Online Ordering
https://orders.miblood.org

Welcome to
Michigan Blood’s
online ordering system.
Online Ordering
https://orders.miblood.org

This presentation will step you through the following:

- Accessing website, logging on and off
- Reviewing order summaries
- Creating new orders
- Viewing order details and Reordering
- Ordering Antigen Negative RBCs
- HLA Matched Platelets
- Help and Information
- Test
- Enrolling staff – a separate presentation is available for Administrators

Home icon in upper left corner will return to this slide.
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At the end of the presentation you will be offered a link to a test which can be used for your own training purposes.
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Accessing Website
Enter https://orders.miblood.org in your browser address or access from the www.miblood.org “Hospital Services” drop down menu. The User Login screen will display. Enter the User ID and Password that has been assigned to you.
“My Orders” is default screen displayed.

Orders submitted in past 30 days are displayed.

My Orders

Your name and location display next to Logout. Click “Logout” to leave website.
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Previous Orders Details

<table>
<thead>
<tr>
<th>ORDER #</th>
<th>DATE/TIME</th>
<th>REQUIRED DATE/TIME</th>
<th>WEB?</th>
<th>STATUS</th>
<th>ORDERED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>141081</td>
<td>16/02/12 17:56</td>
<td>19/02/2012</td>
<td>Y</td>
<td>STAT</td>
<td>Joe</td>
</tr>
<tr>
<td>141090</td>
<td>16/02/12 17:55</td>
<td>19/02/2012</td>
<td>Y</td>
<td>ASAP</td>
<td>Joe</td>
</tr>
<tr>
<td>141098</td>
<td>16/02/12 17:12</td>
<td>19/02/2012</td>
<td>Y</td>
<td>ASAP</td>
<td>Joe</td>
</tr>
<tr>
<td>141089</td>
<td>16/02/12 17:11</td>
<td>19/02/2012</td>
<td>Y</td>
<td>ASAP</td>
<td>Joe</td>
</tr>
</tbody>
</table>

Sort Order
Click on any column heading to change.

Date/Time
Order last changed.

Required Date/Time
Time may display as ASAP or STAT.

Web?
‘Y’ if order placed online and ‘N’ if order called in.

Status
See next screen for values.

Ordered By
Blank if order called in.

View Order
View previous or reorder. Covered later in presentation.
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Order Status

New Order
Order received.

Canceled
Canceled after submission.

In Process
Processing begun.

Partial Packed
Some units placed on order.

Packed
All units placed on order.

Partial Issue
Partial Packed, awaiting 2nd check before shipment.

Issued
Packed, awaiting 2nd check before shipment.

While on this screen, click “Orders” or press F5 to see Status update as order is processed by Michigan Blood.

Shipped
Completed, may be pending courier.

Partial Shipped
Completed partial order, may be pending courier.
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Create New Order

Click “New Order” to start a new order.

Note: “Logout” during creation of order will cancel order.
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Create New Order

Create a new order for each different delivery Date and Time requirement.

New Order screen is presented.
Online Ordering
https://orders.miblood.org

Create New Order

There are two options for selecting an item to add to your order. This first option is to select from a product category drop down and then from the item drop down (next slide).

**Item Category**
Select Product/Supply Category from drop down list.
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Create New Order

**Add item to Order**

- **ITEM CATEGORY:**
  - RED CELL LEUKOREDCD
- **CMV NEG:**
  - No
- **QUANTITY:**
- **BILL TO:**
  - BORGESS MEDICAL CTR
- **COMMENTS:** (LIMIT 15 CHAR)

**ITEM:**
- Select Item ...
- RED CELL LR IRR
- RED CELL LR

**TYPE:**
- Or enter ISBT code:

**BILLING ADDRESS:**
- 1521 GULL ROAD, BORG001 MI 49048

**Item**
Select Product/Supply from drop down list.

**Note:** Complete current list of Item Categories and Items can be found in the Usage and Definitions document.
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Create New Order

The second option is to select an item directly from the item drop down.

Item Category may be skipped and Product/Supply selected from complete Item list.
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Create New Order

Type
Select Blood Type from drop down list.
### Online Ordering

https://orders.miblood.org

**Create New Order**

<table>
<thead>
<tr>
<th>Item Category:</th>
<th>Item:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED CELL LEUKOREDUCT</td>
<td>RED CELL LR IRR</td>
<td>ONEG</td>
</tr>
</tbody>
</table>

- **CMV NEG**: Defaults to No, change to Yes if needed.
- **Quantity**: Enter Item quantity.
- **Comments**: See next two slides regarding comment entry.
- **ISBT codes**: Entry not used at this time.
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Order Line Comment

Use the Order Line Comment field for information specific to the individual line items.

- Antigen Negative RBC Orders – see next two slides.
- “Fresh” to request fresh product.
- “Mini” to request mini divided product.
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Antigen Negative RBC Orders

Place Single Antigen Negative RBC Orders Online.

• Enter Single Antigens: C, c, E, e, K, Fya, Fyb, Jka, Jkb, Lea, Leb, M, N, S, s, using appropriate upper and lowercase letters.

• Request desired testing status in Comments.
  o Historical, if you plan to confirm the test.
  o Confirmed, if you want Michigan Blood to perform unit testing.

