

ORDER SHEET

INSTRUCTIONS:

1. ENTER ALL ORDERS FOR PROCEDURES AND DRUGS FOR THE PATIENT.
2. TO CALL ATTENTION TO THE ORDER, NAME AND DRUGS MUST BE WRITTEN ON "ORDER INDICATOR" SHEET ON FRONT COVER OF ORDER BOOK.
3. URGENT ORDERS MUST BE CALLED TO THE ATTENTION OF THE NURSE IN CHARGE.
4. DOCTOR'S SIGNATURE MUST FOLLOW EACH SET OF ORDERS.
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 TEMPLATE

ORDERED		IN ACCORDANCE WITH THE HOSPITAL FORMUARY SYSTEM CURRENTLY STOCKED DRUGS WILL BE DISPENSED	DISPOSITION		
DATE	TIME	ORDER	SIGNATURE	TIME	DATE DISC.
		Study name: GCO#: PI: (credential and contact #, including beeper) Co-I: (contact #, including beeper) Research Coordinator: (contact #, including beeper) Visit # ____			
		<ul style="list-style-type: none"> • Confirm signed consent & HIPAA forms (always required on orders for the participant's first visit) • VS, Height, & Weight (if required) • 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 indicate History and Physical by study team, if relevant) • <i>*All Investigational Drugs MUST be dispensed from the Mount Sinai Hospital Research Pharmacy, the contact person is Ivy Cohen, 241-2493, beeper 3680</i> • Blood draw <ul style="list-style-type: none"> ➤ Indicate if the blood is to be sent to MSH labs ➤ Use the MSH lab codes with the tests required ➤ Call x45227 if you have any questions about the color top tube/amt. of blood to use for a specific lab test ➤ If you need CRU staff to ship samples, indicate that you will provide the tubes, shipping supplies, & instructions ➤ If you need CRU to process & store the samples: <ul style="list-style-type: none"> ➤ Contact George Diaz, MD (241-0858) for freezer space <ol style="list-style-type: none"> 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 tubes for storage; try to be specific regarding which tube that's required for your study (5ml screw top 			

