

# User Guide

## Canadian Blood Services Hospital Portal

2021-02-02

Public (P)

# Revision History

Version	Date	Author/ Change Made By	Description
1.0	2020-11-03	Lisa Hughes	Initial Document
2.0	2021-02-02	Lisa Hughes	Updates to include new functionality for Reporting & Analytics and Targets and Recurring Orders

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## 1. Overview

Canadian Blood Services (CBS) Hospital Portal (“Hospital Portal”) is a web-based portal developed by CBS for all digital hospital interactions and communications in the area of transfusion medicine. Digital interactions currently include:

- BloodCounts (formerly known as The Blood Component and Product Disposition System): An application to allow hospitals to share information about
  - Hospital inventory levels for blood components and PPP products – This information is used for Average Daily Red Cell Demand and Inventory Index calculations and for contingency planning
  - Hospital disposition of blood components and PPP products, including solvent/detergent treated plasma
  - Other transfusion practices such as Using Blood Wisely

Additional digital capabilities such as online ordering will be added to the Hospital Portal in the future.

## 2. Hospital Portal Access & Setup

### 2.1 System Requirements

An internet connection with a web browser. We recommend using Google Chrome or Microsoft Edge.

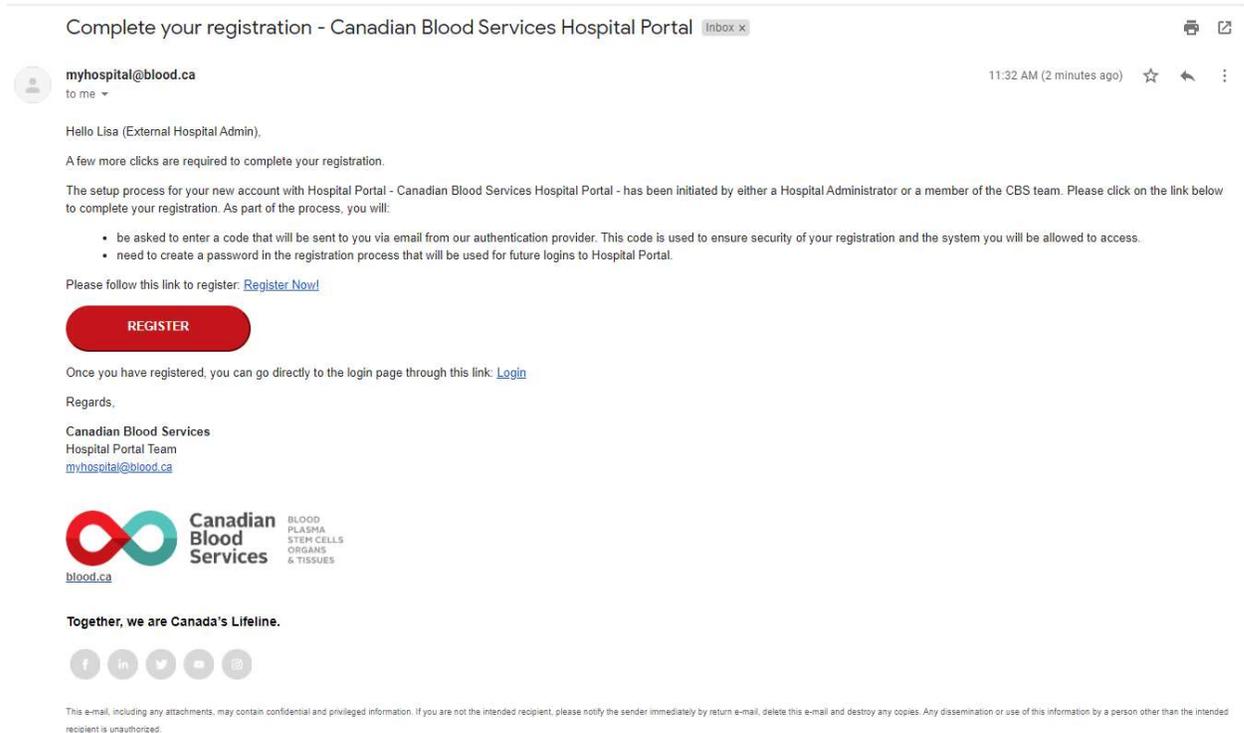
You will need to ensure your hospital IT department does not block the URLs associated with the application. Please contact your network administrator to make sure they allow the following URLs.

- <https://myhospital.blood.ca>
- <https://cbsfusion.b2clogin.com>
- <https://rest-admin-fusion.blood.ca>
- <https://rest-disposition-fusion.blood.ca>

## 2.2 Initial Access

NOTE: Before following the steps below your Hospital or CBS Administrator must have created your account.

1. Open your email account associated with your user account and open the registration email. Click Register.



Complete your registration - Canadian Blood Services Hospital Portal Inbox x

**myhospital@blood.ca**  
to me

11:32 AM (2 minutes ago) ☆ ↶ ⋮

Hello Lisa (External Hospital Admin),

A few more clicks are required to complete your registration.

The setup process for your new account with Hospital Portal - Canadian Blood Services Hospital Portal - has been initiated by either a Hospital Administrator or a member of the CBS team. Please click on the link below to complete your registration. As part of the process, you will:

- be asked to enter a code that will be sent to you via email from our authentication provider. This code is used to ensure security of your registration and the system you will be allowed to access.
- need to create a password in the registration process that will be used for future logins to Hospital Portal.

Please follow this link to register: [Register Now!](#)

**REGISTER**

Once you have registered, you can go directly to the login page through this link: [Login](#)

Regards,

**Canadian Blood Services**  
Hospital Portal Team  
[myhospital@blood.ca](mailto:myhospital@blood.ca)



[blood.ca](http://blood.ca)

**Together, we are Canada's Lifeline.**

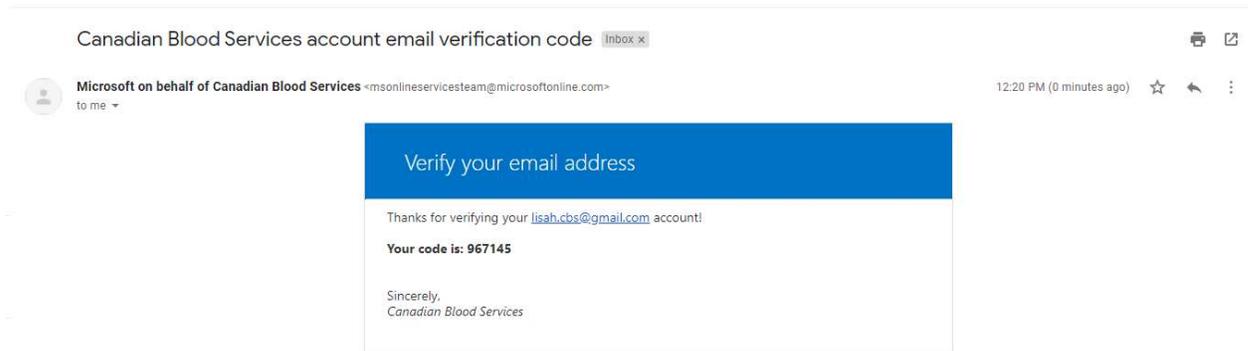
[f](#) [in](#) [t](#) [e](#) [@](#)

This e-mail, including any attachments, may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized.

2. Enter your email address and click the Send verification code button.



3. Open your email account associated with your user account and open the verification code email from Microsoft on behalf of Canadian Blood Services.



4. Enter the verification code and click Verify code.



5. Enter your new password and confirm new password. Click Create.



NOTE: The password must have at least 3 of the following: a lowercase letter, an uppercase letter, a digit, a symbol.

6. Click Sign in.



7. Read the User access agreement and check the box.

NOTE: This is only required at initial sign up or if there is a change to the User access agreement.

**User access agreement**  
**Canadian Blood Services The Hospital Portal**

Canadian Blood Services (CBS) Hospital Portal ("Hospital Portal") is a web-based business application that manages digital interactions, transactions and communications between Canadian Blood Services and Canadian health organizations that facilitate the practices and programs in transfusion medicine. This user access agreement governs your access to and use of Hospital Portal. By accessing Hospital Portal, you are agreeing to:

- Create your account using your real name and accurate, complete information.
- Maintain the confidentiality of your username and password. Your account is for your use only and access is not to be shared, transferred or assigned to anyone else. Individuals who require access to Hospital Portal must request their own username and password.
- Complete your organization's privacy training as a condition of accessing this portal.
- Comply with any and all policies, procedures or guidelines respecting the privacy, confidentiality and security of information and the use of electronic devices at the facility you are employed with or otherwise engaged.
- Maintain the privacy and confidentiality of information contained in Hospital Portal and only access, use or disclose the information as necessary for the performance of your duties, or as authorized by Canadian Blood Services.
- Immediately notify Canadian Blood Services of any breach of privacy, confidentiality or security involving Hospital Portal or of any suspected unauthorized use of your account to myhospital@blood.ca.
- Advise Canadian Blood Services at myhospital@blood.ca if you no longer require access to Hospital Portal. Inactive accounts will be deactivated by Canadian Blood Services after 365 days.

Hospital Portal is subject to monitoring for purposes such as auditing, quality assurance, system performance, appropriate user access and use, and to maintain system integrity and security. Unauthorized or inappropriate use of Hospital Portal may result in revocation of access and other penalties under law. Canadian Blood Services may terminate your access to Hospital Portal at any time.

By checking this box, you confirm you have read, understand and accept the terms outlined above.

