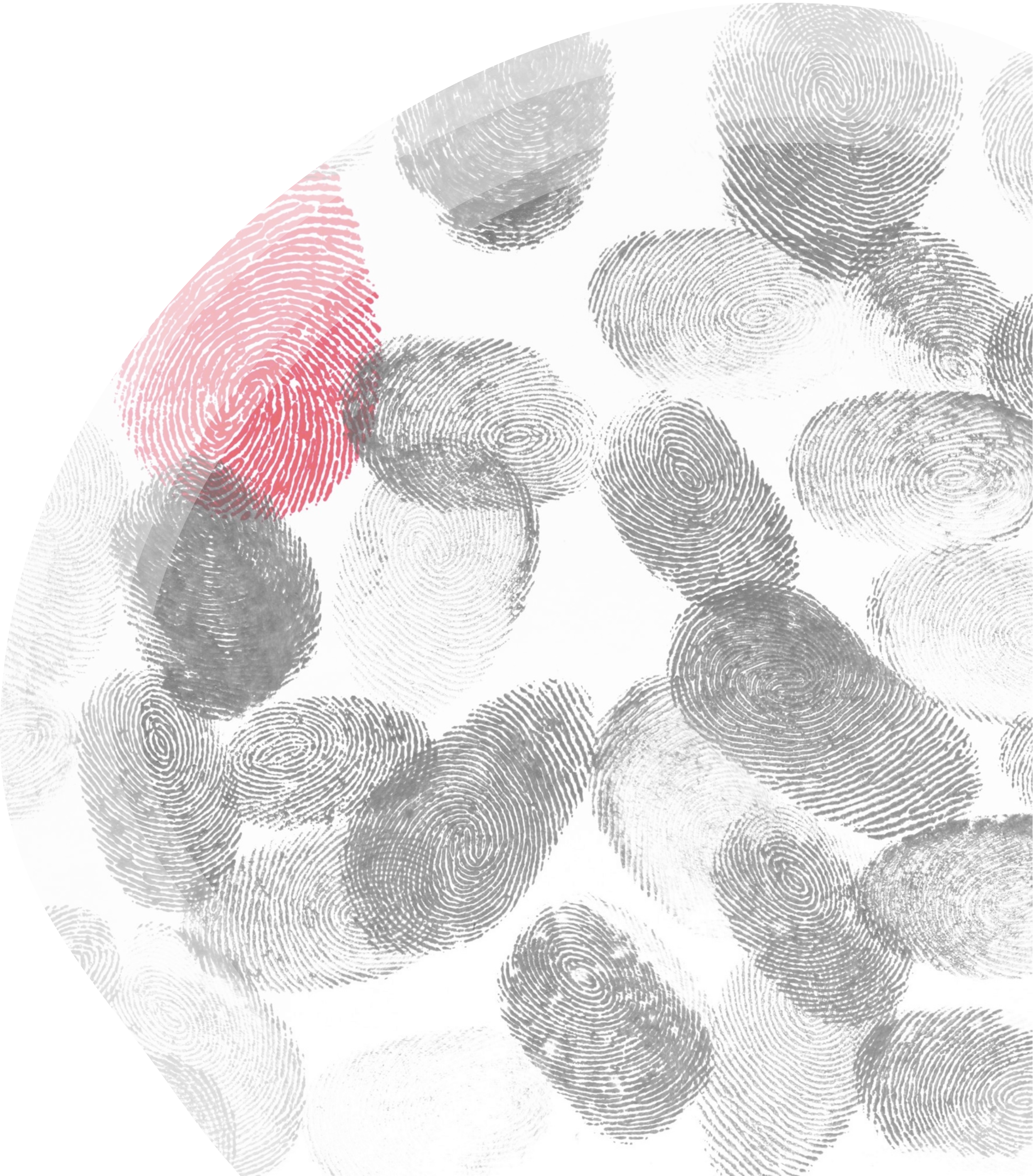


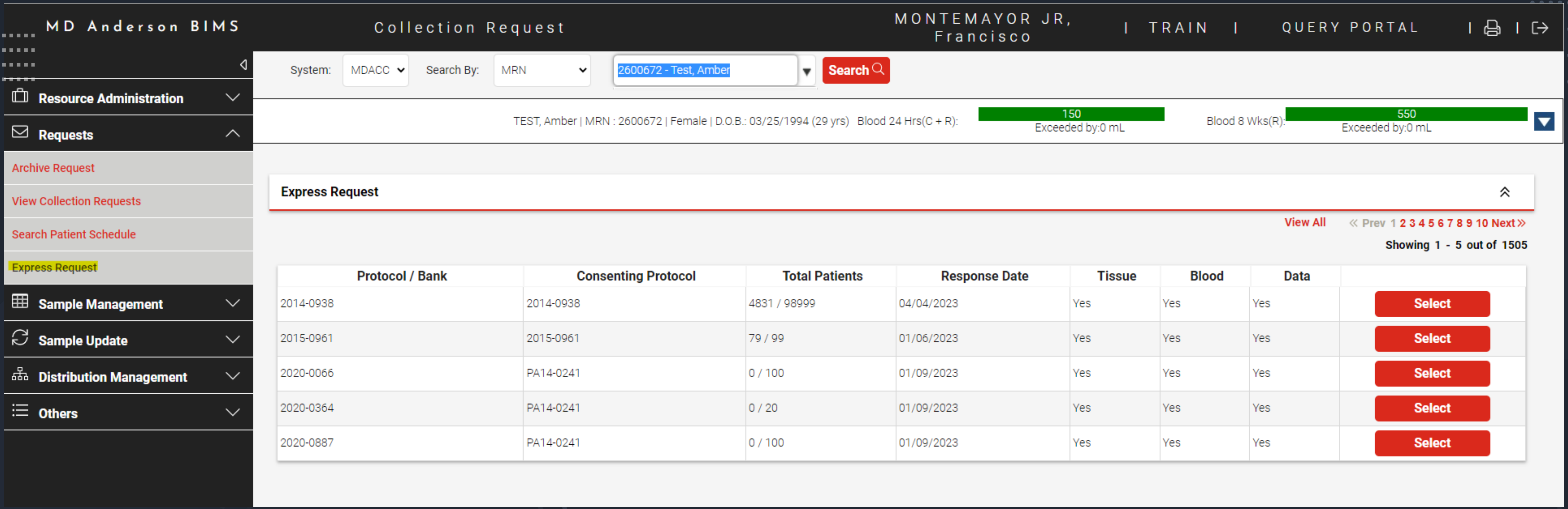
Blood Request Submission

Training Guide for New Users

Basics of Request Entry

- To ensure easy and accurate collection request entry there are several pieces of information we recommend you have on hand before a request should be placed.
  - Patient information (name, MRN)
  - Protocol Collection Request Templates
  - Date of blood draw
  - Number of tubes collected
  - Processing instructions



