## THE MOUNT SINAI HOSPITAL **NEW YORK, NEW YORK 10029**

## **ORDER SHEET**

## **INSTRUCTIONS:**

- 1. ENTER ALL ORDERS FOR PROCEDURES AND DRUGS FOR THE PATIENT.
- TO CALL ATTENTION TO THE ORDER, NAME AND DRUGS MUST BE WRITTEN ON 2.
- "ORDER INDICATOR" SHEET ON FRONT COVER OF ORDER BOOK. 3. URGENT ORDERS MUST BE CALLED TO THE ATTENTION OF THE NURSE IN CHARGE.
- DOCTOR'S SIGNATURE MUST FOLLOW EACH SET OF ORDERS. 4.
- 5. TO DISCONTINUE AN ORDER: A COMPLETE NEW ENTRY MUST BE MADE. MEDICATIONS NOT PRESCRIBED AS TO A SPECIFIC DURATION WILL BE STOPPED AFTER FOUR (4) DAYS. CONTROLLED DRUGS (E.G. NARCOTICS, BARBITUATES, ETC.) WILL BE AUTOMATICALLY STOPPED AFTER THREE (3) DAYS.

## **OUTPATIENT** PHYSICIAN SERVICE **TEMPLATE**

UNIT NO. SEX / AGE

SERIAL NO. LOCATION

ORDERED		IN ACCORDANCE WITH THE HOSPITAL FORMUARY SYSTEM CURENTLY STOCKED DRUGS WILL BE DISPENSED		DISPOSITION		
DATE	TIME	ORDER	SIGNAT URE	TIME	DATE DISC	
		Study name:	- CAL			
		GCO#:				
		PI: (credential and contact #, including beeper)				
		Co-I: (contact #, including beeper)				
		Research Coordinator: (contact #, including beeper)				
		Visit #				
		• Confirm signed consent & HIPAA forms (always required on				
		orders for the participant's first visit)				
		• VS, Height, & Weight (if required)				
					1	
		• History & Physical by CRU NP (note, if you wish CRU				
		personnel to do the H & P, the NP would do it on forms that				
		your study team provides or CRU generic forms; otherwise				
		<ul> <li>indicate History and Physical by study team, if relevant)</li> <li>*All Investigational Drugs MUST be dispensed from the Mount</li> </ul>				
		Sinai Hospital Research Pharmacy, the contact person is Ivy				
		Cohen, 241-2493, beeper 3680				
		<ul> <li>Blood draw</li> <li>Indicate if the blood is to be sent to MSH labs</li> </ul>				
		<ul> <li>Indicate if the blood is to be sent to MSH labs</li> <li>Use the MSH lab codes with the tests required</li> </ul>				
		<ul> <li>Call x45227 if you have any questions about the color top</li> </ul>				
		tube/amt. of blood to use for a specific lab test				
		<ul> <li>If you need CRU staff to ship samples, indicate that you</li> </ul>				
		will provide the tubes, shipping supplies, & instructions				
		<ul> <li>If you need CRU to process &amp; store the samples:</li> </ul>				
		Contact George Diaz, MD (241-0858) for freezer				
		space				
		1. Contact Larisa Perman, (241-1804) for freezer labels				
		2. Processing instructions can be inserted on your own				
		flow sheet				
		3. We have a lot of different types/styles of freezer			1	
		tubes for storage; try to be specific regarding which			<u> </u>	
		tube that's required for your study (5ml screw top			1	

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		<ul> <li>tube, polypropylene tube, push-cap, etc.)</li> <li>4. Indicate your centrifugation requirements (this can also be on your flow sheet); standard spin is 3500rpm x 10min at 4°C</li> </ul>				
		<ul> <li>IV insertion: indicate the size of the angiocatheter required and the preferable arm to be used (we recommend 22g needles if no serial blood is to be obtained); indicate if the IV will be connected to a saline lock or connected to fluid; if fluid, indicate the type, amount, and ml/hr; this must be reflected on the consent form</li> <li>Urine collection- this is similar to the blood sampling order, please indicate if it's to be sent to MSH labs, shipped or processed</li> </ul>				
		• EKG- this takes ~24hrs to obtain confirmed results				
		• Meals: Food Services should be checked on the CRU Application to facilitate this request; indicate the type of meal (regular, vegetarian, snack, sandwich, hot plate, etc.)				
		• Discharge to home or to PI's clinic/office, as indicated				
		<i>NOTE</i> : All order requests (blood tests, volume of blood, procedures, etc.) MUST match CRU Application and consent forms.				
		Also, please identify the size of the vacutainer tubes for blood sampling (we have 5ml gold top tubes which is usually sent to the chemistry lab & 4ml lavender top tube used for hematology samples)				
		**Please note: re-scheduled patients must have orders re-dated.				
		Do not hesitate to call Margaret Garrett-Herry, 241-1515 at CRU for assistance with completing your orders.				