8. You now have access.

## 2.3 Forgot Password

1. If you forget your password. Click the Forgot your password link.



Canadian Blood Services  
BLOOD PLASMA STEM CELLS ORGANS & TISSUES

Canadian Blood Service Employees

OR

Email Address

lisah.cbs@gmail.com

Password

**Forgot your password?**

Sign in



2. Enter your email address and click Send verification code.



Canadian Blood Services  
BLOOD PLASMA STEM CELLS ORGANS & TISSUES

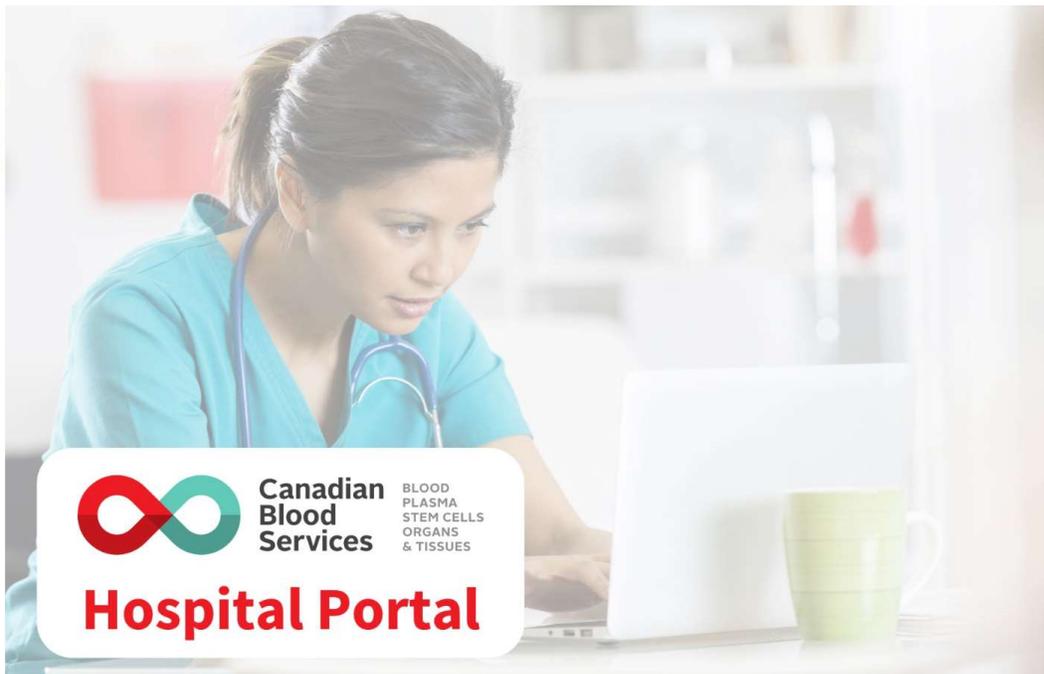
Email Address

lisah.cbs@gmail.com

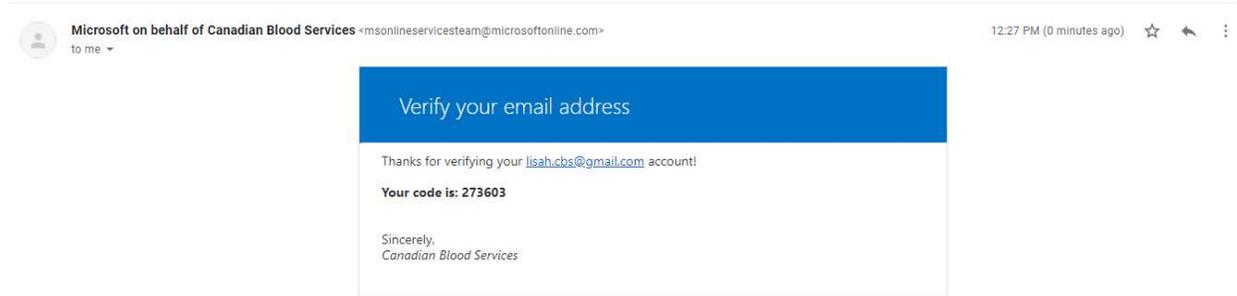
**Send verification code**

Continue

Cancel



- Open your email account associated with your user account and open the verification code email from Microsoft on behalf of Canadian Blood Services.



- Enter the verification code and click Verify code.



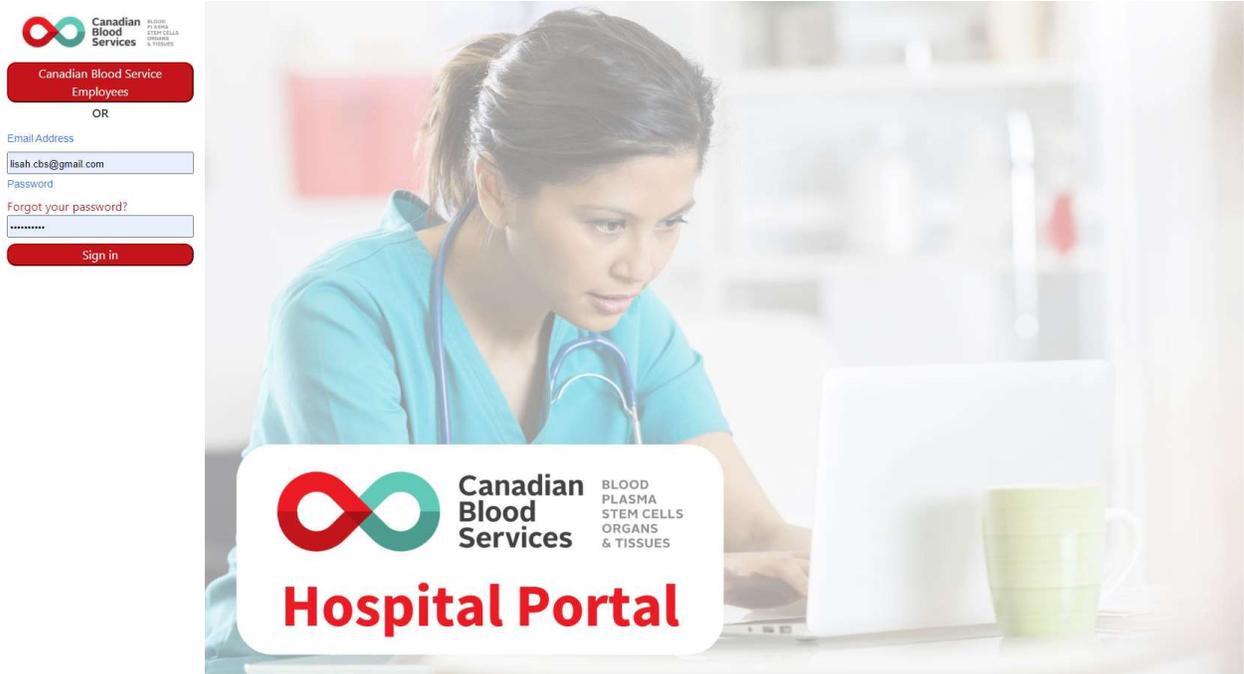
5. Click Continue.



6. Enter your new password confirm new password. Click Continue.



7. Click Sign in.



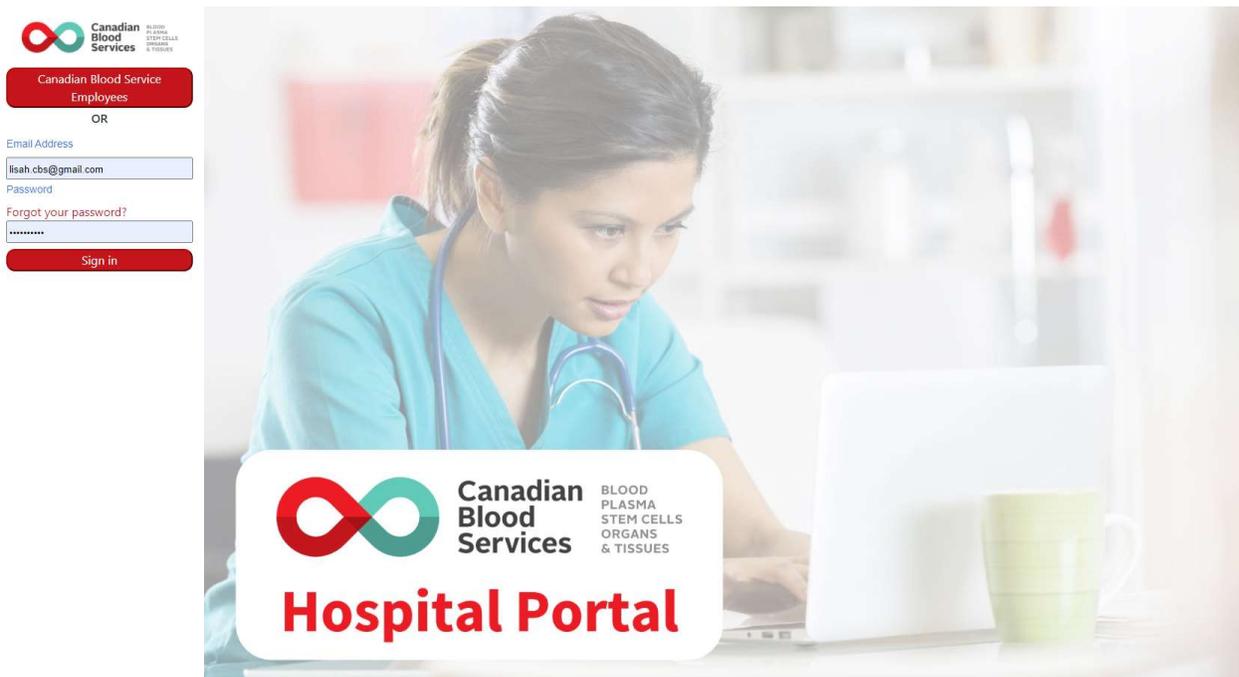
## 2.4 Login

NOTE: We recommend using either Google Chrome or Microsoft Edge as your browser to log in.

1. Type <https://myhospital.blood.ca> in the address bar.

NOTE: you can save this address as a favourite for easy access later.

2. If not already completed, enter your email address and password. Click Sign in.



## 2.5 Logout

NOTE: You are requested to log out after each use. The system will automatically log you out after 90 minutes of inactivity.

