

**Patient instructions for the pickup of blood products for home administration****Mandatory requirements:**

1. Request product required by phone from Transfusion Medicine at Royal University Hospital
  - a. Call 306-655-2179
  - b. All calls to Transfusion Medicine must occur during business hours (i.e. Monday through Friday, 8:30 am to 4:00 pm excluding statutory holidays).
  - c. Place orders in advance of need to ensure transfusion service can order and receive the necessary product. Orders are best placed Monday – Thursday. (Orders placed on Friday may not be received from the supplier for 11 days).
    - i. For patients in the **bleeding disorders program** requiring urgent product refill (up to 2 weeks of stock), place orders at least 48 hours in advance of need.
    - ii. For patients in the **bleeding disorders program** requesting product stock refills, place orders a minimum of one week in advance of need.
    - iii. For all **other home administration programs**, place orders a minimum of one week in advance of need. Due to inventory limitations, an order received less than one week in advance may initially be given only a two week supply of product requested.
2. A current Home Administration Product Requisition is required, which is kept on file in the lab.
  - a. This requisition is completed and signed by the prescribing physician and is valid for **up to one year**, unless otherwise indicated by physician.
3. Provide Personal Identification of the patient
  - a. Personal Health Card or equivalent (health number, first and last names) must be presented at pick-up.
  - b. If someone is picking up product on behalf of a patient, the patient personal health card or equivalent (including health number, first and last names), product type and amount being requested must be presented at pick-up.

**Pick-up Procedure**

Please notify Transfusion Medicine (306-655-2179) a minimum of one hour (but no more than 8 hours) in advance on the date of actual product pick-up. This will allow the technologists time to prepare the product. In the event of pick-up delay or inability to pick-up product on the prearranged date, please notify Transfusion Medicine and reschedule.

Routine product pick-up may only occur Monday to Friday between 8:30 am to 4:00 pm, excluding statutory holidays. Outside of these hours the laboratory is staffed to cover urgent transfusion need only. Routine product preparation and release will not occur during evening, nights or weekends.

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