

This guide is designed to provide blood bank staff with an overview of essential tasks, including how to find reports, locate patient information, and drop charges for factor products dispensed by the blood bank. (Note: There are different charging workflows for blood products, factor products dispensed by the Pharmacy, and factor products dispensed by the Blood Bank. Be sure to follow the appropriate workflow.)

USING CHART SEARCH TO BEGIN BULK CHARGING

1. Click on Bulk Charge



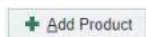
2. The Patient search window will open, search for the patient. Select the patient and encounter you want to enter charges for.
3. The Bulk Charge Activity will now open.

USING CHART SEARCH TO BEGIN BULK CHARGING

In the Bulk Charge Activity select the Blood Bank you are assigned to in the Dispense From field.



1. Click on Add Product



2. Once you click on Add Product click on the magnifying glass in the Add Product Search Field.
 - A list of factor products Blood Bank owns will populate
3. Enter the amount of units the patient is receiving in the Disp Amt.
4. Select the Package by clicking on the magnifying glass or Show All. This will populate the charge.
5. Once the products are added, click on  to drop the charge.

VIEWING WORKBENCH REPORTS

1. Log into hyperspace and click on My Reports Activity. Here you can search for the report needed.



2. Search for the report needed. Press **Enter** or click **Search** to bring up a list of matching reports.
3. If you want to add this report to your favorites, hover on the report and a star icon will appear in the top right corner. Click on the star.
4. After adding a report to your favorites, it will be listed under the **Favorites** section in the **My Reports** activity.
5. Click on the report you wish to view or run.

Table of Factor Product Ownership, approved for Day 1 of Go-Live (updated 4/15/2025)

Factor Products Dispensed by Blood Bank	Factor Products Dispensed by Pharmacy
Alphanate	Advate
Benefix	Humate-P
Feiba (Factor VIII)	Novoseven
Kovaltry	Wilate
Recombinate	Albumin
Thrombate (Antithrombin 3)	Andexxa
Tretten (Factor XIII)	Kcentra
Vonvendi	RiaSTAP
RhoGAM (Rh Immune Globulin (IM))	WinRho (Rh Immune Globulin (IV))