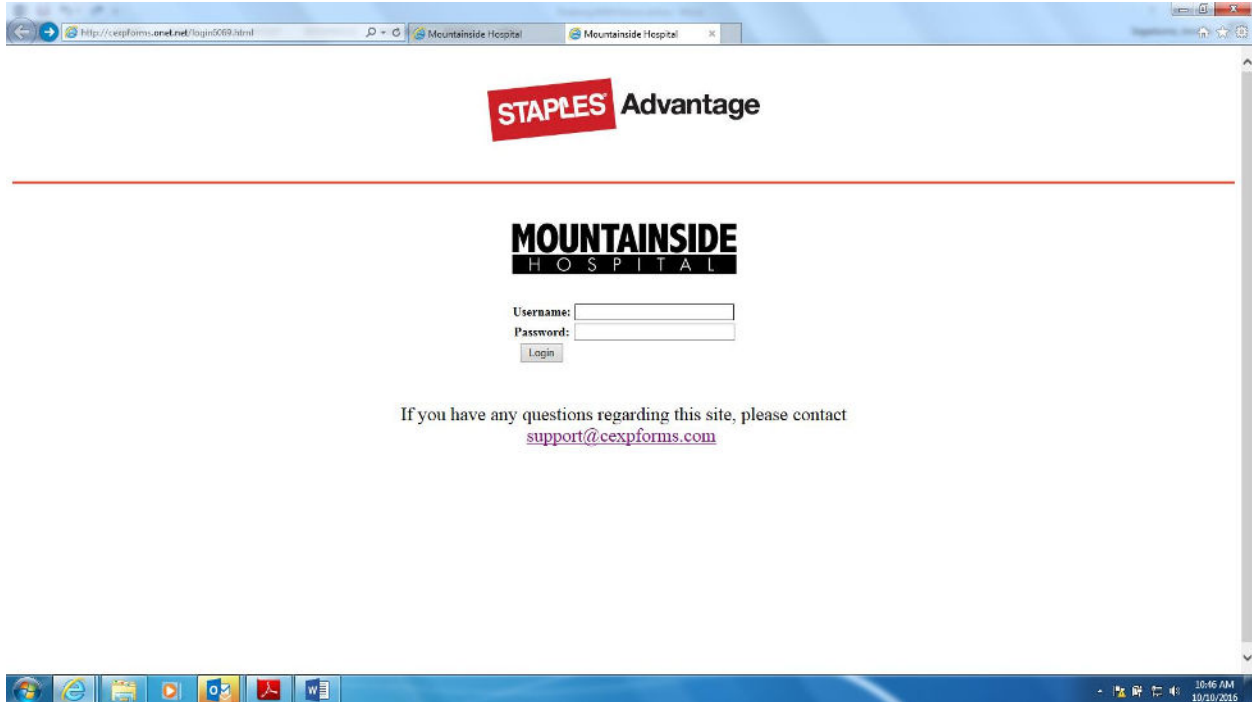


Ordering HackensackUMC Mountainside forms online:

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

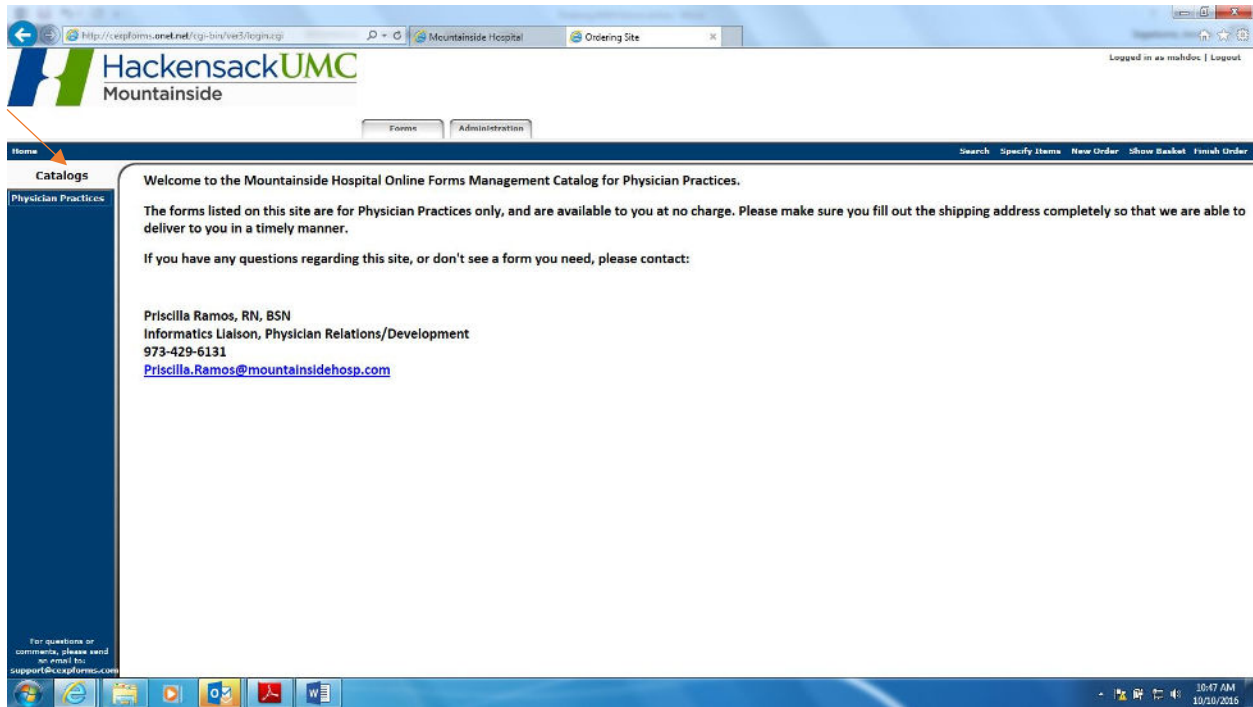
<http://cexpforms.onet.net/login6069.html>



