

For Healthcare Professionals: Digital Form Conversion

South Bend Medical Foundation is constantly striving for excellent customer service. When new and improved technology allows us to increase the convenience and efficiency of our service to you we are eager to adopt it. In order to serve you better we are pleased to announce that all test requisition forms are available in digital format through our website www.sbmf.org.

As a result of this format change you will notice the new requisitions have been redesigned with the goal of making them easier to fill out. Both the Cytology and Surgical Pathology forms have been converted to an Inpatient/Outpatient format, meaning there are no longer Hospital versions of these forms. All new requisitions have been converted to one part, and to ensure compliance with patient identification safety standards, labels have been eliminated.

Accessing Forms

Under the **Providers** tab, you will find a link to **Test Requisitions**. A wide variety of forms are available, including: clinical, microbiology, cytology, and pathology forms. These forms can be printed directly from the website, 24 hours a day. You will also find instructions that will help to ensure forms are completed properly, minimizing any delay to your patients' testing.

This convenient digital format will allow clients the following options:

- Complete the form online.
- Print as many copies of the completed form as needed.
- You may also save the PDF file to your PC for easy access and print blank forms from the PDF file to have on hand in each exam room.

We encourage you to join our email list to ensure you receive notification of new and revised forms. To join the email list hover on the **Providers** tab on the menu bar of our website, select **Client Notices** and select the button **Click here to receive technical notices via email button**. After joining our email list you will receive notification of form changes, Technical Notices and Lab Alert messages.

Custom **Client Cards** will be sent out by your Client Advocate. These will include your Client Code and specific instructions for filling out requisitions. We hope you will find these cards to be a helpful tool in ensuring complete information is provided on the forms. Contact our Client Services Department (1-800-950-7263 or 574-236-7263) and they will be happy to help you with any questions regarding how to navigate our website or the appropriate form to use.

[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