

**Allergy Clinic**

(850) 644-9492 ph (850) 644-3379 fax

Dear Allergy Patients/Parents of Allergy Patients,

Thank you for choosing University Health Services (UHS) to assist with your allergy treatment. In our efforts to provide safe and effective care, the FSU UHS Allergy Clinic must have the information listed below *before* initiating allergy injections in our clinic. Please note, students must receive at least one injection in their allergist's office before establishing care with the UHS Allergy Clinic. Students new to the UHS Allergy Clinic will need to schedule an orientation appointment with the Allergy Nurse prior to receiving their first injection. **You may schedule your Allergy Clinic appointments by calling (850) 644-9492.** Please contact us with any questions or concerns you may have regarding the Allergy Clinic services.

**Required Documentation From Prescribing Allergist Necessary to Begin Receiving Injections at UHS:**

- Order to administer allergy injections (we will fax this to the allergist's office)
- Detailed dosage instructions (to include specific dose schedule, frequency, patient name & DOB)
- Instructions for delayed/missed injections
- Instructions for treatment of local reactions
- Allergy Serum (labeled with name, expiration date and accompanied by list of serum contents)

**What to Expect at the Orientation Appointment:**

- Review paperwork from Allergist's office to ensure all necessary items have been received and are complete
- Review UHS Allergy Clinic policies and expectations
- Review and sign Release of Information form, Consent for Treatment form, & Patient Responsibility form
- Discuss any questions or concerns you may have; Schedule initial injection appointment

**What to Expect at Subsequent Appointments:**

- Review health screen questionnaire to ensure receiving your allergy injection that day is safe
- Receive allergy injection(s) as per your allergist's orders
- Wait time of a minimum of 20 minutes, or longer, as required by your allergist
- Reassessment by Allergy Clinic RN for local and/or systemic reactions
- Discharge instructions; Schedule next appointment

**Important Points to Remember:**

- The UHS Allergy Clinic is appointment-based. It is very important to keep your appointments as scheduled and arrive on time. Although we will do our best to accommodate schedule changes, this may not always be possible, given the number of students seeking to receive allergy injections at UHS.
- Patients who miss their appointment without calling ahead to cancel/reschedule **will be charged a No-Show fee** and will need to schedule another appointment in order to receive further injection(s).
- Students must remain in the clinic for the entire waiting period. **Students who leave the clinic prior to the completion of their wait time and reassessment by the Allergy Nurse will no longer be able to receive allergy injections at UHS. This is for your safety. There are no exceptions to this policy.**
- Reordering of allergy serum is your responsibility. Appointments are required to drop-off/pick-up allergy serum. Allergy serum may also be mailed to the address below. UHS does not ship allergy serum. It is the patient's responsibility to pick up serum from the Allergy Clinic.

Sincerely,

**Allergy Clinic RN**

960 Learning Way, Tallahassee, FL 32306-4178

[www.uhs.fsu.edu](http://www.uhs.fsu.edu)