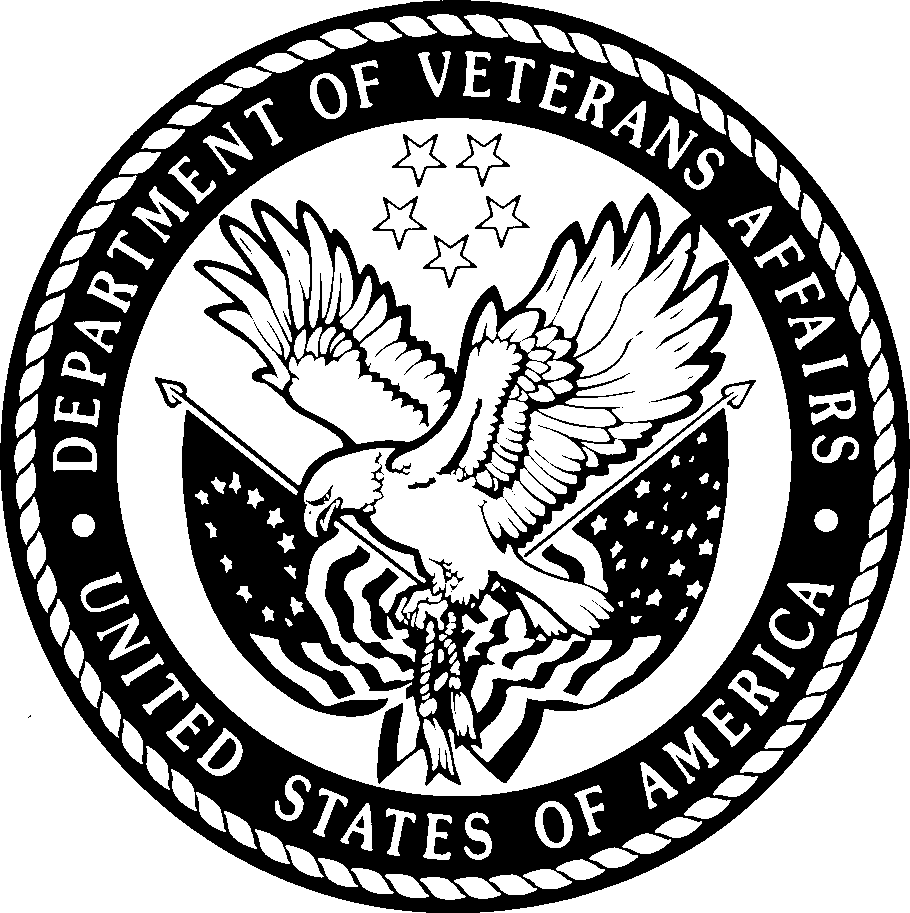


Nutrition and Food Service User Manual



***Version 5.5***

***February 2005***

Revised September 2007 for Patch FH\*5.5\*8

*Department of Veterans Affairs*

*VistA Health System Design and Development*

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date Patch #** | **Page** | **Description** | **Project Manager/ Technical Writer** |
| September 2007 | 69 | Allergy data is now displayed on Nutrition |  |
| FH\*5.5\*8 | 102  122  124 | Reports and ordering options and \*ALG  appears on labels to indicate patient has a food allergy. |
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|  | 225 | The Educated on Food/Drug Interactions and |  |
| 230 | FOOD/DRUG Comments fields are now located under Medications. |
|  | 227 | This option has been expanded by allowing the editing of the Work in Progress assessment and adding necessary fields and new calculations. |  |
|  | 241 | New fields added to the Nutrition Profile report. |  |
| 243 | New fields added to the Nutrition Screening |
|  | Report. |
|  | 258 | The patient's allergies display prior to entering the supplemental feedings. |  |

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| --- | --- | --- | --- |
| **Revision Date Patch #** | **Page** | **Description** | **Project Manager/ Technical Writer** |
| May 2007 | [11](#_bookmark4) | The functionality of outpatient Standing Orders and Supplemental Feedings has been added to the following options:  Supplemental Feeding Cost Report [FHNO11] Ward Supplemental Feeding Lists [FHNO3] Diet Activity Report/Labels [FHORD13]  List Patient Events [FHORX2] Print Diet Cards [FHDCRP] Print Tray Tickets [FHMTKP]  Nutrition Location Diet Order List [FHORD10] Supplemental Feeding Inquiry [FHNO1I]  Run SF Labels/Consolid Ingred List [FHNO2] Change Patient Supplemental Feedings [FHNO1E] History of Supplemental Feedings [FHNO12] Print Bulk Feedings/Cost Report [FHNO10] Standing Order Inquiry [FHSP4]  Consolidate Standing Orders [FHSP7] Enter/Edit Standing Orders [FHSP3] Print Standing Order Labels [FHSP8] Tabulate Standing Orders [FHSP5] Patient Data Log [FHDMP]  Order/Edit Outpatient Meals [FHOMRO] Review Outpatient Meal [FHOMRR] Patient Profile [FHORD9] | REDACTED |
| FH\*5.5\*5 |  | REDACTED |
|  | [46](#_bookmark21) |  |
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|  | [304](#_bookmark253) |  |
|  | [305](#_bookmark256) |  |
|  | [146](#_bookmark102) | Combined Outpatient Meals Report... [FHOMCBRP]  This new report option lists all outpatient meals (whether Recurring, Special or Guest meals) within a specified date range, and is sorted by Location, Communication Office, or Production Facility | REDACTED |
|  | [186](#_bookmark137) | PT Print Tray Tickets [FHMTKP]  This patch corrects the tray tickets printing of outpatient persons in File (#200). | REDACTED |
|  | [137](#_bookmark92) | Patient Profile [FHORD9] New prompt, Correct? Y/  New prompt, How many monitors would you like to display?: ALL//  The Patient Profile Report has the ability to restrict the number of monitors displayed. | REDACTED |

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| --- | --- | --- | --- |
| **Revision Date Patch #** | **Page** | **Description** | **Project Manager/ Technical Writer** |
| May 2007 FH\*5.5\*5 | [290](#_bookmark233) | Request a Meal [FHOMSR] Special Meals alerts modified.  An edit check to the special meal Request a Meal [FHOMSR] option to verify if the patient already has a recurring meal for the date/meal being ordered.  A warning is displayed when a recurring meal order already exists and the special meal order is not allowed. | REDACTED |
|  | [294](#_bookmark237) | Print Meal Voucher [FHOMSP]  The Print Meal Voucher displays allergies (if any) beneath the patient's name.  Example of the Print Meal Voucher displaying allergies beneath the patient's name. | REDACTED |
|  | [296](#_bookmark241) | Meal Status Report [FHOMSS]  Example display - outpatient meals report has been modified to sort by Location, Communication Office, Production Facility or All. | REDACTED |
|  | [299](#_bookmark245)  301  301 | Order/Edit Outpatient Meals [FHOMRO]  If a special meal order already exists for the date/meal selected, a warning is displayed and the recurring meal is not allowed for that date/meal.  This patch fixes an issue in which an outpatient Nutrition Location without an Associated Hospital Location could be selected when ordering outpatient meals through the Order/Edit Outpatient Meals [FHOMRO] option. This selection could result in an undefined error in the backdoor messaging code to update the Orders (#100) file. The issue is addressed by not allowing selection of such outpatient Nutrition Locations and displaying a message to the user  Display of a message to the user stating: "The selected location does not have an Associated Hospital Location. To set the Associated Hospital Location use option ENTER/EDIT NUTRITION LOCATIONS. | REDACTED |
|  | [304](#_bookmark253) | Review Outpatient Meal [FHOMRR] Cancelled recurring meals no longer display on  Recurring Meals reports and options. They are not  deleted from File (#115), they no longer displayed. | REDACTED |
|  | [315](#_bookmark263) | Recurring Meals List by Location [FHOMRL] | REDACTED |

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| **Revision Date Patch #** | **Page** | **Description** | **Project Manager/ Technical Writer** |
|  |  | This outpatient meals report has been modified to be sorted by location, Communication Office, Production Facility or All.  Example display - outpatient meals report has been modified to sort by Location, Communication Office, Production Facility or All. | REDACTED |
| May 2007 FH\*5.5\*5 | [324](#_bookmark274) | Print Guest Meal List [FHOMGP]  Example display - outpatient meals report has been modified to be sorted by Location, Communication Office, Production Facility, or All. | REDACTED |
|  | [325](#_bookmark277) | Cancel a Guest Meal [FHOMGC]  New option "Cancel a Guest Meal" is added to Outpatient Meals | REDACTED |
| November 2006 FH\*5.5\*4 |  | This patch provides clinicians with automated alerts, updates performance indicators for patient safety, adheres to guidelines, and eliminates duplicate tickler file entries. |  |
|  |  | This option has been modified so ticklers can be cleared individually, through a range of numbers or all at once. |  |
|  |  | New screen capture showing how ticklers can be cleared individually, through a range of numbers, or all at once. |  |
|  |  | Multiple recipients may also be able to receive tickler file alerts related to the nutrition indicators for a particular Nutrition Location to provide coverage for vacation times, etc., by using the Enter/Edit Ward Assignments option [FHORC5]  Personal items are known as Personal Tickler. |  |
|  |  | Personal Ticklers are now displayed using the option Display Tickler File [FHCTF1]. The user will also receive alerts for their personalized ticklers and outdated personal ticklers will be cleared automatically. |  |
|  |  | Updated description to reflect changes for patch FH\*5.5\*4. |  |
| January 2006 | None | Combined the *Nutrition and Food Service User Manual* and the *Nutrition and Food Service Outpatient Meals User Manual* into a single manual. | REDACTED |

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| --- | --- | --- | --- |
| **Revision Date Patch #** | **Page** | **Description** | **Project Manager/ Technical Writer** |
| January 2006 FH\*5.5\*3  January 2006 FH\*5.5\*3 | 74  74  74  74  72 | Updated the Production Reports section for Patch FH\*5.5\*3:  Moved the “Use CENSUS or FORECAST? (C OR F): C” prompt to new location.  The Select COMMUNICATION OFFICE (or  ALL): ALL// prompt is only available for the Actual Census Report. When using this prompt, users can only select Communication Offices with a link to a Production Facility.  Added Select End Date: 8/31 prompt with ability to enter a date range.  The user may select B for Breakfast, N for Noon, E for Evening, B-N for Breakfast to Noon, N-E for Noon to Evening, or any combination separated by a hyphen, or ALL for all meals. If ALL is selected, a census cover page will print before each meal.  Three new reports added to the Meal Production Reports (MR)  Advance Food Prep (AFP) (Grand Total). AFP Storeroom Requisition  AFP Adjusted Recipes |  |
| January 2006 FH\*5.5\*2 |  | Updated the Outpatient Meals section for Patch 2: Modified the text of the Special Meals alerts that are generated upon placement of a Special Meals  order on the VISTA/server side to display the first  9 characters of the patient's name followed by the first character of the last name and last four digits of the SSN in parentheses.  Added ten Outpatient Meals Diets to the FH SITE PARAMETERS (#119.9) file. Outpatient Meals Diets may now be edited from the FH SITE PARAMETERS (#119.9) file. |  |
| February 2005 FH\*5.5 |  | Initial release of N&FS Version 5.5 software, replacing Dietetics Version 5.0 | REDACTED |

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# Introduction

The VistA Nutrition and Food Service Systems software integrates the automation of many Clinical Dietetics and Food Management functions. The Clinical Dietetics activities of nutrition screening, nutrition assessment, diet order entry, tubefeeding and supplemental feeding orders, patient food preferences, specific diet pattern calculations, nutrient analysis of meals, consult reporting, encounter tracking, and quality care monitoring are all available in this program.

Complete automation of food production activities, service and distribution, inventory and cost management, recipe expansion, menu and recipe nutrient analysis, meal and diet pattern development and implementation, diet card and tray ticket printing, quality service tracking, and annual management reports are also available. Detailed functionality and process activity for Nutrition and Food Service software are divided into two major areas of use: (1) options that the Manager/ADPAC needs to build files, set parameters, review data, and generate reports; and (2) options the general user needs for normal day-to-day automated Nutrition functions. The areas covered in this manual are shown on the next page.

## Notice of Service Name Change

Pursuant to Department of Veterans Affairs VHA Directive 10-05-031, Nutrition and Food Service (N&FS) will be the official nomenclature used as the new service name for Dietetic Service in VHA Central Office and at the Department of Veterans Affairs healthcare facilities.

Therefore, all supporting documentation and customer education materials will use the Nutrition and Food Service nomenclature in place of the former Dietetic Service in all contexts. The change aligns this program more closely with the nomenclature recognized by national accrediting bodies, professional organizations, and other healthcare agencies. Additionally, the change is appropriate for the program that functions most directly in support of the nutrition and food services.

## Purpose

The Nutrition and Food Service User Manual is designed as a reference guide for all Nutrition and Food Service program users. Options utilized on a daily basis by the general user are explained in detail with associated prompt sequences and outputs included to illustrate program functions.

## Scope

The Nutrition and Food Service User Manual is a guide designed to support the VistA Nutrition and Food Service Version 5.5 program. This version enhances already automated functions of Clinical and Administrative Nutrition and Food Service software and adds new functionality to the Food Management and Clinical Quality Care monitoring activities. This manual provides complete documentation for standard options and newly enhanced Nutrition functionality for the end user.

## Audience

The Nutrition and Food Service User Manual is intended for use by all Nutrition and Food Service staff. The Diet Order Entry information can be used by Physicians, Nurses and Medical Administration Service Nutrition Location personnel.

# Orientation

The Clinical Ad Hoc Group (CAHG) for the Nutrition and Food Service Expert Panel has developed new clinical modules and updated existing modules. These applications provide tools to aid in the evaluation of patients, the provision of nutritional care and the management of the Clinical Dietetics Section.

#### How to Work with the System

If you are just learning to use VistA software, this chapter introduces you to a small but important part of the VistA world — signing on, entering data, and getting out. You do not have to be a computer expert to use VistA software or know a lot of technical terms. You do have to follow instructions. And, in general, you need to be curious, flexible, and patient. This chapter will help you to get started. If you are an experienced VistA user, this chapter can serve as a reminder.

#### How Does VistA Work?

VistA software packages use the computer in an interactive fashion. An interactive system involves a conversation with the computer. The computer asks you to supply information and immediately processes it. You interact with the software by responding to prompts (the questions) in the program. Your responses are recognized by the computer when you complete the interaction by pressing the Return or Enter key.

VistA software is "menu driven." A menu is a screen display, which lists all of the choices (options) available. You see only the menus, options, and functions, which you have security clearance to use. Once you make a selection, the software can branch to another menu (submenu) or you might be asked to answer questions, which allow the computer to perform tasks.

#### How to Sign-on

The procedures for establishing a link to the terminal involves access and verify codes. These codes are assigned by IRM staff. Contact your supervisor if you need these codes. For security reasons, the access code and verify code are not displayed on the terminal screen when you type them in. Please do not write your code down or reveal it to others. The sign-on banner shows the date and time when you last signed on. The banner also shows if the account had any unsuccessful attempts at logon. Periodically, you are required to change your verify code.

Press the Return key on the keyboard. A blinking cursor appears on the terminal. You then see:

ACCESS CODE: Enter your assigned access code VERIFY CODE: Enter your assigned verify code

#### How to Stop

In most cases, when you begin an option you continue through it to a normal ending. At times however, you might want to exit the option to do something else. To stop what you are doing, enter an up-arrow (^). You can use the up-arrow at almost any prompt to terminate the line of questioning and return to the previous level in the routine. Continue entering the up-arrow to completely exit the system.

#### How to Enter Data

Each message you type must be followed by pressing the Return key (or Enter key on some keyboards) to indicate you have completed that entry. In many cases, you need only enter the first few letters (called shortcut synonyms) of an option or field, and the computer fills in the rest. Shortcut synonyms help increase speed and accuracy.

If you want to bypass a prompt, press the Return or Enter key and the computer will go on to the next question. You are allowed to bypass a question only if the information is not required to continue with the option.

Some typists use the lower case "L" for the number "1" and the letter "O" for zero. Please keep in mind that with this software the number "1" and the letter "l" are not interchangeable. Also the number "0" and the letter "O" are not interchangeable.

#### How to Obtain Help

If you need assistance while interacting with the software, enter a question mark or two to receive on-line help.

* **?** Entering a single question mark at a prompt provides a brief help message.
* **??** Two question marks entered at a prompt provide a more extensive description and/or a list of choices appropriate to the prompt.

#### Responding to Prompts

When the computer prompts you with a question, typically a colon (:) follows. Several types of prompts can be used including yes/no, select, and default. Prompts can be a field in a file, like the basic prompt shown below:

DATE OF BIRTH:

This type of prompt is waiting for you to enter a value, such as March 3, 1950. Do not forget to complete your interaction by pressing the Return or Enter key.

#### Select Prompt

If the answer to the prompt is a choice of several alternatives, the question can appear prefixed with the word "Select,” as below:

Select PATIENT NAME:

#### Yes/No Prompt

If the question requires either a Yes or No response (in which case simply Y or N, upper or lower case, is acceptable), the question can be followed by a question mark rather than a colon.

ARE YOU SURE?

Sometimes, the text of the question will include, within parentheses, the different allowable responses that you can make to that question:

ARE YOU SURE (Y/N)?

#### Default Prompt

Sometimes the question the computer is asking you has a standard expected answer. This is known as the default response. In order to save you the trouble of typing the most probable answer, the computer provides the answer followed with a double slash (//). Either you enter nothing (also known as a null response) by pressing the Return key to accept the default response as your answer, or you can type a different response:

IS IT OKAY TO DELETE? NO//

#### Invalid Response

The computer software checks each answer immediately after it is entered. Whenever the computer determines that an answer is invalid for any reason, it beeps, displays two spaces and two questions marks, and repeats the question on a new line.

#### Learn-As-You-GO (LAYGO)

VistA software checks your answers against an internally stored table of valid answers. If your answer is not stored in this table but the Learn-As-You-GO (LAYGO) mode is allowed, the computer adds your response as one of those valid answers. If LAYGO mode is allowed then a sample dialogue goes something like this:

ARE YOU ADDING A NEW CLINIC?

If you respond with a Y (or YES or yes), the software adds the new clinic in its validation table and accepts the answer. If anything other than Yes is entered, the original answer is invalidated and the question is repeated.

#### How to Enter Dates and Times

When the acceptable answer to a question is a date, use the following answer formats. Note that the response is not case sensitive, upper or lower case input is acceptable:

JULY 20, 1059 7/20/69

20 JUL 69 10jul69

10 jul 69 072069

TODAY or Today or T or t (today)

TODAY+1 or T+1 or t+1 (tomorrow) TODAY-7 or T-7 or t-7 (one week ago)

TODAY+3W or T+3W or t+3w (3 weeks hence) NOW+1H (present time plus one hour) NOW+4M (present time plus four months) NOON (12:00 p.m.)

MID (12:00 a.m.)

The year portion of the date can be left off; normally the system assumes current year. Occasionally, the software allows you to enter a time-of-day in connection with a date, for example, 4:00 P.M. on July 20, 1994. To do this, type the date in one of the above forms followed by an at sign (@), followed by the time. For example, you might enter:

20 JUL 94@4PM

In this mode, you can enter time either as military (four digit) time, hour AM/PM, or hour: minute: second AM/PM, or simply NOW (or Now or now) for the current date/time.

The colon (:) can be omitted and AM/PM can be omitted if the time being entered is between 6

A.M. and 6 P.M. Thus, today at 3:30 P.M. can be entered as:

T@330

Use MID as a response to mean 12:00 A.M. (midnight) and NOON as a response to mean 12:00

P.M. for time associated with dates:

T+3W@MID

#### Making Corrections

When you want to delete an answer previously entered, without substituting any other answer, enter an at sign (@) as a response to that prompt. This leaves the answer blank.

DATE OF BIRTH: Feb 21, 1946//@

In this example, the date on file is erased and now there is no answer to the "DATE OF BIRTH"

prompt; it is null. The system asks you to confirm that you really intend to delete the information. You cannot delete a response if the information is required:

ARE YOU SURE?

This question is a safety feature, giving you a chance to change your mind now, without re-

editing later.

#### Spacebar Recall Feature

When using this software, you might want to answer a prompt with a code meaning *the same as before*. The computer is capable of remembering what your last response(s) were the last time you signed on. This feature is called spacebar recall and employs the spacebar and Return keys.

You generally can repeat information you entered the first time by entering a space and pressing the Return or Enter key. For example, you might wish to do a series of procedures for one patient. Each time (after the first) you are asked for the patient name, you can enter a space and press the Return key and the computer enters the same patient.

#### Printing Reports

Frequently, when you have finished some data entry you are asked if you wish to print the record, file, or report. You can display the report on your terminal screen or produce a paper copy. You are prompted to enter a device number of the printer you want to use. If you do not know the device number of the printer, you can type in a question mark for a list of printers. In some cases the device you will use has already been decided for you and you will not be asked where you want to print. If you need assistance in determining the device number, ask your application coordinator or site manager.

#### Right Margin

Sometimes you are asked to specify the right margin of the report. You are not always asked this since the information might be preset for the device you specify and a default answer provided. Nevertheless, your choices are simple. Generally, "80" is used for standard size paper or for displaying on the terminal screen; "132" is used for wider paper.

DEVICE: Right Margin: 80//

#### Display the Report on the Terminal Screen

Display is the word used to indicate data printed to a terminal screen rather than on paper. At the DEVICE prompt, if you want to view a report on your screen, press the Return key. Normally, if you do not specify a device number, the information prints on your screen. After the screen fills with the first page of the report, you are prompted to press the Return key to continue with the next screen of data. The process is repeated at the bottom of every screen. You can exit the option at any time by entering an up-arrow (^).

Press <RET> to continue, or '^' to quit

#### Queue Report to a Printer

If you want to queue your output to run in the background, type the letter Q at the DEVICE prompt. Next, you are prompted to enter a device number of the printer you want to use. Finally, enter the date and time you would like the report to print.

DEVICE:

Enter the letter Q to queue the print job.

DEVICE: Enter the device name or number.

Requested Start Time: NOW// Press the Return key or enter a time using the date and time formats discussed above (e.g., NOW+1 for one hour from now).

# Package Management

At the present time, the Nutrition and Food Service software does not contain elements concerning program specific management or other legal considerations. However, this may change with new releases of the program.

# Package Operation

#### Administrative Reports Menu

This program captures required statistics and provides administrative and clinical reports to facilitate decision making and quality control. Options produce reports for additional meals, served meals, staffing, costing of meals, supplements, and tubefeedings. The data provided is aggregated quarterly and yearly. Also within this section is the automation of the Annual Dietetic Report. Some data is automatically retrieved from the other Administrative reports, MAS files and Fiscal reports. Options provide a mechanism for editing the automatic data as well as manually entering additional data from other areas. The Annual Report prints out in seven sections and fulfills yearly report requirements.

The Inventory module has been added to this section. It includes the printing of an ingredient worksheet sorted by storage location which can be used to record the physical inventory. The on-hand quantities can be entered by looping through the ingredients or editing individual ingredients. The Inventory Report will calculate a grand total and subtotals for each food group.

#### Production Reports

The user can generate food production reports for each meal for each day based on a sophisticated forecasting system or on the actual census. Reports will tabulate standing orders and food preferences which can be used to refine the automated production reports. Special ingredient and storeroom requisition lists, recipe preparation reports, and expanded recipes can be generated for each meal in a matter of seconds. Supplemental feeding delivery lists and labels as well as bulk Nutrition Location feeding lists can also be generated from this program. By utilizing the forecasting options, the user can generate estimates of future ingredient requirements which can be used to facilitate the establishment of contract estimates for cost effective purchasing. The complete menu can be printed on weekly or daily basis.

#### Dietetic Consults

Clinicians will receive dietetic consults from this program based on their nutrition location assignments as defined by the Clinical Manager. Consult Types File is also created by the Manager, and made available to all Nutrition users to request information or action from the dietitian or technician. The Clinician can respond, save for a later time, reassign to another clinician, or complete the consult and record information in the Nutrition Encounters program.

#### Diet Order Entry, Tubefeedings and Diet Order Processing

This is the primary program accessed by all Nutrition users. It allows for the electronic transmission of all routine information about diet orders and meal service from Nutrition Location personnel to Nutrition Service. This program has pointers to the MAS files and

automatically updates patient admission, location, and inpatient status, such as ASIH or Pass. Early or late trays, tubefeedings, hold meals, isolation precautions as well as any diet order or combination can be entered. Several options are also available to track this information for each patient. The Diet Activity Reports aggregate this information over time and allow the user to print it periodically to update information for patient food service.

Users can also enter patient specific data, which can be stored for an admission or future reference. Individualized diet patterns, standing orders for special foods or utensils, food preferences and supplemental feedings can be entered, stored, and tabulated for production and service.

Tubefeeding option allows for the entering or editing of one or more products with varying strengths and frequencies. Tubefeedings can be tabulated for pull sheets, and generate preparation instructions, labels, and distribution lists.

Dietetic Lists and Reports support the Communication Office functions by allowing lists to be generated for patient's birthdays, diet activity, early/late trays, NPO/passes, isolation precautions, diet cards, and tray tickets.

#### Energy Nutrient Analysis

This program calculates daily and average totals of food nutrient values for a list of entered foods and allows for storage, retrieval, and editing of the food list. Program contains the latest USDA nutrient release, additional fiber data from research, and selected commonly used items from Bowes and Church, 16th edition.

#### Food Preferences

This program allows user to enter patient food preferences, which can be saved from admission to admission. These preferences can be tabulated for use in meal production calculations.

Preferences will be printed on the automated diet card or honored by substitution on the tray ticket. The Food Preference File must be pre-built by the Manager/ADPAC.

* The Clinical Assessment will have a default height, if any, from previous assessment.
* All titles, names, and options with the word "Nutritional" have been changed to "Nutrition."

#### Nutrition Patient Management

There are two new options in the Nutrition Patient Management menu. The option List Inpats By Nutrition Status Level allows the user to view all the inpatients that are on a selected nutrition status level. The option Print Pat's Nutrition Status History prints the nutrition status history of an inpatient or outpatient for a selected date range. The user can select a starting and an ending date or take the default of FIRST, the first date on file, to LAST, the last date on file.

#### Nutrition Profile

Nutrition Profile form now includes diagnosis, diet order, tubefeeding order, and supplemental feedings.

#### Nutrition Status

There are currently three options that display the nutrition status for a patient. All titles, names, and options with the word "Nutritional" have been changed to "Nutrition.” The options are: Nutrition Status Average, Nutrition Status Summary, and Nutrition Status Matrix. Nutrition Status Average option displays the Averages of the Nutrition Statuses for Nutrition Locations or clinician(s) from a selected start date to end date. This report is very time consuming; therefore, it must be queued to print. Nutrition Status Matrix option allows user to print in matrix form the changes of inpatients' Nutrition Statuses from admission to XX number of days or a selected start date to end date. Nutrition Status Summary option will display the nutrition status counts by either Nutrition Location or by clinician.

#### Dietetics Encounter

Encounter entries can be edited and/or deleted. User can view own or others encounters. Dietetics Encounter Statistics report has been redesigned from 80-columns to 132-columns. The print order will now be clinician, encounter category, encounter type, and patient. There will be a subtotal within for each encounter category. The units will be prorated among group encounters. Follow-up encounters will be indicated.

#### Patient Movements

This option pulls data from MAS and provides users with current information about admissions, discharges, inter Nutrition Location transfers, and passes.

#### Supplemental Feedings

[1](#_bookmark5)Inpatient Supplemental Feedings now allows the functionality for outpatient supplemental options and reports. The Supplemental Feeding reports can now be printed by Supplemental Feeding Site designations of Nutrition Location groupings. The Synonym name can be entered for user ease in the Supplemental Feeding file. The Cost Report has been added under the Administrative Menu. The option, Review Supplemental Feedings, has been removed. User can refer to the Tickler File to review Supplemental Feedings.

#### Standing Orders

[2](#_bookmark6)Inpatient Standing Orders has been modified to include outpatient standing orders options and reports. Standing orders now allows quantity prompts. Labels and consolidated list have been added to Standing Order. A field has been added in the Standing Order File to indicate whether or not a label should be generated. The Standing Order Report can be generated by new geography and consolidated on a single sheet for multiple service points.