1. Click the down arrow. Click Log out.

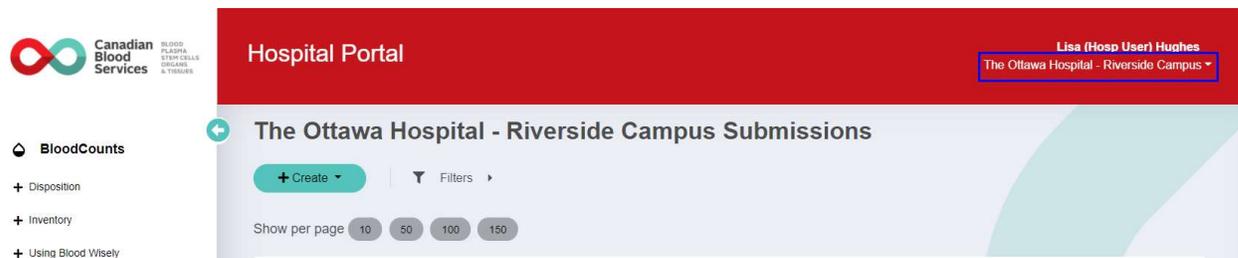


## 2.6 Set Active Hospital

1. Click the down arrow. Your current active hospital is indicated by a green radio button.
2. Click the radio button of the hospital you want to be your new active hospital.



3. The active hospital is updated



## 2.7 Support

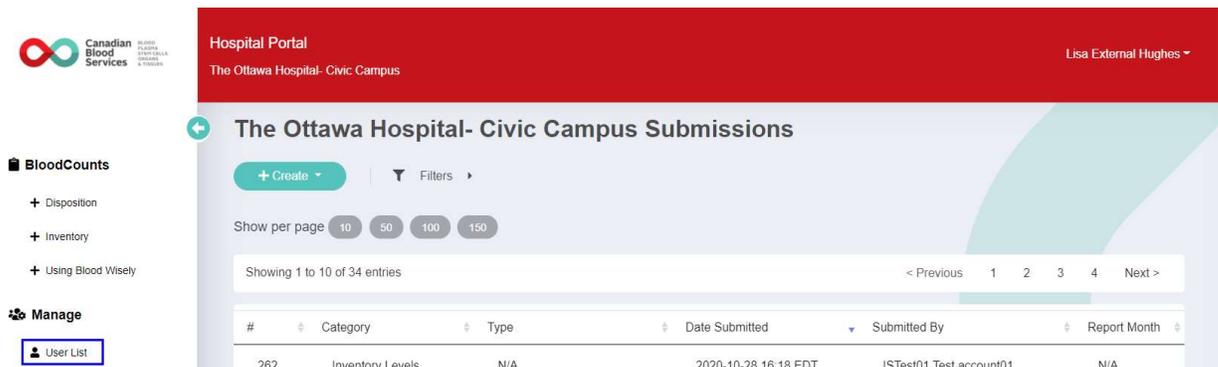
Direct all inquiries to a Hospital Liaison Specialist. Hospital Liaison Specialist contact information can be found at [www.blood.ca](http://www.blood.ca) in the Hospital section.

## 3. Hospital Administration

### 3.1 New User Setup

NOTE: If a user already (identified by duplicate email address) exists in the system, you will get a prompt to let you know.

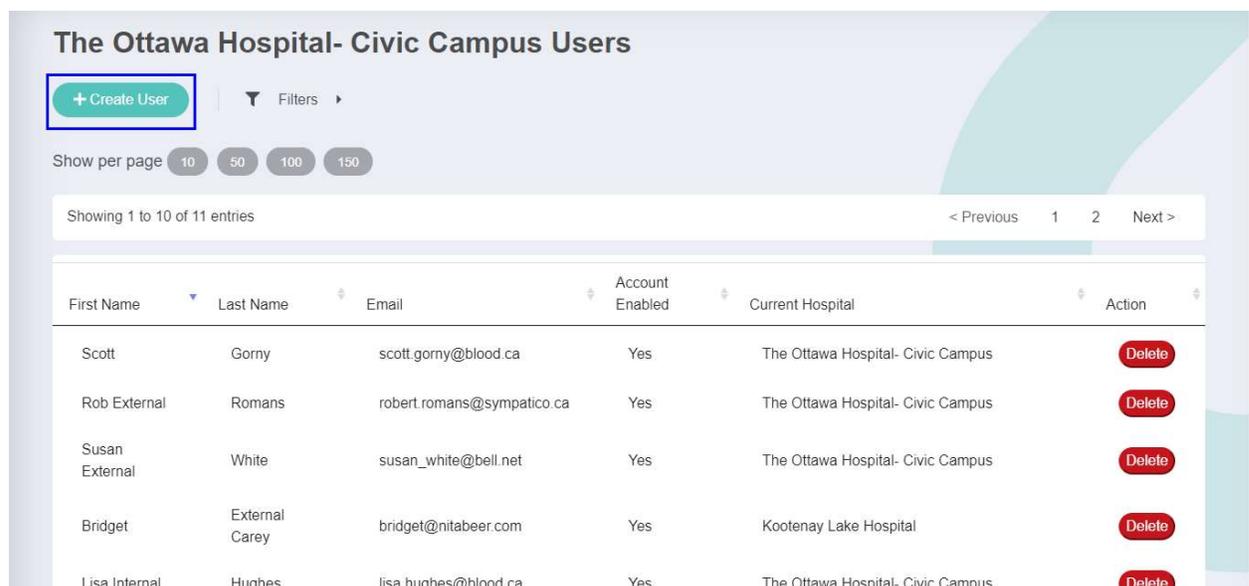
1. Click on User List from the Manage menu.



The screenshot shows the 'Hospital Portal' interface for 'The Ottawa Hospital- Civic Campus'. The user is logged in as 'Lisa External Hughes'. The main content area is titled 'The Ottawa Hospital- Civic Campus Submissions'. It features a '+ Create' button, a 'Filters' dropdown, and a 'Show per page' selector with options for 10, 50, 100, and 150. Below this, it indicates 'Showing 1 to 10 of 34 entries' with navigation arrows. A table is displayed with the following data:

#	Category	Type	Date Submitted	Submitted By	Report Month
262	Inventory Levels	N/A	2020-10-28 16:18 EDT	ISTest01 Test account01	N/A

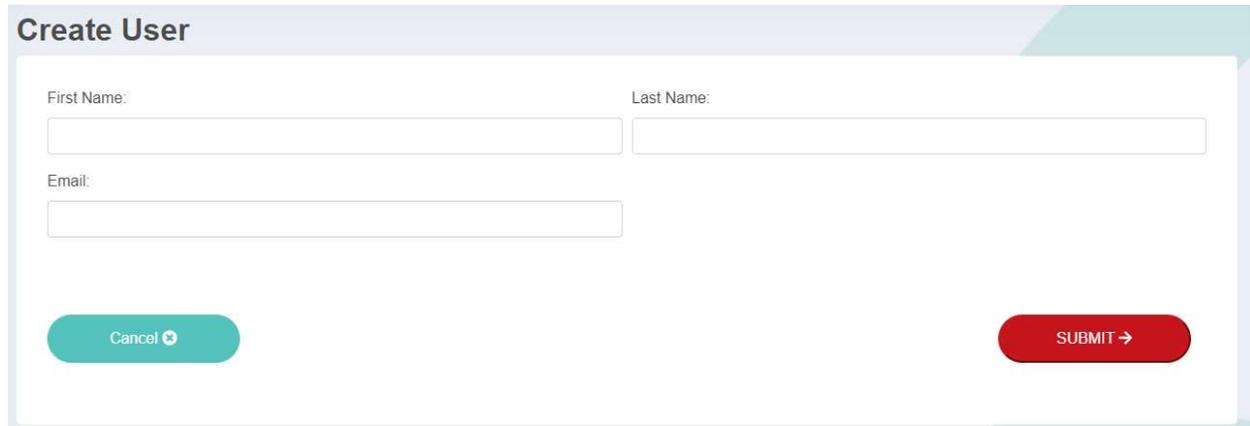
2. A list of all users for your hospital is displayed. Click Create User.



The screenshot shows the 'The Ottawa Hospital- Civic Campus Users' page. It features a '+ Create User' button, a 'Filters' dropdown, and a 'Show per page' selector with options for 10, 50, 100, and 150. Below this, it indicates 'Showing 1 to 10 of 11 entries' with navigation arrows. A table is displayed with the following data:

First Name	Last Name	Email	Account Enabled	Current Hospital	Action
Scott	Gorny	scott.gorny@blood.ca	Yes	The Ottawa Hospital- Civic Campus	Delete
Rob External	Romans	robert.romans@sympatico.ca	Yes	The Ottawa Hospital- Civic Campus	Delete
Susan External	White	susan_white@bell.net	Yes	The Ottawa Hospital- Civic Campus	Delete
Bridget	External Carey	bridget@nitabeer.com	Yes	Kootenay Lake Hospital	Delete
Lisa Internal	Hughes	lisa.hughes@blood.ca	Yes	The Ottawa Hospital- Civic Campus	Delete

3. Enter First Name, Last Name and Email address. When you've completed your entry click Submit.



**Create User**

First Name:  Last Name:

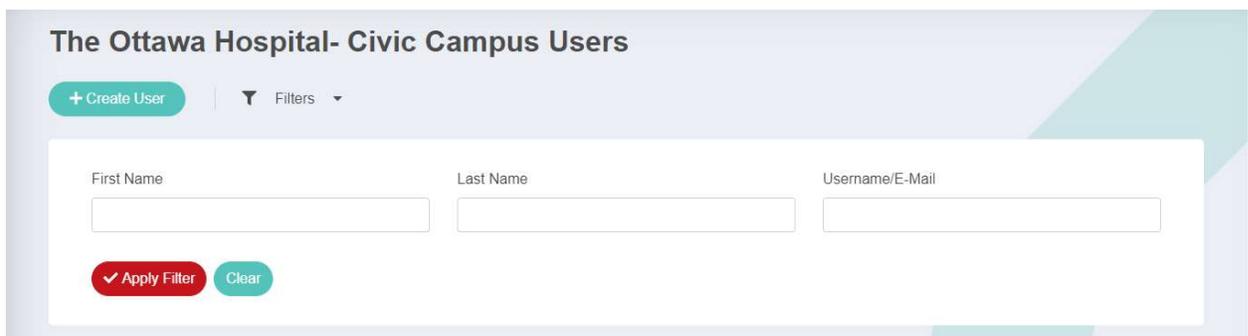
Email:

[Cancel](#) [SUBMIT](#)

4. A registration email will be sent to the user's email address.

NOTE: The user will need to complete the registration process to obtain access.

