



## Specimen Registration Drop off Guidelines:

- Newton-Wellesley's Laboratory's goal is to ensure that all specimens are processed correctly for optimal results:
  - At the correct temperature for testing
  - Intact in the container, without breakage or leakage
  - In compliance with all applicable regulations

*To accomplish these goals, the physician's office from which the specimen is being sent should follow these steps:*

### 1. Specimen Preparation Guidelines

- Specimen must have the following information in order to be registered and processed:  
Specimen collection date-located on sample container  
Patients full name and date of birth-located on the sample container
- All specimens must be packaged in a leak-proof container regardless of transport, temperature or Risk Group
- We provide several containers and specimen collecting biohazards bags for your use. Please contact the Laboratory at **617-243-6300** if you need supplies.
- Certain samples have specific requirements (i.e. refrigerated vs. non-refrigerated, and time sensitive specimens. *Please contact the laboratory at 617-243-6300 if you have questions requiring specimen collecting.*)

### 2. Registering the specimen

- Specimen should be brought to Rad/lab reception area for registration and processing of the specimen.
- Patients can pre-register patient demographics and insurance information by calling 617-243-6122. However information must be confirmed at time of specimen drop off.
- All patients must wait to be seen by registrar to ensure the quality of the processing of the specimen that all information is collected related to the specimen.
- In addition, no specimen will be accepted without a physician order.

### 3. Identify drop off sites

- Main Hospital laboratory-preferred
- Hours: Monday-Friday 7:00 am-7:00 pm & Saturday 7:00 am- 2:00 pm
- Newton-Wellesley Hospital Medical Office Building, Newton: M-F (8:30am-5:00pm)
- Newton-Wellesley Hospital Outpatient Center, Natick: M-F (8am-4:30pm)
- Waltham Urgent Care Center, Waltham: M-F (7am-4:30pm)
- MGH West Parc Office Building, Waltham: M-F (8:30am-5:30pm)
- Weston Medical Office Building, Weston: M-F (8:30am-5pm)

**Stool samples and 24-hour urines should be brought directly to the main hospital.**