

May 2023

## Courier Services Request

### **Courier Pick up Requests:**

#### **Scheduled Courier Pickups & Deliveries**

St Charles Health System Laboratories, set up routine scheduled courier routes at the request of the clients. If the client is scheduled to a courier route, the courier will routinely pickup specimens and deliver supplies. A client may choose to have a courier every day or only on selected days. The client may also choose to have more than one pickup or delivery per day if scheduling permits. *Once a client is schedule as a routine route, we ask that unscheduled routine pick-ups only be requested when no additional pick-ups are available on that day.*

#### **Unscheduled Pickups (STAT/Routine)**

On-call pickups, STAT pickups subject to [approved test list](#) (revised 10.10.22) and pickups outside the hours of 8:30 am to 5:45 pm Monday - Friday, and 9:30 am to 1:45 pm Saturday are considered unscheduled pickups. Clients should notify St. Charles at (541) 706-7717 of an unscheduled pickup as soon as possible to avoid any delays that might result in a pickup not being made before their closing. Holiday hours may vary.

[Click Here](#) to view Tests approved for STAT pickups - revised 10.10.2022

#### **STAT pick-ups:**

- **Specimen(s) are required to be labeled with STAT Sticker on specimen bag or placed in red Specimen Bag.**
- **Specimen(s) must be ready for pick up in 20mins after call, couriers cannot wait.**

Regards,  
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