5. To view user accounts, click on Filters. You can filter any combination of First Name, Last name and Username/Email. Click Apply Filter and a list of all user accounts that match will be displayed.



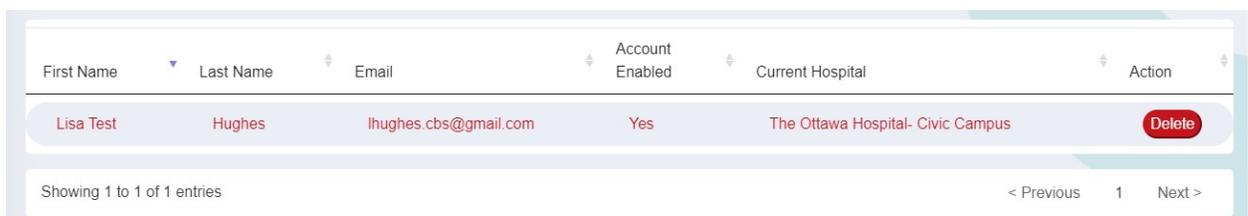
**The Ottawa Hospital- Civic Campus Users**

[+ Create User](#) | [Filters](#)

First Name  Last Name  Username/E-Mail

[Apply Filter](#) [Clear](#)

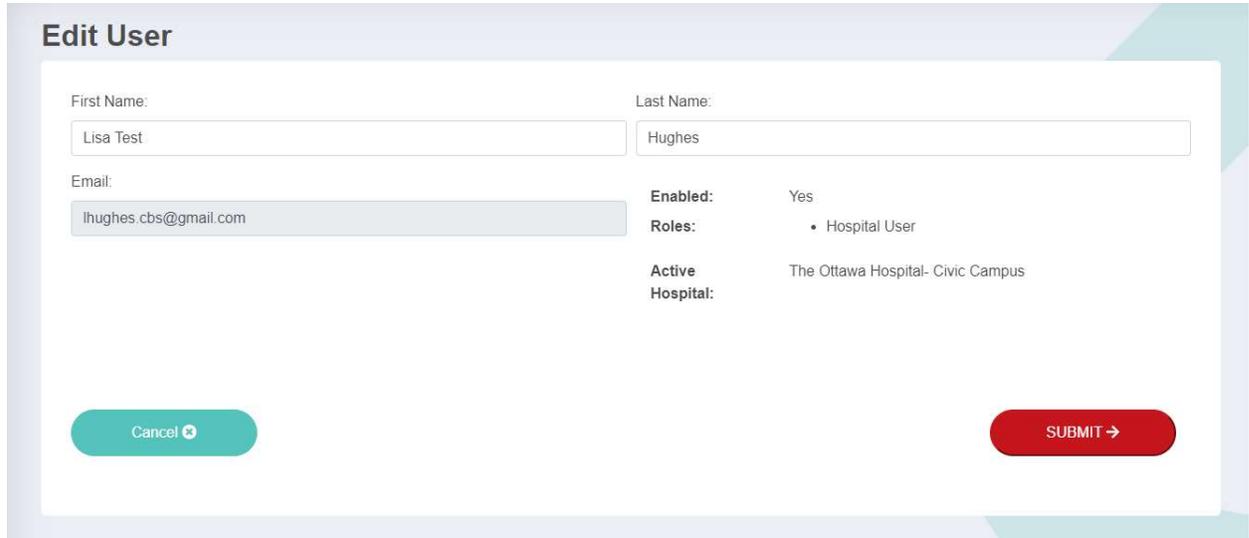
6. Click on the user account to open.



First Name	Last Name	Email	Account Enabled	Current Hospital	Action
Lisa Test	Hughes	lhughes.cbs@gmail.com	Yes	The Ottawa Hospital- Civic Campus	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries < Previous 1 Next >

- View or make edits as required and click Submit to save any changes.



**Edit User**

First Name:

Last Name:

Email:

Enabled: Yes

Roles:

- Hospital User

Active Hospital: The Ottawa Hospital- Civic Campus

## 3.2 Setting up a user at multiple sites

As a Hospital Admin you are only able to add a new user to your current Active Hospital. If the user also works at another site that you manage, you can toggle your Active Hospital and proceed to create the user in that site as well. The user will only receive one registration email as the system will recognize they already exist.

## 3.3 Removing a user from your hospital

Details about removing a user from your hospital will be included in a Version update of this User Guide when the functionality is available.

If you have a user that needs to be removed from your hospital prior to this functionality being available, please contact your Hospital Liaison Specialist who will be able to help you.

# 4. BloodCounts Application

## 4.1 Submission Frequency

**Disposition:** Hospitals are requested to submit disposition data (for the previous month) for all blood components and plasma protein products by the 10<sup>th</sup> working day of each month.

**Inventory:** Hospitals are encouraged to provide inventory data for blood components daily (7 days/week). Should inventory challenges be experienced, hospitals may be requested by the National Emergency Blood Management Committee to provide inventory data on a more frequent basis and within a specific timeframe.

Hospitals are now able to provide PPP inventory data. Hospitals are encouraged to provide inventory data for PPP daily (7 days/week). Should inventory challenges be experienced, hospitals may be requested by the National Emergency Blood Management Committee to provide inventory data on a more frequent basis and within a specific timeframe.

**Using Blood Wisely:** Participating hospitals are requested to submit Using Blood Wisely data (for the audit period).

## 4.2 Required Fields

For both Disposition and Inventory submissions the Product Category(s) must be selected to make a submission.

The Reporting Month for the previous month will display by default for Disposition submissions. If the submission is for a different month click on the calendar icon to choose the correct month.

The Reporting Month field must be manually selected for Using Blood Wisely submissions.

## 4.3 Submitting Hospital Inventory

1. Ensure hospital name is accurate for the inventory submission you are going to provide and if not switch hospitals.
2. From the BloodCounts menu click on Inventory.



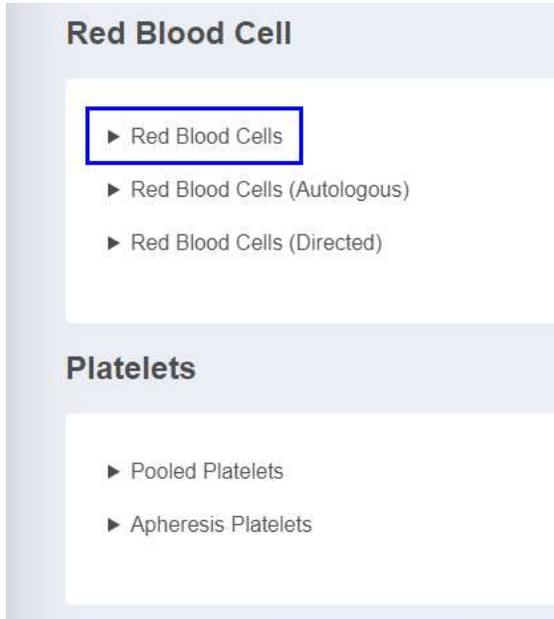
The screenshot shows the 'Hospital Portal' for 'The Ottawa Hospital- Civic Campus'. The user is 'Lisa External Hughes'. The main heading is 'The Ottawa Hospital- Civic Campus Submissions'. There is a '+ Create' button and a 'Filters' dropdown. Below that, it says 'Show per page' with options for 10, 50, 100, and 150. At the bottom, it says 'Showing 1 to 10 of 34 entries' and has navigation arrows for '< Previous', '1', '2', '3', '4', and 'Next >'. On the left sidebar, under 'BloodCounts', the 'Inventory' option is highlighted with a blue box.

3. Click to select the blood components/products being reported.



The screenshot shows the 'Create Inventory Levels' form. On the left, there are four checkboxes, all of which are checked: 'Red Blood Cell', 'Platelets', 'Plasma Protein Products', and 'Plasma'. On the right, there are several fields: 'Hospital Name: The Ottawa Hospital- Civic Campus', 'Date Submitted: 2020-10-07 11:31 EDT', 'Submitted By: Lisa External Hughes', 'Date Edited:', and 'Edited By:'.

- Each blood component/product selected is displayed. Click the category you want to enter data for, and the table will open.



- Enter the number of units available in each field as appropriate. Use Tab to move between fields. The Total field is automatically calculated.

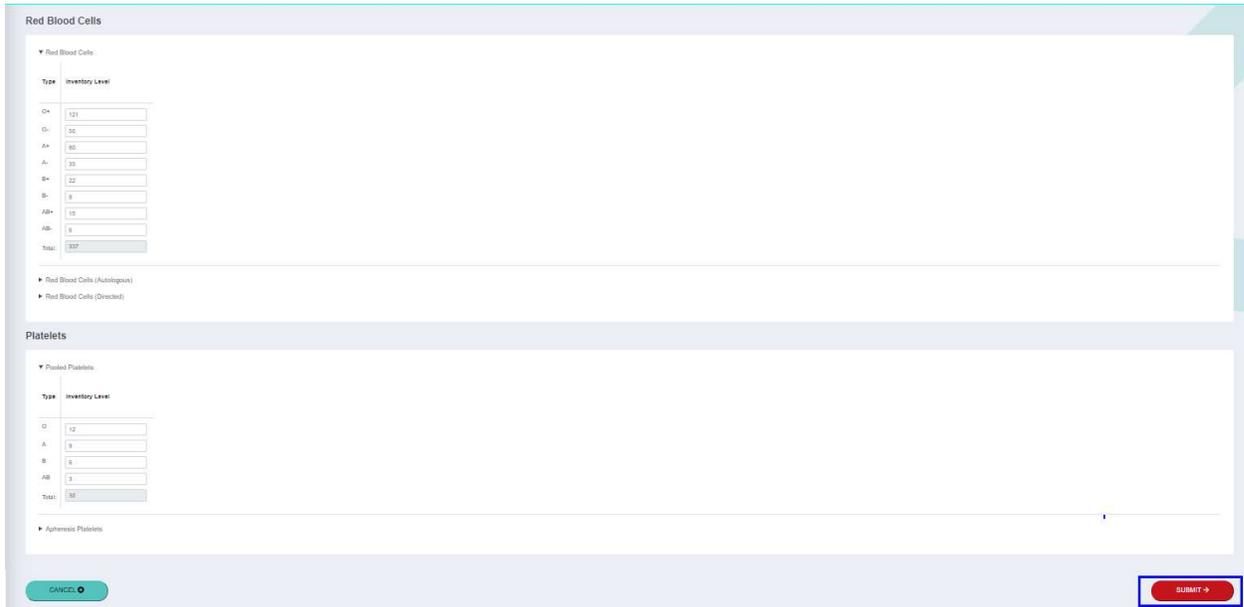
NOTE: There is no need to enter zeros. Only enter non-zero quantities.