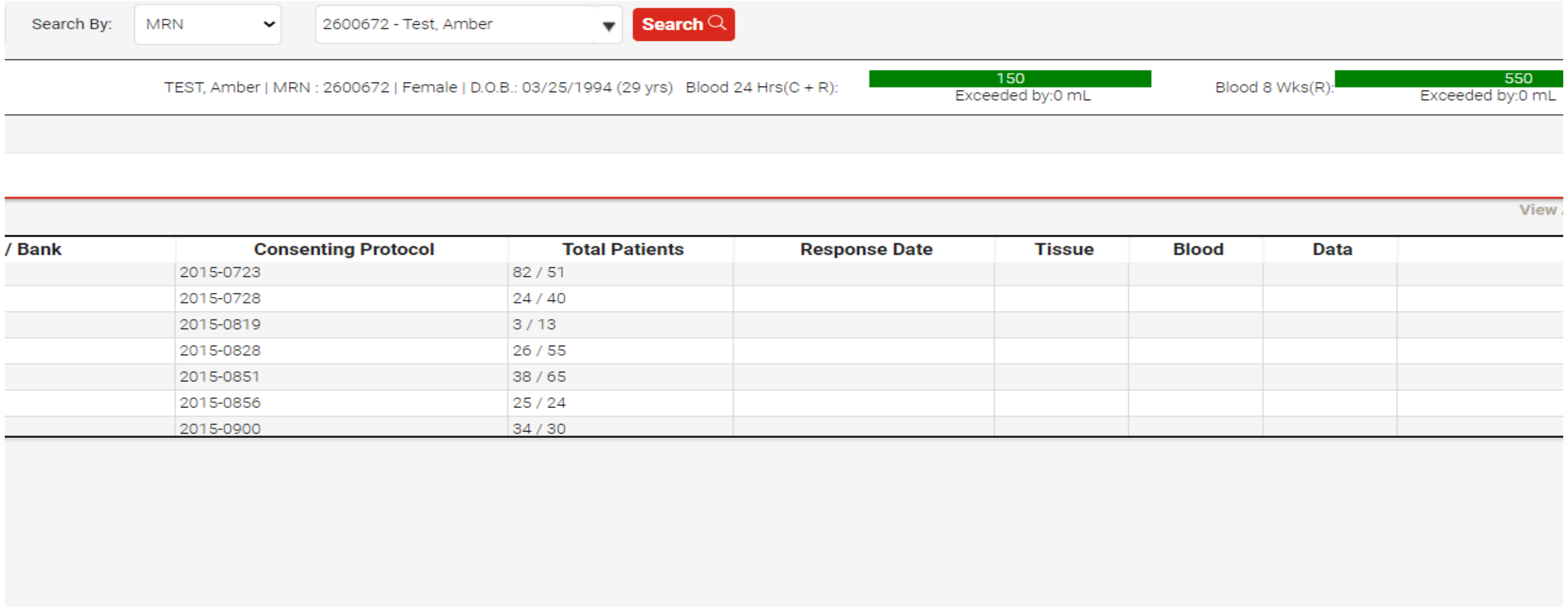


BIMS Collection Entry

- Using the “Express Request” module in the “Request” tab, enter the patient’s MRN in the box.
- Once the patient's information populates, confirm that the correct patient loaded by verifying the Name, MRN, DOB, etc.
- The protocols below should be the list of protocols you have access to and whether the patient is consented to those.
- Please find the corresponding protocol and click the “Select” button.
  - Please note that if your protocol is not listed you may not have requestor access for that protocol.
  - If the boxes marked “Tissue, Blood, Data” are blank then there is an issue with consent that needs to be addressed.

Trouble Shooting Issues

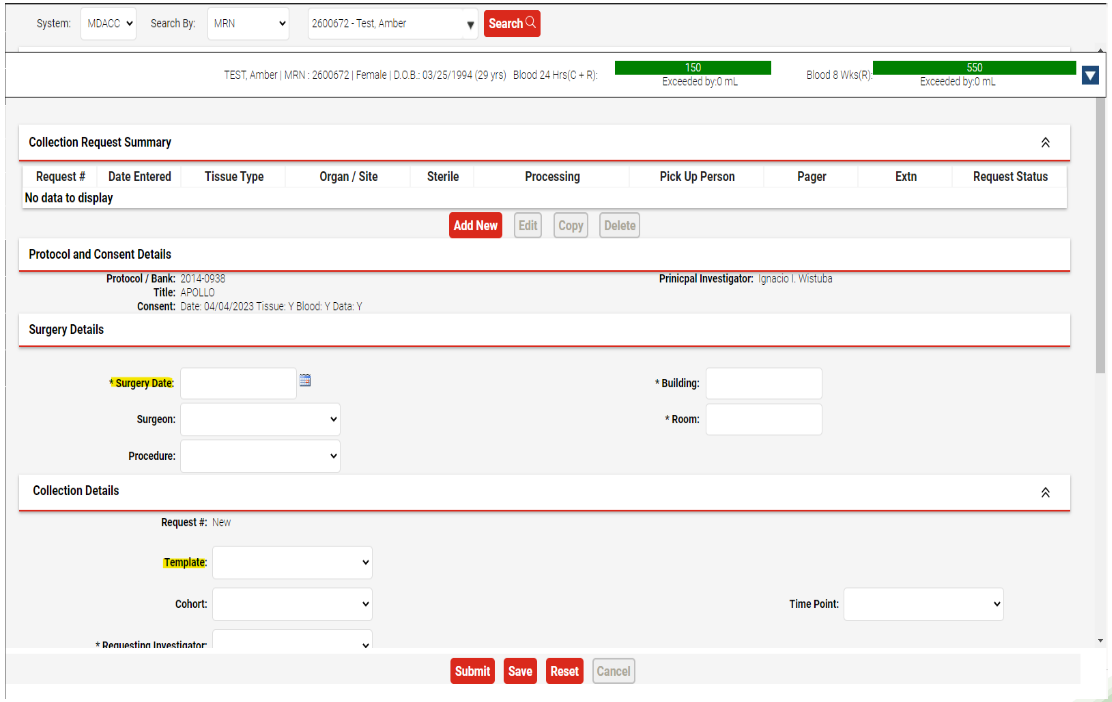
- If the protocol you're creating a collection request for doesn't appear in the list, then you may not have permission in BIMS to create collection requests.
  - You should contact your Protocol Administrator to grant you the "Requestor" role under the protocol. If they are unable to or if the problem persists, please feel free to contact ITB.
- Your protocol may appear on the list however, if the "Select" button does not appear and the boxes marked "Tissue, Blood, Data" are blank meaning there is an issue with consent.
  - Please confirm that the patient is consented to the protocol and that consent is in Epic.
  - Also, please confirm that the consent has been transferred into BIMS using the "Consent" module in the "Others" tab.
  - For more information or help please feel free to contact the ITB.

