



PAPER REQUISITION SPECIMEN PACKAGING FOR TRANSPORT TO SFMC LABORATORY

1. Place 1 copy of a duplicate barcode at the top of the completed paper requisition.

New Box on Paper Requisition

② Patient Information - Please Print				④ AUTHORIZING PROVIDER (FIRST & LAST NAME)	
PATIENT'S LAST NAME (PLEASE PRINT)					
Up grade					
PATIENT'S FIRST NAME		MI	DATE OF BIRTH	⑤ DUPLICATE REPORT TO:	
Atlas					

2. Place the matching 2nd duplicate barcode onto the Specimen tracking form. And fill out the boxes to the left of the barcode.

Patient Specimen Tracking Form				
Patient	Date	Time Ready	Number of Specimens	Tracking Barcode
Upgrade, Atlas	10/13	0900	1	

3. Fold the paper into quarters, with the barcode facing forward and store at the appropriate temperature until your scheduled courier stop.



NOTE: The Logistics Specialist will scan the Requisition barcode during the collection of specimens from your facility and again upon delivery to the laboratory. These barcode scans will significantly improve our tracking capabilities by documenting the date, time, and location of both the pickup and drop-off.