1 Patch FH\*5.5\*5 - May 2007 - Inpatient Supplemental Feedings now allows the functionality for outpatient supplemental options and reports.

2 Patch FH\*5.5\*5 - May 2007 - Inpatient Standing Orders have been modified to include outpatient standing orders options and reports.

#### Tickler File

[3](#_bookmark7)The Tickler File allows the user to receive notifications that act as reminders to take action and allows clinicians to be reminded of clinical care and follow-up. In the current manual process a Tickler File entry can be made two ways:

1. Entering a Nutrition Location, the parameters contain a field that holds the number of days for the notification concerning the review of supplemental feedings or review notes based on patient nutrition status level.
2. Accessed via the Tickler File menu.

This file provides alert notification to the user if they desire. Performance indicators that are needed to improve patient safety and monitoring while observing the guidelines provided by Quality Management are updated. The ability to control the notification options on those alerts is also included. Also, elimination of the duplicate Tickler File entries for each patient and allowing the current entries to follow the patient when they are transferred to another unit, will remove the extra work currently being performed to duplicate that Tickler File entry for each area. The Tickler File has been enhanced to:

* Provide clinicians with automated View Alerts to comply with the National Performance Indicators. (Note --only View Alerts for the monitor items, not things like Supplemental Feeding or Nutrition Status needing updates)
* Update performance indicators needed to improve patient safety and monitoring while adhering to guidelines provided by Quality Management by using the range of albumin to <

2.8 gm/dl and the timeframe to the present admission only; and BMI to < 18.5 and the timeframe to include the present admission and 7 days prior to the admission only.

* Eliminate the duplicate Tickler File entries for each patient and allow the current entries to follow the patient when they are transferred to another unit.
* Allow only one tickler for the same patient.
* Allow entry, display, and clearance of personal ticklers the option Display Tickler.

3 Patch FH\*5.5\*4 - November 2006 -This patch provides clinicians with automated alerts, updates performance monitors for patient safety, adheres to guidelines, and eliminates duplicate tickler file entries.

# DM Dietetics Management [FHMGR]

|  |  |
| --- | --- |
| AD | Dietetic Administration… [FHMGRA] |
| CM | Clinical Management… [FHMGRC] |
| DF | Dietetic Facilities… [FHPRG] |
| OM | Outpatient Meals… [FHMGROM] |
| SM | System Management… [FHSYSM] |
| XF | File Manager… [FHFILM] |

Dietetics Management provides access to all options within the Nutrition and Food Service System

## AD Dietetic Administration [FHMGRA]

|  |  |
| --- | --- |
| AM | Administrative Menu… [FHADMR] |
| FP | Food Preference Management… [FHSELX] (ADPAC Guide) |
| PR | Production Reports… [FHADMR] |
| SO | Standing Order Management… [FHSPX] (ADPAC Guide) |
| XF | File Manager… [FHFILM] (ADPAC Guide) |
| XI | Ingredient Management… [FHINGM] (ADPAC Guide) |
| XM | Menu Cycle Management… [FHPRCM] (ADPAC Guide) |
| XP | Production Management… [FHPROM] (ADPAC Guide) |
| XR | Recipe Management… [FHRECM] (ADPAC Guide) |
| XX | Annual Report Management… [FHADRR] (ADPAC Guide) |

Dietetics Administration provides access to all administrative management functions.

### AM Administrative Menu [FHADMR]

|  |  |
| --- | --- |
| AR | Additional Meals Report [FHADMR3] |
| GM | Print Guest Meal List [FHOMGP] |
| PE | Enter/Edit Staffing Data [FHADMR4] |
| PR | Staffing Data Report [FHADMR5] |
| QE | Enter/Edit Current Ingredient QOH [FHING12] |
| QW | Display Ingredient Inventory List [FHING13] |
| RE | Enter/Edit Served Meals [FHADMR1] |
| RR | Served Meals Report [FHADMR2] |
| RS | Enter/Edit Cost of Meals Served Report [FHCMRR1] |
| SP | Cost of Meals Served Report [FHCMRR2] |
| SR | Supplemental Feeding Cost Report [FHNO11] |
| TC | Print Tubefeeding Cost Report [FHORTF5C] |

The Administrative Menu (AM) provides an electronic method of compiling and computing data for the Administrative Manager. Data can be entered for daily staffing usage, meals served, and costing of meals. Some data is automatically pulled from MAS files while other data must be entered by the Nutrition user. Reports can be generated detailing daily staffing and meals served as well as computing totals and averages for any designated time frame, i.e., pay period, month, quarter, or year. Data from these reports can also be used to calculate man minutes per meal.

Staffing and served meals data is automatically pulled from these Administrative Menu options to the Nutrition Annual Report for quarterly and yearly analysis and comparisons. Therefore, in order to have an accurate and complete Annual Report the options contained in the Administrative Menu must be used. Also, the data compiled in these reports can be used for completing the AMIS 224, Cost of Served Meals Report.

#### AR Additional Meals Report [FHADMR3]

This subroutine generates the Additional Meals Report which lists all meals served to anyone other than inpatients; by date, meal and category (Outpatient, OOD, etc.). Daily totals for the time period requested are generated. This report requires 132-column printing.

Prompt/**User Entry: Discussion:**

Starting Date: JAN 1 05 <RET> (JAN 01, 2005)

Enter date for beginning of report period. Must be one day in the past.

Ending Date: **JAN 30 05 <RET>** (JAN 30, 2005)

The report requires a 132-column printer. Enter date for end of report period. Must be one day in the past.

Print on Device: HOME// **<RET>** PC EHTER NET RIGHT MARGIN: 80// **132 <RET>**

Enter printer device OR press <RET> key

(enter 132 as shown here) so that the report will wrap on screen - aligned.

#### PE Enter/Edit Staffing Data [FHADMR4]

This option automates the compilation of data for the Nutrition and Food Service Staffing Guidelines (RCS 10-0703). Although this report is no longer required, many managers continue to use the data for staffing purposes. FTEE data entered here is automatically passed to the Nutrition Annual Report (see Annual Report Chapter). The first Staffing option allows for the entering of FTEE data and other paid and/or unpaid leave hours. The second option generates the computed report of this data.

This sub-routine allows the user to enter and edit Nutrition staffing data per day. Data should be tabulated from Nutrition Service timekeeping records. FTEE data is entered and stored to three decimals, while leave data is entered and stored to two decimals. Once data is computed for the Staffing Report, figures are rounded to one decimal point for printing purposes. FTEE fields will display default values from the previous day and can be edited.

Within the field descriptions are brief definitions of the terms used in entering and reporting Nutrition staffing. For more information concerning the categories or terms see M-1, Part IX, Chapter 8: Nutrition Staffing Guidelines. The code numbers and column designations listed in parenthesis refer to the formerly used RCS10-0703 activity worksheet. They are provided for reference purposes only.

#### Field Definitions:

**Staffing Data Date Field**

Enter the date for which you are entering staffing data. Dates can be edited at any time (Column A).

#### Daily FTEE Field

Enter the count of all FTEE assigned to Nutrition Service including full time, part time, and temporary employees. Default of the figure entered on the previous day will be displayed (Code 201 - Column B).

#### Clinical FTEE Field

Enter the total of all Clinical Dietitians and clinical technicians who works with the clinical dietitians in patient care activities. (Code 202 - Column C).

#### Administrative FTEE Field

Total all FTEE assigned to these positions within Nutrition Service: Chief, Assistant Chief, Chief, Administrative Section, Chief, Clinical Section, Administrative Dietitians, Internship Director, Education and Staff Development Dietitians, and Quality Assurance Dietitians. Enter the total administrative FTEE in this field (Code 203 - Column C).

#### Support Staff FTEE Field

Total all FTEE assigned to these positions within Nutrition Service: Administrative Technicians, Secretary, Clerk Typist, Cost Accounts Clerk, Timekeeper, and Clinical Nutrition Technicians. Enter this total in the Support Staff FTEE field. Diet communication personnel are NOT included here. They should be tallied as measured FTEE (Code 204 - Column D).

#### CFWS FTEE Field

This field represents FTEE assigned as Chief, Food Production and Service, supervisory cooks and food service supervisors. Total these FTEE and enter in this field (Code 205 - Column E).

#### Days Off Hours Field

Enter in this field the total "off day" hours for this date for all Nutrition employees not listed in any of the previous categories; Clinical, Administrative, Support Staff or CFWS (Supervisory). This data must be tallied from the daily timekeeping records. The employees tallied for this and subsequent "hours fields" are referred to as measured FTEE. This field contains the count of hours NOT worked by measured personnel (Column H).

#### LWOP & AWOL Hours Field

Tally the total hours for this date charged to measured FTEE (see previous field) for LWOP (Leave Without Pay) and AWOL (Absent Without Leave). These are unpaid hours of leave for measured Nutrition FTEE. Enter in this field (Code 316 - Column I).

#### Overtime Hours Field

Enter the total in this field of overtime hours posted for this day to measured Nutrition FTEE. This field should include only documented and approved overtime hours (Code 301 - Column J).

#### Unscheduled Hours Field

Tally and enter in this field the total number of unscheduled hours worked by measured Nutrition FTEE, for this date. (Column K)

#### Intermittent Hours Field

Tally the hours worked by Nutrition employees classified as Intermittent. Enter the total in this field (Column K).

#### COP Hours Field

Count all hours posted to COP (Continuation of Pay) for this day for measured Nutrition FTEE. COP is associated with work-related injuries. Enter total in this field (Code 302 - Column M).

#### Annual Leave Hours Field

Enter the total hours of Annual Leave charged to measured Nutrition FTEE for this day in this field (Column N).

#### Sick Leave Hours Field

Enter the total hours of Sick Leave charged to measured Nutrition FTEE for this day in this field (Column O).

#### Other Leave Hours Field

Tally the total number of hours charged to other paid leave for measured Nutrition FTEE for this day. Enter the total in this field. Other paid leave includes Jury Duty, Military Leave, Authorized Absence, etc. (Column P).

#### Loaned/Union Hours Field

Total the hours worked by measured Nutrition personnel FTEE who have been loaned to other services or who are working on Union Activities. Enter the total for this day in the field (Code 330 - Column Q).

#### Comp. Hours Field

This field should have entered for this day the total Comp-Time hours worked by measured Nutrition FTEE. Comp-Time hours are hours worked in excess of scheduled tour but for which overtime is not paid but additional leave hours are accrued (Column R).

#### Trainee Hours Field

Enter the total hours worked this day by employees enrolled in specific Trainee programs in this field (Column R).

#### Volunteer Hours Field

Enter the total hours worked by uncompensated volunteers on this date, in this field (Code 315 - Column S).

#### Borrowed Hours Field

Tally and enter in this field (for this date) the total number of hours worked within Nutrition Service by employees being paid by other services (Code 320 - Column T). You can enter ?? and press return key after each prompt to see the definition of each field. If you do not want to enter any hours, advance to the next prompt by pressing the return key.

Prompt/**User Entry: Discussion:**

STAFFING DATA Date: **1/2 <RET>** (JAN 02, 2005)

Enter date that you are entering staffing data.

DAILY FTEE: 375// **141.45 <RET>**

You can change any of the following FTEEs by entering a number up to 3 decimals, as shown here, or press <RET> key at the // prompt for default of previous FTEEs.

CLINICAL FTEE: 17.5// **<RET>** ADMINISTRATIVE FTEE: 70// **8.5 <RET>** SUPPORT STAFF FTEE: **6 <RET>**

CFWS FTEE: **?? <RET>**

This field contains the FTEE of Supervisory Cooks and Supervisory Food Service Workers.

CFWS FTEE: **9 <RET>**

DAYS OFF HOURS: 30// **205 <RET>**

You can change any of the following hours by

entering a number up to 2 decimals, as shown here, or press <RET> key at the // prompt for

default of previous hours. Press <RET> key to advance to the next prompt if no hours are to be entered.

LWOP & AWOL HOURS: **24 <RET>** OVERTIME HOURS: **<RET>** UNSCHEDULED HOURS: **15 <RET>** INTERMITTENT HOURS: **<RET>** COP HOURS: **<RET>**

ANNUAL LEAVE HOURS: **19 <RET>** SICK LEAVE HOURS: **18 <RET>** OTHER LEAVE HOURS: **60 <RET>** LOANED/UNION HOURS: **<RET>** COMP HOURS: **<RET>**

TRAINEE HOURS: **<RET>** VOLUNTEER HOURS: **<RET>** BORROWED HOURS: **<RET>**

STAFFING DATA Date: **<RET>**

Enter another date to begin entry sequence

again.

PE Enter/Edit Staffing Data

STAFFING DATA Date: JAN 2 05 (JAN 02, 2005)

DAILY FTEE: 141.45

CLINICAL FTEE: 17.5

ADMINISTRATIVE FTEE: 8.5 SUPPORT STAFF FTEE: 6 CFWS FTEE: 9

DAYS OFF HOURS: 205 LWOP & AWOL HOURS: 24 OVERTIME HOURS: UNSCHEDULED HOURS: 15 INTERMITTENT HOURS: COP HOURS:

ANNUAL LEAVE HOURS: 19 SICK LEAVE HOURS: 18 OTHER LEAVE HOURS: 60 LOANED/UNION HOURS: COMP. HOURS:

TRAINEE HOURS:

VOLUNTEER HOURS:

BORROWED HOURS:

STAFFING DATA Date: **<RET>**

#### PR Staffing Data Report [FHADMR5]

This option generates the Staffing Guidelines Report (formerly RCS-10-0703 Worksheet, VA Form 10-2059-3). Report includes all data entered under the PE Enter/Edit Staffing Data and displays computed fields for measured FTEE, Potential Hours, Total Paid Hours, and Total Hours Worked for each day. Totals for each category are computed, averaged, and displayed for the number of days designated. All leave hours are also computed as percentages of total paid hours.

Additional computations of the Unscheduled (UNS) and Intermittent (INT) hours worked are displayed at the end of this report. The UNS/INT hours are totaled for the designated report period and converted to FTEE by dividing the total by 8. This UNS/INT FTEE is added to the total measured FTEE for the report period. The average measured FTEE is then computed for this report period using this adjusted measured FTEE. These figures are provided as additional staffing tools for management. They are also included in the Staffing section of the Annual Report.

The Staffing Data Report requires 132-column printing and can be generated by entering the beginning and ending date of the report period. Report can be for any designated time frame.

#### QE Enter/Edit Current Ingredient QOH [FHING12]

This option provides an easy looping mechanism for entering inventory quantities for all ingredients. Each ingredient is displayed separately with the date the last quantity was entered. Ingredients appear alphabetically, sorted by storage location or food group. The user can elect to enter data for one food group or storage location at a time or loop through all groups and/or locations. Cost can be updated while entering quantity if a YES is entered at the first prompt for this option. Then the cost per unit of purchase will be displayed as well as the Inventory Quantity on Hand field. Any data entered in this option will automatically update the corresponding fields in the Ingredient File.

**Note:** Data is stored in the Inventory Program only until the next update. Thus, anytime you enter or edit data you will need to print an Inventory Report for your files. Subsequent changes will delete all previous data.

Prompt/**User Entry: Discussion:**

Want to enter Cost along with QOH (Y/N)? **Y <RET>** YES

Enter YES to update price while entering

quantities.

If you answered NO, you will not be prompted for price information.

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? **Y <RET>** YES

Answer YES if you wish to enter quantity

by individual ingredient. Answer NO if you wish to enter quantity by looping through all ingredients sorted by food group or storage area.

Select INGREDIENT NAME: **BEEF,**

BONELESS, FROZEN, TOP ROUND <RET>

Enter ?? <RET> to get ingredient list. The

ingredient name and the date that the quantity was last entered will be displayed.

PRICE/UNIT OF PURCHASE: 8.34// **<RET>**

Enter the price per purchase unit with up to 3 decimals. As a default, the last price entered will display. Press <RET> if you wish the default price to remain. Note: This prompt will only appear if Y was selected at the first prompt.

ON HAND (IN U/P): 4// **<RET>**

Enter the quantity on hand, with up to 2 decimals. As a default, the last QOH will display.

Select INGREDIENT NAME: **<RET>**

Do you want to re-cost recipes? (Y/N): **N <RET>**

Enter another ingredient name or press

<RET> to continue. When you have entered all the ingredients, proceed to last prompt "Do you want to re-cost recipes,” if you updated cost information. If you did not update cost information, the sequence to enter by ingredient is finished.

Want to enter Cost along with QOH (Y/N)? **N <RET>**

If no entered at second prompt:

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? **N <RET>** NO

Select by F=FOOD GROUPS or S=STORAGE: F// **<RET>**

Enter F to enter data sorted by Food Group, and S to enter data sorted by Storage Area, or press <RET> at // prompt for default to remain.

Select Food Group (or ALL): **4 <RET>**

Enter the Food Group number (1 through 6) or ALL.

Ingredient: BEEF, BONELESS, FROZEN, TOP ROUND QOH LAST UPDATED ON 22-MAR-05

ON HAND (IN U/P): 4// ^ **<RET>**

OR

Select Administrative Menu Option: **QE<RET>**

Enter/Edit Current Ingredient QOH

Want to enter Cost along with QOH (Y/N)? YES <RET>

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? **NO <RET>**

Enter ?? to get listing of Storage Locations,

then enter Storage

Location name or ALL.

Select by F=FOOD GROUPS or S=STORAGE: **S <RET>**

Ingredient names will be displayed in order

as they appear on the Food Group or Storage Location list. If ALL is entered, each Food Group and Storage Area will appear separately but will follow consecutively.

Select Storage Location (or ALL): **?? <RET>**

CHOOSE FROM:

BASEMENT FREEZER KITCHEN SHELF

Select Storage Location (or ALL): **FREEZER <RET>**

INGREDIENT: BEEF, BONELESS, FROZEN, TOP ROUND FRZ

QOH LAST UPDATED ON 22-Mar-05

The ingredient name and the date that the

quantity was last entered will be displayed.

PRICE/UNIT OF PURCHASE: 8.34// **<RET>**

ON HAND (IN U/P): 4// **^ <RET>**

Enter the price per purchase unit with up to

3 decimals. As a default, the last price entered will display. NOTE: This prompt will only appear if Y was selected at the first prompt.

Select Administrative Menu Option: **QE**

**<RET>** Enter/Edit Current Ingredient QOH

Want to enter Cost along with QOH (Y/N)? **Y <RET>** YES

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? **Y <RET>** YES

Enter the quantity on hand with up to 2

decimals. As a default, the last QOH will display.

Select INGREDIENT NAME: **<RET>**

Ingredients will continue to display until the

end of the Food Group or Storage Location is reached. If you do not wish to update information for that item, enter ^ <RET> at the Price/Unit prompt to continue.

If you updated cost information, proceed to last prompt. If not, the sequence to enter by Food Group or Storage Area is finished.

Do you want to re-cost recipes? (Y/N): YES <RET>

Enter Y if you wish to update recipe costs,

and enter N if not.

Beginning re-costing of all recipes

.........

**Note:** This prompt will only appear if Y was selected at first prompt.

Done ...

QE Enter/Edit Current Ingredient QOH

Want to enter Cost along with QOH (Y/N)? YES

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? YES Select INGREDIENT NAME: BEEF

1. BEEF LIVER
2. BEEF PUREE, W/ BEEF BROTH, DIET, LO NA
3. BEEF STEW, CND, R-T-S
4. BEEF, BONELESS, FROZEN, TOP ROUND
5. BEEF, CORNED, FRZ TYPE '^' TO STOP, OR

CHOOSE 1-5: 4

QOH LAST UPDATED ON 22-Mar-05

PRICE/UNIT OF PURCHASE: 8.34 ON HAND (IN U/P): 4

Select INGREDIENT NAME:

Do you want to re-cost recipes? (Y/N): Y Beginning re-costing of all recipes

............................................

Done ...

QE Enter/Edit Current Ingredient QOH

Want to enter Cost along with QOH (Y/N)? NO

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? NO Select by F=FOOD GROUPS or S=STORAGE: F//

Select Food Group (or ALL): 2

Ingredient: CHEESE AND CRACKERS, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 11//

Ingredient: CHEESE, AMER/SWISS QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 15//

Ingredient: CHEESE, AMERICAN QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 200//

Ingredient: CHEESE, CHEDDAR AGED, HARD, BRICK

ON HAND (IN U/P): 90//

Ingredient: CHEESE, COTTAGE QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 5//

Ingredient: CHEESE,CHEDDAR, MODIFIED FAT & NA QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 50//

Ingredient: CHEESECAKE

QOH LAST UPDATED ON 9-Dec-04 ON HAND (IN U/P): 0//

Ingredient: CREAM, HALF & HALF, QUART QOH LAST UPDATED ON 2-Feb-05

ON HAND (IN U/P): 2//

Ingredient: DESSERT CUP, BOSTON CREAM QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 6//

Ingredient: ICE CREAM, CHOCOLATE, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 140//

Ingredient: ICE CREAM, STRAWBERRY, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 180//

Ingredient: ICE CREAM, SUNDAE, CHOCOLATE, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 24//

Ingredient: ICE CREAM, SUNDAE, STRAWBERRY, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 0//

Ingredient: ICE CREAM, VANILLA, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 322//

Ingredient: MILK, 2%, LOWFAT, BULK QOH LAST UPDATED ON 2-Feb-05

ON HAND (IN U/P): 1//

Ingredient: MILK, 2%, LOWFAT, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 2500//

Ingredient: MILK, BUTTERMILK, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 35//

Ingredient: MILK, CHOCOLATE, IND QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 100//

Ingredient: MILK, DRY, NONFAT, 50LB QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 1//

Ingredient: MILK, EVAPORATED, UNSW QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 1.17//

#### QW Display Ingredient Inventory List (80-column) [FHING13]

This option allows users to create a worksheet for taking physical inventories and a cost Inventory Report. The worksheet can have ingredients sorted by Food Group or Storage Area. For taking physical inventory storage sort is most useful. On the worksheet will be IFCAP Master Item Number (MIN), name of ingredient, unit of purchase, item cost, date last updated, QOH last month, and a blank line for input of current inventory quantity on hand. All data on the worksheet comes from the Ingredient File.

The Inventory Report lists ingredients alphabetically sorted and subtotaled by Food Group. The report creates columns accordingly: MIN, name of ingredient, unit of purchase, item cost, current quantity on hand and total cost. You can print this report for one food group or ALL. Total cost for all food groups will only print if ALL print option is used. The data from this report can be used to complete the Cost of Meals Served Report (SP) and AMIS 224. This report should always be printed after ingredients have been updated because quantities are not stored.

Whenever any data is changed previous data is deleted.

Prompt/**User Entry: Discussion:**

Select W=Worksheet or R=Report: **W <RET>**

Enter W or R for listing desired.

Enter Mth/Yr: 4/05// **<RET>**

Enter month and year for Worksheet or press <RET> key at the // prompt for default.

Select by F=FOOD GROUPS or S=STORAGE: F// <RET>

Enter F to list data by food group, or S to list

by storage area.

Select Food Group (or ALL): **ALL**

<RET>

Enter the Food Group number (1 through 6)

or All. Each group will print on a separate sheet.

DEVICE: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

OR

Select Storage Location (or ALL): **?? <RET>**

CHOOSE FROM: BASEMENT FREEZER KITCHEN SHELF

Enter the Storage Location name or All.

Each location will print on a separate sheet.

Select Storage Location (or ALL): **SHELF <RET>**

DEVICE: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer name.

Select Administrative Menu Option: **QW**

**<RET>** Display Ingredient Inventory List

Select W=Worksheet or R=Report: **R <RET>**

If you select R at the first prompt:

Enter Mth/Yr: 4/05// **<RET>**

Enter month and year for Report or press

<RET> key for default.

Select Food Group (or ALL): **?? <RET>** Answer with a number 1 to 6 or ALL for all.

Enter Food Group number or ALL.

Total cost will only appear if ALL is entered.

Select Food Group (or ALL): **3 <RET>**

DEVICE: HOME// **<RET>** PC ETHER NET

RIGHT MARGIN: 80// **<RET>** Enter printer name. QW Display Ingredient Inventory List

Select W=Worksheet or R=Report: **W <RET>**

Enter Mth/Yr: 3/05// **<RET>**

Select by F=FOOD GROUPS or S=STORAGE: F// **<RET>**

Select Food Group (or ALL): **? <RET>**

Answer with a number 1 to 6 or ALL for all. Select Food Group (or ALL): **2 <RET>**

DEVICE: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>** Enter printer

name.

