

## Instructions for Ordering Scrubs for the Vanderbilt Adult Hospital OR

Send an email to [css.linen.services@vumc.org](mailto:css.linen.services@vumc.org) at least 1 week prior to shadowing and include:

- Student Name
- Scrubs Size
- Last 4 Digits of Social Security Number (or unique 4 digit number) to be used as a Personal Identification Number (PIN)
- Start date of Shadowing Period
- End Date of Shadowing Period (If the student is shadowing for the entire semester, the end date would be the last day of the semester.)

Linen Services will reply giving the student a unique User ID to be used in conjunction with the 4 digit PIN.

Linen Services will have the student's scrubs available at the scrub machines located in the 4<sup>th</sup> floor locker rooms. (VUMC Critical Care Tower - Female Locker Room # 4351 and Male Locker Room # 4357) Students will have 2 revolving "credits" for the machines. Scrubs are tracked by student ID and **MUST BE RETURNED** at the deposit machines in a timely manner.

For questions regarding ordering scrubs, please call Linen Services at (615) 343-9431.