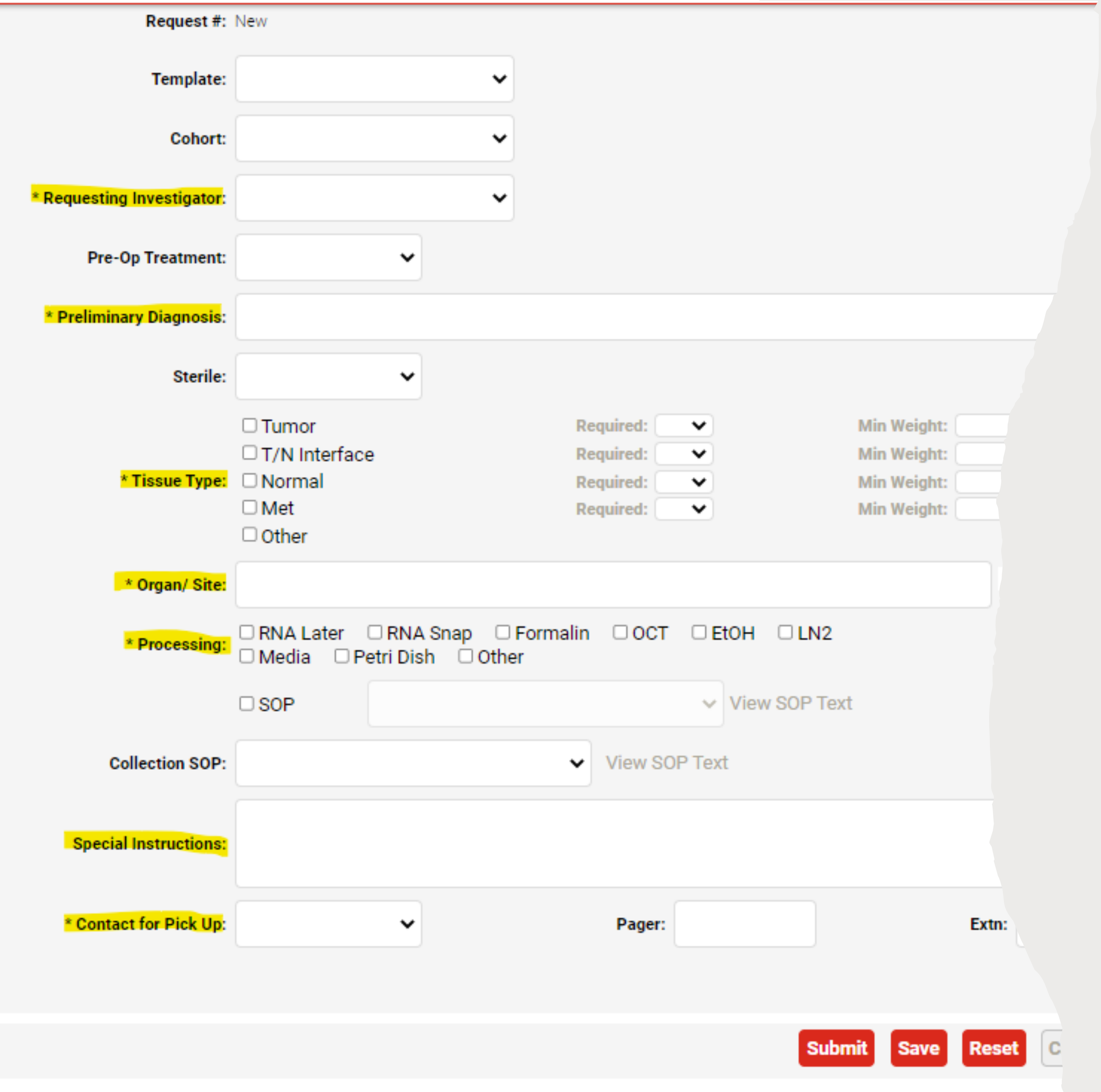


/ Bank	Consenting Protocol	Total Patients	Response Date	Tissue	Blood	Data
	2015-0723	82 / 51				
	2015-0728	24 / 40				
	2015-0819	3 / 13				
	2015-0828	26 / 55				
	2015-0851	38 / 65				
	2015-0856	25 / 24				
	2015-0900	34 / 30				

Collection Request Information

- Once your protocol has been selected, the details of the collection request can be entered based on your lab manual.
- The next step is to click on the “Add New” button.
- The “Surgery Date” refers to the **date of the blood draw**, not the date the blood was received.
- The “Building” is the building location, “Room” is the name of the clinic or room number where the blood draw occurred.
- If your protocol has a collection request template created, select it from the list using the drop-down arrow next to the “Template” section.




