Flowchart - Ordering factor concentrate from Oxford Haemophilia & Thrombosis Centre (OHTC)

**New / emergency inpatient admission**

- **Yes**
  - To order / request factor
    - **Complete Form 1.0 - Request form for factor concentrates** *(version 1.1)*
    - Email form to factorsupplies@ouh.nhs.uk or fax 01865 225608)
    - Urgent orders **MUST** be placed over the telephone via haemophilia nurse or doctor
    - 01865 225308 / 9

- **No**
  - **Patient already an inpatient and requires more factor**
    - **Stock Replacement**
  - **Discharged patient?**
    - (Any unused factor issued to this patient **MUST** be returned in a refrigerated box with ice packs as supplied)
    - **Complete Form 2.0 - Record of factor Issued** *(version 1.0)*
      - (To be completed by blood bank and emailed to factorsupplies@ouh.nhs.uk or fax 01865 225608)
      - **NO** factor will be issued or replaced until this completed form is received

**NB.** Out of Hours: After 5pm or weekends
Contact Haematology Registrar via John Radcliffe Switchboard 0300 304 7777 or contact Blood Bank 01865 220339