▼ Red Blood Cells

Type	Inventory Level
O+	<input type="text" value="121"/>
O-	<input type="text" value="50"/>
A+	<input type="text" value="80"/>
A-	<input type="text" value="35"/>
B+	<input type="text"/>
B-	<input type="text"/>
AB+	<input type="text"/>
AB-	<input type="text"/>
Total:	<input type="text" value="286"/>

- When you have completed your entry for all products click Submit.

NOTE: An inventory report can be edited if an error is discovered after submission.



## 4.4 Submitting Hospital Disposition

- Ensure hospital name is accurate for the disposition submission you are going to provide and if not switch hospitals.
- From the BloodCounts menu click on Disposition.



- Ensure the correct Reporting Month is displayed and if not click on the calendar icon to choose the correct month. If a submission already exists for the month selected, you will receive a prompt allowing you to navigate directly to that submission.



**Create Disposition**

Reporting Month: September 2020

Product Category:

- Red Blood Cell
- Platelets
- Plasma Protein Products
- Plasma

Hospital Name: The Ottawa Hospital- Civic Campus

Date Submitted: 2020-10-07 15:26 EDT

Submitted By: Lisa External Hughes

Date Edited:

Edited By:

4. Click to select the blood components/products being reported. You can only report on one product category at a time.



**Create Disposition**

Reporting Month: September 2020

Product Category:

- Red Blood Cell
- Platelets
- Plasma Protein Products
- Plasma

Hospital Name: The Ottawa Hospital- Civic Campus

Date Submitted: 2020-10-07 15:26 EDT

Submitted By: Lisa External Hughes

Date Edited:

Edited By:

- The blood component/product selected is displayed. Click the category you want to enter data for, and the table will expand.

▶ Red Blood Cells

▶ Red Blood Cells (Autologous)

▶ Red Blood Cells (Directed)

**Red Blood Cell Reconciliation**

Type	Opening inventory	Received from CBS	Received from other hospital	Received from other sources	Total received	Total dispersed	Calculated total closing inventory
Red Blood Cells	<input type="text" value="0"/>						
Red Blood Cells (Autologous)	<input type="text" value="0"/>						
Red Blood Cells (Directed)	<input type="text" value="0"/>						

CANCEL ↻

SUBMIT →

- Enter the number of units dispositioned in each field as appropriate. Refer to Appendix A for disposition definitions. Use Tab to move between fields. The Total field (bottom row) is automatically calculated.

NOTE: There is no need to enter zeros. Only enter non-zero quantities.

▼ Red Blood Cells

Type	Transfused	Redistributed	Transferred to another hospital/region	Discarded - outdated	Discarded - received broken	Discarded - broken after receipt	Discarded - returned per CBS	Discarded - failed visual inspection	Discarded - improper storage	Discarded - patient related	Discarded - Other
O+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
O-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AB+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AB-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Transfused**

Number of Inpatients	Number of Outpatients	Number of Unknown	Oneq Units Transfused to Non-Oneq Patients	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

NOTE: If your site reports by Totals Only, your entry screen will look like this. Talk to your Hospital Liaison Specialist to ensure you are set up as required for your hospital.

▼ Red Blood Cells

Type	Transfused	Redistributed	Transferred to another hospital/region	Discarded - outdated	Discarded - received broken	Discarded - broken after receipt	Discarded - returned per CBS	Discarded - failed visual inspection	Discarded - improper storage	Discarded - patient related
O+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
O-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AB+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AB-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

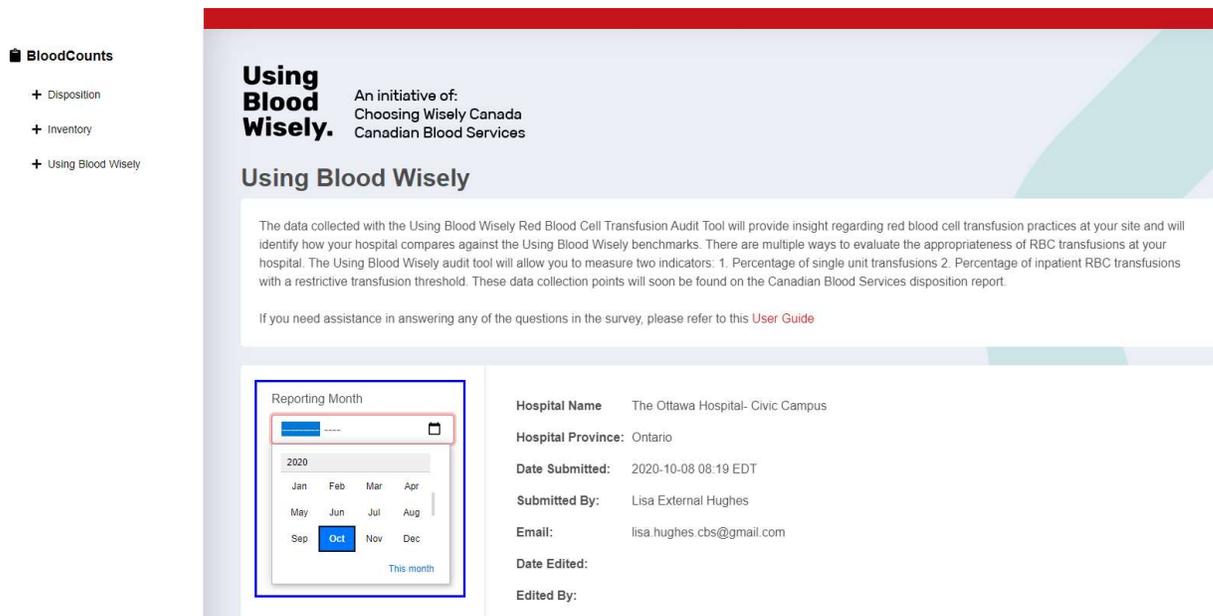
- When you have completed your entry for all products click Submit.

## 4.5 Submitting Using Blood Wisely Information

- Ensure hospital name is accurate for the disposition submission you are going to provide and if not switch hospitals.
- From the BloodCounts menu click on Using Blood Wisely.



- Use the calendar icon to select the Reporting Month. If a submission already exists for the month selected, you will receive a prompt allowing you to navigate directly to that submission.



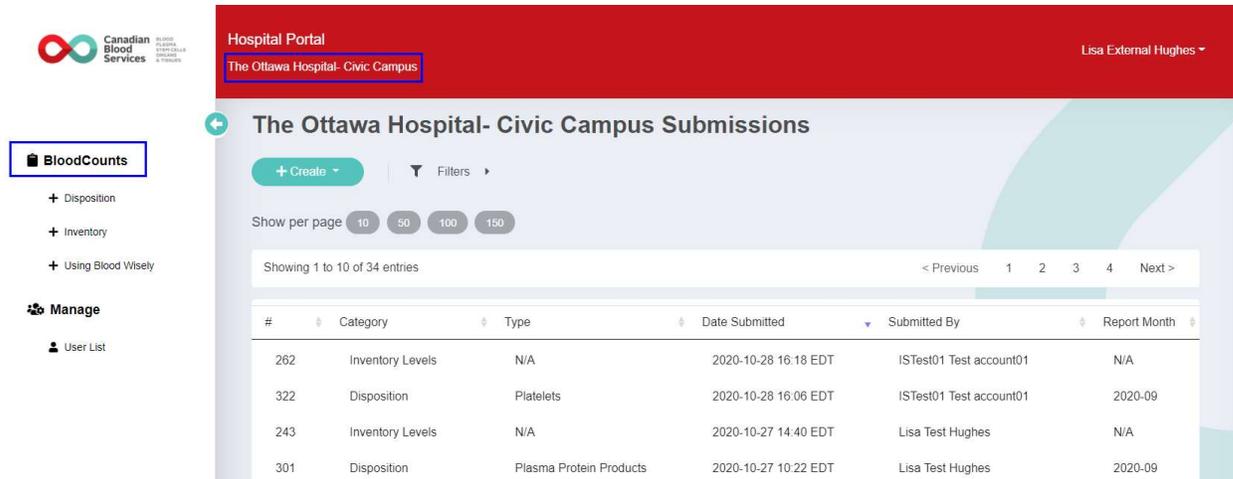
- Complete all fields. The percentage amounts are automatically calculated.

Number of transfusions where one patient receives 1 RBC unit in one day	<input type="text" value="81"/>	84.38%
Number of transfusions where one patient receives 2 RBC units in one day	<input type="text" value="9"/>	9.38%
Sum of the total number of patients transfused each day during the audit period	<input type="text" value="96"/>	
Number of transfusions with a preceding Hb	<input type="text" value="186"/>	
Number of transfusions where preceding Hb $\leq$ 80 g/L	<input type="text" value="109"/>	58.6%
Number of transfusions where preceding Hb $\leq$ 70 g/L	<input type="text" value="70"/>	37.63%
Total number of transfusions during the audit period	<input type="text" value="128"/>	

5. Once you have completed your entry click Submit.

## 4.6 Locating & Editing a Previous Submission

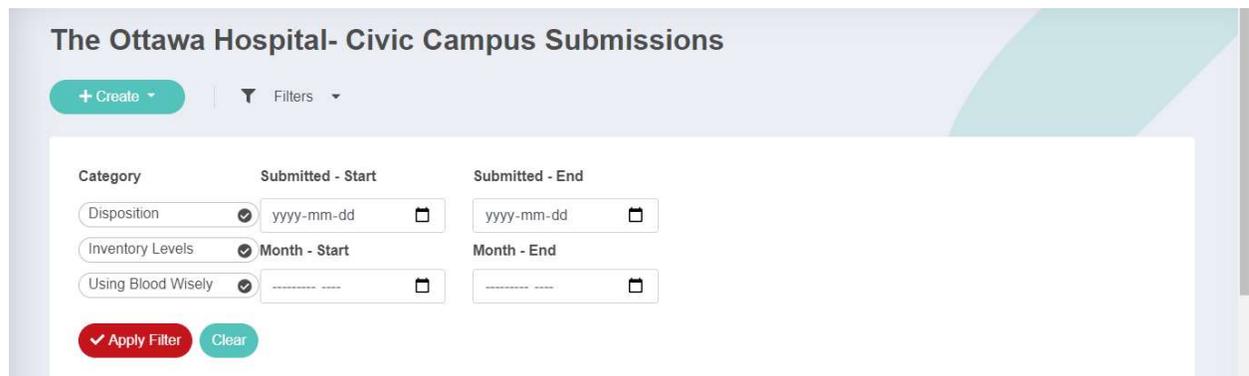
1. Ensure hospital name is accurate for the submission you want to locate and/or edit and if not switch hospitals.
2. Click the BloodCounts menu and a list of all submissions for the hospital will be displayed.



