



How to Request the Mobile Lab

Request a New Event: Step by Step

1. Review the [Mobile Lab Calendar](#) to identify when the mobile lab will be available in your region.
2. Consult your regional leadership team to determine the best date to host the lab at your preferred location.
3. Complete the [New Event Request Form](#). At the time of submission, the following details are required. All other details needed to execute your lab will be requested during the planning process.
 - a. Name of Agency
 - b. Region
 - c. Your name, phone number and email address
 - d. Start and end dates
 - i. *A single event is determined by the location we are parked at. If we are parked at Hospital A for 3 days, that is one event. If we are parked at Hospital A on Monday and Hospital B on Tuesday, that is two events.*
 - e. City and State in which you plan to host the lab

What to Expect Next

- You will receive an automated message once a week requesting any details not provided at the time of submission. ***If the missing information is not provided within 14 days of execution your lab may be cancelled or postponed to a later date.**
- Once the parking location and contact information has been provided and vetted by the Mobile Lab Team, we will reach out to the site to confirm onsite logistics. In some cases, contracting and insurance may be required – these items will be handled by the Mobile Lab Team.

Specialty Lines of Business

- Ex Fix – Please be sure Ex Fix is selected as a product you wish to showcase. No additional action needed
- TAR – Please be sure APEX 3D is selected as a product type you wish to showcase. Please confirm specimen needs:
 - Specimen type
 - Total scanned specimens
 - Total unscanned specimen

If you have any questions, please email mobilelab@paragon28.com.