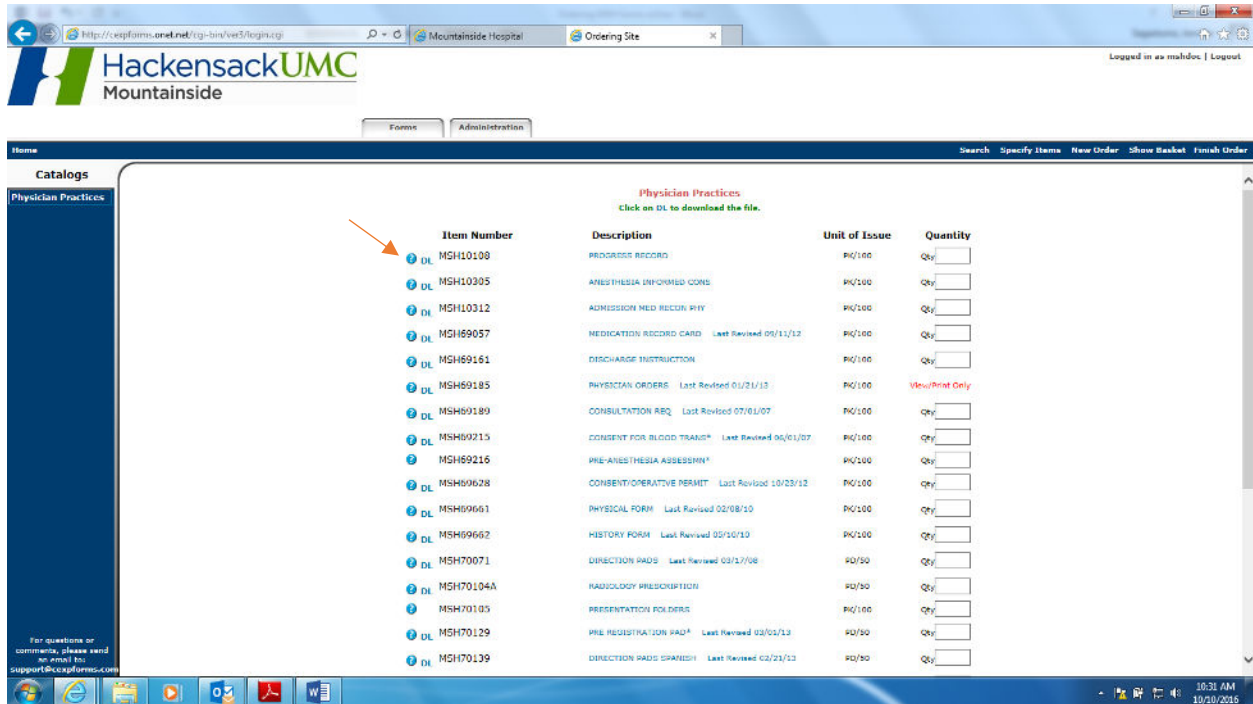
2. Username: mshdoc

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 the HackensackUMC Mountainside Ordering Site interface. The browser address bar displays the URL <http://ccpforms-oneLine/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 titled "Catalogs" and "Physician Practices". It lists various medical forms with their IDs, descriptions, last revised dates, and prices. Each form has a "Qty" column with a quantity box. An orange arrow points to the quantity box for form MSH70105, which is currently set to 1. At the bottom of the page, there are links for "Add to Order", "Continue Shopping", and "Finish Order".

ID	Description	Last Revised	Price	Qty
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	PK/50	<input type="text"/>
DL MSH70104A	RADIOLOGY PRESCRIPTION		PK/50	<input type="text"/>
DL MSH70105	PRESENTATION FOLDERS		PK/100	<input type="text" value="1"/>
DL MSH70129	PRE REGISTRATION PAD*	Last Revised 03/02/13	PK/50	<input type="text"/>
DL MSH70139	DIRECTION PADS SPANISH	Last Revised 02/21/12	PK/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 06/01/12	PK/100	<input type="text"/>
DL MSH9004019	CONSENT FOR BRCP*	Last Revised 02/06/16	PK/50	<input type="text"/>
DL MSH9004149	CONSENT EGG*	Last Revised 05/01/07	PK/100	<input type="text"/>
DL MSH9004150	CONSENT COLOMOGSCOPY		PK/100	<input type="text"/>
DL MSH9004153	SHORT STAY HISTORY/PHYS*	Last Revised 02/11/14	PK/100	<input type="text"/>
DL MSH9004191	CONSENT OB/GYN*	Last Revised 08/28/12	PK/100	<input type="text"/>
DL MSH9004251	ECT CONSENT/CONTINUED		PK/100	<input type="text"/>
DL MSH9004275	CARDIAC REHAB REFERRAL		PK/100	<input type="text"/>
DL MSH9004277	POST-PROCEDURE MTD INST*		PK/100	<input type="text"/>

- 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.)

HackensackUMC Mountainside

Forms Administration

Home Search Specify Items New Order Show Basket Finish Order

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: *
City: *
State: NJ *
Zip: *
Ship Via:

Delivery Instructions:

Item	Description	U/I	Qty	AV
MDM72222	PRESENTATION FOLDERS	PK/100	2	InStock

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@ccxplforms.com

SEND HOLD ORDER ABANDON

10:39 AM 10/10/2016

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.