8-Mar-05 11:26am

Page 1

I N V E N T O R Y W O R K S H E E T

March 05

FOOD GROUP: MILK PRODUCTS

ITEM# NAME CURREN

T

U/P ITEM COST

DATE LAST QOH

UPDATE LAST MTH

Q O H

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3269 | CHEESE AND CRACKERS, IND | CS | 21.600 | 5-Jan-05 | 9.00 | \_  \_  \_ |
| 2693 | CHEESE, AMER/SWISS | LB | 1.570 | 2-Feb-05 | 10.00 | \_  \_  \_ |
| 1651 | CHEESE, AMERICAN | LB | 1.620 | 2-Feb-05 | 250.00 | \_  \_  \_ |
| 7294 | CHEESE, CHEDDAR AGED, HARD,BRICK | LB | 1.890 | 5-Oct-04 | 220.00 | \_  \_  \_ |
| 1810 | CHEESE, COTTAGE | CO | 4.980 | 7-Jun-04 | 18.00 | \_  \_  \_ |
| 1305 | CHEESE, PARMESAN, GRATED, BULK | CS | 33.900 | 8-Nov-93 | 2.66 | \_  \_  \_ |
| 1390 | CHEESE, PARMESAN, GRATED, IND | CS | 13.710 | 14-Jul-04 | 6.00 | \_  \_  \_ |
| 8271 | CHEESE,CHEDDAR, MODIFIED FAT & NA | LB | 2.890 | 8-Dec-04 | 80.00 | \_  \_  \_ |
| 3252 | CHEESECAKE | CS | 34.250 | 13-Dec-93 | 0.00 | \_  \_  \_ |
| 1806 | CREAM, HALF & HALF, QUART | QT | 0.790 | 14-Jul-04 | 2.00 | \_  \_  \_ |
| 3621 | DESSERT CUP, BOSTON CREAM | CS | 21.500 | 8-Dec-04 | 3.00 | \_  \_  \_ |
| 1815 | ICE CREAM, CHOCOLATE, IND | DZ | 1.765 | 7-Jun-04 | 48.00 | \_  \_  \_ |
| 1815 | ICE CREAM, STRAWBERRY, IND | DZ | 1.765 | 7-Jun-04 | 71.00 | \_  \_  \_ |
| 1818 | ICE CREAM, SUNDAE, CHOCOLATE, IND | DZ | 1.730 | 10-Jun-93 | 6.00 | \_  \_  \_ |
| 1818 | ICE CREAM, SUNDAE, STRAWBERRY, IND | DZ | 1.730 | 10-Jun-93 | 2.00 | \_  \_  \_ |
| 1814 | ICE CREAM, VANILLA, IND | DZ | 1.765 | 7-Jun-04 | 107.00 | \_  \_  \_ |
| 1802 | MILK, 2%, LOWFAT, BULK | CT | 10.200 | 7-Jun-04 | 1.00 | \_  \_  \_ |
| 1801 | MILK, 2%, LOWFAT, IND | CT | 0.129 | 17-Aug-04 | 2000.00 | \_  \_  \_ |

Select Ingredient Management Option: QW Display Ingredient Inventory List Select W=Worksheet or R=Report: **R <RET>**

Enter Mth/Yr: 3/05// **<RET>**

Select Food Group (or ALL): **2 <RET>**

DEVICE: HOME// HOME **<RET>** RIGHT MARGIN: 80// **<RET>**

8-Mar-05 11:27am

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I N V E N T O R Y R E P O R T

March 05

FOOD GROUP: MILK PRODUCTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM# | NAME | U/P | ITEM COST | QOH  Current | Total Cost |
| 3269 | CHEESE AND CRACKERS, IND | CS | 21.600 | 9.00 | 194.40 |
| 2693 | CHEESE, AMER/SWISS | LB | 1.570 | 10.00 | 15.70 |
| 1651 | CHEESE, AMERICAN | LB | 1.620 | 250.00 | 405.50 |
| 7294 | CHEESE, CHEDDAR AGED, HARD, BRICK | LB | 1.890 | 220.00 | 415.80 |
| 1810 | CHEESE, COTTAGE | CO | 4.980 | 18.00 | 89.64 |
| 1305 | CHEESE, PARMESAN, GRATED, BULK | CS | 33.900 | 2.66 | 90.17 |
| 1390 | CHEESE, PARMESAN, GRATED, IND | CS | 13.710 | 6.00 | 82.26 |
| 8271 | CHEESE,CHEDDAR,  MODIFIED FAT & NA | LB | 2.890 | 80.00 | 231.20 |
| 3252 | CHEESECAKE | CS | 34.250 | 0.00 | 0.00 |
| 1806 | CREAM, HALF & HALF, QUART | QT | 0.790 | 2.00 | 1.58 |
| 3621 | DESSERT CUP, BOSTON CREAM | CS | 21.500 | 3.00 | 64.50 |
| 1815 | ICE CREAM, CHOCOLATE, IND | DZ | 1.765 | 48.00 | 84.72 |
| 1815 | ICE CREAM, STRAWBERRY, IND | DZ | 1.765 | 71.00 | 125.32 |
| 1818 | ICE CREAM, SUNDAE, CHOCOLATE, IND | DZ | 1.730 | 6.00 | 10.38 |
| 1818 | ICE CREAM, SUNDAE, STRAWBERRY,  IND | DZ | 1.730 | 2.00 | 3.46 |
| 1814 | ICE CREAM, VANILLA, IND | DZ | 1.765 | 107.00 | 188.86 |

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I N V E N T O R Y R E P O R T

March 05

FOOD GROUP: MILK PRODUCTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM# | NAME | U/P | ITEM COST | QOH  Current | Total Cost |
| 1802 | MILK, 2%, LOWFAT, BULK | CT | 10.200 | 1.00 | 10.20 |
| 1801 | MILK, 2%, LOWFAT, IND | CT | 0.129 | 2000.00 | 258.00 |
| 1807 | MILK, BUTTERMILK, IND | CT | 0.480 | 48.00 | 23.04 |
| 1805 | MILK, CHOCOLATE, IND | CT | 0.146 | 50.00 | 7.30 |
| 1058 | MILK, DRY, NONFAT, 50LB | SA | 71.500 | 0.00 | 0.00 |
| 3130 | MILK, EVAPORATED, UNSW | CS | 25.900 | 1.00 | 25.90 |
| 1803 | MILK, SKIM, IND | CT | 0.135 | 350.00 | 47.25 |
| 1800 | MILK, WHOLE, IND | CT | 0.136 | 200.00 | 27.20 |
|  | PUDDING, IND. 4 OZ, CHOCOLATE | CS | 8.260 | 8.00 | 66.08 |
|  | PUDDING, IND. 4 OZ, VANILLA | CS | 8.260 | 6.50 | 53.69 |
| 1816 | SHERBET, LEMON | DZ | 1.580 | 42.00 | 66.36 |
| 1816 | SHERBET, LIME | DZ | 1.580 | 77.00 | 121.66 |
| 1816 | SHERBET, ORANGE, IND | DZ | 1.580 | 69.00 | 109.02 |
| 1816 | SHERBET, RASPBERRY, IND | DZ | 1.580 | 77.00 | 121.66 |
| 1809 | SOUR CREAM, FRESH, BULK | PT | 0.730 | 4.00 | 2.05 |
| 5778 | STRAWBERRY CREME CUP | CS | 21.750 | 9.00 | 105.75 |
| 1811 | YOGURT, FRUIT, IND | CT | 0.390 | 36.00 | 14.04 |
| 1811 | YOGURT, PLAIN, IND | CT | 0.390 | 0.00 | 0.00 |
|  |  |  |  | TOTAL: | 3153.05 |

**Served Meals Data**

The following options allow for the compiling and computation of all meals served by Nutrition and Food Service to inpatients, outpatients, and all other paid or gratuitous meals. Data is stored by date and can be tabulated for any designated time period. The Cost of Meals Served options allow for storing computing and printing of total dollars spent on each food group for a month, quarter, or year. This report utilizes the Served Meals Report data to compute cost per meal.

Data from these options is automatically passed to the Annual Nutrition Report.

#### RE Enter/Edit Served Meals [FHADMR1]

This option allows the user to edit the calculated MAS census data for Hospital Inpatients, Nursing Home Care Unit and Domiciliary patients. This data is used in calculating total meals served for a selected date.

Once a date has been entered the program computes the census for each category from MAS files. Daily absences for each category are also tallied. Any of these fields can be edited if you know the MAS calculation is inaccurate. The MAS census figure minus the absences is multiplied by 3 to equal the served meals displayed on the Served Meals Report.

**Note**: The prompt sequence for Enter/Edit Served Meals displays the calculated census, not the number of served meals. The conversion to meals will be displayed when the report is printed.

Due to adjustments of data by MAS, it is recommended that this option be used four to five days in the past. This delay will allow for MAS corrections to be entered before Nutrition and Food Service calculates the census values.

This option also has fields for entering meals served to outpatients and others. Meals are entered by date with separate tallies for each mealtime; breakfast, noon, and evening. The other categories for classifying meals are: contract, paid, OOD, (Officer of the Day), volunteer and gratuitous. See field definitions for further explanation of categories. The data for these fields is manually compiled from Nutrition records.

Two other fields used for classifying meals are included in this option. They are cafeteria and NPO meals. The data for these categories is automatically tallied from the diet order census each day at 5:55 p.m. Within the option the figures displayed are the census number for NPO orders and Cafeteria orders multiplied by 3. Therefore, these fields reflect the total number of MEALS per day of Cafeteria patients and NPO patients. The NPO category includes all inpatients with diet order of NPO, on tubefeeding with no other diet order, and those patients having no diet order. These figures are compiled for the manager to use when considering staffing needs. They are not used in the calculation of total meals served.

#### Field Definitions:

**Served Meals Date Field**

Enter the date that you want the census calculated for inpatients and that you want to enter meals served to outpatients and others. Date entered must be at least one day in the past, however, MAS recommends even farther back, 4-6 days, to allow for MAS corrections and adjustments to census.

Once the date is entered the program immediately calculates the census values. Each time a date is entered the program will compute census, even if it has already been calculated. Thus, if you enter data for a specific date, print the report, then go back to that date to edit data, and you can get different census values if MAS has made adjustments. This is due to the recalculation each time the date is entered. Remember always to print a report when you complete your edits.

#### DOM Patients Field

This field appears only if your facility has an authorized (MAS) Domiciliary. The figure in this field is the calculated census of inpatients in the Domiciliary on this date according to MAS records. This number can be changed if needed. Remember, a single change of one patient represents a three meal difference plus or minus.

#### DOM Absences Field

The calculated number of Domiciliary patients on authorized PASS for this date will be displayed. This figure can be edited if needed. In the Served Meals Report, these absences will be subtracted from the Domiciliary census before the calculation into meals.

#### NHCU Patients Field

This prompt will only appear if your facility has an authorized (MAS) Nursing Home Care Unit (NHCU). The figure displayed is the calculated census for NHCU inpatients for this day. The number can be edited if needed.

#### NHCU Absences Field

This field displays the calculated number of NHCU patients on authorized PASS for the day. This number will be subtracted from the NHCU census figure before the calculation into meals on the Served Meals Report. This number can be edited if needed.

#### Hospital Inpatients Field

The total of all Hospital inpatients (excluding DOM and NHCU) for this date will be calculated from MAS files and displayed here. Number can be edited if needed.

#### Hospital Absences Field

The calculated number of Hospital patients on authorized PASS for this day will be displayed. This figure can be edited. These absences will be subtracted from the Hospital census before the meals calculation is made for the Served Meals Report. The following fields are for tabulating individual meals served to outpatients and others. The data can be entered for each category for each mealtime, breakfast, noon, or evening, or can be manually totaled for the day and entered under any one mealtime. The breakdown by mealtime will be displayed on the Additional Meals Report. Only the three meal total, either automatically computed from the individual mealtime entries or the single meal manual total entry will be displayed on the Served Meals Report.

#### Contract Breakfast, Noon, Evening Fields

Enter the number of Contracted meals served at each mealtime for this date. Consolidated total for day can be entered at one meal. Number can be edited.

#### Other Paid Breakfast, Noon, Evening Fields

Enter the number of Paid meals served for this date for each mealtime or as a consolidated total for the day under one mealtime. Figure can be edited at any time.

#### OOD Breakfast, Noon, Evening Fields

Total the number of meals served to OODs (Officers of the Day - authorized personnel required to be on duty overnight, such as residents, medical students, etc.) for each mealtime. Enter the figures by mealtime or as a consolidated total for the day at one mealtime. Edit number as needed.

**Remember:** Include any sack lunches given for overnight feedings in one of the mealtimes.

#### Volunteer Breakfast, Noon, Evening Fields

Enter the total number of meals served to Volunteers for this date for each mealtime or as a consolidated total for the day at one mealtime. Figure can be edited at any time.

#### Grat Other Breakfast, Noon, Evening Fields

These fields represent meals served as authorized gratuitous meals. Totals for each mealtime or the day as a whole can be entered. Figures can be edited. The next two fields are used to tally data for staffing purposes. This data can be useful to managers when planning staffing schedules. These numbers are NOT used as any part of the Served Meals calculation.

#### Cafeteria Meals Field

This field displays the number of meals served in Cafeterias for this date as calculated by the program each day at 5:55 p.m. This automatic tally totals the number of patients who have cafeteria as their designated type of serve in the diet order program and multiplies it by three to determine the cafeteria meals per day. This number can be edited by user at any time.

#### NPO Meals Field

The figure displayed reflects the calculated total number of meals for the day of all inpatients on NPO, on tube feeding with no diet order, and on NO Order where no diet order currently exists. This number is calculated automatically at 5:55 p.m. each day from the Actual Census and is multiplied by 3 to reflect a day’s worth of meals. This number can be edited at any time. Enter ?? to get a definition of each field.

Prompt/**User Entry: Discussion:**

SERVED MEALS Date: **1/1 <RET>** (JAN 01, 2005)

Enter date. Date must be at least one

day in the past. Recommend a delay of four to five days occurs to allow for corrections and adjustments of MAS files. Program calculates every time a date is entered.

Calculating Census Values ....

DOM PATIENTS: 150// **140 <RET>**

Census number appears from

MASADT files. It can be changed by entering a new number, as shown

here. Domiciliary and NHCU prompts appear only if the facility has these units.

DOM ABSENCES: 0// **<RET>**

Calculated number of passes from the DOM appears. You can edit or press <RET> key at the // prompt for the default figure.

NHCU PATIENTS: 225// **220 <RET>**

NHCU ABSENCES: 0// **<RET>**

HOSP INPATIENTS: 804// **<RET>**

HOSPITAL ABSENCES: 0// **100 <RET>**

OUTPATIENT BREAKFAST: **30 <RET>**

Enter or edit the number of meals for

all of the following fields (see Column K from 10-2059-4).

OUTPATIENT NOON: **215 <RET>**

See Column J, Code 301.

OUTPATIENT EVENING: **20 <RET>**

See Column K.

CONTRACT BREAK: **13 <RET>**

See Column K.

CONTRACT NOON: **13 <RET>**

See Column L.

CONTRACT EVENING: **3 <RET>**

See Column L.

OTHER PAID BREAK: **10 <RET>**

Column M.

OTHER PAID NOON: **15 <RET>**

Column M.

OTHER PAID EVENING: **5 <RET>**

Column M.

OOD BREAK: **2 <RET>**

Column N.

OOD NOON: **5 <RET>**

Column N.

OOD EVENING: **2 <RET>**

Column N.

VOLUNTEER BREAK: **40 <RET>**

Column O.

VOLUNTEER NOON: **170 <RET>**

Column O.

VOLUNTEER EVENING: **45 <RET>**

Column O.

GRAT OTHER BREAK: **12 <RET>**

Column P.

GRAT OTHER NOON: **15 <RET>**

Column P.

GRAT OTHER EVENING: **6 <RET>**

Column P.

CAFETERIA MEALS: 309// **<RET>**

Number of total Cafeteria meals for the day appears. It is calculated from an automatic 5:55 p.m. census multiplied by 3.

Diet orders assigned as DR-C Cafeteria or (Dining Room- Cafeteria) will be counted. Edit if actual meal count is tallied or

<RET>.

NPO MEALS: 110// **60 <RET>**

Total NPO meals for this date appears. It is from the 5:55 p.m. automatic diet census and is multiplied by 3 to equal meals per day. It is a sum of NPO+ Tube Feedings w/o Diet Orders + No Orders.

SERVED MEALS Date: **<RET>**

This allows entry for another date.

Repeat above steps.

Screen Demo: RE Enter/Edit Served Meals SERVED MEALS Date: T-80 (JAN 01, 2005)

Calculating Census Values ... NHCU PATIENTS: 227//

NHCU ABSENCES: 0// HOSP INPATIENTS: 472// HOSP ABSENCES: 27//

OUTPATIENT BREAKFAST: 1// OUTPATIENT NOON: OUTPATIENT EVENING: CONTRACT BREAK: 1// CONTRACT NOON:

CONTRACT EVENING:

OTHER PAID BREAK:

OTHER PAID NOON:

OTHER PAID EVENING:

OOD BREAK: 10//

OOD NOON:

OOD EVENING:

VOLUNTEER BREAK:

VOLUNTEER NOON:

VOLUNTEER EVENING:

GRAT OTHER BREAK: 39// GRAT OTHER NOON:

GRAT OTHER EVENING: CAFETERIA MEALS: 39// NPO MEALS: 309//

SERVED MEALS Date:

#### RR Served Meals Report (132-column) [FHADMR2]

This routine generates the Served Meals Worksheet as previously reported on VA Form 10- 2059-4. Meals are automatically calculated from the data entered under Enter/Edit Served Meals (RE). The meals are served to others; outpatients, paid, and gratuitous are displayed as a daily total. Individual meal breakdown is available in the Additional Meals Report (AR). Totals are printed for each day and for the time period requested as well as an average daily total for the selected period.

**Note:** Column J lists the total meals for inpatients and column R lists the total meals served for the day. Columns T, U, and V provide additional data about served meals for staffing purposes but are not used in the calculation of the Served Meals data.

Other meals (outpatient, gratuitous, and paid) are tallied as cafeteria trays and displayed in column T. The assembled trays figure displayed in column V is calculated by subtracting Cafeteria and NPO/Tube Fed Meals from the total daily served meals, column R.

Prompt/**User Entry: Discussion:**

Starting Date: **1/1 <RET>** (JAN 01, 2005)

Enter date for beginning of report

period. Must be one day in the past.

Ending Date: **1/30 <RET>** (JAN 30, 2005)

Enter date for end of report period.

Must be one day in the past.

Print on Device: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **132**

<RET>

Enter printer instructions (requires a

132-column printer) OR press

<RET> and enter 132 <RET> as shown here and report will wrap on screen - aligned.

#### RS Enter/Edit Cost of Meals Served [FHCMRR1]

This routine automates the calculations of the Cost of Meals Served Report, VAF 10-2059-1 and provides the data necessary for AMIS 224. The results of this routine are also passed to the Annual Nutrition Report for quarterly and yearly documentation.

This option allows the user to enter or edit the beginning inventory, issue costs, and closing inventory for each food group on a monthly basis. The program will calculate monthly cumulative usage for each food group each quarter. Food cost, percentage of total cost and deviation from the recommended percentage of cost will also be computed for each food group and totaled. The standard recommended percentage of cost is the default value used in calculations. This percentage can be edited.

#### Field Definitions:

**Month/Year Field**

Enter the month and year of the data which is to be used in calculating.

#### Beg In Grp 1,2,3,4,5,6 Fields

These fields represent the cost of the beginning inventory for each of the VA food groups.

Once the first inventory cost is entered, the beginning inventory will be carried from the first to third month of the quarter as the default value. At the start of the next quarter, the ending inventory from the previous quarter will become the default beginning inventory of the new quarter. Therefore, the beginning inventory only needs to be entered once and is then automatically generated for all future months. The default beginning inventory can be edited.

#### Issue Cost Grp 1,2,3,4,5,6 Fields

The issue cost or dollar amount of all food purchased during the month needs to be entered for each food group. These costs can be obtained from the monthly IFCAP Nutrition Cost Report.

#### Clos Inv Grp 1,2,3,4,5,6 Fields

The closing inventory on hand cost for the month must be entered for each food group. These costs can be computed using the Inventory Worksheet and Report Options under Ingredient Management. Once computed the totals can be manually entered into these fields. The values entered for the third month of each quarter will be carried over as the beginning inventory for the next quarter.

#### % Cost Grp 1,2,3,4,5,6 Fields

The default value displayed in each of these fields is the standard recommended percentage of total cost for each food group. These values can be edited as needed, however, the default will always remain the same. Therefore, the value would have to be edited each time.

Prompt/**User Entry: Discussion:**

Enter Month/Year of Cost of Meals Served: **1/05 <RET>** (JAN 2005)

Enter month/year for data.

**Note:** Displays same beginning inventory for each month of quarter.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BEG | INV | | GRP | 1: | 2000// | | **1000 <RET>** | |  |
|  |  | |  |  |  | |  | | Edit, as shown here, or <RET> for default total cost for Food Groups 1 through 6 in each of these fields. |
| BEG | INV | | GRP | 2: | 5000// | | **<RET>** | |  |
| BEG | INV | | GRP | 3: | 4000// | | **<RET>** | |  |
| BEG | INV | | GRP | 4: | 4500// | | **<RET>** | |  |
| BEG | INV | | GRP | 5: | 7500// | | **<RET>** | |  |
| BEG | INV | | GRP | 6: | 5500// | | **<RET>** | |  |
| ISSUE | | COST | | GRP | 1: | 800// | | **<RET>** |  |
|  | |  | |  |  |  | |  | Enter 0 to 9999999 or <RET> for the default value of Issue Cost of Food Groups 1 thru 6. |
| ISSUE | | COST | | GRP | 2: | 700// | | **<RET>** |  |
| ISSUE | | COST | | GRP | 3: | 900// | | **<RET>** |  |
| ISSUE | | COST | | GRP | 4: | 1230// | | **<RET>** |  |
| ISSUE | | COST | | GRP | 5: | 1140// | | **<RET>** |  |
| ISSUE | | COST | | GRP | 6: | 1320// | | **<RET>** |  |

**Note:** Closing inventory for the third month of the quarter will become beginning inventory for next quarter.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CLOS | INV | GRP | 1: | 2530// | **<RET>** |  |
|  |  |  |  |  |  | Enter 0 to 999999 or <RET> for the |
|  |  |  |  |  |  | default value of Closing Inventory of |
|  |  |  |  |  |  | Food Groups 1 thru 6. |
| CLOS | INV | GRP | 2: | 5830// | **<RET>** |  |
| CLOS | INV | GRP | 3: | 4720// | **<RET>** |  |
| CLOS | INV | GRP | 4: | 4790// | **<RET>** |  |
| CLOS | INV | GRP | 5: | 8250// | **<RET>** |  |
| CLOS | INV | GRP | 6: | 6010// | **<RET>** |  |
| % COST GRP 1: 35// **<RET>** | | | | | | |

Enter 1 to 99 or <RET> for default of % Cost Recommended for Food Groups 1-6.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| % | COST | GRP | 2: | 12// **<RET>** |
| % | COST | GRP | 3: | 22// **<RET>** |
| % | COST | GRP | 4: | 6// **<RET>** |
| % | COST | GRP | 5: | 12// **<RET>** |
| % | COST | GRP | 6: | 13// **<RET>** |
| Enter Month/Year of Cost of Meals Served: **<RE**T**>** | | | | |

This allows entry of another month.

Repeat above steps.

#### RS Enter/Edit Cost of Meals Served

Enter Month/Year of Cost of Meals Served: **1 05 <RET>** (JAN 2005) BEG INV GRP 1: 25542//

BEG INV GRP 2: 5005//

BEG INV GRP 3: 13847// BEG INV GRP 4: 6774// BEG INV GRP 5: 15994// BEG INV GRP 6: 10482//

ISSUE COST GRP 1: 24562// ISSUE COST GRP 2: 11476// ISSUE COST GRP 3: 31394// ISSUE COST GRP 4: 12454// ISSUE COST GRP 5: 13005// ISSUE COST GRP 6: 12161// CLOS INV GRP 1: 15017// CLOS INV GRP 2: 3153// CLOS INV GRP 3: 12443// CLOS INV GRP 4: 5633// CLOS INV GRP 5: 9300// CLOS INV GRP 6: 8906//

% COST GRP 1: 35//

% COST GRP 2: 12//

% COST GRP 3: 22//

% COST GRP 4: 6//

% COST GRP 5: 12//

% COST GRP 6: 13//

Enter Month/Year of Cost of Meals Served:

#### SP Cost of Meals Served Report (80-column) [FHCMRR2]

This option generates the computed Cost of Meals Served Report. It contains the beginning and ending inventory costs, purchases, and computed usage, food cost, percentage of total cost, and deviation from recommended cost percentage for each food group for the specified time frame. The total served meals for the selected time period are automatically picked up from the Served Meals Report (RR) and are used in calculating the average food cost per served meal as displayed in column H of this report. Monthly cost reports can be generated, however, the single print of the second and third months of the quarter are actually cumulative for the first and second months and then first, second and third months.

#### Examples

1. When printing October's Cost of Meals Served Report, user will see issues, and computed usage, percentages and food costs for the month of October.
2. When printing November's Cost of Meals Served Report, user will see issues and computed usage, percentages and food costs for October and November.
3. When printing December's Cost of Meals Served Report, user will see data for all three months.
4. When printing January's Cost of Meals Served Report, user will see data for only January, as the sequence starts over with the new quarter.

Prompt/**User Entry: Discussion:**

Starting Month/Year: **10/94 <RET>**

(OCT 01, 1994)

Enter beginning month/year for

report.

Ending Month/Year: **12/94 <RET>** (DEC 31, 1994)

Enter ending month/year for report.

Print on Device: HOME// **<RET>** PC

Enter printer instructions.

ETHER NET RIGHT MARGIN: 80// **<RET>**

8-Mar-05 10:00am Oct 1994-Dec 1994

Costs

**COST OF MEALS SERVED WORKSHEET** Page 1

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Food Group | Beg Inv A | Issue B | Close Inv C | Usage D | %  Rec E | %  Act F | %  Dev G | Food Cost H |
| - | | | | | | | | |
| I | 26,669 | 100,083 | 25,542 | 101,210 | 35% | 28% | -7% | 0.4520 |
| II | 4,153 | 41,115 | 5,005 | 40,172 | 12% | 11% | -1% | 0.1794 |
| III | 13,832 | 98,886 | 13,847 | 98,871 | 22% | 28% | 6% | 0.4415 |
| IV | 6,635 | 40,170 | 6,774 | 40,031 | 6% | 11% | 5% | 0.1788 |
| V | 13,503 | 44,523 | 15,994 | 42,032 | 12% | 12% | 0% | 0.1877 |
| VI | 8,974 | 37,393 | 10,482 | 35,885 | 13% | 10% | -3% | 0.1602 |
| Total | 73,766 | 362,170 | 77,735 | 358,201 | 100% | 100% | 0% | 1.5905 |

#### SR Supplemental Feeding Cost Report (80-column) [FHNO11]

[4](#_bookmark23)The Supplemental Feeding Cost Report option and report for inpatients have been modified to include outpatient data.

This report tallies all supplemental feeding orders, current at time of report generation, for all three delivery times and calculates cost. This list can be printed by Ward or Supplemental Feeding Site, which is a grouping of Nutrition Locations specific to supplemental feeding delivery requirements at each facility (see Nutrition Facilities - DF). Each print type can generate a consolidated list as well as individual breakdowns by ward or supplemental feeding site. This results in a daily individual item and total supplemental feeding cost for all or selected areas.

Since this report can only be generated for the current day, NO past data can be computed. If weekly or monthly data is required, this report will have to be printed daily and manually averaged for a week or month.

When printing the report, if ALL is selected for either type of list, a prompt will ask: "Summary only? Y//". If YES, is entered a single consolidated list of all supplemental feeding quantities and costs will print. If NO, is entered lists totaling each Supplemental Feeding Site or Location will be printed separately without a grand total.

Each List computes and prints for the selected area or all areas the following information:

* Each supplemental feeding item and its cost.
* Quantity ordered and total cost of each item broken down by clinical classification of Dietary, meaning part of the diet order or Therapeutic, meaning in addition to the diet order.
* Overall quantity and total cost for each item.
* Calculated total cost of all items per selected area.
* The average cost of supplemental feedings per patient in the selected area. This is a prorated cost applied to total census for the area.
* The average cost per recipient in the selected area. This is a prorated cost applied only to the total number of patients in the area receiving supplements.
* The percentage of patients in selected areas who are receiving supplemental feedings.

**Note:** An accurate Supplemental Feeding Cost Report can only be generated **IF** each supplemental feeding has an associated recipe with appropriate ingredients which have current updated costs (see Supplemental Feeding Management - XS, Recipe Management - XR, and Ingredient Management

- XI).

4 Patch FH\*5.5\*5 - May 2007 - Supplemental Feedings Cost Report now includes outpatient supplemental feeding costs.

Prompt/**User Entry: Discussion:**

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S <RET>**

Enter S or W for report area. Upper

case only.

Select SUPPLEMENTAL FEEDING SITE (or ALL): ALL <RET>

Enter name of Supplemental Feeding

Site or ALL.

SUMMARY only? Y// **NO <RET>**

Enter YES for a single consolidated list of all supplemental feeding quantities and costs to print. Enter No for lists totaling each Supplemental Feeding Site or Nutrition Location will be printed separately without a grand total.