The screenshot shows the 'Hospital Portal' interface for 'The Ottawa Hospital- Civic Campus'. On the left, a sidebar menu has 'BloodCounts' highlighted. The main content area shows a list of submissions with the following data:

#	Category	Type	Date Submitted	Submitted By	Report Month
262	Inventory Levels	N/A	2020-10-28 16:18 EDT	ISTest01 Test account01	N/A
322	Disposition	Platelets	2020-10-28 16:06 EDT	ISTest01 Test account01	2020-09
243	Inventory Levels	N/A	2020-10-27 14:40 EDT	Lisa Test Hughes	N/A
301	Disposition	Plasma Protein Products	2020-10-27 10:22 EDT	Lisa Test Hughes	2020-09

3. To locate a submission, click on Filters. You can filter any combination of Category, Submitted Start and End and reporting Month Start and End. Click Apply Filter and a list of all reports that match will be displayed.



The screenshot shows the 'Filters' section of the submission list. It includes the following fields:

- Category:** A dropdown menu with 'Disposition' selected.
- Submitted - Start:** A date input field with the placeholder 'yyyy-mm-dd' and a calendar icon.
- Submitted - End:** A date input field with the placeholder 'yyyy-mm-dd' and a calendar icon.
- Month - Start:** A dropdown menu with 'Month - Start' selected.
- Month - End:** A dropdown menu with 'Month - End' selected.

At the bottom of the filter section, there are two buttons: 'Apply Filter' (with a checkmark icon) and 'Clear'.

4. Click on the submission to open.

Showing 1 to 1 of 1 entries < Previous 1 Next >

#	Category	Type	Month	Submitted By	Date Submitted
101	Disposition	Red Blood Cell	2020-09	Susan External White	2020-10-01 14:59 EDT

Showing 1 to 1 of 1 entries < Previous 1 Next >

5. Click on the Category you want to view or edit and the table will expand.

- ▶ Red Blood Cells
- ▶ Red Blood Cells (Autologous)
- ▶ Red Blood Cells (Directed)

### Red Blood Cell Reconciliation

Type	Opening inventory	Received from CBS	Received from other hospital	Received from other sources	Total received	Total dispersed	Calculated total closing inventory
Red Blood Cells	90	70		10	170	84	86
Red Blood Cells (Autologous)					0	0	0
Red Blood Cells (Directed)					0	0	0

6. View or make edits as required and click Submit to save any changes.

▼ Red Blood Cells

Type	Transfused	Redistributed	Transferred to another hospital/region	Discarded - outdated	Discarded - received broken	Discarded - broken after receipt	Discarded - returned per CBS	Discarded - failed visual inspection	Discarded - improper storage	Discarded - patient related	Discarded - Other
O+	<input type="text" value="24"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>
O-	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A+	<input type="text" value="21"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A-	<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B+	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AB+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AB-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>	<b>63</b>	<b>14</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Transfused**

Number of Inpatients	Number of Outpatients	Number of Unknown	Oneg Units Transfused to Non-Oneg Patients	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

## 4.7 Printing Submissions

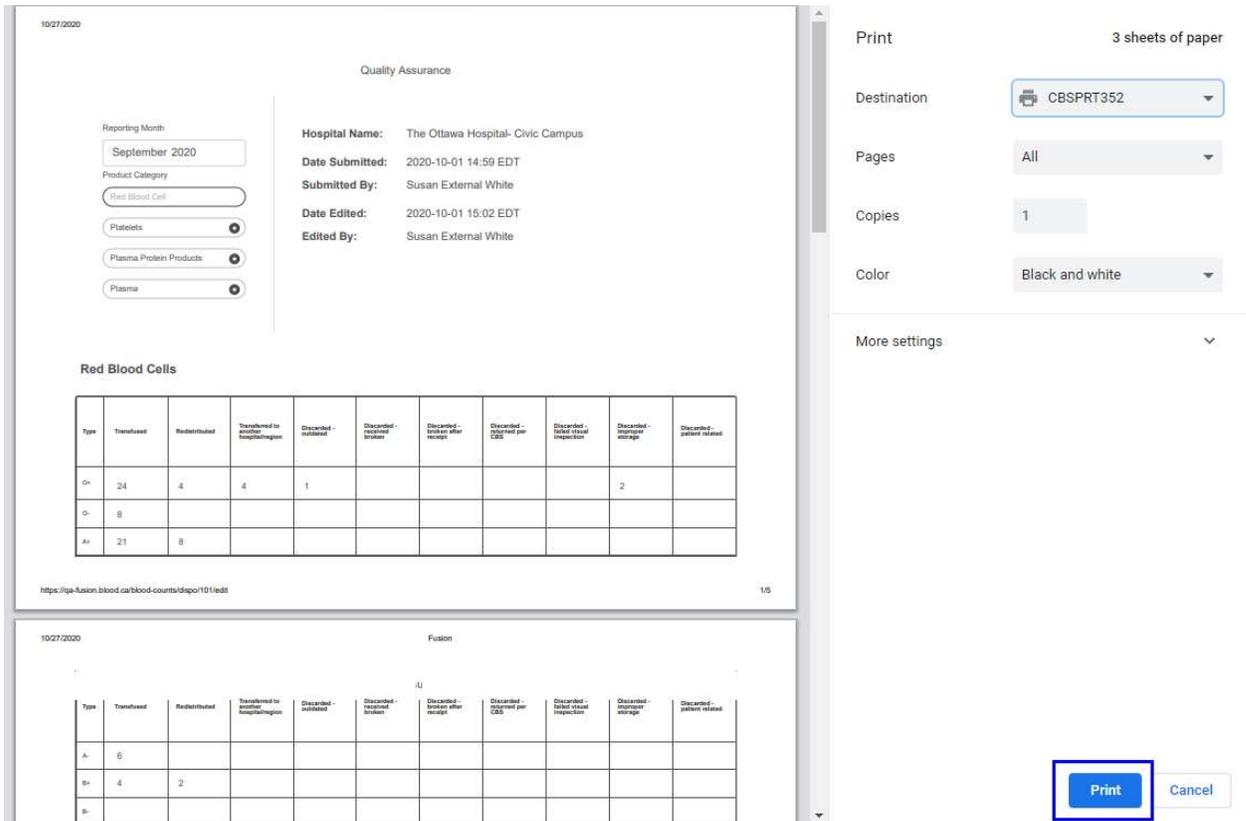
NOTE: Only print a submission if hospital processes require a printed copy.

1. Using the instructions in the previous section locate the submission you would like to print.
2. Click on the submission to open.

101	Disposition	Red Blood Cell	2020-10-01 14:59 EDT	Susan External White	2020-09
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- To print you can use the print shortcut key (Ctrl P) or the Context menu (accessed using the mouse right click).

NOTE: You do not need to expand the Categories for the information entered in them to display on the print-out.



**Quality Assurance**

Reporting Month: September 2020  
 Product Category: Red Blood Cell  
 Platelets  
 Plasma Protein Products  
 Plasma

Hospital Name: The Ottawa Hospital- Civic Campus  
 Date Submitted: 2020-10-01 14:59 EDT  
 Submitted By: Susan External White  
 Date Edited: 2020-10-01 15:02 EDT  
 Edited By: Susan External White

**Red Blood Cells**

Type	Transfused	Redistributed	Transferred to another hospital/region	Discarded - outdated	Discarded - returned broken	Discarded - broken after receipt	Discarded - returned per CBS	Discarded - failed visual inspection	Discarded - improper storage	Discarded - patient release
O+	24	4	4	1					2	
O-	8									
A+	21	8								

**Fusion**

Type	Transfused	Redistributed	Transferred to another hospital/region	Discarded - outdated	Discarded - returned broken	Discarded - broken after receipt	Discarded - returned per CBS	Discarded - failed visual inspection	Discarded - improper storage	Discarded - patient release
A-	6									
B+	4	2								
B-										

Print sidebar: 3 sheets of paper, Destination: CBSPRT352, Pages: All, Copies: 1, Color: Black and white, More settings: [v]

Print [Print] Cancel

## 4.8 Changes in Data Entry Requirements from Previous System

The facility now exists to submit Plasma Protein Product (PPP) Inventory levels.

SD Plasma Disposition and Inventory submissions are now included in the PPP category.

Disposition submissions: If there is nothing to report for a category(s) for the reporting month create the submission and leave all fields blank and click Submit. This will indicate the submission has been made but there was nothing to report.

Inventory submission: If there is nothing to report as required by best practice or when directed by the National Emergency Blood Management Committee (NEBMC) for a category(s) create

the submission and enter one zero in any field for each category and click Submit. This will indicate the submission has been made but there was nothing to report.

