

Dear Physician:

The UC Berkeley University Health Services Allergy/Travel Clinic is pleased to assist with the continued administration of allergy immunotherapy to your patient(s). In order to administer allergy injections with the utmost safety, the following must be completed:

- **Request for Immunotherapy Treatment Plan:**  
[https://uhs.berkeley.edu/sites/default/files/allergy\\_itorderform.pdf](https://uhs.berkeley.edu/sites/default/files/allergy_itorderform.pdf)  
(This form can be sent or faxed in advance of antigen and detailed immunotherapy orders)
- **Immunotherapy instructions and scheduling including:**
  - ☐ Injection frequency and dose
  - ☐ Incremental increase (in mL)
  - ☐ Acceptable interval for missed doses
  - ☐ Orders for missed doses that exceed acceptable interval
  - ☐ Orders for subsequent dosing if immediate or delayed local reactions
  - ☐ Fresh antigen dosage reduction
  - ☐ Type and need for pretreatment
  - ☐ Need for peak flow
  - ☐ **Patient name and DOB on every page of ALL faxed forms**
  - ☐ **Clinician signature and date on any form with instructions for immunotherapy**

We cannot administer allergy injections to your patient until all of this information is received. Missing information will lead to a delay in the administration of your patient's allergy injections. We do not initiate allergy injections. The student must have received one or more allergy injections at your office without significant reactions before receiving injections at University Health Services. **Also, any changes to instructions or adjustments in schedule will need to be faxed to us in writing with date and signature of ordering clinician.**

When sending immunotherapy vials, please make sure that:

- Each vial is **labeled** with the student's name, date of birth, vial concentration in scientific nomenclature, i.e. 1:1, 1:10, 1:100, etc. and expiration date
- A listing of the extracts in each vial accompanies the vial
- A copy of an immunotherapy administration record with last dose(s) given, and a history of any systemic reactions is included
- Allergens are shipped **overnight** via FedEx or UPS Monday through Thursday to avoid delays to:  
University Health Services  
2222 Bancroft Way  
Berkeley, CA 94720-4300  
Attention: Allergy/Travel Clinic

Please note that for your patient's safety, we ask that all students whose primary allergists are east of the Mississippi establish care with a local allergist so there may be another physician available to assist in the student's care should you be unavailable due to time zone difference. Thank you in advance for your cooperation. We look forward to working with you and your patient.

Sincerely,

Medical Director  
Allergy Travel Clinic Nurses  
(510) 643-1711 PHONE  
(510) 643-9790 FAX