Dear Colleague,

The Student Health Allergy Clinic has experienced increased patient volumes in recent years. Currently, patients in our clinic receive care from over 75 separate and distinct Allergy and/or ENT practices across the country. Although these practices have a similar approach to care, orders and instructions sent to our clinic are recorded on varying forms.

In the interest of patient safety, Student Health has adopted a single set of forms for use in our clinic. These documents have been designed to ensure that our staff can easily locate and interpret key information. Elements of the forms are derived from recommendations of the Joint Task Force on Practice Parameters representing the Academy of Allergy, Asthma, & Immunology (AAAAI); the American College of Allergy, Asthma, & Immunology (ACAAI); and the Joint Council of Allergy, Asthma, & Immunology. Our set of forms contains three documents:

- **Hand-off of Care**: Includes therapeutic goals; coding corresponding to the reasons for initiating therapy, relevant past medical history; and any premedication, rescue inhalers or Epi-pens that have been ordered. To ensure accuracy, this form must be signed by the prescribing physician.
- **Allergy Immunotherapy Administration with Instructions**: Contains an individualized build-up schedule, guidelines for administration frequency, instructions for adjusting a dose when a patient is off-schedule, and the circumstances in which you wish to be called, or reevaluate the patient prior to continuation of therapy.
- **Allergy Immunotherapy Administration Form**: This form is designed for up to two injections to be recorded. Additional forms will be required for patients with three or more vials in a set. It contains guidelines for the management of localized reactions, peak flow, and premedication. We ask that your staff enter the last injection for each vial onto the form prior to transferring the records.

Student Health has the necessary medications, supplies and equipment to respond to adverse events that may occur as a consequence of allergy immunotherapy. We have a well-established protocol for the treatment of anaphylaxis that includes epinephrine as the first line drug and BLS. Our protocol also includes activation of EMS when indicated. We conduct regular training for our staff in the early recognition and management of anaphylaxis.

We recognize that utilizing our forms may require additional time. On behalf of our staff, I thank you for your time. It is only with your cooperation that we can continue to provide the safest, most comprehensive, and consistent care to your patient while at school. Please do not hesitate to call Melissa at 434-924-8323 with questions, and thank you again for your cooperation.

Sincerely,

Christopher Holstege, M.D.  
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