Select LIST Printer: HOME// **<RET>**

NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1-May-07 12:52pm | | | | | | | | | | |
| S U P P L | E | M | E | N T A L F E E D I N G | | | C O S T S | | Page 1 | |
| \*\*\*INPATIENT\*\*\* |  |  |  | REMOTE SUPP FEEDING | | |  | |  | |
| Supplemental Feeding |  |  |  | DIETARY  Cost Qty Total | | | THERAPEUTIC  Qty Total | | TOTAL  Qty Total | |
| CAPPACINO |  |  |  | 0.030 2 0.06 | | | 0.00 | | 2 0.06 | |
| PIE |  |  |  | 1.500 2 3.00 | | | 0.00 | | 2 3.00 | |
| Total |  |  |  | 3.06 | | | 0.00 | | 3.06 | |
| Cost/Patient: |  | | | | 8 | 0.38 | 8 | 0.00 | 8 | 0.38 |
| Cost/Recipient: |  | | | | 2 | 1.53 |  |  | 2 | 1.53 |
| Recipient %: |  | | | |  | 25 |  |  |  | 25 |
| 1-May-07 12:52pm  S U P P L E M E N T A L F E E D I N G C O S T S Page 2  \*\*\*INPATIENT\*\*\* SUPPLEMENTAL FEEDINGS  DIETARY THERAPEUTIC TOTAL | | | | | | | | | | |
| Supplemental Feeding | Cost | | | | Qty | Total | Qty | Total | Qty | Total |
| APRICOT ORANGE JUICE | 3.250 | | | |  | 0.00 | 2 | 6.50 | 2 | 6.50 |
| CAPPACINO | 0.030 | | | | 35 | 1.05 |  | 0.00 | 35 | 1.05 |
| COFFEE | 0.030 | | | | 4 | 0.12 | 6 | 0.18 | 10 | 0.30 |
| COOKIES | 2.300 | | | | 6 | 13.80 | 3 | 6.90 | 9 | 20.70 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FRUIT SALAD | 0.000 | | | | | |  | | 0.00 | 2 | | 0.00 | 2 | 0.00 |
| PIE | 1.500 | | | | | | 35 | | 52.50 | 9 | | 13.50 | 44 | 66.00 |
| 1-May-07 12:52pm | | | | | | | | | | | | | | |
| S U P P | | L | E | M | E | N T A | L | F E | E D I N | G | C O | S T S | Page 3 | |

\*\*\*INPATIENT\*\*\* SUPPLEMENTAL FEEDINGS

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

Total 67.47 27.08 94.55

Cost/Patient: 87 0.78 87 0.31 87 1.09

Cost/Recipient: 35 1.93 3 9.03 38 2.49

Recipient %: 40 3 44

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 4

\*\*\*INPATIENT\*\*\* GRAND TOTAL

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

APRICOT ORANGE JUICE 3.250 0.00 2 6.50 2 6.50

CAPPACINO 0.030 37 1.11 0.00 37 1.11

COFFEE 0.030 4 0.12 6 0.18 10 0.30

COOKIES 2.300 6 13.80 3 6.90 9 20.70

FRUIT SALAD 0.000 0.00 2 0.00 2 0.00

PIE 1.500 37 55.50 9 13.50 46 69.00

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 5

\*\*\*INPATIENT\*\*\* GRAND TOTAL

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

Grand Total 70.53 27.08 97.61

Cost/Patient: 95 0.74 95 0.29 95 1.03

Cost/Recipient: 37 1.91 3 9.03 40 2.44

Recipient %: 39 3 42

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 6

\*\*\*OUTPATIENT\*\*\*

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

COFFEE 0.030 0.00 2 0.06 2 0.06

COOKIES 2.300 0.00 1 2.30 1 2.30

FRUIT SALAD 0.000 0.00 1 0.00 1 0.00

PIE 1.500 0.00 4 6.00 4 6.00

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 7

\*\*\*OUTPATIENT\*\*\*

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

Total 0.00 8.36 8.36

SF Cost/Patient Meal: 1 0.00 1 8.36 1 8.36

SF Cost/Recipient Meal: 1 8.36 1 8.36

Recipient Meal %: 100 100

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 8

\*\*\*OUTPATIENT\*\*\* SUPPLEMENTAL FEEDINGS

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

COFFEE 0.030 0.00 2 0.06 2 0.06

COOKIES 2.300 0.00 1 2.30 1 2.30

FRUIT SALAD 0.000 0.00 1 0.00 1 0.00

PIE 1.500 0.00 3 4.50 3 4.50

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 9

\*\*\*OUTPATIENT\*\*\* SUPPLEMENTAL FEEDINGS

DIETARY THERAPEUTIC TOTAL

Supplemental Feeding Cost Qty Total Qty Total Qty Total

Total 0.00 6.86 6.86

SF Cost/Patient Meal: 2 0.00 2 3.43 2 3.43

SF Cost/Recipient Meal: 2 3.43 2 3.43

Recipient Meal %: 100 100

1-May-07 12:52pm

S U P P L E M E N T A L F E E D I N G C O S T S Page 10

\*\*\*OUTPATIENT\*\*\* GRAND TOTAL

DIETARY THERAPEUTIC TOTAL

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supplemental | Feeding | | Cost | | | | Qty | | Total | Qty | | Total | Qty | Total |
| COFFEE |  | | 0.030 | | | |  | | 0.00 | 4 | | 0.12 | 4 | 0.12 |
| COOKIES |  | | 2.300 | | | |  | | 0.00 | 2 | | 4.60 | 2 | 4.60 |
| FRUIT SALAD |  | | 0.000 | | | |  | | 0.00 | 2 | | 0.00 | 2 | 0.00 |
| PIE |  | | 1.500 | | | |  | | 0.00 | 7 | | 10.50 | 7 | 10.50 |
| 1-May-07 12:52pm | | | | | | | | | | | | | | |
| S U P P | | L | E | M | E | N T A | L | F E | E D I N | G | C O | S T S | Page 11 | |
| \*\*\*OUTPATIENT\*\*\* | | | |  | | | GRAND TOTAL | | |  | | |  | |
| Supplemental Feeding | | | | Cost | | | DIETARY  Qty Total | | | THERAPEUTIC  Qty Total | | | TOTAL  Qty Total | |
| Grand Total | | | |  | | | 0.00 | | | 15.22 | | | 15.22 | |
| SF Cost/Patient Meal: | | | |  | | | 3 0.00 | | | 3 5.07 | | | 3 5.07 | |
| SF Cost/Recipient Meal: | | | |  | | |  | | | 3 5.07 | | | 3 5.07 | |
| Recipient Meal %: | | | |  | | |  | | |  | | |  | |

#### TC Print Tubefeeding Cost Report (80-column) [FHORTF5C]

This report tallies all current tube feeding orders and calculates total tube feeding product quantities and cost for all or selected areas. This report can be printed by Communication Office or Nutrition Location and generated as a consolidated report or separate listings for each area.

This report can only be generated for the current day, so no past data can be tabulated. If weekly or monthly data is required, this report should be run daily and manually calculated for a week or a month.

Each report calculates and prints the following information for the selected area or consolidated for all areas.

* Each tube feeding product name, unit of purchase and unit cost.
* The number or patients in the selected area on each product.
* The total quantity and cost of each product for the selected area.
* The total cost for all tube feeding products being served in the selected area.
* The total number or patients in the selected area on tube feedings.
* The tally of tube fed patients in the selected area broken down by whether or not the patients are also receiving trays, supplemental feedings or both.
* The average daily cost per patient for tube feeding. This is total tube feeding cost per day divided by the number of patients on tube feedings in the selected areas.

**Note:** An accurate Tube Feeding Cost Report can only be generated **IF** each tube feeding has an associated recipe which has appropriate ingredients with current updated costs (see - Diet Order Management - XD, Recipe Management - XR, and Ingredient Management - XI).

Prompt/**User Entry: Discussion:**

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: **C <RET>**

Enter C or W for report area.

Select COMMUNICATION OFFICE or ALL:ALL//

?? <RET>

Enter ?? to get names of

Communication Offices, then select name or ALL.

CHOOSE FROM: ALLENDALE COMMUNICATION OFFICE NORTH POLE SCOTTVILLE

Select COMMUNICATION OFFICE or ALL:ALL// **<RET>**

Consolidated Report Only? Y// **<RET>**

Press <RET> for YES, to get consolidated report of all Communication Offices, or enter No for separate lists for each.

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions.

OR

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: **W <RET>**

Enter name of Nutrition Location

(enter ?? to see list of Nutrition Locations) or ALL.

Select NUTRITION LOCATION (or ALL): **ALL <RET>**

Consolidated Report Only? Y// **N**

<RET>

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> for report to show on screen.

#### Helpful Hints and Notes

1. Print the Additional Meals Report (AR), Staffing Data Worksheet Standards Report (PR) and Served Meals Report (RR) on 132-column paper.
2. In Enter/Edit Served Meals (RE), every day should be entered in order to retrieve data.
3. Data is saved indefinitely. To obtain a quarterly, cumulative report, use the first day of the quarter for the starting date and the last day of the quarter as the ending date.
4. Other meals (outpatient, gratuitous, paid) are added to the Cafeteria trays column on the Served Meals Worksheet.
5. Assembled trays are calculated by subtracting Cafeteria and NPO/Tube Fed meals from the Total Daily Served Meals.

**Screen Demo: TC Print Tubefeeding Cost Report**

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): ALL// **C1-TCC <RET>**

Select LIST Printer: HOME// **<RET>** HOME RIGHT MARGIN: 80// **<RET>**

8-Mar-05

T U B E F E E D I N G C O S T

R E P O R T

Page 1

C1-TCC

No. of Patients on TF:

No. of Patients on TF and Tray: No. of Patients on TF and SF: No. of Patients on ALL Three: Cost/Patient:

12

8

3

7.00

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Product | # Patient | Unit | # Unit | Cost/Unit | Total |
| ENSURE PLUS | 4 | CAN | 23 | 0.36 | 8.21 |
| ENSURE | 2 | CAN | 14 | 0.30 | 4.26 |
| NEPRO | 3 | CN | 10 | 2.50 | 25.50 |
| OSMOLITE HN | 4 | CAN | 26 | 0.36 | 9.33 |
| PROPAC | 3 | PKG | 6 | 0.71 | 4.27 |
| PULMOCARE | 1 | CAN | 5 | 0.85 | 4.25 |
| TWO CAL | 2 | 8-OZ CN | 5 | 0.58 | 2.90 |
| ULTRACAL | 7 | CN | 58 | 0.45 | 25.81 |
| TOTAL: |  |  |  |  | 84.03 |

## PR Production Reports [FHADM]

|  |  |
| --- | --- |
| BW | Print Bulk Feedings/Cost Report [FHNO10] |
| DP | Print Daily Diet Menus [FHPRC11] |
| FM | Forecasting … [FHPRFM] |
| LA | Run SF Labels/Consolid Ingred List [FHNO2] |
| MR | Meal Production Reports [FHPRO5] |
| PU | Projected Usage [FHPRR1] |
| RP | Print Adjusted Recipe [FHREC2] |
| SL | Print Standing Order Labels [FHSP8] |
| SO | Tabulate Standing Orders [FHSP5] |
| SP | Consolidate Standing Orders [FHSP7] |
| TP | Tabulate Patient Meal Preferences [FHSEL5] |
| TR | Print Tabulated Recipe List [FHMTKTR] |
| WL | Nutrition Location Supplemental Feeding Lists [FHNO3] |
| WP | Print Weekly Menu [FHPRC7] |
| WR | Print Weekly Menu Blocks [FHPRC12] |

The Production Reports (PR) option is a collection of reports designed to meet the needs of various food production practices: ingredient control or storeroom requisition, recipe preparation, food distribution, tray assembly, and food usage estimation. Before these outputs can be obtained, it is necessary to complete extensive file building which is described under the Production Management and Food Production chapters of the Manager/Automated Data Processing Application Coordinator (ADPAC) Guide.

This chapter deals with some of the output generated under Production Reports (PR) which are shown in boldface below. The majority of the production reports are 132-columns. They can be compressed to fit 8 1/2" x 11" paper using 16.5 cpi print. However, two reports, the Weekly Menu and Daily Diet Menu, require compressed print on 11" x 14" (132-column) paper. The site manager must adjust the Terminal Type File to allow for printing in compressed print. This is described in the Installation Guide. Samples and Helpful Hints follow each section.

### BW Print Bulk Feedings/Cost Report [FHNO10]

[5](#_bookmark27)The Print Bulk Feedings/Cost Report option and report for inpatients have been modified to include outpatient data.

This option will print a composite list of all Supplemental Sites with their assigned bulk feedings. It is divided by service point and includes the ingredient pull list, unit cost, a total cost, and a cost for vehicles for meds. Labels can be generated which include all information on the list, except cost. In addition, ingredient pull lists appear at the end of each service point with a composite listing for all units printed at the end.

This option is used by administrative or clinical Section Chiefs to monitor costs, and by food service workers to prepare and deliver bulk feedings. Diet personnel use a hard copy as a backup in case of computer failure.

Prompt/**User Entry: Discussion:**

Select SUPPLEMENTAL FEEDING SITE (or ALL): T Bldg 163 <RET>

Select one Supplemental Feeding Site

(enter ?? <RET> for listing) or ALL.

Do you want Labels? N// **<RET>**

Only press <RET> if you do not want

labels (default is No//), but enter Y for Yes if you want labels to be printed.

Select LIST Printer: HOME// **<RET>**

RIGHT MARGIN: 80// **<RET>**

Enter printer device OR press <RET>

as shown for report to show on screen.

5 Patch FH\*5.5\*5 - May 2007 - The Print Bulk Feedings/Cost Report option and report for inpatients have been modified to include outpatient data.

BULK NOURISHMENTS FOR: T BLDG 163

Page 1

--- zzt cmicu ---

27-Mar-07 7:25am

Cost Vehicle Other Total

--- ONCOLOGY ---

Cost Vehicle Other Total

22 FRUIT,ORANGE

BULK NOURISHMENTS FOR: T BLDG 163

Page 2

27-Mar-07 7:25am

0.00 0.00

0.00

Total for ONCOLOGY

0.00

0.00

0.00

\*\*\*\*\* T BLDG 163 TOTAL \*\*\*\*\*

Qty Item

Cost Vehicle Other Total

2 JUICE,CRAN

2 JUICE,GRAPE

2 JUICE,ORANGE

22 FRUIT,ORANGE

4 JUICE,APPLE

0.13

0.00

0.12

0.00

0.12

0.26

0.01

0.23

0.00

0.47

0.26

0.01

0.23

0.00

0.47

Grand Total

0.00

0.97

0.97

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2 JUICE,ORANGE |  | 0.12 |  | 0.23 | 0.23 |
| 2 JUICE,GRAPE |  | 0.00 |  | 0.01 | 0.01 |
| 4 JUICE,APPLE |  | 0.12 |  | 0.47 | 0.47 |
| 2 JUICE,CRAN |  | 0.13 |  | 0.26 | 0.26 |
| Total for zzt | cmicu |  | 0.00 | 0.97 | 0.97 |

### DP Print Daily Diet Menus (132-column compressed) [FHPRC11]

This option displays a daily diet menu for any specified production diet. The user must select the option Enter/Edit Production Diets (PE) to specify the print order on the daily diet menu and to specify if a production diet is to be printed on the daily diet menu. The regular diet and portion size will appear on each page, followed by up to five additional production diets. A minimum of one production diet other than the regular production diet must be specified to print in order for this option to function. The number of pages that are generated will depend upon the number of production diets that have been specified to print. Refer to the Production Management (XP) and Enter/Edit Production Diets (PE) chapters of the Manager/Automated Data Processing Application Coordinator (ADPAC) Guide. This report requires 132-column paper and a printing device that is capable of providing compressed print.

The menu can be printed in two formats. One format allows full names of recipe items to be printed for regular and all modified diets. The other format prints full names of recipe items for the regular diet and appropriate regular diet item or the full name of a substitute item. This format has the disadvantage of numbers not being horizontally aligned across the modified diet columns. Set the format by answering YES or NO to the Full Names on Daily Menu prompt under Modify Site Parameters (SP).

The daily diet menu can be used in place of the standard typed menu (VAF 10-2835) on the tray line to assess tray accuracy. This report can be used to supplement the standard typed menus particularly in the area of combination diet information. The daily diet menu can be used to evaluate the menu-writing process and to determine the adequacy of each production diet.

Prompt/**User Entry: Discussion:**

Select PRODUCTION FACILITY: **MAIN**

KITCHEN <RET>

Select Production Facility. Enter ??

<RET> to get listing of Facilities.

Select Date: **3/8 <RET>** (MAR 08, 2005)

Select the date of the desired menu.

Select LIST Printer: HOME// **<RET>** PC ETHER NET **<RET>** RIGHT MARGIN: 80//

132 <RET>

Enter printer device OR press <RET> key

and enter 132 for report to wrap on screen -- aligned.

### FM Forecasting [FHPRFM]

|  |  |
| --- | --- |
| DC | Actual Diet Census [FHORD11] |
| DP | Diet Census Percentage [FHORD15] |
| FC | Forecasted Diet Census [FHPRF2] |

This option consists of three report routines: Actual Diet Census (DC), Diet Census Percentage (DP), and Forecasted Diet Census (FC). The Actual Diet Census (DC) is calculated from the Diet Order Entry program. The Forecasted Diet Census (FC) is a projected census calculated from MAS census and the Production Diet Percentages Table. The objective of these reports is to generate census figures (either actual or projected) for specific production diets and service points. These census figures will be used to generate Meal Production Reports (MR) and will result in food production tallies.

Both Actual and Forecasted Diet Census reports can be generated independently or in conjunction with the Meal Production Reports (MR).

#### DC Actual Diet Census [FHORD11]

This routine counts all diet orders in existence at the time this report is requested. Each patient's diet order, regardless of the number of modifications, is tallied only once according to the lowest tally order production diet. Production diets and tally orders are explained more fully in the Production Management chapter (XP) of the Manager/Automated Data Processing Application Coordinator (ADPAC) Guide. It counts by production diet and tally order and lists by print order.

Actual Diet Census can be generated for separate or ALL Service Points. If ALL is selected an actual census for each service point as well as a consolidated list will be generated. Quantities are listed for each production diet and separated by service type: Tray, Cafeteria or Dining Room, with a grand total. If no quantities exist, the production diet does not appear on the report.

The Percent Column lists the percentage of each production diet at the specified service point. These figures are helpful in determining and updating the Production Diet Percentages (PP) Table.

When Actual Diet Census is run today (T) and also run T+1, the numbers generated cannot be the same even though they were run on the same day within minutes of each other. The difference results from the program looking ahead to the designated day for time limited diet orders, and tallying them accordingly. Example: Patient (Mr. X) is on NPO today with an expiration date for tomorrow and a Diet Order of Regular. When actual census is run today, Mr. X is tallied as Not Eating but the census run T+1 will tally Mr. X as a regular production diet.

Prompt/**User Entry: Discussion:**

Select PRODUCTION FACILITY: M <RET>

User will see this prompt if there is more than one Production Facility. Enter ?? <RET> to get listing of facilities, then select facility.

Effective Date/Time: **T <RET>** (MAR 08, 2005)

Enter T, N, or a future date (cannot

be a day in the past).

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **132**

<RET>

Enter printer device OR press

<RET> and enter 132 as shown, so that printout will wrap on screen -- aligned.

This report prints one page for each service point and a consolidated census. The report displays production diets but does not include other gratuitous or paid meals. The modifications (previously known as minor modifications) are also shown.

#### DC Actual Diet Census

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | B217 | B228 | DR200 | T200 | Tray | Café | Total |
| REGULAR | 15 | 123 | 17 | 49 | 187 | 17 | 204 |
| HPHC |  | 4 |  | 5 | 9 |  | 9 |
| HIGH FIBER |  | 2 |  | 1 | 3 |  | 3 |
| MODERATE SODIUM (87 – 130) | 10 | 7 | 1 | 16 | 33 | 1 | 34 |
| CHOLESTEROL RESTRICTED |  | 6 | 1 | 2 | 8 | 1 | 9 |
| 87/CHOL | 1 | 8 | 2 | 17 | 26 | 2 | 28 |
| 87/CHOL/MECH |  |  |  | 1 | 1 |  | 1 |
| CARDIAC  (87NA,LOCHOL,HIFIBER) | 1 |  | 2 | 27 | 28 | 2 | 30 |
| DIABETIC/LO CAL | 16 | 14 | 1 | 23 | 53 | 1 | 54 |
| 87/DIAB | 9 | 2 | 2 | 13 | 24 | 2 | 26 |
| CHOL/DIAB | 2 | 1 |  |  | 3 |  | 3 |
| DIAB/MECH | 5 |  |  | 1 | 6 |  | 6 |
| 87/DIAB/MECH |  |  |  | 1 | 1 |  | 1 |
| 87/DIAB/HF | 1 |  |  |  | 1 |  | 1 |
| 87/CHOL/DIAB | 2 |  | 4 | 8 | 10 | 4 | 14 |
| DIAL/DIAB | 1 |  | 1 | 5 | 6 | 1 | 7 |
| LOW PROTEIN | 2 |  |  | 5 | 7 |  | 7 |
| DIALYSIS/LOW NA (43-22) | 2 | 1 | 1 | 6 | 9 | 1 | 10 |
| ASPIRATION RISK REDUCTION | 8 |  |  | 1 | 9 |  | 9 |
| GERIATRIC/ECC | 34 |  |  |  | 34 |  | 34 |
| MECHANICAL/DYSPHAGIA | 15 | 2 |  | 14 | 31 |  | 31 |
| 87/MECH-DYS | 1 | 1 |  | 5 | 7 |  | 7 |
| MODIFIED BLAND |  |  |  | 3 | 3 |  | 3 |
| 87/MOD BLAND |  | 1 |  |  | 1 |  | 1 |
| GROUND MODIFIED BLAND | 7 | 2 |  | 2 | 11 |  | 11 |
| PUREED | 22 |  |  | 14 | 36 |  | 36 |
| FULL LIQUID |  | 1 |  | 4 | 5 |  | 5 |
| CLEAR LIQUID | 1 |  |  | 5 | 6 |  | 6 |
| SELECT-REGULAR | 25 |  |  | 32 | 57 |  | 57 |
| SELECT-ECC | 38 |  |  |  | 38 |  | 38 |
| SELECT-DIABETIC | 16 |  |  | 2 | 18 |  | 18 |
| ECC-DIABETIC | 2 |  |  |  | 2 |  | 2 |
| N P O | 3 |  |  | 31 | 34 |  | 34 |
| P A S S |  |  |  |  |  |  | 0 |
| TF Only | 24 |  |  | 20 | 44 |  | 44 |
| No Order | 1 | 1 |  | 7 | 9 |  | 9 |
| TOTAL MEALS | 264 | 176 | 32 | 320 | 760 | 32 | 705 |

Effective Date/Time: T (MAR 08, 2005)

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-05 10:41am

A C T U A L D I E T C E N S U S

MAIN KITCHEN

Wednesday 8-Mar-05

P R O D U C T I O N D I E T S

#### DP Diet Census Percentage [FHORD15]

This option allows user to display the Actual Diet Census Percentage or the Forecasted or Actual Diet Census Percentage of meals.

Prompt/**User Entry: Discussion:**

Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): **Y <RET>**

Enter Yes or No.

Select PRODUCTION FACILITY: **TACO**

BELL <RET>

Enter ?? <RET> to see Production

Facilities, then select appropriate facility.

Select Date: **T+1 <RET>** (MAR 08, 2005)

Enter date (month, date) or as shown.

Select MEAL (B,N,E or ALL): **?? <RET>**

Select B for Breakfast, N for Noon, or E for Evening or ALL for all meals

Select MEAL (B,N,E or ALL): **B <RET>**

Use CENSUS or FORECAST? (C OR F): **F**

<RET>

Forecasting ...

Service Point: PARK BENCH Forecast Census: 0// **2 <RET>**

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer device OR press

<RET> as shown.

#### DP Diet Census Percentage – Census By Meal Example

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): Y  Select Date: T (MAR 08, 2005) Select MEAL (B,N,E or ALL): B  Use CENSUS or FORECAST? (C OR F): C  Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132 | | | | | | |
| 8-Mar-05 10:43am A C T U A L P E R C E N T A G E S | D I | E T | C E N S | U S | Page | 1 |
| MAIN KITCHEN |  |  |  |  |  |  |
| Wednesday 8-Mar-05 BREAKFAST |  |  |  |  |  |  |
| P R O D U C T I O N D I E T | S |  |  |  |  |  |
|  | B217 | B228 | DR200 | T200 |  |  |
| REGULAR | 5.7 | 69.9 | 70.9 | 15.3 |  |  |
| HPHC | 0.0 | 2.3 | 0.0 | 1.6 |  |  |
| HIGH FIBER | 0.0 | 1.1 | 0.0 | 0.3 |  |  |
| MODERATE SODIUM (87 – 130) | 3.8 | 4.0 | 1.2 | 5.5 |  |  |
| CHOLESTEROL RESTRICTED | 0.0 | 3.4 | 1.2 | 0.6 |  |  |
| 87/CHOL | 0.4 | 4.5 | 2.3 | 5.3 |  |  |
| 87/CHOL/MECH | 0.0 | 0.0 | 0.0 | 0.3 |  |  |
| CARDIAC (87NA,LOCHOL,HIFIBER) DIABETIC/LO CAL | 0.4  6.1 | 0.0  8.0 | 203  12.8 | 8.4  7.2 |  |  |
| 87/DIAB | 3.4 | 1.1 | 2.3 | 4.1 |  |  |
| CHOL/DIAB | 0.8 | 0.6 | 0.0 | 0.0 |  |  |
| DIAB/MECH | 1.9 | 0.0 | 0.0 | 0.3 |  |  |
| 87/DIAB/MECH | 0.0 | 0.0 | 0.0 | 0.3 |  |  |
| 87/DIAB/HF | 0.4 | 0.0 | 0.0 | 0.0 |  |  |
| 87/CHOL/DIAB | 0.8 | 0.0 | 4.7 | 2.5 |  |  |
| DIAL/DIAB | 0.0 | 0.0 | 1.2 | 1.6 |  |  |
| LOW PROTEIN | 0.8 | 0.0 | 0.0 | 1.6 |  |  |
| DIALYSIS/LOW NA (43-22) | 0.8 | 0.6 | 1.2 | 1.9 |  |  |
| ASPIRATION RISK REDUCTION | 3.0 | 0.0 | 0.0 | 0.3 |  |  |
| GERIATRIC/ECC | 12.9 | 0.0 | 0.0 | 0.0 |  |  |
| MECHANICAL/DYSPHAGIA | 5.7 | 1.1 | 0.0 | 4.4 |  |  |
| 87/MECH-DYS | 0.4 | 0.6 | 0.0 | 1.6 |  |  |
| MODIFIED BLAND | 0.0 | 0.0 | 0.0 | 0.9 |  |  |
| 87/MOD BLAND | 0.0 | 0.6 | 0.0 | 0.0 |  |  |
| GROUND MODIFIED BLAND | 2.7 | 1.1 | 0.0 | 0.6 |  |  |
| PUREED | 8.3 | 0.0 | 0.0 | 4.4 |  |  |
| FULL LIQUID | 0.0 | 0.6 | 0.0 | 1.3 |  |  |
| CLEAR LIQUID | 0.4 | 0.0 | 0.0 | 1.6 |  |  |
| SELECT-REGULAR | 9.5 | 0.0 | 0.0 | 10.0 |  |  |
| SELECT-ECC | 14.4 | 0.0 | 0.0 | 0.0 |  |  |
| SELECT-DIABETIC | 6.1 | 0.0 | 0.0 | 0.6 |  |  |
| ECC-DIABETIC | 0.8 | 0.0 | 0.0 | 0.0 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N P O | 1.1 | 0.0 | 0.0 | 9.7 |
| P A S S | 0.0 | 0.0 | 0.0 | 0.0 |
| TF Only | 9.1 | 0.0 | 0.0 | 6.3 |
| No Order | 0.4 | 0.6 | 0.0 | 2.2 |

**DP Diet Census Percentage – Census Example**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): N Select PRODUCTION FACILITY: ??  Choose from: MAIN KITCHEN REMOTE  Select PRODUCTION FACILITY: MAIN KITCHEN  Select Date: T (MAR 08, 2005)  Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132 | | | | | | | |
| 8-Mar-05 10:45am A C T U A P E R C E N T A G E S | L | D I | E T | C E N S | U S | Page | 1 |
| MAIN KITCHEN |  |  |  |  |  |  |  |
| Wednesday 8-Mar-05 |  |  |  |  |  |  |  |
| P R O D U C T I O N D I E T | S |  |  |  |  |  |  |
|  |  | B217 | B228 | DR200 | T200 |  |  |
| REGULAR |  | 5.7 | 69.9 | 70.9 | 15.3 |  |  |
| HPHC |  | 0.0 | 2.3 | 0.0 | 1.6 |  |  |
| HIGH FIBER |  | 0.0 | 1.1 | 0.0 | 0.3 |  |  |
| MODERATE SODIUM (87 – 130) |  | 3.8 | 4.0 | 1.2 | 5.5 |  |  |
| CHOLESTEROL RESTRICTED |  | 0.0 | 3.4 | 1.2 | 0.6 |  |  |
| 87/CHOL |  | 0.4 | 4.5 | 2.3 | 5.3 |  |  |
| 87/CHOL/MECH |  | 0.0 | 0.0 | 0.0 | 0.3 |  |  |
| CARDIAC (87NA,LOCHOL,HIFIBER)  DIABETIC/LO CAL |  | 0.4  6.1 | 0.0  8.0 | 203  12.8 | 8.4  7.2 |  |  |
| 87/DIAB |  | 3.4 | 1.1 | 2.3 | 4.1 |  |  |
| CHOL/DIAB |  | 0.8 | 0.6 | 0.0 | 0.0 |  |  |
| DIAB/MECH |  | 1.9 | 0.0 | 0.0 | 0.3 |  |  |
| 87/DIAB/MECH |  | 0.0 | 0.0 | 0.0 | 0.3 |  |  |
| 87/DIAB/HF |  | 0.4 | 0.0 | 0.0 | 0.0 |  |  |
| 87/CHOL/DIAB |  | 0.8 | 0.0 | 4.7 | 2.5 |  |  |
| DIAL/DIAB |  | 0.0 | 0.0 | 1.2 | 1.6 |  |  |
| LOW PROTEIN |  | 0.8 | 0.0 | 0.0 | 1.6 |  |  |
| DIALYSIS/LOW NA (43-22) |  | 0.8 | 0.6 | 1.2 | 1.9 |  |  |
| ASPIRATION RISK REDUCTION |  | 3.0 | 0.0 | 0.0 | 0.3 |  |  |
| GERIATRIC/ECC |  | 12.9 | 0.0 | 0.0 | 0.0 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MECHANICAL/DYSPHAGIA | 5.7 | 1.1 | 0.0 | 4.4 |
| 87/MECH-DYS | 0.4 | 0.6 | 0.0 | 1.6 |
| MODIFIED BLAND | 0.0 | 0.0 | 0.0 | 0.9 |
| 87/MOD BLAND | 0.0 | 0.6 | 0.0 | 0.0 |
| GROUND MODIFIED BLAND | 2.7 | 1.1 | 0.0 | 0.6 |
| PUREED | 8.3 | 0.0 | 0.0 | 4.4 |
| FULL LIQUID | 0.0 | 0.6 | 0.0 | 1.3 |
| CLEAR LIQUID | 0.4 | 0.0 | 0.0 | 1.6 |
| SELECT-REGULAR | 9.5 | 0.0 | 0.0 | 10.0 |
| SELECT-ECC | 14.4 | 0.0 | 0.0 | 0.0 |
| SELECT-DIABETIC | 6.1 | 0.0 | 0.0 | 0.6 |
| ECC-DIABETIC | 0.8 | 0.0 | 0.0 | 0.0 |
| N P O | 1.1 | 0.0 | 0.0 | 9.7 |
| P A S S | 0.0 | 0.0 | 0.0 | 0.0 |
| TF Only | 9.1 | 0.0 | 0.0 | 6.3 |
| No Order | 0.4 | 0.6 | 0.0 | 2.2 |

#### DP Diet Census Percentage – Forecasted Example

Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): Y Select PRODUCTION FACILITY: ??

