

Delivery of Laboratory Specimens

Spectrum Health Reference Laboratory (SHRL)

General Instructions

- All specimens delivered to a Spectrum Health Laboratory Location must be properly labeled with a minimum of legal patient name, date of birth, collection time and date.
- All specimens must have a valid order either accompanying the specimen or in the Spectrum Health Epic System (via Epic Hyperspace, EpicCare Link or Epic Community Connect). Order must also contain:
 - Patient's full legal name and date of birth
 - Current and complete billing information
 - Diagnosis code
 - Provider's full legal name
- Specimens must be in a transport bag at the time of delivery.
 - STAT specimens must be enclosed in a red **STAT** bag for immediate handling.
 - Use purple **PRIORITY** bags for unspun specimens and tests with short time limitations.
- Specimens may be dropped off at any [Outpatient Laboratory Locations](#) during open hours.
 - [Outpatient Laboratory Locations](#) should **NEVER** be used for **STAT** testing.
- STATs and afterhours specimens may be dropped off to Spectrum Health Butterworth Hospital Phlebotomy Central (see map on other side).
- All specimens must be logged in at time of drop off on the Specimen Drop-off Log Sheet.

Spectrum Health Butterworth Hospital Specimen Delivery Instructions:

- Deliver to Phlebotomy Central on the 1st floor of Butterworth Hospital (616-391-2618)
- Address: 100 Michigan NE, Grand Rapids, MI 49503
- Parking: Recommended parking is to park at Parking Ramp 7 at 221 Michigan Street and walk across the Bridge to the B Elevator to the Lobby. Follow the yellow line on the map to Hospital Phlebotomy Central or ask at the information desk.
 - Be sure to specify that you are looking for the inpatient phlebotomy room and not the outpatient draw site.
- Record specimen drop off on the Specimen Drop-off Log at the Phlebotomy Central desk and alert a Spectrum Health Laboratory staff member if the testing is STAT or priority.

Afterhours delivery instructions:

- Park in Ramp 6 next to the Emergency Department (ED) and access the building through the ED
- Once inside, Spectrum Health Security Services will help guide courier or nurse to Phlebotomy Central or follow the blue line on the map.
- Record specimen drop off on the Specimen Drop-off Log at the Phlebotomy Central desk and alert a Spectrum Health Laboratory staff member if the testing is STAT or priority.

