

Requests for Additional Laboratory Testing on Previously Collected Specimens

In an ongoing effort to decrease hold times for our clients, South Bend Medical Foundation is pleased to announce a more efficient way of requesting additional lab testing on previously collected specimens. SBMF is currently transitioning from accepting only phone requests to accepting add-on requests by fax. Beginning August 1st, SBMF will only accept faxed add-on requests from clients, except in the cases of STAT testing or if specimen stability is in question. **Interfaced clients should upload the additional test, as usual. Rather than placing a call to Client Services, simply fax in the add-on form, checkmarking "Test uploaded" in the appropriate box.**

The Test Add-on Physician Authorization Form is conveniently located under the Providers tab on our website, sbmf.org. For your convenience, the form is pre-fillable online or can be printed out and filled out by hand. All Add-on requests must be faxed to our dedicated Add-on fax line, 574-807-3640.

Please ensure that all prompts (DOB, Ordering Physician, Diagnosis, etc.) are properly filled out, in order to avoid any delays in testing. A legible physician signature is required on all requests. In order to prevent test delays, please ensure all diagnosis codes meet medical necessity for Medicare patients. In cases where a diagnosis does not meet medical necessity, testing will not be performed until patient consent is obtained.

Specimens are held 7 days. However, specimen stability is dependent upon the test being added. Please refer to the Test Directory on our website sbmf.org for specimen requirements and specimen stability information, before faxing your add-on request.

If a test is unable to be added, a Client Services staff member will notify the physician's office by phone.

It is our hope that clients will find faxing Add-on test requests to be a more simplified, and convenient process in caring for their patients.

[SBMF online Test Directory](#)

Questions: Please contact **CLIENT SERVICES 800-950-7263**

Technical Notices and Lab Alerts are distributed electronically.

Email addresses may be added/unsubscribed at our website: [Client Notices](#)

SOUTH BEND MEDICAL FOUNDATION

530 North Lafayette Boulevard • South Bend, Indiana 46601

(574) 234-4176 • (800) 544-0925 • www.sbmf.org

Joyce L. Simpson, M.D. • *Medical Director*