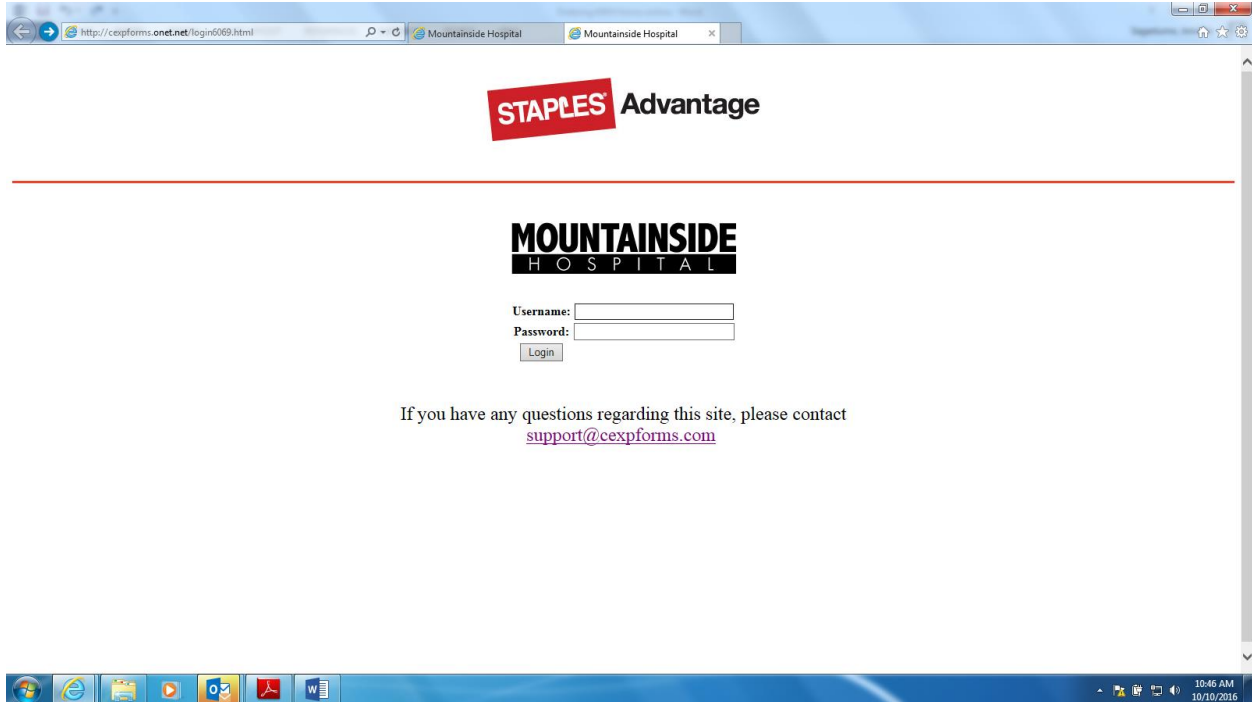


Ordering HackensackUMC Mountainside forms online:

1. Go to Staples Advantage website (Previously Corporate Express).

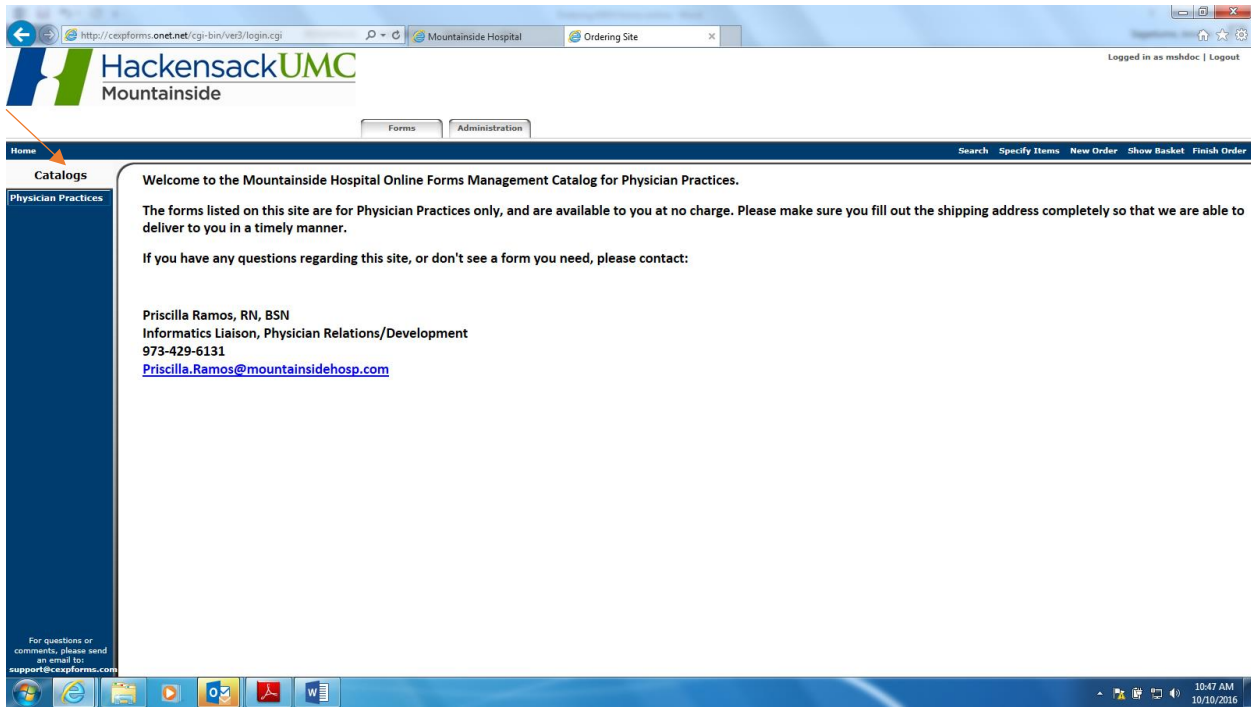
<http://cexpforms.onet.net/login6069.html>



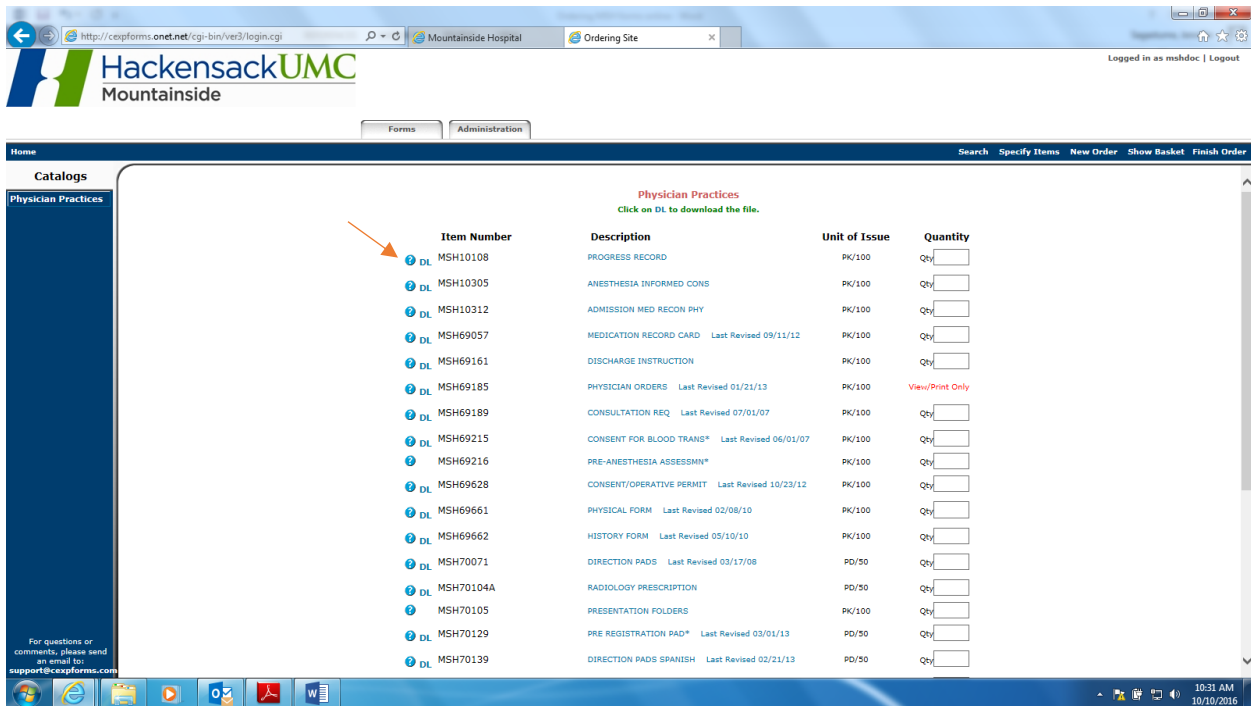
2. Username: mshdoc

Password: mshdoc

3. As seen below, the “Physician Practices” link, is located under the Catalogs heading.



4. From the list below, select the forms you would like to order.



To view the form, click the DL link to the left.