• Enter each antigen negative RBC as a separate order line item.
  o Quantities greater than 1 of the same antigen can be on the same order line.
  o For example, if you want 10 RBC LR that are APOS, 2 of which are E Historical, the Order Line Detail would look as follows.
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Antigen Negative RBC Orders (continued)

Call Local Distribution Site for Multiple, Rare or Uncommon Antigen Negative RBC orders.

- Antigens other than: C, c, E, e, K, Fya, Fyb, Jka, Jkb, Lea, Leb, M, N, S, s.

- Indicate desired testing status as historically negative or confirmed negative.

- Availability assessment will be made (in inventory versus screening needed) at that time.
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Create New Order

Click “Add To Order” when entry is complete.
Online Ordering
https://orders.miblood.org

Create New Order

NEW ORDER
Please select an item(s) to be added to the order.

Add item to Order

Item will be added to Order Details section.
Online Ordering
https://orders.miblood.org

Create New Order

Add item to Order

<table>
<thead>
<tr>
<th>ITEM CATEGORY</th>
<th>ITEM</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLASMA</td>
<td>FFP PLASMA</td>
<td>ADNG</td>
</tr>
</tbody>
</table>

CMV NEG: No
QUANTITY: 2

Bill To:
BORGESS MEDICAL CTR
1521 GULL ROAD, BORG001 MI 49049

Comments:

Order Details

<table>
<thead>
<tr>
<th>LINE#</th>
<th>QTY</th>
<th>TYPE</th>
<th>ITEM</th>
<th>COMMENTS</th>
<th>CMV?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>ONEG</td>
<td>RED CELL LR IRR</td>
<td>Fya Historical</td>
<td>Y</td>
</tr>
</tbody>
</table>

Add next line item.
Online Ordering
https://orders.miblood.org

Create New Order

Continue to add line items.

Click “Delete” to delete line item.
Online Ordering
https://orders.miblood.org

Create New Order

Click “Submit Order” when all items have been added to order.

Click “Cancel Order” to cancel without submitting.
Online Ordering
https://orders.miblood.org

Submitted Order

Order Comments
Enter ad hoc information regarding the order to pass on to us.

Date Required and Time Required
See next slide for options.

Transfusion Date/Time
Not required and not used.
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https://orders.miblood.org

Date and Time Required Options

Routine Stock Orders
  • Enter Date and Time of your next scheduled routine courier run. Submit order at least 2 hours before scheduled delivery time.

ASAP
  • Enter ASAP for non-routine delivery within 6 hours, call local distribution center to alert them to pending order.

STAT
  • Enter STAT for emergent need, call local distribution center to alert them to pending order.

Other orders
  • Enter specific date and time that order is required by.
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https://orders.miblood.org

Submitted Order

Click “Update Order” to return to New Order screen and add more items.
Click “Complete Order” to continue to Order Confirmation.
Click “Cancel Order” to cancel order without saving.
Order Confirmation is displayed and Order Report may be printed. Order Confirmation will remain displayed until exiting.

Click “Exit” to return to New Order screen.
Online Ordering
https://orders.miblood.org

Order Report

Order Report is displayed, click “Print” for print dialog box.

Click “Exit” to return to Order Confirmation.
Online Ordering
https://orders.miblood.org

Order Confirmation

Order confirmation email will be sent to email address associated with user account placing order.
Following order confirmation, My Orders screen is displayed. Order has been added to Previous Order Details.
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View Order

Click “View Order” to view or reorder.
Online Ordering
https://orders.miblood.org

View Order

Order is displayed.

Click “Print” to retrieve Order Report for printing.

Click “Reorder” to create a new order using this order as a template.

Click “Exit” to leave order.
Online Ordering
https://orders.miblood.org

Reordering

NEW ORDER
Please select an item(s) to be added to the order.

Add item to Order

Add additional items to order.

Previous order displayed as entered.

Order Details

Click “Submit Order” to continue.

Click “Delete” to remove previous line item from new order.

Click “Cancel Order” to cancel order without submitting.
Online Ordering
https://orders.miblood.org

HLA Matched Platelets

• The process for ordering HLA-matched products and apheresis platelets for specific patients has not changed.

• Please continue to call the Michigan Blood HLA Laboratory at 616-233-8597 and fax completed Special Order Apheresis Platelets Request form to 616-233-8658.

• The form is available on Michigan Blood's website under Hospital Services and then Hospital Forms, or at the following link.
  
http://www.miblood.org/hospital-forms/human-leukocyte-antigen-hla-forms

• An internal process is used to schedule donors and designate HLA-matched product orders called in to the HLA department. HLA orders will be filled based on quantity requested; however, the order seen online may show more products than actually placed to assure it remains in our system for active patients.

• If you have any questions, please contact Cindy Raven, HLA Supervisor, at 616-233-8594.
Online Ordering
https://orders.miblood.org

Help and Information

Refer to lower section of screen for additional help and information.
Online Ordering
https://orders.miblood.org

Help and Information

To receive technical help related to usage of online ordering click Service link to send a detailed email of problem being experienced.

To receive help related to a specific order, please call your local distribution center.

Access Michigan Blood’s Website.

Retrieve Online Ordering Enrollment form, Usage and Definitions, and Training tools. Also available from www.miblood.org/online-ordering.

Access Platelet Partners’ application.
Online Ordering
https://orders.miblood.org

Training Test

Click the link below to take the training test.

http://www.miblood.org/storage/Online%20Ordering%20Test.docx