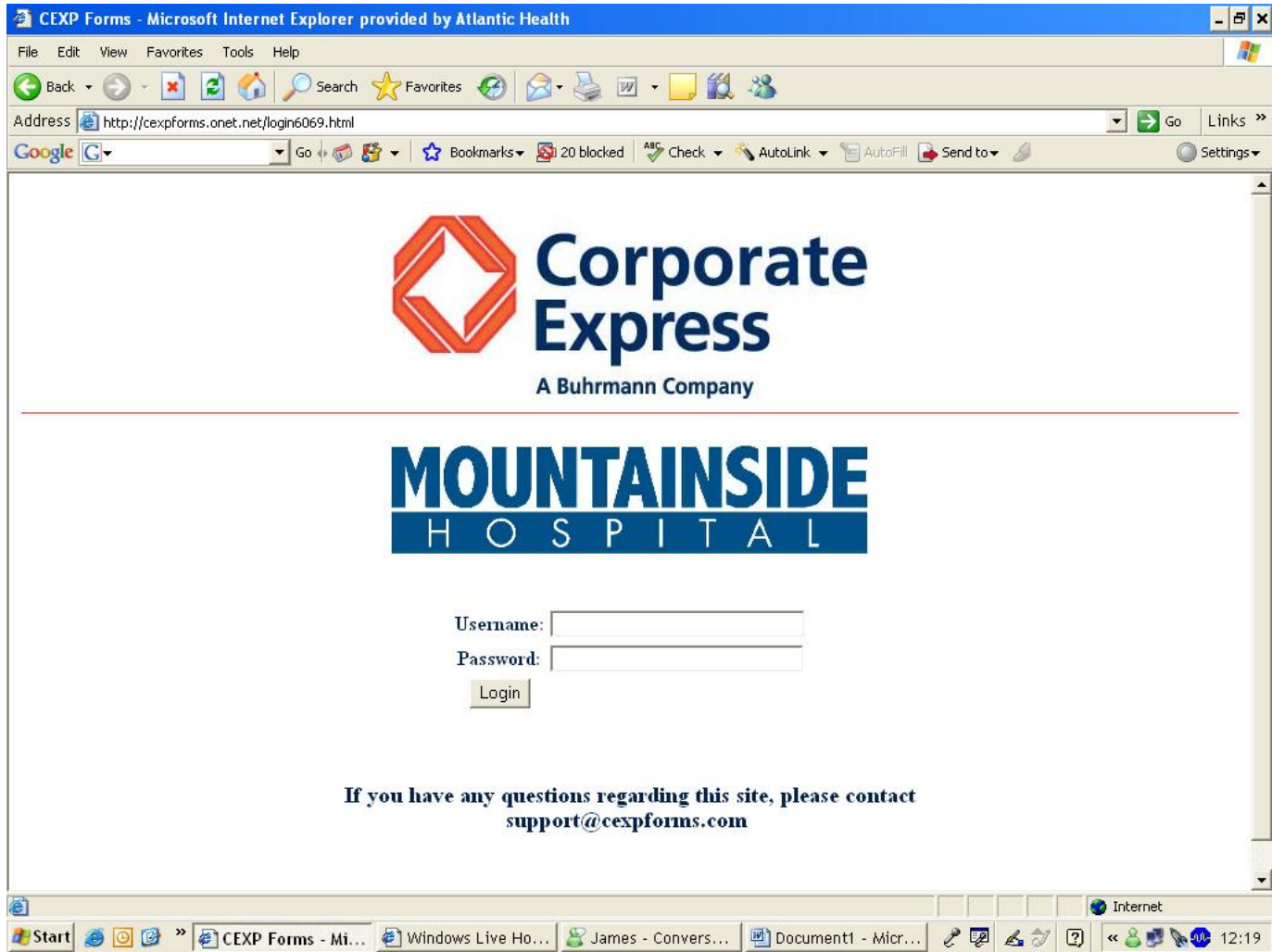


How to order MSH forms online

1. Go to Corporate Express forms website

<http://cexpforms.onet.net/login6069.html>



2. In the Username and password boxes type in [mshdoc](#) for both fields. Click the Login button.

3. On the next page click on the link for “Physician Practices” under Catalogs on the upper left side of the page.

The screenshot shows the Mountainside Hospital website interface. At the top left is the logo "MOUNTAINSIDE HOSPITAL" in blue. To the right of the logo are two buttons: "Forms" and "Administration". In the top right corner, it says "Logged in as mshdoc | Logout". Below the logo and buttons is a navigation bar with links: "Search", "Specify Items", "New Order", "Show Basket", and "Finish Order". On the left side, there is a vertical menu with "Catalogs" and "Physician Practices" (the latter is highlighted in blue). The main content area features the "MOUNTAINSIDE HOSPITAL" logo again, followed by the heading "Welcome to the Mountainside Hospital Online Forms Management Catalog for Physician Practices." Below this, there is a paragraph: "The forms listed on this site are for Physician Practices only, and are available to you at no charge. Please make sure you fill out the shipping address completely so that we are able to deliver to you in a timely manner." This is followed by a line: "If you have any questions regarding this site, or don't see a form you need, please contact:". Below that is contact information for the Physician Relations Department: "Jill Irwin", "973-429-6131", and "jill.irwin@mountainsidehosp.com". At the bottom left of the page, there is a small text box: "For questions or comments, please send an email to: support@cexpforms.com".

4. Select the forms you want to order from the list.

MOUNTAINSIDE HOSPITAL Logged in as mshdoc | Logout

Forms Administration

Search Specify Items New Order Show Basket Finish Order

Catalogs **Physician Practices**

Click on DL to download the file.

Item Number	Description	Unit of Issue	Quantity
DL MSH10037	HIV TESTING & CONSENT Last Revised 12/01/07	PK/10	Qty <input type="text"/>
DL MSH10108	PROGRESS RECORD Last Revised 05/01/07	PK/100	Qty <input type="text"/>
DL MSH69185	PHYSICIAN ORDERS Last Revised 06/01/07	PK/100	Qty <input type="text"/>
DL MSH69189	CONSULTATION REQ Last Revised 07/01/07	PK/100	Qty <input type="text"/>
DL MSH69215	CONSENT FOR BLOOD TRANS* Last Revised 06/01/07	PK/100	Qty <input type="text"/>
DL MSH69628	CONSENT/OPERATIVE PERMIT Last Revised 03/01/05	PK/100	Qty <input type="text"/>