## 5. Reporting & Analytics

**Available to Hospital Administrators only. Permissions will be expanded to other hospital users once data from legacy systems has been migrated.**

The Reporting & Analytics section of the hospital portal provides interactive screens to hospitals about their transfusion related activities. By clicking on specific navigation users will see the following:

### Reporting & Analytics

Disposition Trend Reports

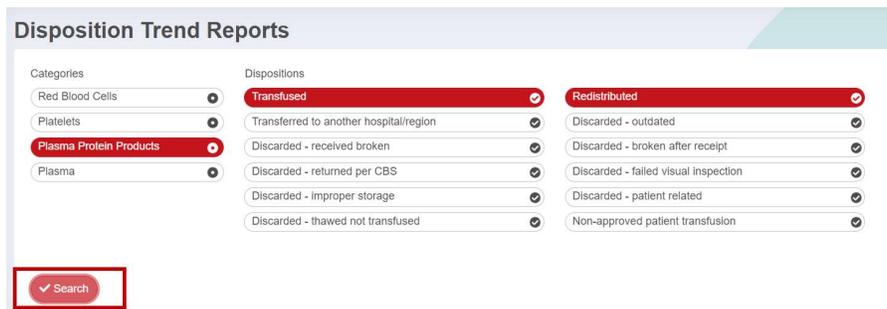
Inventory Trend Reports



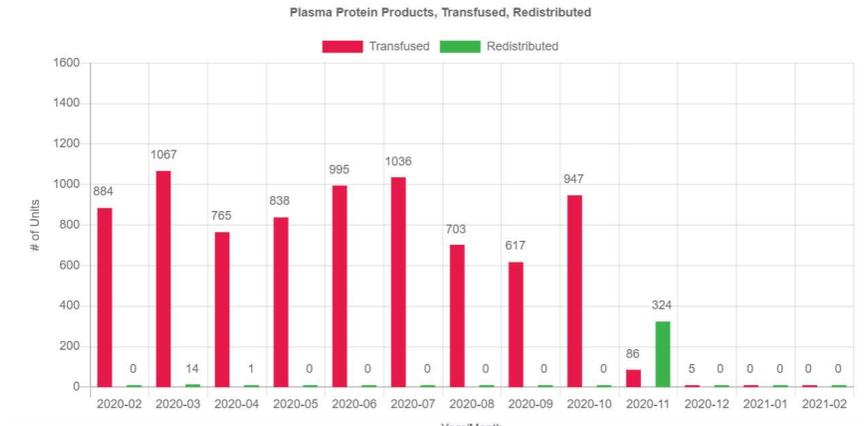
- **Reporting & Analytics:** A summary of disposition activities for 0-12 months, 13-24 months, 25-36 months
- **Disposition Trend Reports:** Detailed reporting and drill-through capabilities for historical disposition data (defaults to Red Blood Cells transfused over the last 12 months). Users can view information in bar or line chart format or view the data only.
- **Inventory Trend Reports:** Detailed reporting and drill-through capabilities for historical inventory data (defaults to Red Blood Cells as reported in inventory over the last 12 months)

Users can interact with the screens to find information of specific relevance to questions. Additional ways to “slice and dice” the data will be added as Canadian Blood Services enhances the capabilities of this section.

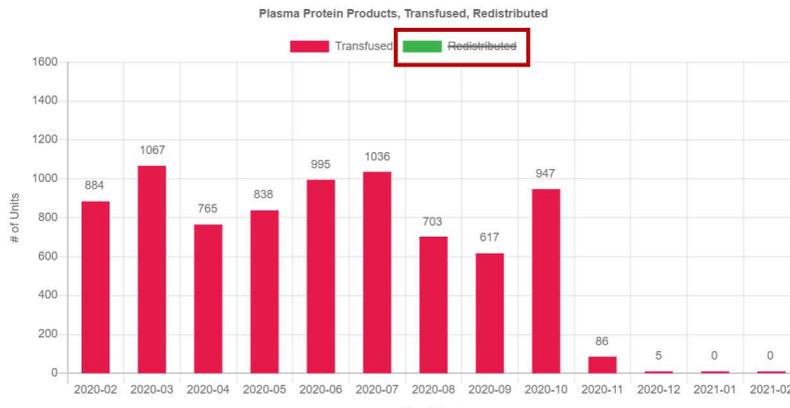
Start with selecting filters by adjusting the red toggles. Click Search to see the results of your selections on the resulting graphs.



The screenshot shows the 'Disposition Trend Reports' filter interface. It has two columns of filters: 'Categories' and 'Dispositions'. The 'Categories' column has four filters: Red Blood Cells, Platelets, Plasma Protein Products (highlighted in red), and Plasma. The 'Dispositions' column has ten filters: Transfused (highlighted in red), Transferred to another hospital/region, Discarded - outdated, Discarded - received broken, Discarded - returned per CBS, Discarded - improper storage, Discarded - thawed not transfused, Redistributed (highlighted in red), Discarded - broken after receipt, Discarded - failed visual inspection, Discarded - patient related, and Non-approved patient transfusion. A red 'Search' button is located at the bottom left.



When reviewing the results in the graphs, users can toggle anything that has a “colour”, by clicking on the legend item. Notice the strikethrough in ~~Redistributed~~ in the example below.



Where available, users can click on the tabs to see different types of charts available or choose Export to download the data associated with the charts/graphs in Excel format.

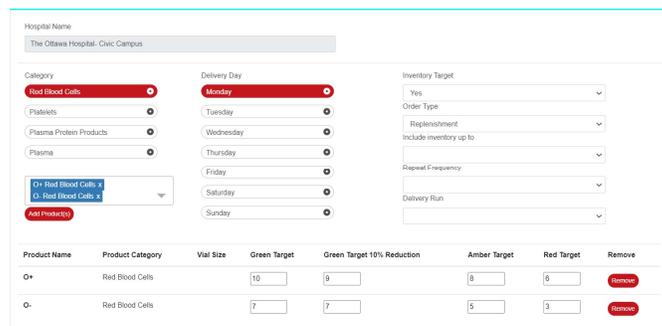


## 6. Targets and Recurring Orders

Available to Hospital Administrators only. Permissions will be made available to other hospital users once legacy data has been migrated and permission levels for various users has been determined.

This system will allow hospitals and Canadian Blood Services to engage and adjust target inventory levels for various products as needed for

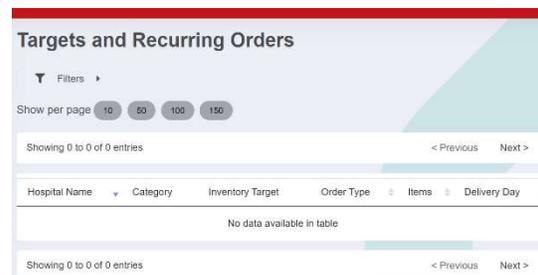
- Providing a clear understanding of **inventory targets** for specific products at individual hospitals and across the country
- Identifying **standing orders** (if your hospital uses standing orders) that will be prepared on a specific frequency (i.e., once per week on Mondays, once per month on the first Monday of every month) and fulfilled through a future online ordering solution that will be housed in the portal. Creating and displaying these standing orders is a **future capability**.
- Identifying **replenishment orders** that will work in conjunction with hospital reported inventory levels in order to facilitate adjusted order quantities to be fulfilled through a future online ordering solution that will be housed in the portal. Creating and displaying these replenishment orders is a **future capability**.



Product Name	Product Category	Vial Size	Green Target	Green Target 10% Reduction	Amber Target	Red Target	Remove
O+	Red Blood Cells	10	9	8	6	<span style="color: red;">Remove</span>	
O-	Red Blood Cells	7	7	5	3	<span style="color: red;">Remove</span>	

Adjustments to any details should only be made in conversations between the Hospital Administrator and the Hospital Liaison Specialist/Canadian Blood Services Distribution.

Initially this section will be blank for Hospital Admins as Canadian Blood Services transfers information from legacy systems.



## 7. APPENDIX A – Data Entry Field Definitions (BloodCounts Application)

### 7.1 Disposition

Component descriptions per CBS Circular of Information

<https://www.blood.ca/en/hospitals/circular-information>

CBS Visual Inspection Guide referenced in the tables below can be found at

[https://professionaleducation.blood.ca/sites/msi/files/VAG\\_en.pdf](https://professionaleducation.blood.ca/sites/msi/files/VAG_en.pdf)

The disposition categories, reconciliation and patients transfused definitions in the following tables apply to all products:

- Red Blood Cells (allogeneic, CBS collected autologous and CBS collected directed RBC units)
- Platelets (Pooled and Apheresis)
- Frozen Plasma (Frozen Plasma, FFP apheresis 500ml, FFP apheresis 250ml, autologous and directed FFP/FP), Cryoprecipitate and Cryosupernatant Plasma
- Plasma Protein Products

Examples are provided for some scenarios and include details for other product categories in brackets (...) when the situation might apply.

The details below specify how to include various products in each category in a disposition submission.

