

### GENERAL INSTRUCTIONS

- If blood specimens are not spun, they must arrive within 2 hours of collection.
- All specimens delivered must be accompanied by a valid laboratory requisition order form
- Failure to provide completed information may delay results or require recollection

### REQUIRED INFORMATION

- **Patient Information:** full name, including middle initial, date-of-birth, address and phone number
- **Diagnosis Information:** ICD-10 code or narrative reason for each test you are ordering
- **Provider Information:** Ordering provider name printed legibly and signed either electronically or manually, organization, address, phone, fax and any other pertinent information
- **Specimen Collection Information:** All specimens must be correctly labeled with patient first and last name, date and time of collection and specimen source. Patient information must match the information on the order form for test to be completed. Please indicate if the testing is STAT.
- **Billing Information:** Policy holder name and address, insurance plan information, contract, plan or group number and patient's relationship to policy holder. A copy of insurance card, front and back is preferred. Billing information should be provided if status is self-pay.

### DROP-OFF-INSTRUCTIONS

- **Location: The South Coastal Health Campus-Emergency Department**  
**32750 Roxana Road, Millville, DE 19967**  
**Main: 302-291-6900**
- Deliveries are accepted 24/7 via the front entrance of the building
- Upon arrival you will be escorted to the Laboratory
- You will be asked to complete a Specimen Drop-Off Log that includes the name of your agency, your name, contact information and patient information.
- A Laboratory representative will review your requisition order/s and specimen/s for proper labeling and completion, prior to your departure.

### BEEBE LABORATORY FORMS

To obtain a supply of Beebe Laboratory Requisition Order Forms contact Beebe Laboratory Client Services at 302-645-3241. Generic, electronic or customized forms are also accepted.

*Beebe Healthcare Laboratory offers a comprehensive range of clinical laboratory and pathology services. With more than 100 dedicated team members processing over 1.2 million tests annually, we are committed to providing accurate and reliable results along with the highest level of customer service for the providers and patients we serve.*

**For more information call Beebe Laboratory Client Services at 302-645-3241 or go to [beebehealthcare.org/services/lab](http://beebehealthcare.org/services/lab)**