

Client Instructions • Christmas and New Year

Notification Date: 16 DEC 2020

Effective Date: 24 DEC 2020

## Christmas and New Year's Holiday Instructions

In observance of the holidays, South Bend Medical Foundation will be closed on Friday, December 25th, and Friday, January 1st. Courier service on Friday, December 25th and Friday, January 1st will be running with a Sunday/Holiday schedule. If you do not have a scheduled Sunday pick up, please store specimens at the appropriate temperature to ensure specimen stability.

SBMF Blood Bank Services will NOT be staffed on-site for the Christmas Day and New Year's Day holidays. There will only be on-call service, Thursday 12/24/2020 at 2300 through Saturday 12/26/2020 at 0600 and Thursday 12/31/20 at 2300 through Saturday 1/2/21 at 0600. Both component staff and technical staff will be on-call for emergencies. Please plan ahead for your routine inventory orders. If you are an overnight customer, please order for delivery to arrive Thursday if possible.

Urgent needs will continue to be covered with special delivery arranged as necessary. You may continue to phone SBMF Blood Bank Services at 574-251-1760 and allow the phone to roll over to the on-call staff member. Please call before sending any samples for reference lab testing so SBMF can meet your needs.

If you have further questions, please contact one of our Client Support representatives at 574-236-7263 or feel free to reach out to your Account Executive; Laura Balciunas, 574-309-2591 or Meghan Berkheiser, 574-286-0287.

Thank you for allowing South Bend Medical Foundation to take care of your Pathology and Blood Bank needs. We hope you have a wonderful and safe holiday.

### [SBMF online Test Directory](#)

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

Client Notices 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](http://www.sbmf.org)

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