Product Type	Include
Red Blood Cells	<ul style="list-style-type: none"> <li>• Include all dispositioned RBCs including washed and deglycerolized (by hospital or CBS)</li> <li>• Aliquots prepared by hospital from same main unit count as 1 unit</li> </ul>
Platelets	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Plasma	<ul style="list-style-type: none"> <li>• FFP/FP, Divided (pediatric): count each aliquot bag/unit separately</li> <li>• ACD FFP Apheresis (250 ml): count as 1 unit, include in the FP section of the submission</li> <li>• FFP Apheresis (500 ml); count as 1 unit (no conversion factor required by hospitals)</li> <li>• Cryoprecipitate: if pooled at the hospital prior to issue, report each unit in the pool separately (i.e., if 10 units of cryoprecipitate were pooled and transfused to one patient, this counts as 10 units transfused when reporting disposition)</li> </ul>
Plasma Protein Products	<ul style="list-style-type: none"> <li>• Include inventory submissions as communicated by CBS Hospital Liaison team (count each as 1 unit)</li> <li>• Include SD Plasma submissions on a monthly basis (count each as 1 unit)</li> </ul>

**DISPOSITION CATEGORY DEFINITIONS**

Disposition Category	Include	Example	Do Not Include & Comments
Transfused	<ul style="list-style-type: none"> <li>Units/doses/vials that were entirely transfused</li> <li>any unit/doses/vials that was only partially transfused to a patient</li> <li>units/doses/vials implicated in transfusion reactions that were only partially transfused</li> </ul>	<p>#1: 75 ml from a 300 ml RBC unit was transfused to a pediatric patient; the remaining 225 ml expired before it could be transfused; 50 ml from a platelet dose is transfused to a neonate, the remaining component expired before it could be transfused; a partial apheresis unit was transfused to a pediatric patient</p> <p>#2: an elderly patient is transfused with only part of a unit/dose due to a cardiac condition.</p> <p>#3: an RBC unit/platelet dose is aliquoted into smaller amounts for transfusion. Aliquots from the same original unit count as only 1 unit transfused.</p>	<ul style="list-style-type: none"> <li>do not include any un-transfused units</li> <li>if part of the unit/dose/vial is transfused and part is discarded, do not report the part of the unit that was discarded.</li> </ul>
Redistributed	<ul style="list-style-type: none"> <li>units/doses/vials the were redistributed to reduce outdates/improved utilization</li> </ul>	<p>#1: Hospital A had 10 units of group B Rh positive RBC with 10 days left (2 doses of platelets with 24 hours left/4 units of group AB FP with 1 month left) before expiration that they do not expect to transfuse, and Hospital B agreed to accept these units (doses). The units (doses) were shipped from Hospital A to Hospital B.</p>	<ul style="list-style-type: none"> <li>do not include any units/doses/vials transferred</li> </ul>

Disposition Category	Include	Example	Do Not Include & Comments
Transferred to other hospital/ region	<ul style="list-style-type: none"> <li>units/doses/vials that were transferred to other hospital/regions with patients</li> <li>units/doses/vials received by hospital/hospital region/ hospital zone with a centralized inventory intake process, that are then sent to other affiliated hospital sites</li> <li>units/doses/vials shipped to other hospitals/regions to satisfy other hospital request for a particular product</li> </ul>	<p>#1: Hospital A admitted a patient involved in a car accident, they are stabilized and then transferred to Hospital B that has a trauma program, and 2 units of RBC (1 dose of PLTs/2 units of AB FP) are sent with the patient in the ambulance.</p> <p>#2 Hospital A transferred a critically ill neonate to Hospital B, which has a Level III neonatal intensive care unit. An aliquot of RBCs (one dose of PLTs/a unit of plasma) was shipped with the ill neonate from Hospital A to Hospital B.</p> <p>#3: Hospital A routinely receives blood components from Canadian Blood Services, and subsequently ships blood components to Hospital B and Hospital C*. This activity may be part of a centralized inventory management system, or part of an effort to streamline regional hospital transfusion service operations.          * These hospitals may or may not be part of the same hospital corporation/health region/zone.</p> <p>#4: Hospital A ran out of group O Rh negative RBCs (or group AB platelet or group AB plasma) for a patient with an ongoing need, and they contacted Hospital B who had lots in inventory. Transport time from Hospital B to Hospital A was quicker than a delivery from the local Canadian Blood Services. The required units/doses are shipped from Hospital B to Hospital A.</p>	<ul style="list-style-type: none"> <li>do not include any units/doses/vials redistributed</li> </ul>
Discarded - outdated	<ul style="list-style-type: none"> <li>un-entered (intact) units/doses that have exceeded their CBS-assigned outdate</li> <li>vials of product that exceeded manufacturer expiry date</li> <li>un-entered (intact) CBS or hospital modified units/doses that have exceeded their assigned outdate</li> </ul>		<ul style="list-style-type: none"> <li>do not include any units/doses/vials that were entering during hospital manipulation and then exceed their hospital assigned outdate</li> </ul>

Disposition Category	Include	Example	Do Not Include & Comments
Discarded – received broken	<ul style="list-style-type: none"> <li>units/doses/vials that were discovered broken upon receipt from CBS</li> </ul>		
Discarded – broken post receipt	<ul style="list-style-type: none"> <li>units/doses that broke during storage (unit un-entered)</li> <li>units/doses that leaked during entry/spiking for transfusion</li> <li>units/doses that leaked due to faulty weld during use of a sterile connection device</li> <li>vials of broken product deemed broken during hospital storage, redistribution, reconstitution and administration at hospital</li> </ul>		<ul style="list-style-type: none"> <li>do not include any units/doses/vials discovered broken upon receipt from CBS</li> </ul>
Discarded or returned – per CBS	<ul style="list-style-type: none"> <li>units/doses/vials that were discarded at hospital or returned to CBS at the request of CBS/manufacture</li> </ul>	<p>#1: CBS issues a blood component recall / withdrawal directing return or discard of units/doses</p> <p>#2: After further discussion with CBS Technical Specialist, decision is made to return product to CBS for further investigation</p> <p>#3: the product manufacturer issues a recall of a lot number of IVIG. CBS communicates the recall to the hospital and requests all remaining vials (with implicated lot #) in inventory be returned to CBS</p>	
Discarded – failed visual inspection	<ul style="list-style-type: none"> <li>Blood Components: as per <a href="#">CBS Visual Assessment Guide</a></li> <li>PPP products: vials that were visually deemed not acceptable for transfusion on receipt from CBS, during storage, reconstitution or administration at the hospital</li> </ul>	<p>#1: discolouration</p> <p>#2: particulate matter</p>	

Disposition Category	Include	Example	Do Not Include & Comments
Discarded – improper storage	<ul style="list-style-type: none"> <li>• units/doses discarded due to hospital storage or processing deviations</li> <li>• vials that were not transported in appropriate storage conditions (via CBS, or hospital redistribution)</li> <li>• vials discarded due to storage deviations at hospital</li> </ul>	<p>#1: RBC exceeds time limit out of fridge; platelet storage area exceeds 24 degrees Celsius; hospital storage freezer temperature deviation</p> <p>Example: RBCs returned to laboratory &gt; 60 mins.</p> <p>#2: storage equipment failure</p>	
Discarded – patient related	<ul style="list-style-type: none"> <li>• patient did not require component/vial</li> <li>• units/doses used for other purposes</li> <li>• PPP product was reconstituted and was not administered prior to expiry</li> </ul>	<p>#1: patient did not require transfusion</p> <p>#2: patient did not show for transfusion</p> <p>#3: patient deceased</p> <p>#4: patient transferred</p> <p>#5: in-date units/doses/vials (not outdated) used for other purposes in the laboratory</p>	

### **For Red Blood Cell Submissions**

**O Rh neg units transfused to non-O Rh neg patients:** include all O Rh negative units transfused to patients who were not group O Rh negative.

### **For Plasma Submissions**

**AB plasma units transfused to non-AB patients:** include all AB Plasma units transfused to patients who were not group AB. Capture in AFFP, FP and CSP subsections. Autologous and Directed Plasma are exempt from this entry.

## RECONCILIATION DEFINITIONS

Reconciliation	Include
Opening Inventory	<ul style="list-style-type: none"> <li>The Opening Inventory Count is usually the Closing Inventory Count from the previous month. Perform the count as close to the start of the month as possible. When counting inventory, include units/doses/vials not labeled for patients as well as units/doses/vials that are labeled for patient use but not yet issued to the ward (e.g. crossmatched RBCs).</li> </ul>
Received from CBS	<ul style="list-style-type: none"> <li>All units/doses/vials received from CBS during the prior calendar month.</li> </ul>
Received from other hospital	<ul style="list-style-type: none"> <li>Units/doses/vials received to improve utilization (redistribution)</li> <li>Units/doses/vials received from other hospitals/hospital regions with patients (e.g. critically ill or trauma patients)</li> <li>Units/doses/vials received from other hospitals/hospital regions to satisfy another hospital's request for a particular group component (AB FP/FFP, O Rh Neg RBCs).</li> </ul>
Received from other source	<ul style="list-style-type: none"> <li>All units/doses/vials received sources other than CBS (e.g. components from HemaQuebec, rare phenotype RBC units received from the American Red Cross).</li> </ul>
Total received	<ul style="list-style-type: none"> <li>Total inventory will be automatically calculated by adding opening inventory, received from CBS, received from other hospitals and received from other sources.</li> </ul>
Total dispersed	<ul style="list-style-type: none"> <li>Total dispersed will be automatically calculated by adding transfused, redistributed and all discard reasons together</li> </ul>
Calculated closing inventory	<ul style="list-style-type: none"> <li>Automatically calculated by subtracting Total Received minus Total Dispersed</li> </ul>

## PATIENTS TRANSFUSED DEFINITIONS

Type of Patient Transfused	Include	Comments
Inpatient	<ul style="list-style-type: none"> <li>patient had multiple transfusions during a single hospital admission, count as '1 inpatient transfused'.</li> <li>patient is admitted, transfused, and discharged, and then readmitted and transfused, count as '1 inpatient transfused'.</li> </ul>	<ul style="list-style-type: none"> <li>If patient receives transfusion both as inpatient and outpatient in the same month, default as '1 inpatient transfused'</li> </ul>
Outpatient	<ul style="list-style-type: none"> <li>patient is transfused more than once during the same month as an outpatient, count as '1 outpatient transfused'</li> </ul>	
Unknown	<ul style="list-style-type: none"> <li>unable to determine if patient transfused as inpatient or outpatient</li> </ul>	

## Inventory

Include the details of a physical count of all units available in inventory not yet transfused or issued to patients.

Product Type	Include
Red Blood Cells	<ul style="list-style-type: none"> <li>• Include allogeneic, directed, autologous</li> <li>• Include cross-matched units</li> <li>• Count each as 1 unit</li> </ul>
Platelets	<ul style="list-style-type: none"> <li>• Included pooled and apheresis</li> <li>• Count each as 1 unit</li> </ul>
Plasma	<ul style="list-style-type: none"> <li>• Include all plasma units (250 ml = 1 unit, 500 ml = 1 unit)</li> <li>• Include cryoprecipitate and cryosupernatant plasma separately from plasma (count each as 1 unit)</li> </ul>
Plasma Protein Products	<ul style="list-style-type: none"> <li>• Include inventory submissions as communicated by CBS Hospital Liaison team (count each as 1 unit)</li> <li>• Include SD Plasma submissions (count each as 1 unit)</li> </ul>

## 7.2 Using Blood Wisely

Please refer to the Using Blood Wisely website for more information <https://usingbloodwisely.ca/>