

Notification Date: 25 AUG 2023

Effective Date: 03 SEP 2023

## Labor Day Holiday Instructions

In observance of Labor Day, South Bend Medical Foundation (SBMF) will be closed Monday, September 4.

Courier service on Monday, September 4 will be running with a Sunday/Holiday schedule. This means that if you do not have a scheduled Sunday pick up, you will need to store specimens at the appropriate temperature to ensure stability.

SBMF Blood Bank Services will NOT be staffed on-site for the Labor Day Holiday. There will only be on-call service beginning Sunday, September 3 at 2300, through Monday, September 4 at 2200. 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 Friday, September 1 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 Lehman, 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 safe and happy Labor Day weekend.

**Questions:** Please contact **CLIENT SUPPORT** at **574-236-7263**

**SOUTH BEND MEDICAL FOUNDATION**

3355 Douglas Road • South Bend, Indiana 46635  
(574) 234-4176 • (800) 544-0925 • [www.sbmf.org](http://www.sbmf.org)  
Nita Gerig, MD • Chief Medical Officer