Choose from: MAIN KITCHEN REMOTE

Select PRODUCTION FACILITY: MAIN KITCHEN

Select Date: T (MAR 08, 2005) Select MEAL (B,N,E or ALL): B

Use CENSUS or FORECAST? (C OR F): F

Forecasting ...

Service Point: B217 TL Forecast Census: 263 // Service Point: B228 TL Forecast Census: 167 // Service Point: T200 Forecast Census: 205 // Service Point: DR200 Forecast Census: 34 //

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-05 10:46am F O R E C A S T E D D I E T C E N S U S Page 1 P E R C E N T A G E S

MAIN KITCHEN

Wednesday 8-Mar-05 BREAKFAST P R O D U C T I O N D I E T S

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | B217 | B228 | DR200 | T200 |
| REGULAR | 5.7 | 69.9 | 70.9 | 15.3 |
| HPHC | 0.0 | 2.3 | 0.0 | 1.6 |
| HIGH FIBER | 0.0 | 1.1 | 0.0 | 0.3 |
| MODERATE SODIUM (87 – 130) | 3.8 | 4.0 | 1.2 | 5.5 |
| CHOLESTEROL RESTRICTED | 0.0 | 3.4 | 1.2 | 0.6 |
| 87/CHOL | 0.4 | 4.5 | 2.3 | 5.3 |
| 87/CHOL/MECH | 0.0 | 0.0 | 0.0 | 0.3 |
| CARDIAC  (87NA,LOCHOL,HIFIBER) | 0.4 | 0.0 | 203 | 8.4 |
| DIABETIC/LO CAL | 6.1 | 8.0 | 12.8 | 7.2 |
| 87/DIAB | 3.4 | 1.1 | 2.3 | 4.1 |
| CHOL/DIAB | 0.8 | 0.6 | 0.0 | 0.0 |
| DIAB/MECH | 1.9 | 0.0 | 0.0 | 0.3 |
| 87/DIAB/MECH | 0.0 | 0.0 | 0.0 | 0.3 |
| 87/DIAB/HF | 0.4 | 0.0 | 0.0 | 0.0 |
| 87/CHOL/DIAB | 0.8 | 0.0 | 4.7 | 2.5 |
| DIAL/DIAB | 0.0 | 0.0 | 1.2 | 1.6 |
| LOW PROTEIN | 0.8 | 0.0 | 0.0 | 1.6 |
| DIALYSIS/LOW NA (43-22) | 0.8 | 0.6 | 1.2 | 1.9 |
| ASPIRATION RISK REDUCTION | 3.0 | 0.0 | 0.0 | 0.3 |
| GERIATRIC/ECC | 12.9 | 0.0 | 0.0 | 0.0 |
| MECHANICAL/DYSPHAGIA | 5.7 | 1.1 | 0.0 | 4.4 |
| 87/MECH-DYS | 0.4 | 0.6 | 0.0 | 1.6 |
| MODIFIED BLAND | 0.0 | 0.0 | 0.0 | 0.9 |
| 87/MOD BLAND | 0.0 | 0.6 | 0.0 | 0.0 |
| GROUND MODIFIED BLAND | 2.7 | 1.1 | 0.0 | 0.6 |
| PUREED | 8.3 | 0.0 | 0.0 | 4.4 |
| FULL LIQUID | 0.0 | 0.6 | 0.0 | 1.3 |
| CLEAR LIQUID | 0.4 | 0.0 | 0.0 | 1.6 |

#### FC Forecasted Diet Census (132-column) [FHPRF2]

This option generates a forecasted census for each production diet for any specified date and service point. This routine interfaces with the MAS census and the Production Diet Percentage Table (PP).

The Forecasted Diet Census report will list:

1. Production diets sorted by production diet print order.
2. Production Diet Census for each service point and type of service.
3. Consolidated total census for each production diet and service point.

Prompt/**User Entry: Discussion:**

Forecast Date: **3/8 <RET>** (MAR 08, 2005)

Enter date.

Select PRODUCTION FACILITY: **TRAY**

LINE <RET>

User will see this prompt only if

there is more than one Production Facility.

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer device OR press

<RET> as shown.

Once the forecast date and service point have been selected, the following process takes place:

1. Determining projected census:
   * MAS census values for each Nutrition Location assigned to a service point are added up for the selected date; i.e., Sunday, Monday, etc. Values are determined for this day of the week for each of the past nine weeks.
   * This nine week data, with greater weight given to the most recent weeks, is used to determine a forecast census value for the selected date. The result is a number called the "uncorrected forecast".
   * The uncorrected forecast census value is compared to the actual census figures for the last three days. A greater weighted value is given to the most recent days census and a "corrected forecast" figure is determined if needed.
2. Determining projected production diet quantities.
   * The Production Diet Percentages (PP) are then applied to this corrected forecast and specific figures for each production diet are calculated.
   * If Tray is the only designated meal service type, the forecasted numbers will appear in that column according to production diet on the Forecast Diet Census.
3. Other Adjustments
   * If Cafeteria service is also available and a "% Cafeteria" has been entered in the Production Diet File, this Cafeteria percentage will be applied to the calculated production diet forecast. The Tray (T) and Cafeteria (C) values will be listed accordingly on the Forecasted Diet Census.
   * For accuracy Forecasted Diet Census should be compared to the Actual Diet Census on or near the day of production. Adjustments should be made in Production Diet Percentages on a periodic basis or whenever an appreciable fluctuation in patient census or diet type is known.

#### Helpful Hints

1. After completing the Production Diets File, Actual Diet Census (DC) can be used immediately. The percentages appearing on this report can be useful in building the Production Diet Percentage Table (PP).
2. After completing the Production Diets Percentage Table, Forecasted Diet Census (FC) should be run consistently. Initial forecasts will not be very accurate because of insufficient historical data. After two or three months, the forecast should be quite accurate. If the relative mix of production diets seems to be off, the production diet percentages can need to be adjusted.
3. If actual census is the only figure appearing on Forecast History, it is because option FC has not been used.

FC Forecasted Diet Census Forecast Date: T (MAR 08, 2005)

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-05 10:49am

F O R E C A S T E D D I E T C E N S U S

MAIN KITCHEN WEDNESDAY 8-Mar-05

P R O D U C T I O N D I E T S

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | B217 | B228 | DR200 | T200 | Tray | Café | Total |
| REGULAR | 15 | 123 | 17 | 49 | 187 | 17 | 204 |
| HPHC |  | 4 |  | 5 | 9 |  | 9 |
| HIGH FIBER |  | 2 |  | 1 | 3 |  | 3 |
| MODERATE SODIUM (87 – 130) | 10 | 7 | 1 | 16 | 33 | 1 | 34 |
| CHOLESTEROL RESTRICTED |  | 6 | 1 | 2 | 8 | 1 | 9 |
| 87/CHOL | 1 | 8 | 2 | 17 | 26 | 2 | 28 |
| 87/CHOL/MECH |  |  |  | 1 | 1 |  | 1 |
| CARDIAC (87NA,LOCHOL,HIFIBER) | 1 |  | 2 | 27 | 28 | 2 | 30 |
| DIABETIC/LO CAL | 16 | 14 | 1 | 23 | 53 | 1 | 54 |
| 87/DIAB | 9 | 2 | 2 | 13 | 24 | 2 | 26 |
| CHOL/DIAB | 2 | 1 |  |  | 3 |  | 3 |
| DIAB/MECH | 5 |  |  | 1 | 6 |  | 6 |
| 87/DIAB/MECH |  |  |  | 1 | 1 |  | 1 |
| 87/DIAB/HF | 1 |  |  |  | 1 |  | 1 |
| 87/CHOL/DIAB | 2 |  | 4 | 8 | 10 | 4 | 14 |
| DIAL/DIAB | 1 |  | 1 | 5 | 6 | 1 | 7 |
| LOW PROTEIN | 2 |  |  | 5 | 7 |  | 7 |
| DIALYSIS/LOW NA (43-22) | 2 | 1 | 1 | 6 | 9 | 1 | 10 |
| ASPIRATION RISK REDUCTION | 8 |  |  | 1 | 9 |  | 9 |
| GERIATRIC/ECC | 34 |  |  |  | 34 |  | 34 |
| MECHANICAL/DYSPHAGIA | 15 | 2 |  | 14 | 31 |  | 31 |
| 87/MECH-DYS | 1 | 1 |  | 5 | 7 |  | 7 |
| MODIFIED BLAND |  |  |  | 3 | 3 |  | 3 |
| 87/MOD BLAND |  | 1 |  |  | 1 |  | 1 |
| GROUND MODIFIED BLAND | 7 | 2 |  | 2 | 11 |  | 11 |
| PUREED | 22 |  |  | 14 | 36 |  | 36 |
| FULL LIQUID |  | 1 |  | 4 | 5 |  | 5 |
| CLEAR LIQUID | 1 |  |  | 5 | 6 |  | 6 |
| SELECT-REGULAR | 25 |  |  | 32 | 57 |  | 57 |
| SELECT-ECC | 38 |  |  |  | 38 |  | 38 |
| SELECT-DIABETIC | 16 |  |  | 2 | 18 |  | 18 |
| ECC-DIABETIC | 2 |  |  |  | 2 |  | 2 |
| TOTAL MEALS | 264 | 176 | 32 | 320 | 760 | 32 | 705 |

### LA Run SF Labels/Consolid Ingred List [FHNO2]

[6](#_bookmark34)The Run SF Labels/Consolid Ingred List option and report for inpatients have been modified to include outpatient data. [7](#_bookmark35) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Labels can be printed with an ingredient list, or an ingredient list alone can be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gummed labels produced are placed on bags, sandwiches and other items to identify the patient and food items. Labels provide patient name, location, items, quantity to be delivered and time period. No labels will be printed for an NPO patient if this version is running and the Site Parameter (SP) response to suspension of nourishments is "Yes".

Three time periods are available to run labels (i.e., 10:00 a.m., 2:00 p.m. and 8:00 p.m.). A facility can choose one time period or all time periods. Periods chosen to run labels can be divided into multiple service points (there must be at least one service point). A service point is an intermediate distribution point between the production area and the patient.

Labels can be aligned in the dot-matrix printer before initiating the program or at the moment designated by the program. It is helpful to mark the printer housing with some type of alignment markings. Several label runs can be required to establish the correct location for these marks.

If the patient is on an isolation procedure that Nursing delivers, "NURSE" will be printed on the label.

Prompt/**User Entry: Discussion:**

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **W**

Enter S or W as shown.

Select WARD:**T 6K**

Select a Supplemental Feeding Site. Enter ?? <RET> to get a listing of feeding sites or to get help at any of the prompts.

Searching for a HOSPITAL LOCATION, (pointed-to by OUTPATIENT LOCATION)

Searching for a WARD LOCATION, (pointed-to by OUTPATIENT LOCATION)

6 Patch FH\*5.5\*5 - May 2007 - The Run SF Labels/Consolid Ingred List option and report for inpatients have been modified to include outpatient data.

7 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

Select Supplemental Feeding Time (10,2,8, ALL): **ALL**

If using laser label sheets, what row do you want to begin printing at? 1//

**<RET>**

Do you want Ingredient list only? N// <RET>

No will print labels with ingredient

list at the end.

Place Labels in Printer

Labels can be printed on paper, instead of labels.

Select LABEL Printer: HOME// VIRTUAL TERMINAL

NFSpatient,Fifty T 6K/6K29-1T 1709 27-Jun-07 8PM

1 FRUIT,APLESCE/SP,4OZ

1 CHEESE,COTT/SP,4 OZ

1 ENSURE PLUS

NFSpatient,Fiftyone T 6K/6K31-1T 1031 27-Jun-07 8PM

1 NUTREN RENAL

NFSpatient,Fiftytwo T 6K/6K33-1T 1477 \*ALG 27-Jun-07 8PM

1 CEREAL,NO WW FLAKES

1 JUICE,APPLE

**LA Run SF Labels/Consolid Ingred List**

Select by S=SUPPLEMENTAL FEEDING SITE or W=NUTRITION LOCATION: S Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL Do you want Ingredient list only? N// Y Consolidated List only? Y// **<RET>**

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

\*\*\*\* CONSOLIDATED \*\*\*\*

\*\*\*\* INGREDIENTS LIST \*\*\*\* SUPPLEMENTAL FEEDINGS

15-Mar-05 ALL

APPLESAUCE/SPOON 3

BANANA 1

CEREAL I/BOWL/SPOON 6 CRAX, GRAHAM, PKG 2 CUSTARD/SPOON 1 DESSERT OF THE DAY 10 FRUIT,FRESH 2

ICE CREAM/SPOON 2

MILK, SKIM 5

MILK,2% 5 SANDWICH DB HALF 1 SANDWICH DB II 1

\*\*\*\* PATIENTS = 11 \*\*\*\*

### MR Meal Production Reports (132-column) [FHPRO5)]

This section discusses how the Food Management files are used to generate the on-demand output for the operation of the program. All reports are generated under option MR Meal Production Reports. Production reports have been designed to meet the needs of various food production practices.

The Meal Production Reports (MR) option will generate [8](#_bookmark37)nine reports separately or in combination. One prompt sequence gives the user the opportunity to select which reports to print. Each of the reports will be described in this section:

* Production Summary
* Meal Distribution Report
* Meal Service Summary
* Recipe Preparation
* Storeroom Requisition
* Printed Recipes
* [9](#_bookmark38)Advanced Food Prep (Grand Total)
* AFP Storeroom Requisition
* AFP Printed Recipes

A census cover page is always printed before each production report. It will identify whether the report was generated from a forecasted census or from an actual census. Both reports include:

1. Production diets sorted by production diet print order.
2. Service point census for each production diet.
3. A consolidated census for each production diet.
4. A label in the upper right corner showing census or forecast.

If the Production Report is based on forecast, Communication Office is not available for selection, and production quantities are predicted from the parameter sets in Production Diet Percentages field from Service Point file multiply by the forecasted census entered during the option for each service point divided by 100 and plus all the additional meals from the parameter sets in Service Point file. If the report is based on actual census, production quantities are based on an actual tally of diet orders with gratuitous, paid and other meals added in. Production Reports do not include special menu items or add-ons. Adjustments for these must be made manually. The day and date of printing is displayed at the top as well as the meal and "actual" or "forecast" census. To initiate any one of the nine (9) reports, the user must specify the date requested, service point, meal, and whether to base the report on a forecasted or actual census.

8 Patch FH\*5.5\*3 - January 2006 - Three new reports added to the Production Reports menu.

9 Patch FH\*5.5\*3 - January 2006 - New reports Advanced Food Prep (Grand Total), AFP Store Room Requisitions, and AFP Printed Recipes.

It is intended that Meal Production Reports be run using forecast census to anticipate storeroom pull and recipe preparation requirements. Closer to actual production time, these reports should be run based on actual census to determine actual production needs and identify any significant variances.

If Forecast Census is selected under Meal Production Reports (MR) the user has the ability to override the predicted census for each service point. The program will use the "override" census value to calculate production needs for the selected service point according to its production diet percentages. Since the forecasting process is not accurate for holidays, this override function is useful for adjusting census to a more reasonable number. It is also useful when you are aware of large census variations for any given meal.

#### Example

Many patients (75) from a service point will be going out on a picnic. You do not want to prepare the usual amount of food because you know the patients will be gone. You can override the forecasted census (200) and enter a lower census value (125). The production servings will be planned for the lower census value (125).

This override can also be used if you anticipated a larger than normal census; i.e., extra patients are coming in for a special test. The forecasted census for the needed service point can be overridden and a larger census figure used to plan production needs.

The following prompt sequence is used to generate the production report(s) either based on a "forecasted" census or "actual" census. Production Report printouts will be preceded by the census for the meal specified - either actual or forecasted.

#### Example: Actual Census

Prompt/**User Entry: Discussion:**

If there is more than one production facility, user will see:

Select PRODUCTION FACILITY: **MAIN**

KITCHEN <RET>

Enter ?? <RET> to get a listing of

Production Facilities or at any other prompt to get help.

[10](#_bookmark39)Use CENSUS or FORECAST? (C OR F): **C**

Any of the reports can be based on actual

census or forecasted census.

If forecast is selected, the prompt will be displayed as automatically forecasting the census for each service point and the “Select COMMUNICATION OFFICE (or ALL):

ALL//” prompt is not selectable.

10 Patch FH\*5.5\*3 - January 2006 -Use CENSUS or FORECAST? (C or F) : prompt moved to new location.

[11](#_bookmark40)Select COMMUNICATION OFFICE

(or ALL): ALL// HINES COMM OFFICE

The user can only select Communication

Offices with a link to a Production Facility for the [12](#_bookmark41)Actual Census.

Select Start Date: **8/31** (AUG 1, 2005)

Enter start date for the report. All reports

under Meal Production Reports have been modified to include all the data depending on the number of days selected.

[13](#_bookmark42)Select End Date: **8/31**

(AUG 1, 2005)

Enter end date of report requested. New

prompt.

[14](#_bookmark43)Select Starting and Ending MEAL (B, N, E, B-B, B-N, B-E, N-B, N-N,

N-E, E-B, E-N, E-E, or ALL): ALL//**<RET>**

The user can select B for Breakfast, N for Noon, E for Evening, B-N for Breakfast to Noon, N-E for Noon to Evening, or any combination separated by a hyphen, or ALL for all meals. If ALL is selected, a census cover page will print before each meal.

Do you want PRODUCTION Summary? (Y/N): **N// Y**

Y for yes; N for no.

Do you want MEAL SERVICE Summary (Y/N): N// **<RET>**

Do you want RECIPE PREPARATION Sheet?(Y/N): N// <RET>

Do you want STOREROOM REQUISITION

Sheet? (Y/N): N// **<RET>**

Do you want PRINTED RECIPES? (Y/N) N// **<RET>**

If yes is selected, then all recipes that have a

yes in the Print Recipe field under Enter/Edit Recipe (RE) will be adjusted and

11 Patch FH\*5.5\*3 - January 2006 -The Select COMMUNICATION OFFICE (or ALL): ALL// prompt, the user can only select Communication Offices with a link to a Production Facility.

12 Patch FH\*5.5\*3 - January 2006 -. Moved the “Use CENSUS or FORECAST? (C OR F): **C”** prompt to new location.

13 Patch FH\*5.5\*3 - January 2006 -.Added “Select End Date: **8/31** (AUG 1, 2005)” prompt with ability to enter a date range.

14 Patch FH\*5.5\*3 - January 2006 -Added ability to enter a combination of meals.

printed along with report. If no is selected, no recipes will print.

[15](#_bookmark44)Do you want Advance Food Prep? (Y/N) N// <RET>

All AFP reports include all meals within the

dates requested.

[16](#_bookmark45)Do you want Storeroom Requisition for AFP? (Y/N) N// <RET>

[17](#_bookmark46)Do you want Printed Recipes for AFP? (Y/N) N// <RET>

The report requires a 132-column printer.

Select LIST Printer: HOME// **<RET>** TELNET Right Margin: 80// **132**

Enter printer device OR press <RET> as

shown for report to only show on screen.

15 Patch FH\*5.5\*3 - January 2006 -New report Advance Food Prep (AFP) (Grand Total) prompt.

16 Patch FH\*5.5\*3 - January 2006 -New report AFP Storeroom Requisition prompt.

17 Patch FH\*5.5\*3 - January 2006 -New report AFP Adjusted Recipes prompt.

#### Example: Actual Census and New Meal Production Report

|  |  |
| --- | --- |
| Select LIST Printer: HOME// **PC** TELNET Right Margin: 80// **132**  20-Oct-05 9:18am A C T U A L D I E T C E N S U S Page 1  Comm Office: HINES COMM OFFICE  MAIN KITCHEN WEDNESDAY 31-Aug-05 BREAKFAST  P R O D U C T I O N D I E T S  DRIVE RECAFE Total | |
| REGULAR 1 2 3 |  |
| N P O |  |
| P A S S |  |
| TF Only 1 1 |  |
| No Order 0 2 2 |  |
| TOTAL MEALS 1 5 6 |  |
| 20-Oct-05 9:18am P R O D U C T I O N S U M M A R Y | Page 1 |
| Comm Office: HINES COMM OFFICE |  |
| Census |  |
| WEDNESDAY 31-Aug-05 BREAKFAST |  |
| Recipe Portion Utensil DRIVE | RECAFE TOTAL |
| CHICKEN NOODLE SOUP 6-FLOZ 6-OZ LADLE 1 2 3 | |
| \*\*\* Note: Does NOT include add-ons and specials! | |
| 20-Oct-05 9:18am M E A L D I S T R I B U T I O N R E P O R T Page 1 | |
| Comm Office: HINES COMM OFFICE | |
| Census | |
| WEDNESDAY 31-Aug-05 BREAKFAST | |
| Recipe Portion DRIVE RECAFE TOTAL | |
| CHICKEN NOODLE SOUP 6-FLOZ 1 por 2 por | 3 por |
| 6 OZ | 1-1/2 CP 1 |
| PT |  |
| \*\*\* Note: Does NOT include add-ons and specials! |  |

**Production Summary**

This report can be printed on a single page or on separate pages for distribution to the various preparation areas by answering "YES" to Separate Pages under Modify Site Parameters (SP). If the report is printed on one page, the recipe name will be followed by the preparation area in parentheses. If the report is printed on separate pages, the preparation area will be printed in the header.

The report is designed as follows:

Content Title of Report: Production Summary Date Printed (upper left)

Day, Date and Meal Requested (center) Preparation Area

Printed from Forecast or Census (Actual) (upper right)

Recipes for the Meal Selected Portion Size

Utensil

Production Amounts for both Tray and Cafeteria by Service Point

Total Production Amount for each recipe

Sorted By Preparation Area

Alphabetically Within Each Preparation Area

Possible Uses 1. Provides a listing of all menu items and the portions required for each service point. Can be used by preparation area personnel. Bulk quantities can be portioned and sent to the appropriate service point(s).

* 1. If a preparation area entitled "trayline" is established, traylines can be stocked with all necessary items prior to each meal.
  2. Consolidated menu item reference for management.

**Meal Distribution Report**

This report is optional. It is automatically printed after the Production Summary report if the answer is "YES" to the prompt Print Meal Distribution Report under Modify Site Parameters (SP). This report uses the Production Summary Site Parameter for separate pages. This report lists the quantities by weight or number for portions for all recipe items to be sent to each service point. The report is designed as follows:

Content Title of Report: Meal Distribution Report Date Printed (upper left)

Day, Date, and Meal Requested (center) Service Point

Printed from Forecast or Census (Actual) (upper right)

Recipes for the Meal Selected Preparation Area

Portion Size

Weight or Number of Portions

Consolidated Portions, Weights, and Volume

Sorted By Preparation Area

Alphabetically Within Each Preparation Area

Possible Uses 1. Provides a listing of all menu items and the quantities required for each service point. Can be used by preparation area personnel. Bulk quantities can be weighed, measured, or portioned and sent to the appropriate service point(s).

1. If food has traditionally been tallied or amounts for preparation have been based on weight or volume rather than by portions, this report can replace that manual function.
2. If a preparation area entitled "trayline" is established, traylines can be stocked with all

necessary items prior to each meal.

1. Consolidated menu item reference for management.

**Meal Service Summary**

This report will be printed on separate pages for each service point. If more than eighteen (18) production diet codes exist, a second page will print. The report is designed as follows:

Content Title of Report: Meal Service Summary Date Printed (upper right)

Day, Date, and Meal Requested (Center) Service Point (upper left)

Printed from Forecast or Census (Actual) (upper right)

Recipes for the Meal Selected Portion Size

Utensil

Production Diet Codes for Each Recipe (according to production diet print order)

Portion Amounts by Type of Meal Service (Cafeteria, Tray)

Consolidated Portion Amounts by Service Point

Sorted By Service Point, Preparation Area Within Each Preparation Area

Possible Uses 1. Can be used to verify accuracy

of menu items based upon production diet codes.

2. Can be used as a trayline guide for serving modified diets.

**Recipe Preparation**

This report can be produced on a single page or separate pages for distribution to the various preparation areas if the user answers "YES" to the prompt for Separate Pages under Modify Site Parameters (SP). If the report is printed on separate pages, the preparation area will appear in the header; otherwise it will appear in parentheses after each food item. The report is designed as follows:

Content Title of Report: Recipe Preparation Date Printed (upper left)

Day, Date, and Meal Requested (center) Preparation Area

Printed from Forecast or Census (Actual) (upper right)

Recipes for the Meal Selected Number of Portions

Ingredients Contained in Each Recipe

Ingredient Quantities in the recipe unit. See Enter/Edit Ingredients (IE).

Storeroom Amount which is the issue unit. See Enter/Edit Ingredients (IE).

Sorted By Preparation Area

Alphabetically Within Each Preparation Area

Possible Uses 1. Can be used by ingredient control personnel to group ingredients together for each recipe.

2. Experienced cooks can find this useful for basic recipes or recipes used on a daily basis (i.e., breakfast items), eliminating the need to print all recipes, particularly in facilities that use convenience food items.

\*Storeroom quantities that are less than 5% of the issue unit will appear as a zero.

**Storeroom Requisition**

This report lists each required ingredient for the meal selected and the recipes containing that ingredient. It can be produced as a single page or as separate pages sorted by storeroom by answering "YES" to Separate Pages under Modify Site Parameters (SP). If the report is printed on separate pages, the Storeroom location will appear in the header; otherwise it will appear in parentheses after each food item. The report is designed as follows:

Content Title of Report: Storeroom Requisition Date Printed (upper left)

Day, Date, and Meal Requested (center) Storeroom Location

Printed from Forecast or Census (Actual) (Upper right)

Ingredients for the Meal Selected Storeroom Amount in the Issue Unit

Recipes Associated with a Particular Ingredient

Quantity in the Recipe Unit

Sorted By Storeroom Location

Alphabetically Within Each Storeroom Location

Possible Uses 1. Can be used by Nutrition warehouseman to pull ingredients from storeroom.

1. If the 'Recipe Preparation' option is not selected, the ingredient control personnel Feb use the storeroom requisition to group ingredients for each recipe.
2. Can be used to update a perpetual inventory.
3. Can be used to pull frozen foods by running several days in advance.

\*Specifying storeroom locations is recommended to facilitate the pulling of ingredients. Any items which do not have a storeroom specified will print on a separate page at the end of this report.

#### Helpful Hints

1. Quantity is presented in the Recipe Unit. Fractions are automatically converted to the next smaller unit. This is done so that quantities do not appear in decimal form, e.g. 14.48 LB.
2. Storeroom Amount is rounded to the nearest whole Issue Unit.

