Dear New Allergy Patient:

We look forward to providing allergy shots as prescribed by your allergist. To safely and efficiently administer your serum, we are providing a letter and an instruction sheet to bring to your allergist. Instructions must be on your allergist’s letterhead and signed by the physician.

- Upon arrival on campus, please drop off your serum and administration instructions to the Health & Wellness as soon as possible for review. This will help to ensure there is no delay in your schedule. We are located at 36 University Drive, in Johnson Hall - 3rd floor.
- After a review of your serum vials and administration record we will email or call you to set up your first appointment.
- We require all allergy patients to carry an emergency kit to all allergy injection appointments. The emergency kit should include the following medications at a minimum:
  - Epi-Pen
  - Benadryl 25mg tablets/liquid
  - Rescue inhaler(s) if prescribed

It is the policy of the Health & Wellness Center to notify the Campus Police of any individual carrying an Epi-Pen unless you request otherwise.

- An Allergy Injection Agreement will need to be reviewed and signed. A copy will be retained in your medical record to serve as a contract between you and our nursing staff. It will be your responsibility to maintain your allergist’s schedule.
- Once the above conditions are met a nurse will administer your scheduled injection(s), and set up appointments according to your allergist’s schedule. Allergy patients are required to wait at the Health & Wellness Center for thirty minutes following injection(s) to monitor for a reaction.
- When leaving campus for a period of time that exceeds the scheduled allergy interval (e.g. winter break, summer vacation), you are responsible for taking your serum and instructions with you and obtaining injections at another location. You must bring verification of dose(s) received upon return to school in order to continue with injections.
- We reserve the right to discontinue giving injections for failure to comply with these guidelines.

There is a charge for administering allergy injections. Your bursar account will be charged $150 to cover the cost for the entire academic year. As the Lehigh University Health & Wellness Center is not part of any health care network, we will provide a receipt to submit to your insurance company, but we cannot guarantee that you will be reimbursed. Due to the number of students receiving this service, we will not be able to make follow up phone calls in regards to billing.

We look forward to getting to know you and to assisting your allergist with your care.

Sincerely,

Thomas Novak, DO
Interim Director of Student Health Services
Lehigh University
Dear Doctor:

At our University Health Center office, we administer allergy injections to many patients over the course of the school year. Your patient’s instructions must be on your letterhead and signed by you. We will create our own injection record based on your instructions, with any reactions noted. A copy of this injection record will be given to the student when more serum is required, or upon return to your office. We DO NOT document injections on the injection record submitted by your office. We require all allergy patients to carry an emergency kit to all allergy injection appointments. The emergency kit should include the following medications at a minimum:

- Epi-Pen
- Benadryl 25mg tablets/liquid
- Rescue inhaler(s) if prescribed

Patients must stay for 30 minutes after their injection(s). The nurse will note any local reaction in the injection record. On the next visit we will ask all patients the following questions:

1. Did you have any reaction that started or persisted after leaving the office?
2. How large was the reaction?
3. How long did the reaction last?

Our nursing staff deals with varied instructions from numerous allergists. In an effort to make the process safer for our patients, we have standardized our protocols for both follow up of local reactions and treatment of systemic reactions.

In the event of a systemic reaction, we will also contact your office and will not give any further allergy injections until receiving your instructions.

The following is our standard protocol for a systemic reaction (generalized erythema or urticaria, angioedema, flushing, wheezing, etc.).

- Epinephrine (1:1000) 0.3 cc IM
- Tourniquet applied above the level of the injection
- Benadryl 25-50 mg Oral or IM
- Ice applied topically to site
- Repeat Epinephrine q15-20 minutes as necessary

We appreciate your attention to this matter and your assistance with our mutual patient.

Sincerely,

Thomas Novak, DO
Interim Director of Student Health Services
Lehigh University
The Lehigh University Health and Wellness Center is pleased to administer your prescribed allergy immunotherapy. Allergy Injections are given Monday through Friday by our nursing staff when a physician is present at the center. We DO NOT administer insect/bee venom and we DO NOT administer the first injection for new allergy patients.

In order to provide quality care to our allergy patients we require certain documentation to be clearly noted on all allergy serum vials and instructions. Our list of criteria is checked every time we receive new vials of serum.

In an effort to provide immunotherapy without a delay in schedule and to minimize calls to your office, we ask for all of the following:

- Are vials labeled with the patient’s name?
- Are the vials labeled/ coded as to concentration?
- Are the vials labeled/ coded as to antigen content?
- Are the expiration dates indicated?
- Are vials labeled by number, letter, or color to correspond to physicians written orders?
- Is a schedule indicating the amount and frequency of each injection present?
- Does student have an emergency kit (Epi-Pen, Benadryl, and rescue inhaler if prescribed)?
- Are the instructions for missed or late injections present?
- To avoid confusion with injections being considered late from the date the injections were due, or from the date of the last injections, please put late instructions in the following format from the date the last injections were given. THIS IS JUST AN EXAMPLE. Please include your patient’s specific instructions.
  - Days 1-7, increase dose as ordered
  - Days 8-14, repeat the last dose given
  - Days 15-21, go back one dose
  - Days 22-28, call for dosing instructions.

Please include instructions in this format for both building and maintenance schedules.

All of this information must be provided before allergy injections will be given. We WILL NOT re-label or change labels on vials.

We thank you in advance for your assistance with this matter. If you have any questions, please do not hesitate to call our office.

Lehigh University Health and Wellness Center
36 University Drive -Johnson Hall
Bethlehem, PA 18015
Main: 610-758-3870
Fax: 610-758-5833