

# Delivery of Laboratory Specimens from Home Health Entities

## General Instructions

- All specimens delivered to a Spectrum Health Laboratory Location must be properly labeled with a minimum of patient name, date of birth, collection time and date
- All specimens must have a valid written order and current and complete billing information included
- Specimens must be in a transport bag at time of delivery
- Specimens may be dropped off at any Outpatient Laboratory Locations (7am-5pm M-F)
- **Outpatient Laboratory Locations should NEVER be used for STAT testing**
- Butterworth Phlebotomy Central on 1<sup>st</sup> floor (between 6pm and 6am) and 35 Michigan Lab Central on 7<sup>th</sup> floor (between 6am and 6pm) may be used as drop off spots.
- All specimens must be logged in at time of drop off on the Specimen Drop-off Log Sheet.
- STAT specimens must be enclosed in a **RED STAT** bag for immediate handling (only applicable at Butterworth Hospital Phlebotomy Central and 35 Michigan Lab Central locations)
- Use purple **PRIORITY** bags for unspun specimens and tests with short time limitations.

## Specimen delivery between the hours of 6pm and 6am:

- Deliver to Butterworth Hospital Phlebotomy Central on the first floor of the hospital (1-2618)
- Address: 100 Michigan NE  
Grand Rapids, MI 49503
- 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
- 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
- Place STAT specimens in red **STAT** bag

## Specimen delivery between the hours of 6am and 6pm:

- Deliver to Spectrum Health Regional Laboratory on the seventh floor of 35 Michigan building
- Address: 35 Michigan NE  
7<sup>th</sup> floor-Lab Central  
Grand Rapids, MI 49503
- Park in Ramp 3 at 35 Michigan on level P3 or P4 by the **BLUE** Elevators
- Take Elevator R to the 7<sup>th</sup> floor and proceed to Lab Central to deliver specimen (follow Specimen Drop Off signs)
- Record specimen drop off on the Specimen Drop-off Log in Lab Central and alert a Spectrum Health Laboratory staff member if the testing is STAT
- Place STAT specimens in red **STAT** bag
- Use purple **PRIORITY** bags for unspun specimens and tests with short time limitations.
- Charges for the ramp will apply if time exceeds 20 minutes from entry