Dear New Allergy Patient:

We look forward to administering your allergy injections as prescribed by your allergist. For your safety and to help us efficiently administer your serum, we are providing you with a letter, information page and an Allergy Immunotherapy Order Form to submit to your allergist. Please ask your allergist to fill out the order form according to your specific instructions and to sign it.

- Your orders MUST be submitted to the Health & Wellness Center by August 15th. This will help ensure there is no delay in your allergy injections. Orders can be mailed, faxed, or scanned and emailed to inluhc@lehigh.edu.
- When you arrive on campus, you MUST promptly deliver your allergy serum to our office. Documentation of the last allergy injections that you received at your Allergist’s office must accompany your serum.
- After a thorough review of your serum vials and administration orders, we will secure message you to set up your first appointment at the Health & Wellness Center.
- ALL allergy patients MUST bring an emergency kit to every allergy injection appointment. The emergency kit must include the following medications:
  - Epi-Pen
  - Benadryl 25mg tablets or liquid
  - Rescue inhaler(s) if prescribed

It is the policy of the Health & Wellness Center to notify the Lehigh University Police Department of any individual who is prescribed an Epi-Pen.

- At your first appointment, you will review and sign an Allergy Injection Agreement. This will serve as a contract between you and the Health & Wellness Center. It is your responsibility to keep the allergy injection appointments that have been scheduled according to your allergist’s orders.
- You will be required to wait at the Health & Wellness Center for 30 minutes following your injections so the nursing staff can assess you for any reactions. Please plan accordingly.
- When leaving campus for a period that exceeds the scheduled allergy injection interval (e.g. winter break, summer break), you are responsible for taking your serum and orders with you and obtaining your injections at another location. To continue with injections upon your return to campus, you must submit documentation of allergy injections that were received elsewhere.
- The Health & Wellness Center reserves the right to discontinue administering your allergy injections for failure to comply with these requirements.

There is a fee for administering allergy injections. Your bursar account will be charged $150 for the year. The Health & Wellness Center does not bill insurance companies. We will provide a receipt for you to submit to your insurance company. Obtaining reimbursement is your responsibility and cannot be guaranteed.

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

Sincerely,

Sarah Stevens, MD
Medical Director, Health & Wellness Center
Lehigh University
Dear Doctor:

The Lehigh University Health & Wellness Center administers allergy injections to many students over the course of the academic year. Please document your patient’s specific orders on the Allergy Immunotherapy Order Form that is enclosed. We will create an injection record based on your orders and use it to document your patient’s allergy injections. A copy of this injection record will be submitted to your office when more serum is needed or given to the student upon leaving campus for an extended period. We DO NOT document injections on allergists’ injection records. We require ALL allergy patients to carry an emergency kit to every allergy injection appointment. The emergency kit must include the following medications:

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

Patients are required to wait at the Health & Wellness Center for 30 minutes after their allergy injections. A nurse will note any reaction on the injection record. At the next appointment, the patient will be asked the following questions:

- Did you have any reaction that started or persisted after leaving our office?
- How large was the reaction?
- How long did the reaction last?

Please include your local reaction instructions in the format that is set forth on the Allergy Immunotherapy Order Form. Please list additional injection instructions in the space provided on the order form.

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

- Epinephrine (1:1000) 0.3 cc IM
- Benadryl 25-50 mg Oral or IM
- Ice applied topically to site
- Repeat Epinephrine as necessary
- Prednisone as necessary
- Albuterol as necessary

In the event of a systemic reaction, your office will be contacted and the student will be required to get his/her next allergy injection(s) in your office.

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

Sincerely,

Sarah Stevens, MD
Medical Director, Health & Wellness Center
Lehigh University
The Lehigh University Health & Wellness Center is pleased to administer your prescribed allergy immunotherapy. Allergy Injections are given Monday through Thursday by our nursing staff when a physician is present. We DO NOT administer insect/bee venom, we DO NOT administer the first injection for new allergy patients and we DO NOT restart after a prolonged lapse in injections.

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.

To provide immunotherapy without a delay and to minimize calls to your office, we require the following:

- Orders clearly documented on the enclosed Allergy Immunotherapy Order Form including:
  - late instructions for both building and maintenance schedules
  - local reaction instructions
- Vials labeled with the patient’s correctly spelled name
- Vials labeled/coded as to concentration
- Vials labeled/coded as to antigen content
- Expiration dates on the vials
- Student to bring an emergency kit (Epi-Pen, Benadryl and rescue inhaler if prescribed) to every allergy injection appointment

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 & Wellness Center
36 University Drive
Bethlehem, PA 18015
Main: 610-758-3870
Fax: 610-758-5833