

# Requests/Reporting

## Reference Values

All reference values listed are for adult normals unless otherwise indicated.

## Request Slips

An 8 1/2 x 11, two-part order form will be provided for clinical laboratory orders. These can be obtained by sending a written request. Allow at least 7 days to receive the forms. Check the appropriate test or write in under miscellaneous if the test is not on the form. **Please print legibly** the patient's legal name, date of birth, gender, collection date and time, and complete physician name. Any comments may be added to the comment section. The name on the requisition **must match exactly** the name on the specimen.

Send the white copy along with the specimen. Keep the yellow copy for your records, at least until all the results are received.

## Mayo Clinic Health System-Franciscan Healthcare

**Laboratory clients that are connected to the Sunquest™**

**Information Systems, Inc. Laboratory Computer System**

can use the Sunquest order code to order the chemistry and hematology tests electronically. Use order code "PML" for microbiology culture/tests. Make sure the correct label has been placed on the tube, ie, correct name and medical record number, CBC label on the EDTA tube, chemistry serum gel label on the serum gel tube, etc. **Do not** receive these tests in the computer in your laboratory. We will receive them when they arrive at Mayo Clinic Health System-Franciscan Healthcare Medical Center.