
1. Background

The electronic despatch note allows hospitals to access their delivery information via a File Transfer Protocol (FTP) message from NHSBT. The message was agreed by SACIT and is published in the Guidelines for UK Blood Transfusion Services Chapter 25: Standards for electronic data interchange within the UK Blood Transfusion Services found at: <http://www.transfusionguidelines.org.uk/index.aspx?Publication=RB>

The Electronic Despatch Note contains standard issue information on the donation number, product, blood group and expiry date.

The benefits include more efficient stock entry, improved reconciliation and improved audit trail of stock receipt. It also delivers valuable information to the hospital laboratory information system on confirmed and unconfirmed phenotypes.

2. Registering for use of the EDN message

- Check that your Laboratory Information Management System (LIMS) software has EDN functionality. If not, discuss with your supplier so that your system can be developed as outlined in sections 3 and 4.
- If your LIMS does have EDN functionality, make sure that it has been implemented in your laboratory.
- Complete the EDN request form which is available on the Hospitals & Science website.
- We aim to process your request within 10 working days. Once the application process has been completed you will be provided with a file location where the EDN message will be placed, username and password to access the location.

3. Suggested process for receipt of EDN information

- The order is despatched from NHSBT to the hospital.
- A message is generated for each order despatched to the hospital and is placed on a hospital specific location on the NHSBT web server.
- The hospital receives the units and enters the order number from the tag on the NHSBT delivery box.
- The blood transfusion laboratory's LIMS will download the specific order EDN message from the NHSBT web server (the LIMS system should include a system to deal with message unavailability).
- The donation number and product code of each unit in the consignment must be entered by wanding in the relevant barcode.
- The remaining information is automatically obtained from the downloaded EDN message.
- At this stage, no acknowledgement receipt is required although suppliers may want to consider this function for future purposes.

- The pack number and product code of the units that have been entered into the system is compared with the unit details in the message and a reconciliation report detailing all missing and extra units should be produced.
- In the event of any errors the hospital should contact the blood centre hospital services department.

4. Key information for LIMS suppliers

- The EDN system will allow each lab access to their hospital specific file directory this will be in the form of:

A000/Issues

where **A** is a character and **000** is a 3-digit number (corresponding to the organisation Pulse code)

- This directory will be secure and so will require a username and password to be configured into the system. NHSBT issue the username and password on completion of FRM4840.
- The filename of the EDN message will relate directly to a specific order. It will be of the form:

A00000000N.xfr

where **A** is a character, **00000000** is an 8-digit number, and **N** is a number
A00000000 is the order number.

N is a sequential number to identify multiple files - it will normally be 1
example filename: M123456781.xfr

- The LIMS system is not required to move or delete the file. File archiving procedures are performed by NHSBT.
- At midnight each day, all files in the directory will be moved into specific folders that indicate how old each file is. Therefore, if the EDN message associated with a particular order is not picked up on the day that the order was placed, the file will not be located in the root of the directory. The following table shows the age of the file (number of days after the order was placed) and the folder in which the file can be located.

Age of file (number of days after order)	Sub-directory name
0	/Issues/
1	/Issues/01_Day_Old/
2	/Issues/02_Days_Old/
3	/Issues/03_Days_Old/
4	/Issues/04_Days_Old/
5	/Issues/05_Days_Old/
6	/Issues/06_Days_Old/
7	/Issues/07_Days_Old/
8 or more	/Issues/08_Archive/

- After 3 months, the files will be deleted from the Archive.

5. Recommendations for LIMS suppliers

There should be the ability to:

- interrupt the programme.
- to store and access the holding file.
- archive to clear the holding file otherwise the holding file may be too large.
- search on order number, pack number etc.
- search on delivery type e.g. to check delivery charging.
- search for specific phenotype combinations.

With the option to:

- separate locations for stock e.g. FFP freezer, Platelet incubators.
- rerun the programme if a unit is not being entered but is in the EDN file. (List units NOT received but in EDN file).
- track a unit that is received but is not on the EDN file. (List units received but NOT in EDN file).
- allow comments to be entered against reconciliation failures e.g. where an extra unit has been received or a unit is missing.

IMPORTANT NOTE:

Hospitals **should not** disabled/remove the ability to manually input data in case of EDN failure. A contingency method should be maintained.

6. Troubleshooting

For any password reminders/resets or any other EDN related issues please email EDN@nhsbt.nhs.uk.

7. The EDN Process

