



**SBMF**  
Saving Lives Through Donations and Diagnosis

# CLIENT NOTICE

Notification Date: 16 December 2024

## Christmas and New Year Holiday Instructions

In observance of the Christmas and New Year Holidays, the South Bend Medical Foundation (SBMF) will be closed Wednesday, December 25 and Wednesday, January 1.

Courier service on both Wednesday, December 25 and January 1 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 Christmas and New Year Holidays. There will only be on-call service Wednesday, December 25 at 0500 through December 26 at 0600 and Wednesday, January 1 at 0500 through January 2 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 Tuesday, December 24.

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.

Thank you for allowing SBMF to provide your Pathology and Blood Bank needs. Have a safe and happy holiday.

**SOUTH BEND MEDICAL FOUNDATION**

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