

Contacting the Laboratory

St Paul's Hospital – SHR

“STAT”

- 15 minute response required for collection
- Page phlebotomy through Switchboard
- Have requisition ready in designated laboratory tray/bin
- **DO NOT** fax requisition to Lab



“Urgent”

- Collection done within the hour
- Fax requisition to 5966



“Routine”

- Collection are prioritized after all STATS and URGENTS
- Collected within 4 hours of receiving requisition in Laboratory
- Fax requisition to 5966



“Timed”

- Will be collected within 15 mins of timed collection
- Fax requisition to 5966



0600 HR “STORM” Collection

- Complete requisition
- Deliver to Laboratory **PRIOR** to 2100HRS daily



Late STORM request-
fax 5966

“Add” on test requests

- Stamp “ADD ON” to requisition
- Fax to 5966



-Lab will contact ward if added tests cannot be performed

DO NOT send any faxed original requisitions to the laboratory
Laboratory test result inquiries = ext. 5200
Other Laboratory inquiries = 5704
REMEMBER: NO HIGHLIGHTING

IF YOU CHOOSE TO PRINT THIS DOCUMENT, IT IS VALID ONLY ON DAY OF PRINT.

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