- To the right of each form, is a quantity box. Enter the number of packs/pads you would like to order.

The screenshot shows a web browser window with the URL <http://cepfirms.onet.net/cgi-bin/ver3/login.cgi>. The page header includes the HackensackUMC Mountainside logo and navigation tabs for 'Forms' and 'Administration'. The main content area is a catalog of medical forms, each with a quantity box. An orange arrow points to the quantity box for 'MSH70105', which contains the number '1'. Another orange arrow points to the 'Finish Order' link at the bottom of the page. The footer contains contact information for support@cepfirms.com and the date 10/10/2016.

ID	Description	Unit	Quantity
DL MSH69216	PRE-ANESTHESIA ASSESSM*	PK/100	<input type="text"/>
DL MSH69628	CONSENT/OPERATIVE PERMIT Last Revised 10/23/12	PK/100	<input type="text"/>
DL MSH69661	PHYSICAL FORM Last Revised 02/08/10	PK/100	<input type="text"/>
DL MSH69662	HISTORY FORM Last Revised 05/10/10	PK/100	<input type="text"/>
DL MSH70071	DIRECTION PADS Last Revised 03/17/08	PD/50	<input type="text"/>
DL MSH70104A	RADIOLOGY PRESCRIPTION	PD/50	<input type="text"/>
DL MSH70105	PRESENTATION FOLDERS	PK/100	<input type="text" value="1"/>
DL MSH70129	PRE REGISTRATION PAD* Last Revised 03/01/13	PD/50	<input type="text"/>
DL MSH70139	DIRECTION PADS SPANISH Last Revised 02/21/13	PD/50	<input type="text"/>
DL MSH70238	BREAST CHANGES BOOKLET Last Revised 10/16/12	PK/100	<input type="text"/>
DL MSH70269	DIRECTION PADS Last Revised 08/01/13	PD/100	<input type="text"/>
DL MSH9904019	CONSENT FOR ERCP* Last Revised 02/08/16	PK/50	<input type="text"/>
DL MSH9904149	CONSENT EGD* Last Revised 09/01/07	PK/100	<input type="text"/>
DL MSH9904150	CONSENT COLONOSCOPY	PK/100	<input type="text"/>
DL MSH9904153	SHORT STAY HISTORY/PHY* Last Revised 02/11/14	PK/100	<input type="text"/>
DL MSH9904191	CONSENT OB/GYN* Last Revised 08/28/12	PK/100	<input type="text"/>
DL MSH9904251	ECT CONSENT/CONT/MAINTNC	PK/100	<input type="text"/>
DL MSH9904275	CARDIAC REHAB REFERRAL	PK/100	<input type="text"/>
DL MSH9904277	POST-PROCEDURE MED INST*	PK/100	<input type="text"/>

[Add to Order](#) | [Continue Shopping](#) | [Finish Order](#)

- Once your order is complete, click the “Finish Order” link, at the bottom of the page.

7. On the Order Summary page, seen below, fill out ALL fields. This is necessary in order to have the forms shipped to your office in a timely manner. (Order will not be completed, unless all fields are filled out.)

Order Summary

Required fields are marked with an asterisk *

Date: 10/10/2016
Order No: 2290
Phone: *
E-mail Address: *

Shipping Address:

Ship-to:
Company:
Attn: *
Address: *
Address: *
City:
State: NJ*
Zip: *
Ship Via:
Delivery Instructions:

Item	Description	U/I	Qty	AV
MCH70105	PRESENTATION FOLDERS	PK/100	1	None

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@cepforms.com

SEND HOLD ORDER ABANDON

8. Once completed, click the "Send" button, at the bottom of the page.
*Note: if there is an asterisk next to the form you wish to order, it may require extra time to be delivered.
9. Once your order is placed, you will receive an order confirmation number.