**Print Recipes**

Adjusted recipes will print out on separate pages, if the user answered "YES" to the prompt for printing recipes in Enter/Edit Recipes (RE). Recipes are automatically adjusted according to the census, but not for standing orders or food preferences. To adjust these, it will be necessary to reprint the recipe using Print Adjusted Recipe (RP) option for a new quantity. If a recipe appears more than once in a meal, the quantities will be combined.

If a separate census is desired to accompany recipes, answer "NO" to all prompts under Meal Production Reports (MR) except for the prompt 'Print Recipes'. Recipes for all three meals can be printed at the same time and a census will precede each meal.

The report is designed as follows:

Content Title of Report: Adjusted Recipe Date Printed (upper right)

Required from Forecasted or Actual Census

Portion Size/Number of Portions Preparation Time

Equipment Serving Utensil Category

Ingredients and Amounts Required from Forecasted or Actual Census

Directions for Preparation

Sorted By Recipe Preparation Area

Possible Uses 1. Adjusted recipes provide an accurate reference for the food production staff in the preparation of menu items.

2. Hard copies of recipes are generated according to the forecasted or actual census for a particular meal or day and can be discarded after the meal.

#### Helpful Hints

1. The samples show one method of handling diet recipes. The use of embedded recipes can eliminate much data entry.
2. Rounding occurs at the smallest unit.
3. Since recipes automatically printed with meal production reports are not automatically adjusted to include standing orders and food preferences, the usefulness of this auto-print function should be evaluated. It will be simpler to print the recipes once for the correct quantity using option Print Adjusted Recipe (RP).

#### Advanced Food Prep (Grand Total)

[18](#_bookmark54)The Advance Food Prep (Grand Total) report, like the Recipe Preparation report, is based on recipes, and sorting is based on the Preparation Area and Recipe Category. Data in this report comes from the grand total of all information from the starting date to the ending date and all the meals within the date range.

#### Example: Advanced Food Prep

|  |  |  |  |
| --- | --- | --- | --- |
| 20-Oct-05 9:18am Advance Food Prep (Grand Total) Page 1  Comm Office: HINES COMM OFFICE Census  MISCELLANEOUS WEDNESDAY 31-Aug-05 ( BREAKFAST only )  Recipe Portion Ingredient Quantity Storeroom Amount Total | | | |
| CHICKEN NOODLE SOUP | 6-FLOZ | CARROTS, FRESH, DICED | 3 TSP |
| 0 LB 3 |  |  |  |
|  |  | CELERY, CHOPPED FRESH | 3 TSP |
| 0 LB |  |  |  |
|  |  | NOODLES, EGG TYPE | 1 TBSP, 1/4 TSP |
| 0 1# PG |  |  |  |
|  |  | ONIONS, DEHYD, CHOPPED | 1 TSP |
| 0 40-OZ PG |  |  |  |
|  |  | SALT | 1 TSP |
| 0 5# BG |  |  |  |
|  |  | SOUP & GRAVY BASE, CHICKEN | 1 TBSP, 1/2 TSP |
| 0 1# CO |  |  |  |
|  |  | WATER, TAP | 1 PTS, 3 FLOZ |
| .2 GL BT |  |  |  |

18 Patch FH\*5.5\*3 - January 2006 -New report Advance Food Prep (AFP) (Grand Total).

**AFP Storeroom Requisition**

[19](#_bookmark56)The AFP Storeroom Requisition report, like the Storeroom Requisition report, is based on ingredients, and sorting is on the Storage Location and Recipe Category for all the meals within the date range.

#### Example: AFP Storage Requisition

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20-Oct-05 9:18am A F P S T O R E R O  Page 1  Comm Office: HINES COMM OFFICE Census  MISCELLANEOUS BREAKFAST only )  Ingredient Storeroom Amount Quantity | | | | O M R E Q U I S I T I  WEDNESDAY 31-Aug-05 (  Recipe | | | O | N |
| CARROTS, FRESH, DICED  3 TSP  CELERY, CHOPPED FRESH  3 TSP | 1  1 | LB LB |  | CHICKEN CHICKEN | NOODLE NOODLE | SOUP SOUP | | |
| NOODLES, EGG TYPE  1 TBSP, 1-1/4 TSP | 1 | 1# PG |  | CHICKEN | NOODLE | SOUP | | |
| ONIONS, DEHYD, CHOPPED  1 TSP | 1 | 40-OZ | PG | CHICKEN | NOODLE | SOUP | | |
| SALT  1 TSP | 1 | 5# BG |  | CHICKEN | NOODLE | SOUP | | |
| SOUP & GRAVY BASE, CHICKEN  1 TBSP, 1/2 TSP | 1 | 1# CO |  | CHICKEN | NOODLE | SOUP | | |

**AFP Adjusted Recipes**

[20](#_bookmark57)The AFP Adjusted Recipes report, like the Adjusted Recipes report, prints the total for all meals within the date range.

#### Example: AFP Adjusted Recipes

A F P A D J U S T E D

R E C I P E S

20-

Oct-05

CHICKEN NOODLE SOUP

Portion Size: 6-FLOZ

No. Portions: 3

1. Patch FH\*5.5\*3 - January 2006 -New report AFP Storeroom Requisition .
2. Patch FH\*5.5\*3 - January 2006 -New report AFP Adjusted Recipes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prep. Time: 75 MIN Srv. Utensil: 6-OZ LADLE Equipment: STEAM KETTLE, LARGE Category: SOUP  - - - - - - - - - - - - - - - - - - - - - - - - - -  -  SOUP AND GRAVY BASE, CHICKEN 1 TBSP, 1/2 TSP  WATER, TAP 1 PTS, 3 FLOZ  SALT 1/4 TSP  ONIONS, DEHYD, CHOPPED 1/4 TSP | | | | |
| CELERY, | CHOPPED FRESH |  | 3 | TSP |
| CARROTS, | FRESH, DICED |  | 3 | TSP |
| NOODLES, | EGG TYPE |  | 1 | TBSP, 1-1/4 TSP |
| - - - | - - - - - | - - | - - - - - - - - - - - | - - - - - |
| -   1. COMBINE BASE AND WATER. 2. ADD SALT AND VEGETABLES. SIMMER 20 MINUTES. STRAIN VEGETABLES FROM STOCK. 3. ADD NOODLES AND SIMMER 20-30 MINUTES OR UNTIL TENDER.   - - - - - - - - - - - - - - - - - - - - - - - | | | | |

### PU Projected Usage (132-column compressed) [FHPRR1]

This option displays the quantity of ingredients required for a specified time period based upon the recipes entered into Enter/Edit Meals (ME) and a census specified by the user. This report requires 132-column paper.

This report provides the user with quantity and cost data from the information entered into Enter/Edit Ingredients (IE) and from the information entered into Enter/Edit Meals (ME). The average census entered by the user is adjusted according to the production diet percentages to arrive at a quantity of ingredients required for the specified time period. This report is based upon ingredients in the menus; therefore, tube feedings, standing orders, bulk Nutrition Location feedings, and supplemental feedings must be manually accounted for when ordering or determining budget projections.

Content Title of Report: Production Requirements Date Printed (upper left)

Date of Timeframe Specified (center)

Average Total Census (upper left)

Ingredient

Purchase Quantity (total amount consumed in U/P for specified period)

Cost of Purchase Quantity Issue Quantity

(total amount as Ingredient Unit)

Recipe Quantity (total amount as Recipe Unit) Total Cost of Purchase Quantity

Sorted By Vendor

Alphabetically Within Each Vendor

Possible Uses 1. The ingredient usage data can be tracked for days, weeks, months, quarters, or annually to determine actual usage and to determine changes in usage patterns.

* 1. This report will enhance the accuracy of ordering procedures.
  2. If cost data has been entered into Enter/Edit Ingredients (IE), the report can be used as a budget projection tool.

Prompt/**User Entry: Discussion:**

Select PRODUCTION FACILITY: **MAIN**

KITCHEN <RET>

Enter ?? <RET> to get listing of

Production Facilities.

Starting Date: **1/1 <RET>** (JAN 01, 2005)

Ending Date: **1/31/05 <RET>** (JAN 31, 2005)

Enter beginning and ending dates of a

menu cycle or weekly menu.

Service Point: HOSPITAL TL Average Census: **220 <RET>**

Enter an estimated census number

that would ensure sufficient ordering projections, e.g., 220.

Service Point: HOSPITAL CL Average Census: **320 <RET>**

Enter an estimated census number

that would ensure sufficient ordering projections, e.g., 320. Continue entering census numbers until you reach Sort by Vendor prompt.

Sort by Vendor: Y// Y **<RET>**

Answer YES if vendors have been specified in Enter/Edit Ingredients

(IE). If a vendor has not been specified, the items will be listed at the top in alphabetical order.

Select LIST Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 132//

<RET>

#### Helpful Hint

Enter printer device OR press <RET>

as shown and enter 132 so that report will show on screen -- aligned.

If an entire cycle is selected, the amount of time required to generate the report is approximately one (1) hour.

**Printing Schedule**

A suggested report printing schedule has been included to assist the user in developing a meal production report schedule that meets the needs of each facility. The type of report, the printing times and dates, and the patient turnover rate will vary for each facility; therefore, this is a general guideline.

This schedule is based upon a facility that has a high patient turnover rate, an ingredient control unit that is staffed five days per week, with tray assembly beginning at 6:30 a.m. for the breakfast (B) meal, 11:30 a.m. for the noon (N) meal, and 4:30 p.m. for the evening (E) meal.

Run

STOREROOM REQUISITION (Forecast Census)

Run

Production Summary (Actual Census) Meal Service Summary (Actual Census) Recipe Preparation (Actual Census) Print Recipes (Actual Census)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| At 7:30 a.m. | At 7:30 a.m. | At 7:30 a.m. | At 7:30 a.m. | At 7:30 a.m. |
| On: Monday | Tuesday | Wednesday | Thursday | Friday |
| For: Tuesday | Wednesday | Thursday | Friday | Saturday,Sunday |
| All  Meals | All Meals | All Meals | All Meals | Monday |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On: Monday | Tuesday | Wednesday | Thursday | Friday |
| For: Monday | Tuesday | Wednesday | Thursday | Friday |
| N @ 8:00 a.m. | N @ 8:00 a.m. | N @ 8:00 a.m. | N @ 8:00 a.m. | N @ 8:00 a.m. |
| E @ 11:30 a.m | E @ 11:30 a.m | E @ 11:30 a.m | E @ 11:30 a.m | E @ 11:30 a.m |
| Tuesday | Wednesday | Thursday | Friday | Saturday B @ |
| B @ 11:30  a.m. | B @ 11:30 a.m. | B @ 11:30 a.m. | B @ 11:30 a.m. | B @ 11:30  a.m. |

|  |  |
| --- | --- |
| On: Sat | Sun |
| For:Sat | Sun |
| N @ 8:00 a.m | N @ 8:00 a.m |
| E @ 11:30 a.m. | E @ 11:30 a.m. |
| Sun | Mon |
| B @ 11:30 a.m. | B @ 11:30 a.m. |

#### Helpful Hints

1. Decide what reports are needed when and whether they should be run on forecasted or actual census data.
2. Reports run in advance should be done on forecast. Reports run closer to service time should be done on actual census data.

### RP Print Adjusted Recipe (80-column) [FHREC2]

This option allows the user to print a recipe for any number of servings. All quantities of ingredients are automatically adjusted for the desired yield. Quantities are rounded off to the smallest unit of measure to avoid fractions. Some recipes have embedded recipes. This means there is a recipe within a recipe, e.g., Turkey Pot Pie is the principle recipe with Batter Topping used as an embedded recipe. If the principle recipe is printed, the embedded recipe automatically prints, and is designated by an asterisk.

This option can be used after Ingredient and Recipe Files have been completed. To introduce the food production staff to computerization many facilities will choose to use the Print Adjusted Recipe (RP) option prior to building the Meal File under Menu Cycle Management (XM).

Prompt/**User Entry: Discussion:**

Select RECIPE NAME: **TURKEY POT PIE**

<RET>

Enter desired Recipe Name. Enter

?? <RET> to get listing of names.

Number of Portions: **256 <RET>**

Enter a number between 1 and 5000, e.g., 256.

Select Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer device OR press <RET> as

shown so that report will show on screen.

In the following samples, Note the number of portions in both the recipe and the embedded recipe. The Batter Topping recipe will automatically print with the Turkey Pot Pie recipe. It is not necessary to request each recipe separately.

#### Helpful Hints

1. Print hard copies of all recipes in a standardized amount (e.g., 100 portions) to be used as back-up references.
2. Recipe units are automatically adjusted down. The smallest measure that will print is 1/8 tsp and remains at 1/8 tsp, no matter how small you make the numbers of servings.
3. If some production quantities or recipes need to be adjusted after running Meal Production Reports, run RP Print Adjusted Recipe for just those recipes, rather than re-running all of Meal Production Reports.

For printout, refer to Meal Production Report.

### SL Print Standing Order Labels [FHSP8]

This option allows the user to print labels for standing orders.

Select SERVICE POINT (or ALL): **ALL**

<RET>

Enter ?? <RET> to get listing of Service

Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**

<RET>

Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **N <RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80//

<RET>

Enter printer instructions OR press <RET>

to see report on screen.

NUTRITION,PATIENT

NEW 2 WEST/

0000 \*NURSE 15-Mar-05 NOON

1. APPLE

NUTRITION,P NEW 2 WEST/

0000 \*NURSE 15-Mar-05 NOON

1. LEMON COOKIES

TEST,A

0001

2 APPLE

NEW 2 WEST/205-01

15-Mar-05 NOON

TEST,B

0002

1 APPLE

NEW 2 WEST/207-02

15-Mar-05 NOON

TEST,P NEW 2 WEST/207-02

0003 15-Mar-05 NOON

3 LEMON COOKIES

NUTRITION,P1

0001

1 FRUIT PUCH (ART)

NEW 3 NORTH/

15-Mar-05 NOON

NUTRITION,P1 NEW 3 NORTH/

0001 15-Mar-05 NOON

1 PUDDING (WHOLE MILK)

### SO Tabulate Standing Orders (80-column) [FHSP5]

The purpose of this option is to print the totals of the standing orders by meal. The totals change when discharges occur.

Prompt/**User Entry: Discussion:**

Select SERVICE POINT (or ALL): **ALL**

<RET>

Enter ?? <RET> to get listing of

Service Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**

<RET>

Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **N <RET>**

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> to see report on screen.

15-Mar-05 8:37am

S T A N D I N G O R D E R S

Page 1

NOON

Quantity

Order

14

9

2

1

2

2

3

3

2

1

1

1

1

5

1

4

36

25

7

1

1

3

1

1

2

1

2

1

1

2

APPLE

BEEF BLENDER CANNED FRUIT CHICKEN BROTH CHICKEN LEG CHICKEN SOUP COKE

COLE SLAW DIET PUDDING

DOUBLE PORTIONS FRESH SALAD FRUIT PUCH (ART)

FRUIT PUNCH (NATURAL) GRILLED CHEESE

HEATH BAR

HOT CHICKEN WINGS LADY FINGERS LEMON COOKIES OREO COOKIES PEACHES

PEPSI

POTATO PANCAKE POTATO SALAD (HOME) PUDDING

PUDDING (NONE LACTIC) PUDDING (WHOLE MILK) SOUR CREAM

SPINACH

WHALE BLUBBER WHITE BREAD

#### Helpful Hints and Notes

1. The tabulated standing orders do not have patient identification or location.
2. All orders appear on one sheet. Duplicate sheets will need to be run for different preparation areas.

**Reminder:** Standing Orders are not saved after discharge.

### SP Consolidate Standing Orders [FHSP7]

This option allows user to tally by Service Point and consolidate by meal or day. Prompt/**User Entry: Discussion:**

Select SERVICE POINT (or ALL): **ALL**

<RET>

Enter ?? <RET> to get listing of

Service Points, then select Service Point or ALL as shown.

Select Meal (B,N,E, or ALL): **ALL**

<RET>

Enter B, N, E, or ALL.

Consolidated List Only? Y// **?? <RET>**

Answer YES or NO

Consolidated List Only? Y// **NO <RET>**

Only press <RET> if answer

(default) is yes.

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> to see report on screen.

15-Mar-05 S T A N D I N G O R D E R S L I S T

Page 1 8:38am

HOSP T

15-Mar-05 Noon

7 APPLE

3 BEEF BLENDER

1. CANNED FRUIT
2. CHICKEN SOUP

2 COKE

1 COLE SLAW

1 DIET PUDDING

1 DOUBLE PORTIONS

1 FRUIT PUCH (ART)

1 GRILLED CHEESE

4 HOT CHICKEN WINGS

16 LADY FINGERS

9 LEMON COOKIES

1. PUDDING
2. PUDDING (NONE LACTIC)

1 PUDDING (WHOLE MILK)

1 SPINACH

1 WHALE BLUBBER

\*\*\*\* PATIENTS = 11 \*\*\*\*

1. Mar-05 S T A N D I N G O R D E R S L I S T Page 2

8:38am

NH C

15-Mar-05 Noon

6 APPLE

6 BEEF BLENDER

1 CANNED FRUIT

1. CHICKEN BROTH
2. CHICKEN LEG
3. COKE
4. COLE SLAW

1 FRESH SALAD

1 FRUIT PUNCH (NATURAL)

3 GRILLED CHEESE

1 HEATH BAR

16 LADY FINGERS

14 LEMON COOKIES

7 OREO COOKIES

1 PEPSI

3 POTATO PANCAKE

1. POTATO SALAD (HOME)
2. SOUR CREAM

2 WHITE BREAD

\*\*\*\* PATIENTS = 13 \*\*\*\*

15-Mar-05

S T A N D I N G

O R D E R S

L I S T

Page 3

NURHC

15-Mar-05 Noon

1 APPLE

1 DIET PUDDING

1 GRILLED CHEESE

4 LADY FINGERS

2 LEMON COOKIES

1 PEACHES

\*\*\*\* PATIENTS = 2 \*\*\*\*

**Select Production Reports Option: SP Consolidate Standing Orders**

Select SERVICE POINT (or ALL): ALL

Select Meal (B,N,E,or ALL): N Consolidated List Only? Y//

Select LIST Printer: HOME// HYPER SPACE

RIGHT MARGIN: 80//

15-Mar-05

8:39am

C O N S O L I D A T E D S T A N D I N G O R D E R S

Page 1

15-Mar-05 Noon

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | HOSP T | NH C | NURHC | TOTAL |
| APPLE | 7 | 6 | 1 | 14 |
| BEEF BLENDER | 3 | 6 |  | 9 |
| CANNED FRUIT | 1 | 1 |  | 2 |
| CHICKEN BROTH |  | 1 |  | 1 |
| CHICKEN LEG |  | 2 |  | 2 |
| CHICKEN SOUP | 2 |  |  | 2 |
| COKE | 2 | 1 |  | 3 |
| COLE SLAW | 1 | 2 |  | 3 |
| DIET PUDDING | 1 |  | 1 | 2 |
| DOUBLE PORTIONS | 1 |  |  | 1 |
| FRESH SALAD |  | 1 |  | 1 |
| FRUIT PUNCH (ART) | 1 |  |  | 1 |
| FRUIT PUNCH (NATURAL) |  | 1 |  | 1 |
| GRILLED CHEESE | 1 | 3 | 1 | 5 |

### TP Tabulate Patient Meal Preferences (80-column) [FHSEL5]

This option tabulates preferences which are relevant for the meal designated. This can only be done if the menu and recipes have been entered in the computer. If the menu is in the computer, the program knows which food items are to be served for the meals.

The report will not simply total the name of the preference, e.g., "18 NO LIVER". It will instead, tally the recipes involved:

DIET SWISS LIVER (2 OZ) 3

DIET SWISS LIVER (3 OZ) 1

GRILLED LIVER W/ONIONS (3 OZ) 14

Therefore, if there is no liver in the meal, it will ignore liver preferences.

The information on this report is important in determining and adjusting production needs for the meal.

Prompt/**User Entry: Discussion:**

Select SERVICE POINT (OR ALL): **ALL**

<RET>

If only one Service Point exists, this

prompt will not appear.

TTabulate By Menu Specific? N// **<RET>**

If Yes, to tabulate by recipes. If No, to tabulate by Food Preferences.

Select MEAL (B,N,E or ALL): N <RET>

Select one meal at a time or ALL.

Break Down By Production Diets? N// Y

<RET>

Select LIST Printer: HOME// <RET> PC ETHER NET RIGHT MARGIN: 80//

<RET>

Enter the proper printer designation

OR <RET> as shown for report to show on screen.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15-Mar-05 8:40am  Preference | M E A L P R E F E R E N C E S  WEDNESDAY 15-Mar-05 NOON  HOSP T NH C NURHC | | TOTAL | Page | 1 |
|  | | L I K E S |  | | |
| Prod. Diet: CHOLESTEROL RESTRI | |  |  | | |
| WHOLE-WHEAT BREAD | | 1 | 1 | | |
| Prod. Diet: CLEAR LIQUID | |  |  | | |
| BEEF BURGER | | 2 | 2 | | |
| GELATIN | | 2 | 2 | | |
| SPAGHETTI | | 1 | 1 | | |
| TEA | | 1 | 1 | | |
| WHOLE-WHEAT BREAD | | 3 | 3 | | |
| Prod. Diet: LOW CHOLESTEROL | |  |  | | |
| BROCCOLI | 1 |  | 1 | | |
| CHILI MAC | 1 |  | 1 | | |
| ICE CREAM | 3 |  | 3 | | |
| MILK | 1 |  | 1 | | |
| POTATO CHIPS | 1 |  | 1 | | |
| SKIM MILK | 1 |  | 1 | | |
| Prod. Diet: MODERATE SODIUM (8 | |  |  | | |
| BEEF BURGER | 1 |  | 1 | | |
| CHILI MAC | 1 |  | 1 | | |
| ICE CREAM | 2 |  | 2 | | |
| WHOLE-WHEAT BREAD | 2 |  | 2 | | |
| Prod. Diet: REGULAR | |  |  | | |
| BEEF BURGER | 1 | 1 | 2 | | |
| BROCCOLI | | 1 | 1 | | |
| CHILI MAC | | 1 | 1 | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15-Mar-05 8:40am M E A L P R E F E R E N C E S Page 2  WEDNESDAY 15-Mar-05 NOON  Preference HOSP T NH C NURHC TOTAL | | | | | |
| CHOC MILK |  | 1 |  |  | 1 |
| GELATIN | 2 |  | 1 |  | 3 |
| PANCAKE |  | 1 |  |  | 1 |
| PIZZA PUFFS | 1 |  |  |  | 1 |
| POTATO CHIPS | 1 |  |  |  | 1 |
| RYE BREAD |  | 1 |  |  | 1 |
| SKIM MILK |  | 1 |  |  | 1 |
| SPAGHETTI |  | 3 |  |  | 3 |
| TACO | 1 |  |  |  | 1 |
| TANGERINE | 2 |  |  |  | 2 |
| TEA |  | 1 |  |  | 1 |
| WHITE BREAD | 1 |  |  |  | 1 |
| WHOLE-WHEAT BREAD | 1 | 1 |  | 1 | 3 |
|  | D I S L I K E S |  |  |  |  |
| Prod. Diet: CHOLESTEROL RESTRI |  |  |  |  |  |
| NO CHICKEN |  | 1 |  |  | 1 |
| WATER | 1 | 1 |  |  | 2 |
| Prod. Diet: CLEAR LIQUID |  |  |  |  |  |
| NO GREEN FOODS |  | 1 |  |  | 1 |
| Prod. Diet: HIGH FIBER |  |  |  |  |  |
| NO FISH |  | 1 |  |  | 1 |
| Prod. Diet: LOW CHOLESTEROL |  |  |  |  |  |
| NO BEEF | 1 |  |  |  | 1 |
| NO CHICKEN | 1 |  |  |  | 1 |
| NO CONDIMENT | 1 |  |  |  | 1 |
| NO FISH | 1 |  |  |  | 1 |
| NO HAM | 1 |  |  |  | 1 |
| NO Jell-O | 1 |  |  |  | 1 |
| NO PORK | 1 |  |  |  | 1 |
| NO TACO | 1 |  |  |  | 1 |
| NO TURKEY | 1 |  |  |  | 1 |
| NO WHOLE WHEAT BREAD | 1 |  |  |  | 1 |
| Prod. Diet: MODERATE SODIUM (8 |  |  |  |  |  |
| NO BEEF | 1 |  |  |  | 1 |
| NO SHRIMPS | 1 | 1 |  |  | 2 |

**Select Production Reports Option: TP Tabulate Patient Meal Preferences**

Select SERVICE POINT (or ALL): ALL

Tabulate By Menu Specific? N// Y Select Date: T (MAR 15, 2005) Select MEAL (B,N,E or ALL): N

Break Down By Production Diets? N// Y

### TR Print Tabulated Recipe List [FHMTKTR]

The purpose of this option is to Print the Dietetics Tabulated Recipe List as a separate option from the Print Tray Tickets option.

|  |  |  |  |
| --- | --- | --- | --- |
| Print by PATIENT, COMMUNICATION OFFICE, LOCATION or ALL? COMM// | | | |
| Communication | | | |
| Office | | | |
| Select COMMUNICATION OFFICE: ? | | | |
| Answer with COMMUNICATION OFFICE NAME | | | |
| Choose from: | | | |
| HINES COMM OFFICE | | | |
| NEW TEST C.O. (\*\* Inactive \*\*) | | | |
| SEATTLE CO (\*\* Inactive \*\*) | | | |
| WASH COMM OFFICE | | | |
| Select COMMUNICATION OFFICE: HINES COMM OFFICE | | | |
| Select Date: TODAY// (AUG 20, 2005) | | | |
| Select MEAL (B,N,E,or ALL): all | | | |
| Consolidated List? Y// | | | |
| Select LIST Printer: HOME// 0;132 TELNET | | | |
| 20-Aug-05 11:15am | | | |
| T A B U L A T E D R E C I P E L I S T Page 1 | | | |
| Breakfast 20-Aug-05 | | | |
| HINES COMM OFFICE | | | |
| R E C I P E S DRIVE TL Total | | | |
| CRANBERRY JUICE, 4OZ IND 1 1 2 | | | |
| APPLE JUICE, 4OZ IND 1 1 2 | | | |
| REGULAR COFFEE 1 1 2 | | | |
| TEA 1 1 2 | | | |
| TOTAL RECIPES 4 4 8 | | | |
| 20-Aug-05 11:15am |  |  |  |
|  | T A B U L A T E D R E C I P E | L I S T | Page 2 |
|  | Noon 20-Aug-05 |  |  |
| HINES COMM OFFICE |  |  |  |
| R E C I P E S | Total |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TOTAL RECIPES 0 | | | | | | | | | | |
| 20-Aug-05 11:15am  T A B U L A T E D R E C I P E L I S T Page 3  Evening 20-Aug-05  HINES COMM OFFICE  R E C I P E S DRIVE TL Total BACON 1 1 2  MASH POTATOES-DM 1 1 2  TOTAL RECIPES 2 2 4 | | | | | | | | | | |
| 20-Aug-05 11:15am |  |  |  |  |  |  |  |  |  |  |
| C O N | S O | L | I | D A T E D | R E C I P | E | L I S | T | Page | 1 |
|  |  |  |  | All Meals | 20-Aug-05 |  |  |  |  |  |
| HINES COMM OFFICE |  |  |  |  |  |  |  |  |  |  |
| R E C I P E S |  |  |  | DRIVE | TL |  | Total |  |  |  |
| BACON |  |  |  | 1 | 1 |  | 2 |  |  |  |
| MASH POTATOES-DM |  |  |  | 1 | 1 |  | 2 |  |  |  |
| CRANBERRY JUICE, 4OZ | IND |  |  | 1 | 1 |  | 2 |  |  |  |
| APPLE JUICE, 4OZ IND |  |  |  | 1 | 1 |  | 2 |  |  |  |
| REGULAR COFFEE |  |  |  | 1 | 1 |  | 2 |  |  |  |
| TEA |  |  |  | 1 | 1 |  | 2 |  |  |  |
| TOTAL RECIPES |  |  |  | 6 | 6 |  | 12 |  |  |  |

### WL Ward Supplemental Feeding Lists [FHNO3]

[21](#_bookmark68)The Ward Supplemental Feeding Lists option and report for inpatients include outpatient data. [22](#_bookmark69) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

The purpose of this option is to list all patients who receive supplemental feedings. If the patient is on an isolation which requires delivery by Nursing Service, "NURSE" will appear under the "ISOLAT" column. The date shown under "REVIEW" is the last date any transaction was made for that patient. When the date is over two weeks old, an asterisk will flag it for attention.