DL MSH69659	PHYSICIANS PROGRESS NTE* Last Revised 12/01/07	PK/100	Qty <input type="text"/>
DL MSH69661	PHYSICAL FORM Last Revised 06/01/07	PK/100	Qty <input type="text"/>
DL MSH69662	HISTORY FORM Last Revised 06/01/07	PK/100	Qty <input type="text"/>
DL MSH9904019	CONSENT FOR ERCP* Last Revised 12/01/07	PK/100	Qty <input type="text"/>
DL MSH9904149	CONSENT EGD Last Revised 09/01/07	PK/100	Qty <input type="text"/>
DL MSH9904150	CONSENT COLONOSCOPY Last Revised 11/01/07	PK/100	Qty <input type="text"/>
DL MSH9904153	SHORT STAY HISTORY&PHY* Last Revised 06/01/07	PK/100	Qty <input type="text"/>
DL MSH9904191	CONSENT OB/GYN Last Revised 02/01/05	PK/100	Qty <input type="text"/>
DL MSH9904251	ECT CONSENT/CONT/MAINTNC Last Revised 10/01/05	PK/100	Qty <input type="text"/>
DL MSH9904275	CARDIAC REHAB REFERRAL Last Revised 11/01/06	PK/100	Qty <input type="text"/>

For questions or comments, please send an email to support@cexpforms.com

Add to Order | Continue Shopping | Finish Order

If you want to look at the form click the DL button to the left.

5. Put the quantity that you want to order in the quantity box to the right of each form.

6. When you are finished, click on the "Finish Order" link at the bottom of the page.

MOUNTAINSIDE HOSPITAL Logged in as mshdoc | Logout

Forms Administration

Search Specify Items New Order Show Basket Finish Order

Catalogs Print

Physician Practices

Order Summary

Required fields are marked with an asterisk *

Order No 2011 Date 3/19/2008 *

Phone *

Shipping Address:

Ship-to 8010

Company

Attn

Address *

Address

City * State * Zip *

Ship Via GROUND UPS

Delivery Instructions

Inventory availability

Item	Description	U/I	Qty	AV
MSH10037	HIV TESTING & CONSENT Last Revised 12/01/07	PK/10	1	OK

Totals: Line Items 1

If your item description, is appended by an asterisk (*), it means that this item is manufactured as needed via Print on Demand. Delivery time based on when you order this item, could be two weeks.

For questions or comments, please send an email to: support@cepfirms.com

7. On the order summary page, fill out ALL the fields. This is necessary so that the forms can be shipped to your office in a timely manner. The order will not be completed unless all the fields are filled out.

8. When you are done, click the Send button at the bottom of the page.

Note that if there is an asterisk next to the form you need it may take extra time to be delivered to your office.

9. You will get an order confirmation number when your order is placed.