

# Contacting the Laboratory

St Paul's Hospital - SHR

## "STAT"

**Immediate response required for collection**

- Page phlebotomy through switchboard
- Have requisition ready in designated laboratory tray/bin



## "Urgent"

**Collection done within the hour**  
Fax requisition to 5966



## "Routine"

**Collection done on next round time**  
Fax requisition to 5966

### Times

1000hrs  
1200hrs  
1400hrs  
1800hrs  
2000hrs



## "Timed"

Fax requisition to 5966



## 0700hr "STORM" Collection

Complete requisition  
Deliver to the laboratory **PRIOR** to 2100hrs daily.



**Late  
STORM  
requests –  
fax to 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 information inquiries = ext. 5704**  
**REMEMBER: NO HIGHLIGHTING**

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

Document #: LSM-470 v #: 2