This facilitates the review mandated by M-2, Part III (3.06c). Nutrition Location Supplemental Feeding Lists (WL) can be viewed or printed.

Prompt/**User Entry: Discussion:**

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S <RET>**

Enter S or W as shown.

Select SUPPLEMENTAL FEEDING SITE (or

ALL): Supp Site 1 **<RET>**

Select one Supplemental Feeding

Site or ALL. Enter ?? <RET> to get listing of Feeding Sites.

Print Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**

Take default by pressing <RET> to

print report by Room-Bed or A for alphabetical order of patients' names.

Select LIST Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter the proper printer designation. (If only <RET> is pressed as shown, the information will show only on the screen. A delay of 10-25 seconds is normal.) The total quantities of supplemental feedings will be printed for each Nutrition Location, including time period, if the Site Parameter is set for printing ingredients on Nutrition Location lists.

21 Patch FH\*5.5\*5 - May 2007 - The Ward Location Supplemental Feeding Lists option and report for inpatients have been modified to include outpatient data.

22 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1  Ward: T 6K 26-Jul-07 1:33pm  ROOM PATIENT ID# SUPP MENU ISOLAT REVIEW | | | | | |
| 6K08-1T ALLERGIES: | NFSpatient,One NONE ON FILE | 6417 | 1800 CAL | N | 07-04\* |
| 8PM 1 PEANUT BTR/KN,2 PKG; 1 CRACKER,GRAHAM,1 PKG; 1 FRUIT  6K13-2T NFSpatient,Two 7338 IND 06-12\* ALLERGIES: NONE ON FILE  10AM 1 JUICE,APPLE; 1 THICKENER - HONEY  2PM 1 JUICE,ASST; 1 THICKENER - HONEY  8PM 1 JUICE,ASST; 1 THICKENER - HONEY  6K14-1T NFSpatient,Three 8307 IND 03-09\* ALLERGIES: NONE ON FILE  8PM 1 PUDDING/SP,4 OZ  6K16-1T NFSpatient,Four 3869 IND 03-09\* ALLERGIES: NONE ON FILE  8PM 2 PUDDING/SP,4 OZ; 1 JUICE,ASST  6K17-1T NFSpatient,Five 9140 IND 07-21\* ALLERGIES: NONE ON FILE  8PM 1 COOKIE,VAN WAFER,6EA; 1 ENSURE PLUS,VAN  6K17-2T NFSpatient,Six 0677 IND 03-20\* ALLERGIES: SHELLFISH  8PM 1 CRACKER,GRAHAM,1 PKG; 1 PEANUT BTR/KN,2 PKG; 1 JUICE,ASST  6K27-2T NFSpatient,Seven 4180 IND 06-05\* ALLERGIES: NONE ON FILE  8PM 1 CEREAL,DRY/BOWL/SP; 1 MILK,SKIM  6K28-1T NFSpatient,Eight 1534 IND 06-20\* ALLERGIES: NONE ON FILE  8PM 1 ENSURE PLUS  6K29-1T NFSpatient,Nine 1709 IND 05-30\* ALLERGIES: ZUCCHINI  10AM 1 FRUIT,PUREE/SP,4 OZ  2PM 1 PUDDING/SP,4 OZ  8PM 1 FRUIT,APLESCE/SP,4OZ; 1 CHEESE,COTT/SP,4 OZ; 1 ENSURE PLUS  6K30-1T NFSpatient,Ten 3056 DB2000 03-13\* ALLERGIES: NONE ON FILE  8PM 1 ROTATION,HS  6K31-1T NFSpatient,Eleven 1031 IND 05-02\* ALLERGIES: NONE ON FILE  8PM 1 NUTREN RENAL | | | | | |

### WP Print Weekly Menu (132-column compressed) [FHPRC7]

This option displays a Weekly Menu for any specified production diet or all production diets. The order of the production diets, when "ALL" is selected, is determined by the print order specified in Enter/Edit Production Diets (PE). This report requires 132-column paper and a printing device that is capable of producing compressed print. One production diet is printed per page; however, if a production diet such as the regular diet contains numerous recipe names, the production diet will continue on a second page.

Recipe names will print in the orders specified by the Meal Print Order for the Recipe Category (CE). The recipe names are printed in alphabetical order within the same recipe category.

This report is useful for verifying the accuracy of the menus and for menu revisions. In facilities that display menus in long term care areas or in dining rooms, the weekly menu can be posted to inform patients of the current meals. This report will not be a usable document unless an entire week of menus has been entered into Enter/Edit Meals (ME). If the weekly menu is printed prior to entering an entire week of menus, inappropriate data will appear on the report.

Prompt/**User Entry: Discussion:**

Select PRODUCTION DIET (or ALL): REGULAR <RET>

Enter Production Diet name or ALL. Enter

?? <RET> for listing of diets.

Select SUNDAY Date: **3/5 <RET>** (MAR 05, 2005)

Enter Sunday's date for the week requested.

Select LIST Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80// 132

<RET>

Enter printer device OR press <RET> and

enter 132 as shown, and report will wrap on screen - aligned.

### WR Print Weekly Menu Blocks (132-column Compressed) [FHPRC12]

This option displays a weekly menu for any Recipe Category of any specified Production Diet or all Production Diets. It will print all recipe names in the order specified by the meal print order for the Recipe Category.

This report requires 132-column paper and a printing device that is capable of producing compressed print.

Prompt/**User Entry: Discussion:**

Select RECIPE CATEGORY: **ENTREE**

Enter one Recipe Category name. Enter ?? <RET> at this prompt or any prompt below for help.

Select PRODUCTION DIET (or ALL): REGULAR

Enter a Production Diet or ALL.

Enter SUNDAY Date: **3/5** (MAR 05, 2005)

Enter a Sunday's date for the week

requested.

Select LIST Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80// **132**

Enter printer device OR press <RET> and

enter 132 as shown, and report will wrap on screen - aligned.

# CM Clinical Management [FHMGRC]

|  |  |
| --- | --- |
| CD | Clinical Dietetics… [FHDIET] |
| DM | Patient Data Log [FHDMP] (ADPAC Guide) |
| XC | Clinical Management Menu… [FHASCX] (ADPAC Guide) |
| XD | Diet Order Management… [FHORDX] (ADPAC Guide) |
| XE | Energy/Nutrient Management… [FHNUX] (ADPAC Guide) |
| XF | File Manager… [FHFILM] (ADPAC Guide) |
| XM | Consult Management… [FHORCX] (ADPAC Guide) |
| XS | Supplemental Feeding Management… [FHNOX] (ADPAC Guide) |

## CD Clinical Dietetics [FHDIET]

|  |  |
| --- | --- |
| DC | Dietetic Consults… [FHORCM] |
| DO | Diet Orders… [FHORDM] |
| DR | Dietetic Lists/Reports… [FHCDLST] |
| EA | Energy/Nutrient Analysis… [FHNUM] |
| FP | Food Preferences… [FHSELM] |
| LE | List Encounters [FHASE7] |
| NM | Nutrition Patient Management… [FHASCM] |
| PE | List Patient Events [FHORX2] |
| PM | Patient Movements [FHPATM] |
| SF | Supplemental Feedings… [FHNOM] |
| SO | Standing Orders… [FHSPM] |
| TF | Tickler File… [FHCTF] |

Clinical Dietetics contains all of the various options that Clinical Nutrition and Food Service staff require. Suggested users of this menu are Clinical Dietitians.

### DC Dietetic Consults [FHORCM]

|  |  |
| --- | --- |
| AC | Review Active Consults [FHORC2] |
| CC | Clear/Cancel/Reassign a Consult [FHORC4] |
| IN | Consult Inquiry [FHORC3] |
| OC | Order Consult [FHORC1] |

#### AC Review Active Consults [FHORC2]

Dietitians and supervisory dietitians will check daily workloads by using this option. The result is a screen display or hard copy of all active consults for a specified dietitian. Each consult is listed in chronological order by the date and time ordered the brief name of the consult, the patient identification, and the responsible dietitian.

Prompt/**User Entry: Discussion:**

Select CLINICIAN (or ALL): ALL <RET>

Enter ?? <RET> to see listing of Clinicians.

Choose one Clinician or ALL.

Select LIST PRINTER: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter printer device OR press <RET> for

display to show on screen.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A C T | I V | E | C O N | S | U | L T S | | | |
| Date/Time | | Ordered | | Request | | | ID# | Patient | Clinician |
| 16-Mar-05 | | 10:58am | | WT RED/DB | | | 0000 | NUTRITION,P | AAAA,AAA |
| 15-Aug-04 | | 3:17pm | | OTHER | | | 0000 | NUTRITION,P | DDD,DDD |
| 18-Jan-04 | | 11:43am | | FOOD PREF | | | 0003 | TEST,NEW | ZZZZ,ZZZ |
| 30-Aug-04 | | 3:47pm | | TEACH | | | 0002 | TEST, P | YYYY,YY |
| 16-Mar-05 | | 10:58am | | BULIMIA | | | 0001 | NUTRITION,P1 | YYYY,YY |
| 30-Apr-91 | | 8:11am | | DR/EVAL | | | 0000 | NUTRITION,P | MMMM,MM |
| 30-Apr-91 | | 9:58am | | TEACH | | | 0000 | NUTRITION,P | DIET,DIET |

#### CC Clear/Cancel/Reassign a Consult [FHORC4]

All consults remain on the Review Active Consults (AC) list until the responsible dietitian disposes it.

After dietitian selection, all active consults for that user are displayed including consult type, comment, and date ordered. Each consult must be cleared properly so that resulting reports accurately reflect workload.

Prompt/**User Entry: Discussion:**

Select CLINICIAN: NFSclinician,one <RET>

Enter name of Clinician.

NUTRITION,P Admitted: 24-Feb-04 12:10pm Nutrition Location: NEW 2 WEST

Consult: ACCESS CALORIE LEVEL-WT RED/DIAB DIETS

Comment: TEST Status: ACTIVE

Ordered: 16-Mar-05 10:58am Clinician: NFSclinician,one

Complete. Credit is given in the form

of time units.

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): **C**

<RET>

Initial or Follow-up (I/F)? **F <RET>**

... done

Canceled. Cannot be completed

because the patient was discharged or expired. No record is kept.

DATE/TIME OF ENCOUNTER: TODAY//

**<RET>** (APR 21, 2005)

CLINICIAN: DIET,DIET// **NFSclinician,one**

<RET>

Clear (complete a consult), cancel, or

reassign a consult to another dietician. The new dietitian will receive a new message through Mailman, e.g., in the event of an absent staff member.

ENCOUNTER TYPE: INSTR-WEIGHT <RET> EVENT LOCATION: 1 EAST <RET> INITIAL/FOLLOWUP: F <RET> FOLLOWUP TIME UNITS: 15// <RET> GROUP/INDIVIDUAL: I <RET> INDIVIDUAL EVENT COMMENT: DONE <RET>

Select PATIENT: NUTRITION,P

<RET> 01-12-41 000000000 COLLATERAL

# COLLATERALS: 2 <RET> PATIENT COMMENT: DONE <RET> GROUP SIZE: 3// <RET>

CC Clear/Cancel/Reassign a Consult Select CLINICIAN: **NFSclinician,one**

* 1. YYY, YY
  2. XXXX, XX
  3. WWWW, W
  4. ZZZZZ,ZZZ CHOOSE 1-4: 1

NUTRITION,P1 Admitted: 14-Dec-04 10:16am Nutrition Location: NEW 1 EAST Consult: DIET INSTRUCTION: PATIENT OR FAMILY

Comment: TEST 1 2 3

Status: ACTIVE

Ordered: 30-Aug-04 3:47pm Clinician: NFSclinician,one

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): C Initial or Follow-up (I/F)? I ... done

DATE/TIME OF ENCOUNTER: TODAY// (MAR 22, 2005) CLINICIAN: ZZZZ, ZZ//

ENCOUNTER TYPE: ?

Answer with ENCOUNTER TYPES NAME Choose from:

CLASS: WT REDUCTION COMMUNITY

FOOD-DRUG INSTRUCTION INSTR-WEIGHT

INSTR: RENAL INSTRUCTION - CHOL INSTRUCTION – DIABETIC

ENCOUNTER TYPE: INSTR

1. INSTR-WEIGHT
2. INSTR: RENAL
3. INSTRUCTION - CHOL
4. INSTRUCTION - DIABETIC

CHOOSE 1-4: 4 EVENT LOCATION: ?

Answer with HOSPITAL LOCATION NAME Choose from:

1. EAST
2. WEST
3. NORTH
4. SOUTH

EVENT LOCATION: 2 WEST INITIAL/FOLLOWUP: F FOLLOWUP TIME UNITS: 30//

EVENT COMMENT: XXXXXX

Select PATIENT: NUTRITION,P1 11-11-37 000000000 COLLATERAL

# COLLATERALS: 2 PATIENT COMMENT: XXXXX

Select PATIENT: TEST,A 10-12-86 000000001 COLLATERAL

# COLLATERALS: 1 PATIENT COMMENT:

Select PATIENT: GROUP SIZE: 5//

NUTRITION,P3 Admitted: 28-Jul-04 10:33am Nutrition Location: NEW

1 EAST

Consult: BULIMIA DISORDER TREATMENT

Comment: XXXXX Status: ACTIVE

Ordered: 16-Mar-05 10:58am Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): X ... Done

DATE/TIME OF ENCOUNTER: TODAY// (MAR 22, 2005) CLINICIAN: ACKERT,NANCY//

ENCOUNTER TYPE: INSTRUCTION - DIABETIC// INST

1. INSTR-WEIGHT
2. INSTR: RENAL
3. INSTRUCTION - CHOL
4. INSTRUCTION - DIABETIC

CHOOSE 1-4: 1

EVENT LOCATION: 2 WEST// 1 EAST INITIAL/FOLLOWUP: F FOLLOWUP TIME UNITS: 15// GROUP/INDIVIDUAL: I INDIVIDUAL EVENT COMMENT:

Select PATIENT: NUTRITION,P3 12-01-47 000000003 COLLATERAL

# COLLATERALS: 1 PATIENT COMMENT:

GROUP SIZE: 2//

TEST,M Admitted: 28-Oct-05 3:54pm Nutrition Location: NEW 4 SOUTH

Consult: ANOREXIA DISORDER TREATMENT

Comment: First session. Status: ACTIVE

Ordered: 22-Mar-05 11:23am Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass):

TEST,N Admitted: 14-Jun-93 3:38pm Nutrition Location: NEW 4 SOUTH

Consult: NURSING HOME PLACEMENT/VNA REFERRAL

Comment: COMMENTS

Status: ACTIVE

Ordered: 22-Mar-05 11:25am

Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): R REASSIGN to Clinician: DIET,DIET ... done

Select CLINICIAN:

#### IN Consult Inquiry [FHORC3]

This option permits checking all consults by patient's name. All admissions are displayed by date. Upon selection of an admission, all consults are displayed including consult type and comment.

Prompt/**User Entry:**

Select Patient (Name or SSN): **NUTRITION,P <RET>**

COLLATERAL

01-12-41

000000000

Choose from: 1

541

12-11-2005 @ 08:54:15

05-24-1994 @ 12:10:09

Select ADMISSION: **541 <RET>**

Choose from:

1 11-15-1994 @ 15:17:53

2 11-30-1994 @ 15:32:59

3 03-16-2005 @ 10:58:22

Select CONSULTATION DATE/TIME ENTERED: **1 <RET>**

NUTRITION,P

2 WEST

Admitted: 24-Feb-04 12:10pm Nutrition Location: NEW

Consult: OTHER

Comment: BULIMIA TREATMENT II

Status: ACTIVE

Ordered: 15-Aug-04 3:17pm

Clinician: DDD,DDD

Order Entered: CCCC, CC

#### OC Order Consult [FHORC1]

This is a simple way to send a message about a particular patient to the responsible dietitian. All entries into the Consult File will be displayed as choices. This option appears in this program for Nutrition Location personnel. For Nutrition employees, it will be included in the Dietetic Consults (DC) program.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): NUTRITION,P <RET>

000000000 COLLATERAL

07-21-55

FOOD PREFERENCES OR EATING PROBLEMS DIET INSTRUCTION: PATIENT OR FAMILY

RECOMMEND DIET, SUPPLEMENT OR TUBEFEEDING NUTRITIONAL ASSESSMENT OR CONSULT NUTRIENT INTAKE STUDY (CAL COUNT)

OTHER

NURSING HOME PLACEMENT/VNA REFERRAL EVALUATE FOR DINING ROOM

ACCESS CALORIE LEVEL-WT RED/DIAB DIETS CONSULT RENAL DIETITIAN

BULIMIA DISORDER TREATMENT ANOREXIA DISORDER TREATMENT NEW2

NEW3

Select DIETETIC CONSULTS NAME: **NURSING**

HOME PLACEMENT/VNA REF <RET>

A list of Dietetic Consults Names

will appear after a Patient's Name is selected at the first prompt.

Comment: Patient needs 24 hour care

<RET>

Ok to Enter Request? Y// <RET>

OR If user enters No

Ok to Enter Request? Y// **No <RET>**

Consult entry is TERMINATED - No request entered!

**OC Order Consult**

Select Patient (Name or SSN): TEST,M COLLATERAL

11-19-80

000000000

FOOD PREFERENCES OR EATING PROBLEMS

DIET INSTRUCTION: PATIENT OR FAMILY RECOMMEND DIET, SUPPLEMENT OR TUBEFEEDING NUTRITIONAL ASSESSMENT OR CONSULT NUTRIENT INTAKE STUDY (CAL COUNT)

OTHER

NURSING HOME PLACEMENT/VNA REFERRAL EVALUATE FOR DINING ROOM

ACCESS CALORIE LEVEL-WT RED/DIAB DIETS CONSULT RENAL DIETITIAN

BULIMIA DISORDER TREATMENT ANOREXIA DISORDER TREATMENT

Select DIETETIC CONSULTS NAME: ANOREXIA DISORDER TREATMENT

Comment: First session. Ok to Enter Request? Y//

### DO Diet Orders [FHORDM]

|  |  |
| --- | --- |
| EP | Enter/Edit Patient Diet Pattern [FHMTKE] |
| OA | Enter Additional Order [FHORO1] |
| OD | Order Diet [FHORD1] |
| OE | Order Early/Late Tray [FHOREL2] |
| ON | NPO/Hold Tray [FHORD3] |
| OT | Order Tubefeeding [FHORTF3] |
| PA | Enter/Edit Patient Reaction Data [GMRA PATIENT A/AR EDIT] |
| PF | Enter/Edit Patient Preferences [FHSEL3] |
| PH | Review Diet Orders [FHORD2] |
| PI | Enter/Cancel Isolation/Precautions [FHORD4] |
| PP | Patient Profile [FHORD9] |
| XE | Cancel Early/Late Tray [FHOREL3] |
| XN | Cancel NPO/Withhold Order [FHORD12] |
| XT | Cancel Tubefeeding Order [FHORTF4] |

#### EP Enter/Edit Patient Diet Pattern [FHMTKE]

This option allows the user to modify a specific Diet Pattern for a selected patient for each of the three meals. The pattern may be adjusted for the patient’s needs and saved. Otherwise, there is no need to save an individualized pattern for each patient. When a diet order is changed the individualized pattern will no longer be in effect. You can enter another individualized pattern for the patient or you can import a previous pattern, if it exists, to the current-diet order using the option History of Diet Patterns (HP).

Prompt/**User Entry:**

Select Diet Orders Option: Enter/Edit Patient Diet Pattern

Select Patient (Name or SSN): NFSpatient,Twenty 0000

NFSpatient,Twenty

2-13-00

16504 3AS

Current Diet: REG Production Diet: REGULAR

Standing Orders

All Meals Break Noon

Noon Noon Noon Even Even Even Even

3 MIXED VEGETABLES (I)

2 TEA

1 TEA

1. JELLO
2. YAMS

2 TEST FOR SO

7 JELLO

6 TEST FOR SO

2 TEA

1 YAMS

Diet Pattern

Breakfast

Noon

Evening

1. CEREAL
2. BREAKFAST ITEM

1 JUICE 1

1 JUICE 2

1 HOT BEVERAGE 1

1 APPETIZER

1. ENTREE
2. VEGETABLE

3.75 DESSERT

5 APPETIZER

5 SOUP

1 ENTREE

4 VEGETABLE

1 SALAD

5 DESSERT

Select MEAL (B,N,E): **B**

1. CEREAL
2. BREAKFAST ITEM

1 JUICE 1

1 JUICE 2

1 HOT BEVERAGE 1

Select a Recipe Category: BREAD

BREAD added

Recipe Category: BREAD // **<RET>**

Quantity: **1**

Enter/Edit More? Y// **N**

Is this Correct to store? Y// **<RET>**

Storing Patient's Diet Pattern ...

#### OA Enter Additional Order [FHORO1]

This option is a free-text entry that can be used for all miscellaneous or unusual orders. It should not be used if another routine can accommodate the order.

Use this option to order supplemental feedings, test orders requiring unusual diets, or unusual or difficult diets.

To avoid duplication, orders entered within the past 24 hours will be shown first. A Nutrition Service user must process these entries by taking appropriate action. The action can be used to enter nourishments or future diets, or to "clarify" a complex diet order by re-ordering it through the Order Diet (OD) option.

So that the Nutrition Location user will know which orders have already been placed, a list of all additional orders for a patient for the past 24 hours is displayed at the time of patient selection. It is also displayed under Patient Profile (PP).

Prompt/**User Entry:**

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT

12-01-24

000000000 EMPLOYEE

\*\*\* WARNING \*\*\*

\*\*\* RESTRICTED RECORD \*\*\*

Additional Orders Last 24 Hours:

None Entered.

Additional Order: **XXXXX <RET>**

Enter free text up to 60 characters.

#### OD Order Diet [FHORD1]

This option is the principal routine for ordering diets. It has been designed to enable the Nutrition Location clerk or nurse to order diets without extensive translation of the physician's written order, thus reducing the need for translation by non Nutrition personnel. There is one exception.

The one exception requiring a minimal translation of physician orders involves the concept of the Regular Diet. For purposes of this program, a Regular Diet is defined as a completely unmodified diet. Orders such as Regular-No Added Salt (NAS), or Regular-Mechanical cannot be ordered. Valid orders for these examples would be "NAS" and "Mechanical", respectively, with each considered to be a modified diet. Although this clarifies a Nutrition concept, it can be a departure from the routine Nutrition Location staff perception of such diet orders.

[23](#_bookmark83) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Prompt/**User Entry:**

Select Patient (Name or SSN): NFSpatient,Two

2-23-00

666015496

YES SC VETERAN

Enrollment Priority: GROUP 1 Category: ENROLLED End Date:

Current Diet: NO ORDER

Allergies: MILK

Comment: Hold Tray due to Tubefeeding Tray or Dining Room: D// **T**

Order a REGULAR Diet? (Y/N) **Y**

You have selected the following Diet: REGULAR

Is this Correct? Y// **<RET>**

Effective Date/Time: NOW// **<RET>** (JUN 27, 2007@07:20:58)

... Diet Order Accepted

You have missed the BREAKFAST cut-off.

Do you wish to order a LATE TRAY? (Y/N): N An ACTIVE Tubefeeding Order Exists!

Date Ordered: 20-Jun-07 11:37am

Product: PROMOD (PROTEIN ADDITITVE), Full Str., 4 GM per Day Product: PROMOTE (VERY HI PRO), Full Str., 100 ML per Hour

Total KCAL: 2400

Total Quantity: 2400 ml

Do you wish to CANCEL the ORIGINAL Tubefeeding? Y// **Y**

"Y" will automatically generate a

late tray request. "N" will not order a late tray so that the order is effective at the next meal.

#### Helpful Hints

1. If a diet is ordered for a patient receiving a tubefeeding, the program will ask the user if the tubefeeding should be canceled.
2. Certain diet information about the patient is automatically displayed prior to any prompts for ordering. The current diet order will be displayed, as will the lack of an order such as, "No Order", or an NPO order. Automatically upon admission, and in the absence of an NPO order, a new patient will be shown as having "No Order". However, an admission diet order can be automatically implemented by station choice.
3. The current diet order will change chronologically, based on all future orders stored in the patient's file. For example, the current diet can be displayed as a Clear Liquid at a point in time due to a test, regardless of the standing diet order. At the expiration of the Clear Liquid, the patient's previous diet order will automatically be reinstated and displayed as current.
4. Also displayed at the time of ordering a diet are all future diet orders. A warning to the user is also displayed as a preventive measure, since it is easy to unintentionally cancel NPOs or future orders by simply ordering another diet. The warning is followed by the prompt: Do you wish to cancel? Y/N: The user must answer this prompt.
5. If a diet has a diet pattern with an associated Supplemental Feeding menu, associated Standing Orders and/or associated food preference, these orders will automatically be implemented when the diet is ordered. This both saves time and creates additional problems discussed under option EP Enter/Edit Patient Order Pattern.

#### OE Order Early/Late Tray [FHOREL2]

Interruptions or changes in meal service have always been difficult information for Nutrition Service to monitor. With this routine, Nutrition Location staff can place future orders for early or late trays for a specific date and meal and request a bagged meal. The computer tracks early and late trays and related information such as days, meals, service times, and bag meals.

[24](#_bookmark85) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): **NFSpatient,Twenty-one** 2-23-19

101015496 Y

ES SC VETERAN

Enrollment Priority: GROUP 1 Category: ENROLLED End Date:

Allergies: MILK

Select Start Date: T (JUN 27, 2007)

Use T for today or any date notation.

The program prohibits retroactive changes in meal service (i.e., it will not accept an order after the cut-off time.)

Select End Date: 27-Jun-07// **<RET>**

To order multiple trays over a period of time, enter the ending date of the period (up to 31 days in advance). To order a single tray, press <RET>.

Select Meal (B,N,E): **N**

Early or Late (E or L): **L**

Select Time: ( 1=1:15P 2=2:15P 3=3:15P ) **2**

... done

... done

#### OE Order Early/Late Tray

**Description more than one late tray. What the allergy is**

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET?** 01-12-32 000000000 SC VETERAN

Allergies ADD

Select Start Date: **MAR 27 05 <RET>** (MAR 27, 2005)

Select End Date: 27-Mar-05// **APR 1 05 <RET>** (APR 01, 2005)

Mon Tues Wed Thur Fri Sat Sun M T W R F S X

Enter string of characters for desired days of week: e.g., MWF Days of Week: **TRS <RET>**

Select Meal (B,N,E): **N <RET>**

Early or Late (E or L): **L <RET>**

Select Time: ( 1=1:00P 2=1:30P ) **2 <RET>**

Bagged Meal: NO// **<RET>**

...... done

#### ON NPO/Hold Tray [FHORD3]

Although NPO and a Hold Tray are treated as diet orders in terms of practice, it actually is a suspension of service. Because these orders frequently occur alone, this function is a separate routine.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): NUTRITION, <RET> PATIENT 01-12-41 000000000 COLLATERAL

Enter ?? <RET> at this prompt and

any prompt below for help.

Current Diet: REGULAR (Tray)

Place patient on NPO/HOLD-TRAY. Effective Date/Time: NOW// **<RET>**

(FEB 19, 2005@13:21:01)

Expiration Date/Time: **5/26 <RET>**

(FEB 26, 2005)

An expiration date is always

requested but not required.

Comment: XXXXX <RET>

... done

#### ON NPO/Hold Tray

Select Patient (Name or SSN): **NUTRITION, PATIENT** <RET>

02-15-18

000000000 COLLATERAL

Current Diet: REGULAR (Tray) Place patient on NPO/HOLD-TRAY.

Effective Date/Time: NOW// **<RET>** (MAR 22, 2005@12:22:44) Expiration Date/Time: **T+1@6:10 <RET>** (MAR 23, 2005@06:10:00) Comment: **Test NPO. <RET>**

... done

Select Patient (Name or SSN):

When a patient goes on pass and this is entered in the ADT program an NPO type of 'Pass' automatically generates. The patient is actually on pass, not NPO. Upon return from pass using the ADT program, the prior diet automatically resumes.