Request #: New

Template:

Cohort:

* Requesting Investigator:

Pre-Op Treatment:

* Preliminary Diagnosis:

Sterile:

* Tissue Type: Tumor / T/N Interface / Normal / Met / Other

Required: Min Weight:

* Organ/ Site:

* Processing: RNA Later, RNA Snap, Formalin, OCT, EtOH, LN2, Media, Petri Dish, Other

SOP View SOP Text

Collection SOP: View SOP Text

Special Instructions:

* Contact for Pick Up: Pager: Extn:

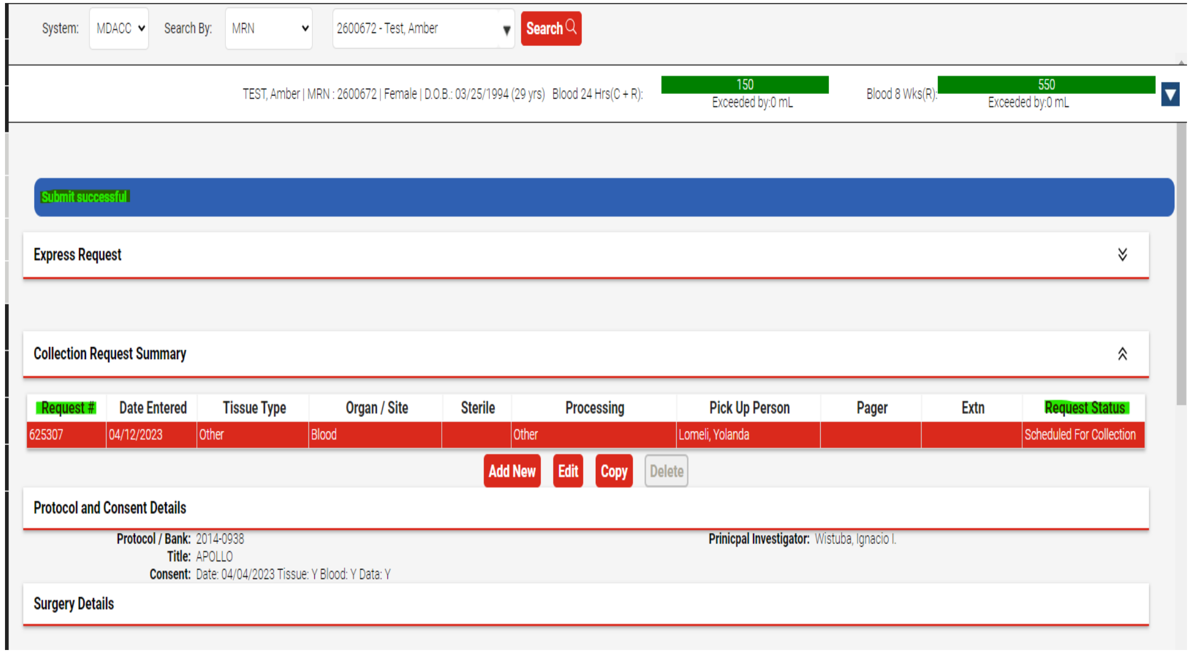
Submit Save Reset

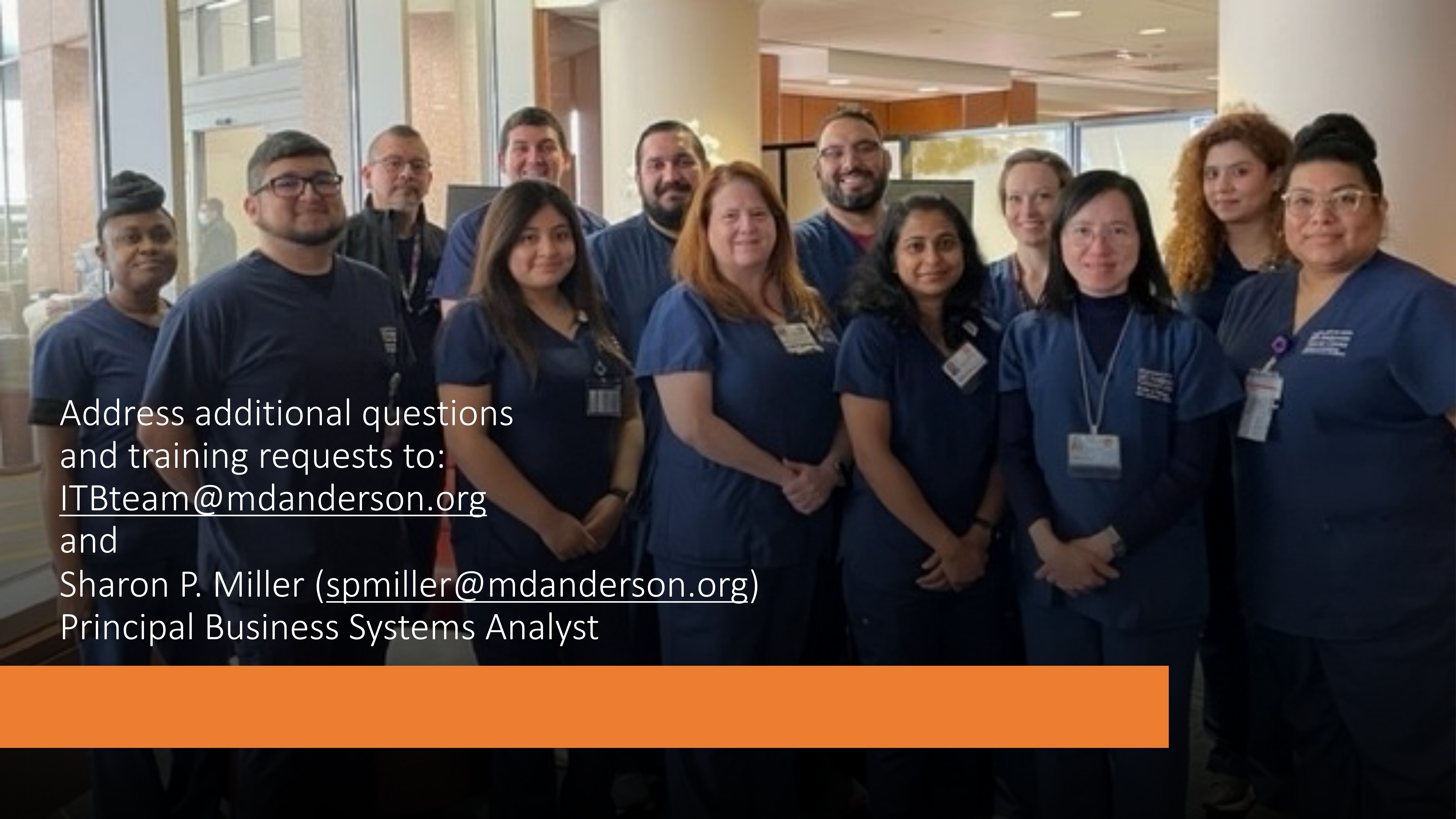
Collection Request Information (cont.)

- Should you not have a Collection Request Template already created in BIMS then the following list is the required information needed to enter a request.
  - Requesting Investigator
  - Preliminary Diagnosis
  - Tissue Type (Blood = Other)
  - Organ/Site (blood)
  - Processing (Other)
  - Special Instructions
  - Contact for Pick-Up
- Please note that if this is a “Same Day Request” it will not allow you to submit the request. Click save and email ITB at ITBTeam@mdanderson.org with “Same Day Request” in the subject line and we will submit it on your behalf.

Completed Blood Request

- Once all the pertinent information has been entered into the module, you can click “Submit” at the bottom.
- This will submit the request and save your entry; it will also generate a Collection Request number (CR#) at the top.
    - Please note that if this is a Same Day Request, the CR# needs to be included in the email so that ITB can submit the request.
    - If this is a future collection, you can submit the request and it will generate a CR#.
- ITB asks that once a request is placed for a patient, an email be sent to ITB with patient details, CR#, collection request instructions and date of collection. This will alert ITB of the planned collection and will give ITB a contact group should questions arise.





Address additional questions
and training requests to:
ITBteam@mdanderson.org
and
Sharon P. Miller (spmiller@mdanderson.org)
Principal Business Systems Analyst