

**SAINT FRANCIS HEALTH SYSTEM
LABORATORY UPDATE**

DATE: December 17, 2004

TO: All Physicians

FROM: Laura Roberts, MT(ASCP)DLM, MS, Laboratory Technical Manager

SUBJECT: Holiday Schedule for Send-out Testing

Due to the holiday schedule for courier services and nation mailing services (UPS, FedEx, USPS), all testing referred to other laboratories for testing will be sent according to the following schedule:

Referral Testing for the week beginning 12-19-2004:

The last day samples can be **mailed** by a national mailing service will be Wednesday 12-22-04 to insure arrival before the holiday.

The last day samples can be sent via courier to Quest Diagnostics or Focus Diagnostics will be 12-23-04 to insure arrival before the holiday.

All samples delivered to the SFH Lab after 5:00 pm on those days will be held in the lab until 12-27-04.

Referral Testing for the week beginning 12-27-2004:

The last day samples can be **mailed** by a national mailing service will be Wednesday 12-29-04 to insure arrival before the holiday.

The last day samples can be sent via courier to Quest Diagnostics or Focus Diagnostics will be 12-30-04 to insure arrival before the holiday.

All samples delivered to the SFH Lab after 5:00 pm on those days will be held in the lab until 01-03-05.

Thank you for your cooperation.

Questions concerning holiday shipping schedule should be directed to Laura Roberts at 494-1300.