Dear Allergist,

The University of Pennsylvania Student Health Service (SHS) aims to provide the safest patient care possible. Your assistance in reaching that goal is essential.

Our allergy clinic serves a variety of students from many different allergy specialists. Each of these allergy offices has different sera administration forms. When students come to SHS with these different allergy forms, we face challenges that can have significant potential for error. Therefore, in order to maximize the safety of the students, our allergy clinic has implemented an Allergy Immunotherapy Order Form. We will be utilizing this form for all students in our allergy clinic.

In order for a student to have allergy sera administered at our allergy clinic:
1) Every student’s initial allergy sera injections must be performed at the prescribing allergist’s office. We do NOT initiate a student’s allergy sera injections. A student must return to their allergist after any prolonged interruption to resume build up or maintenance injections.
2) SHS allergy clinic will not mix or dilute any extract. This must be done by the prescribing allergist.
3) We will store current allergy sera in our allergy clinic.
   - Each vial must be clearly labeled with:
     - Student’s name and date of birth
     - Name of the antigen(s)
     - Dilution of the sera
     - Expiration date
4) The University of Pennsylvania Student Health Service Allergy Immunotherapy Order Form MUST be completed and signed by the prescribing allergist.
5) Allergy extract should NOT be mailed or shipped to University of Pennsylvania Student Health Service.

These requirements must be completed in order for your patient to be seen at University of Pennsylvania Student Health Service allergy clinic. Failure to complete any of the above may delay or prevent the student from receiving injections at our allergy clinic.

Thank you for your cooperation in keeping our students safe.

Sincerely,

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