#### OT Order Tubefeeding [FHORTF3]

This tubefeeding option is designed to accept single as well as multiple products, strength and quantities. The quantity function is a mixture of quantities, times, frequencies and rates which should accommodate most physician orders. Allowable quantities consist of two parts separated by a slash; a number and unit combination followed by a frequency of administration. Frequency has been enhanced to handle specified number of hours and feedings.

Samples of allowable quantities are in the following format:

#### Number and Unit/Frequency

* 2000ML/DAY (2000 ML per day)
* 100ML/HR (100ML per hour for 24 hours)
* 100ML/HRX16 (100 ML per hour for 16 hours)
* 300ML/Q3HX6F (300 ML every 3 hours for 6 feedings)
* 100ML/Q3H (100 ML every 3 hours)
* 8U/DAY (8 U per Day)

The number can be any number from 1-5000. Acceptable units are kcals (K), , millimeters (ML), ounces (OZ), bottles (B), cans (CANS), and units (U). "Units" can be used to mean cans, bottles, containers, bags, etc. The letter "C" by itself is translated to be CCs (not calories).

Prompt/**User Entry:**

Select Patient (Name or SSN): **NFSpatient,Fifteen** 2-23-19 666001234

YES SC VETERAN

Enrollment Priority: GROUP 1 Category: ENROLLED End Date:

Select Tubefeeding Product: **OSM**

* 1. OSMOLITE (ISOTONIC)
  2. OSMOLITE HN ISOSOURCE STANDARD (HI PRO) CHOOSE 1-2: **1** OSMOLITE (ISOTONIC)

Product OSMOLITE (ISOTONIC) added Product: OSMOLITE (ISOTONIC)// **<RET>**

Strength: (1=1/4, 2=1/2, 3=3/4, 4=FULL): 4// **<RET>**

Enter quantity as 2000 K, 100 ML/HOUR, 8 OZ/TID, 500 ML/HR X 16, 20 GRAMS/DAY

etc.

Quantity: **100cc/H**

Quantity: 100 ML per Hour -- Total: 2400 ml

Enter/Edit another Tubefeeding product ? N// **<RET>**

Change all CC to ML when it is with a number. Product: OSMOLITE (ISOTONIC), Full, 100 ML per Hour

Total Kcal: 2400 Total Quantity: 2400 Is this Correct ? Y// **<RET>**

Comment:

Cancel all current or future tray orders? Y// **N**

Ok to Enter Order? Y// **<RET>**... filed

This routine will accommodate commercial tubefeedings and the types of orders usually written for them. Non-specific orders for a tray tubefeeding or a blenderized tubefeeding can be handled in two ways:

1. Such a tubefeeding can be included in the Diets File and ordered as a diet through option Order Diet (OD) where a quantity is not required; or
2. A calorie level can be required as part of the order so that it can be ordered under option Order Tubefeeding (OT).

When a patient is placed on a tubefeeding through the Order Tubefeeding (OT) option and the tray is held, it is not possible to send that patient supplemental feedings. Such feedings are automatically suspended because the patient is in an "NPO" state. In order to send a patient feedings, he must be receiving some type of a tray (i.e., have a diet order). See Supplemental Feedings (SF) program for more information.

#### PA Enter/Edit Patient Reaction Data [GMRA PATIENT A/AR EDIT]

Nutrition and Food Service now interfaces with the Allergy Tracking System Version 3.0 Package. This option will drop you directly into the Allergy Package option. Refer to Allergy Tracking System Version 3.0 User Manual, page 27, for complete prompt and user entry sequence. The information will be displayed on the Nutrition Patient Profile (PP) and the Nutrition Location Diet Order List (WD), and on both the Diet Card and Tray Ticket.

Prompt/**User Entry:**

Select PATIENT NAME: **NUTRITION, <RET>** PATIENT COLLATERAL

11-04-28

000000000

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADVERSE REACTION |  | VERIFIED | | ALLER | OBS/HIST |
| FOOD/OTHER: |  |  |  |  |  |
| EGGS |  | YES | YES | HIST |  |
| GRAPES |  | NO |  | YES | OBS |
| SODA |  | NO |  | YES | HIST |
| SOY SAUCE |  | NO |  | YES | OBS |
| SALT |  | NO |  | YES | HIST |
| Reactions: | PUFFINESS |  |  |  |  |

#### PF Enter/Edit Patient Preferences [FHSEL3]

When a food preference is requested for a patient (either through the computer or by other means), it should be entered into the computer under this option if the preference is on the preference list.

After selecting the patient's name, the food preference is entered. Then the meals are selected which pertain to that preference.

#### Helpful Hint

When using the option Enter/Edit Patient Preferences (EP), a current preference will be shown first, if one exists. If that preference is to be deleted, enter the @ sign. Although you are entering the new preference after the double slashes, it will not replace the preference which is in front of the double slashes. This can be confusing because it is unlike the way the editing is usually done in Nutrition and Food Service software.

#### Field Definitions:

**Select Patient Name Field**

This field designates the patient for whom food preferences are to be entered. Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): NUTRITION, PATIENT <RET> 09-18-26 000000000 COLLATERAL

Enter name. (Current preferences will be displayed if any are on file.)

122-33-4456

NUTRITION, PATIENT

Male Age 69

2 CENTRAL

Likes

DisLikes

All Meals Noon Noon,Even

1 CHILI MAC, 1 GELATIN

1. TEA
2. PIZZA BURGER, 2 TANGERINE

NO GREEN FOODS, NO SHRIMPS

NO CHICKEN

1 WHOLE-WHEAT BREAD

Even 1 SKIM MILK

Select FOOD PREFERENCES: NO HAMBURGER// **<RET>**

FOOD PREFERENCES: NO HAMBURGER//**<RET>**

Select one preference. Enter ??

<RET> to display the preference list. If preferences are already on file,

the last entry will be displayed.

To delete a preference, enter the @ sign after the preference name//.

To add a new preference, enter

the name after the // prompt even if a different preference is

displayed. Confirmation will be requested asking if the new preference should be added.

MEALS: B// <RET>

Enter a string of meals (e.g., B, BN or BNE) or A for all meals.

Quantity: 1// **<RET>**

Enter a number from 2-9 or take the default of 1 by pressing <RET>.

After the preference is entered into the computer, it will appear on the Diet Activity Report, the Nutrition Location diet list, and the diet card. It does not appear on the Tray Ticket but, instead, prevents Dislikes food items from being printed. The order is preceded by "FP".

Upon subsequent admission, the preferences which are Dislikes will appear on the list format of Diet Activity Report/Labels (DA) and are preceded by "Pref:". Because Like preferences frequently change, they will not be shown.

#### EP Enter/Edit Patient Preferences

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET>**

02-24-47

000000000 COLLATERAL

Likes DisLikes

All Meals Noon,Even

2 GELATIN

NO BEEF

Select FOOD PREFERENCES: NO BEEF// FOOD PREFERENCES: NO BEEF// MEALS: NE//

Select FOOD PREFERENCES: NO PORK MEALS: A

Select FOOD PREFERENCES:

Select Patient (Name or SSN):

#### PH Review Diet Orders [FHORD2]

This is a review of all orders (past, present, and future) pertaining to a patient. It allows viewing only. The review contains three parts with each in chronological order:

1. Saved additional orders.
2. Listing of orders, including comments, as they were entered into the computer.
3. Diet Orders Time Line section displays all effective orders after the computer has sorted out all potential conflicts and removed all "canceled" orders. The Time Line represents which order was actually in effect at any time.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): **NUTRITION,**

**<RET>** PATIENT 01-12-41

000000000 COLLATERAL

List Orders from Date/Time: 24-Feb-04 12:10pm // **<RET>**

Entering a <RET> (default) will

show all orders. With a long admission, the user can enter a more recent date/time.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Effective |  | Expires Type | |  | Order |  |
| 24-Feb-04  24-Feb-04  28-Jul-04 | 12:11pm  3:12pm  9:52am | 29-Jul-04 | | T |  | NO ORDER T REGULAR  FULL LIQUID |
| 29-Jul-04 | 11:06am |  | | T |  | REGULAR |
| 29-Jul-04 | 1:54pm | 1-Aug-04 | | T |  | FULL LIQUID |
| 2-Aug-04 | 1:31pm |  | | T |  | 3-4gm SODIUM |
| 2-Aug-04 | 1:35pm |  | | T |  | REGULAR |
| 2-Aug-04  2-Aug-04  2-Aug-04 | 1:42pm 1:44pm 2:45pm | 3-Aug-04 | | T  T |  | REGULAR PASS  FULL LIQUID |
| 20-Oct-04 | 11:40am |  | | C |  | REGULAR |
| ----- Diet Orders Time Line ----- | | | | | | |
| Effective | | Type | Order | | | |
| 24-Feb-04 12:11pm | |  | NO ORDER | | | |
| 24-Feb-04 3:12pm | | T | REGULAR | | | |
| 28-Jul-04 9:52am | | T | FULL LIQUID | | | |
| 29-Jul-04 | | T | REGULAR | | | |
| 29-Jul-04 11:06am | | T | REGULAR | | | |

Current Diet: NO ORDER

Comment: Hold Tray due to Tubefeeding

Tubefeed Ordered: 19-Feb-05 2:06pm

Product: TEST FLUID RESTRICTION, Full Str., 100 ML per Hour Total Quantity: 2400 ML Total KCAL: 648000 Comment: XXXX

#### Helpful Hints and Notes

1. Be familiar with and use available reference material.
2. Learn the back-up system to use in case of computer failure.
3. Request that MAS input effective dates to include time. If admissions are entered as "Now", time will automatically be included.
4. Encourage the use of meal designations (B,N,E). This prevents the need to know meal and cut-off times.
5. Supplemental Feedings and Standing Orders can be automatically suspended when meals are stopped because of an order for NPO/ Hold Tray (ON). They are not suspended for patients on "No Current Order" who have had no diet ordered, through one of the diet order options or the Default Admission Diet.
6. A second order (repeat) for the same diet will not generate a label or print on the Diet Activity Report in the Diet Office.
7. NHCU (and Domiciliary) patients who are absent sick in hospital are still residents of the NHCU/Domiciliary. All orders in effect in the NHCU/Domiciliary will automatically resume as soon as the patient returns. Orders in effect in the medical center do not carry over to the NHCU/Domiciliary.
8. The admitting diagnosis on Patient Profile is entered by the MAS clerk when the patient is first admitted and cannot be corrected.

#### PI Enter/Cancel Isolation/Precautions [FHORD4]

This routine transmits isolation information to Nutrition Service and prints it on the diet card label. It is also displayed on the Patient Profile (PP), List Early/Late Trays (EL) and Diet Activity Report.

Prompt/**User Entry:**

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT

11-04-28

000000000 COLLATERAL

Select ISOLATION/PRECAUTION TYPE NAME: **?? <RET>**

Choose from:

AFB ISOLATION

BLOOD/BODY FLUID PRECAUTIONS CONTACT

DRAINAGE/SECRETION PRECAUTIONS ENTERIC PRECAUTIONS

PROTECTIVE PAPER RESPIRATORY

STAY OUT (\*\* INACTIVE \*\*) STOP SIGN

STRICT

Select ISOLATION/PRECAUTION TYPE NAME: **BLOOD/ <RET>** BODY FLUID PRECAUTIONS ...

done

Removing a patient from Isolation is done through this same option. After patient selection, the current Isolation status will be displayed followed by the prompt:

Do you wish to remove? (Y/N):

A "Yes" or "No" answer is required.

#### PI Enter/Cancel Isolation/Precautions

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET>**

10-07-52

00 COLLATERAL

01

Isolation/Precaution Type is: DRAINAGE/SECRETION PRECAUTIONS

Do you wish to remove? (Y/N) Y ... removed

PI Enter/Cancel Isolation/Precautions

Select Patient (Name or SSN): NUTRITION, PATIENT COLLATERAL

10-07-52 000000000

Select ISOLATION/PRECAUTION TYPE NAME: **?**

Answer with ISOLATION/PRECAUTION TYPE NAME

Choose from:

AFB ISOLATION

BLOOD/BODY FLUID PRECAUTIONS CONTACT

DRAINAGE/SECRETION PRECAUTIONS ENTERIC PRECAUTIONS

PROTECTIVE PAPER RESPIRATORY

Select ISOLATION/PRECAUTION TYPE NAME: **BLOOD/BODY FLUID PRECAUTIONS**

...

done

#### PP Patient Profile [FHORD9]

[25](#_bookmark94)The Patient Profile option and report for inpatients have been modified to include outpatient data.

This is most often used for a visual check of all current and future orders on a patient at a single point in time. It does not, however, display past orders. This option produces a comprehensive display of most dietetic orders and data associated with a patient's admission. It includes diet orders, active or saved consults, early/late tray requests for the next 72 hours, standing orders, tubefeedings, supplemental feedings, etc.

This report includes outpatient data as well, including recurring meals, special meals and guest meals. [26](#_bookmark95)In this report the number of monitors can be restricted. The types of monitors given can include:

* Patient Identification and Location
* Admission Diagnosis
* Allergies
* Isolation
* Current Diet
* Service
* Tubefeeding Order
* SF Order
* Last Three Years of Nutrition Encounters (Not Including Assessment and Screening Encounters)
* Additional Orders in 24 Hours
* Future Diet Orders
* Early/Late Tray Information
* Active Standing Orders
* Active Consults Prompt/**User Entry:**

Select OPTION NAME: **Patient Profile**

Select Patient (Name or SSN): **NFSpatient,Eight**

[27](#_bookmark96)Correct? Y// **<RET>** ES

[28](#_bookmark96)How many monitors would you like to display?: ALL// **<RET>**

25 Patch FH\*5.5\*5 - May 2007 - The Patient Profile option and report for inpatients have been modified to include outpatient data. Users are able to select a patient profile for an outpatient and a report with outpatient information displays.

26 Patch FH\*5.5\*5 - May 2007 - The Patient Profile Report now has the ability to restrict the number of monitors displayed.

27 Patch FH\*5.5\*5 - May 2007 - New prompt, Correct? Y//

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

OUTPATIENT NAME: NFSpatient,Eight 666-00-0000 M Age 47

Food Preferences Currently on file: **<RET>**

Dislikes NO CHEESE NO SPINACH

Isolation/Precaution type is RESPIRATORY

Recurring Meals on File:

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: OUTPATIENT,MIKE 666-00-0000

M Age 00

# Date/Time Location Room-Bed Service Pnt Meal Diet Ordered

=== ============ =========== =========== =========== ==== =================

1. Nov 22, 2000 RADIOLOGY MICU-NAN REMOTE CAFE B OUTPATIENT REGULA

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2 PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5 TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING 10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

1. Nov 24, 2006 RADIOLOGY MICU-NAN REMOTE CAFE B OUTPATIENT REGULA

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2 PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5 TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING 10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

28 Patch FH\*5.5\*5 - May 2007 - New prompt, How many monitors would you like to display?: ALL//

#### XE Cancel Early/Late Tray [FHOREL3]

After patient selection, a list of all future early and late trays including date, time and meals is chronologically displayed to the user. The user selects the appropriate order by number. Multiple meals can be canceled by listing the numbers separated by commas or by listing a range of numbers, e.g., 1,3,4 or 6-10. The user can also select ALL.

Prompt/**User Entry:**

Select Patient (Name or SSN): **NUTRITION,**

**<RET>** PATIENT 09-18-26 000000000

COLLATERAL

Order

Date

Time

Meal

No future early or late trays to cancel

OR user will see

Cancel Which Early/Late Order (or ALL)?

Select 1 or more numbers or

ALL.

#### XE Cancel Early/Late Tray

Select Patient (Name or SSN): NUTRITION,

1. NUTRITION,P1 01-10-29
2. NUTRITION,P2 12-01-55
3. NUTRITION,P3 03-01-40
4. NUTRITION,P4 11-19-80
5. NUTRITION,P5 12-03-45 ENTER '^' TO STOP, OR CHOOSE 1-5: 4 NUTRITION,P

000000000 SC VETERAN

000000001 SC VETERAN

000000002 SC VETERAN

000000003 COLLATERAL

000000004 SC VETERAN

11-19-80

000000000

COLLATERAL

ALL (E.G., 1,3,4 or 3-5 or

|  |  |  |  |
| --- | --- | --- | --- |
| Order | Date | Time | Meal |
| 1 | 26-Mar-05 | 9:25A | Breakfast |
| 2 | 27-Mar-05 | 9:25A | Breakfast |
| 3 | 28-Mar-05 | 9:25A | Breakfast |
| 4 | 29-Mar-05 | 9:25A | Breakfast |
| 5 | 30-Mar-05 | 9:25A | Breakfast |
| 6 | 31-Mar-05 | 9:25A | Breakfast |
| 7 | 1-Apr-05 | 9:25A | Breakfast |
| Cancel | Which Early/Late | Orders | (or ALL)? ? |
| Enter numbers, or range, of desired orders or 1,3-5 etc.) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Order Date Time Meal | | | |
| 1 | 26-Mar-05 | 9:25A | Breakfast |
| 2 | 7-Mar-05 | 9:25A | Breakfast |
| 3 | 28-Mar-05 | 9:25A | Breakfast |
| 4 | 29-Mar-05 | 9:25A | Breakfast |
| 5 | 30-Mar-05 | 9:25A | Breakfast |
| 6 | 31-Mar-05 | 9:25A | Breakfast |
| 7 | 1-Apr-05 | 9:25A | Breakfast |
| Cancel Which Early/Late Orders (or ALL)? 1-3 .. | | | |

. done

#### XN Cancel NPO/Withhold Order [FHORD12]

After patient selection, a list of all future orders is displayed including the effective date, the expiration date, and the type of withhold order. If multiple orders exist, all will be displayed allowing the user to select the proper order.

Withhold orders entered through NPO/Hold Tray (ON)can be canceled through this option. It is also possible for the withhold order to be overridden by a diet order through Order Diet (OD). If a pass is ordered through NPO/Hold Tray (ON), it will be overridden by a return from pass through ADT. There is more than one way to cancel a withhold order. When the withhold order is canceled, the current diet and type of service is shown.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT

01-12-41

000000000 COLLATERAL

Current Diet: NO ORDER

# Effective Expires Order

1

19-Feb-05 2:06pm

NO ORDER

Cancel Which Order #?

Select the number which

corresponds with the withhold order to be canceled.

You have missed the (MEAL) cut-off. Do you wish to order a LATE TRAY? (Y/N)

Y will automatically generate a late

tray request. N will not order a late tray so that the order is effective at the next meal.

This prompt can appear if the order is entered after the meal cut-off time but before the end of the alarm window when late trays can be ordered for that meal. This question will not appear if an early or late tray has already been ordered for that meal.

Current Diet: SNK (Tray Service)

Will automatically display once NPO order is canceled.

#### XN Cancel NPO/Withhold Order

Select Patient (Name or SSN): **TEST,A <RET>**

000000000 SC VETERAN

12-01-55

Current Diet: NPO

#

Effective

Expires

Order

1

17-Mar-05 10:23am

NPO

Cancel Which Order #? 1 ... done Current Diet: CLEAR LIQUID (Tray) You have missed the NOON cut-off.

Do you wish to order a LATE TRAY? (Y/N): Y

Select Time ( 1=12:50P 2=2:00P 3=3:00P ): 3 .. done

#### XT Cancel Tubefeeding Order [FHORTF4]

After patient selection, the current tubefeeding order is displayed with a prompt. Prompt/**User Entry:**

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT COLLATERAL

01-12-41

Date Ordered: 19-Feb-05 2:06pm

Product: TEST FLUID RESTRICTION, Full Str., 100 ML per Hour

Total KCAL: 648000

Comment: XXXX

Total Quantity: 2400 ML

Do you wish to CANCEL the ORIGINAL Tubefeeding? N// ... no change

### DR Nutrition Lists/Reports [FHCDLST]

|  |  |
| --- | --- |
| BL | Birthday List [FHBIR] |
| CR | Combined Outpatient Meals Report [FHOMCBRP] |
| DA | Diet Activity Report/Labels [FHORD13] |
| DC | Actual Diet Census [FHORD11] |
| DR | Reprint Diet Labels [FHORD14] |
| EL | List Early/Late Trays [FHOREL1] |
| IL | Isolation/Precaution Patient List [FHORD41] |
| LA | Run SF Labels/Consolid Ingred List [FHNO2] |
| NL | NPO/Pass List [FHORD5] |
| PE | List Patient Events [FHORX2] |
| SL | Print Standing Order Labels [FHSP8] |
| SO | Tabulate Standing Orders [FHSP5] |
| SP | Consolidate Standing Orders [FHSP7] |
| TR | Tubefeeding Reports/Labels ... [FHORTFM] |
| TT | Tray Tickets ... [FHMTKM] |
| WD | Nutrition Location Diet Order List [FHORD10] |
| WL | Ward Supplemental Feeding Lists [FHNO3] |
| WP | Print Bulk Feedings/Cost Report [FHNO10] |

#### BL Birthday List [FHBIR]

This list provides the patients' names, locations, and birthdays. The birthday may be requested by specific date.

Prompt/**User Entry: Discussion:**

Select COMMUNICATION OFFICE (or ALL): ALL//

?? <RET>

Enter Communication Office. Enter

?? <RET> for help.

Choose from:

COM OFFICE 2

COMMUNICATION OFFICE

Select COMMUNICATION OFFICE (or ALL): ALL//

<RET>

Birthday DATE: **T-1 <RET>** (FEB 24, 2005)

Enter date as shown, or you will

enter date as April 25.

Select LIST Printer: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter printer device.

|  |  |  |  |
| --- | --- | --- | --- |
| 15-Mar-05 8:55am B I R T H D A Y L I S T Page 1  24-Feb  Name Nutrition Location Room Birthday | | | |
| NUTRITION,P NUTRITION,P2 | NEW 1 EAST  NEW 3 NORTH | 313-01 | 24-Feb-47  24-Feb-35 |

#### CR Combined Outpatient Meals Report [FHOMCBRP]

[29](#_bookmark104)This report displays all outpatient meals (recurring, special, or guest meals) within a specified date range. The report may be sorted by location, communication office, production facility or all.

Prompt/**User Entry: Discussion:**

Select Dietetic Lists/Reports Option:

**CR** Combined Outpatient Meals Report

C O M B I N E D O U T P A T I E N T M E A L S L I S T

Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **?**

Enter a code from the list.

Select one of the following:

A C L P

ALL

COMM OFFICE LOCATION

PROD FACILITY

Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **ALL**

Select Start Date: MAY 02, 2007//

**T** MAY 02, 2007

Select End Date: MAY 02, 2007//

**T+7** MAY 09, 2007

DEVICE: HOME// **<RET>**

Enter printer device or press <RET>

as shown.

C O M B I N E D O U T P A T I E N T M E A L S L I S T

May 02, 2007 - Breakfast Patient Name

========================

NFSoutpatient,One

LOCATION: DIALYSIS

Diet

======================== OUTPATIENT REGULAR

Room-Bed

========================

May 02, 2007 - Noon Patient Name

========================

NFSoutpatient,Two NFSoutpatient,Three

LOCATION: DIALYSIS

Diet Room-Bed

======================== ======================== VEGETARIAN

OUTPATIENT REGULAR

29 Patch FH\*5.5\*5 - May 2007 - This new report option lists all outpatient meals (whether Recurring, Special or Guest meals) within a specified date range, and is sorted by Location, Communication Office, or Production Facility.

|  |  |  |
| --- | --- | --- |
| NFSoutpatient,Four  May 02, 2007 - Evening Patient Name | OUTPATIENT REGULAR  LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Five NFSoutpatient,Six | ======================== OUTPATIENT REGULAR OUTPATIENT REGULAR | ======================== |
| May 02, 2007 - Evening Patient Name | LOCATION: RADIOLOGY  Diet | Room-Bed |
| ========================  NFSoutpatient,Seven | ======================== OUTPATIENT REGULAR | ======================== |
| May 03, 2007 - Breakfast Patient Name | LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Eight | ======================== OUTPATIENT REGULAR | ======================== |
| May 03, 2007 - Breakfast Patient Name | LOCATION: RADIOLOGY  Diet | Room-Bed |
| ======================== | ======================== | ======================== |
| NFSoutpatient,Nine | OUTPATIENT REGULAR | MICU-NAN |
| May 03, 2007 - Noon Patient Name | LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Ten VEGETARIAN | ======================== VEGETARIAN | ======================== |
| May 03, 2007 - Evening Patient Name | LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Eleven | ======================== OUTPATIENT REGULAR | ======================== |
| May 04, 2007 - Breakfast Patient Name | LOCATION: RADIOLOGY  Diet | Room-Bed |
| ======================== | ======================== | ======================== |
| NFSoutpatient,Twelve | OUTPATIENT REGULAR | MICU-NAN |
| May 04, 2007 - Breakfast Patient Name | LOCATION: RADIOLOGY  Diet | Room-Bed |
| ======================== | ======================== | ======================== |
| NFSoutpatient,Twelve NFSoutpatient,Thirteen | OUTPATIENT REGULAR OUTPATIENT REGULAR | MICU-NAN |
| May 04, 2007 - Noon Patient Name | LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Fourteen | ======================== VEGETARIAN | ======================== |
| May 05, 2007 - Breakfast Patient Name | LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Fifteen | ======================== OUTPATIENT REGULAR | ======================== |
| May 05, 2007 - Breakfast Patient Name | LOCATION: DIALYSIS  Diet | Room-Bed |
| ========================  NFSoutpatient,Sixteen | ======================== OUTPATIENT REGULAR | ======================== |

May 05, 2007 - Breakfast LOCATION: RADIOLOGY

Patient Name Diet Room-Bed

======================== ======================== ======================== NFSoutpatient,One OUTPATIENT REGULAR MICU-NAN

=============================================================================

#### DA Diet Activity Report/Labels (132-column) [FHORD13]

[30](#_bookmark107)The Diet Activity Report/Labels option and report for inpatients have been modified to include outpatient data. [31](#_bookmark108) Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

The report contains all additional orders, tube feedings, as well as all diet order activity. It can now be back dated and all data will be reproduced, no data is lost.

#### List Format

The list format will print all changes occurring since the last time it was run, or from any date/time entered. It contains old and new Nutrition Location/room/bed information old and new diet information, admissions, discharges, isolation information, NPOs or hold trays, flags for existing supplemental feedings or standing orders, and type of service information. Previously stored allergies and preferences will appear upon a patient re admission.

Prompt/**User Entry: Discussion:**

Select COMMUNICATION OFFICE (or ALL): ALL// **<RET>**

Enter Communication Office.

Do you want labels? N// **<RET>**

N (no) will print the list format. Y (yes) will print labels.

Changes since Date/Time: 26-Jun-07 //

**T-40** (MAY 17, 2007)

A <RET> will cause the printing of

all changes occurring since the last run. Another Date/Time will be entered. Standard VistA Date/Time notation applies.

Select LIST Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer device OR <RET> as

shown and report will show on screen.

D I E T A C T I V I T Y R E P O R T

Page 1

17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location

Patient

ID#

Sup/Std Service

30 Patch FH\*5.5\*5 - May 2007 - The Diet Activity Report/Labels option and report for inpatients have been modified to include outpatient data.

31 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

SICU 2-A NFSpatient,Eleven 2800 SF SO T Allergies: PEANUTS, OKRA

Diet: FAT TEST Old: REGULAR

Msg: Allergy - TOMATOES Cancelled TF: 10 CANS OSMOLITE

FP: Add 1 GRAPE JUICE (BNE) By: NFSclinician,Two

FP: Del ALLERGY - TOMATO (BNE) (D) By: NFSclinician,Two

FP: Add 1 ALLERGY - MILK (BNE) By: NFSclinician,Two

D I E T A C T I V I T Y R E P O R T Page 2 17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location Patient ID# Sup/Std Service FP: Add 1 NO BEEF (BNE) By: NFSclinician,Two

SO: 1 C MILK WHOLE (B)

SO: 1 T ICE CREAM (N) SO: 1 C MILK WHOLE (N) SO: 1 C MILK WHOLE (E) SO: 1 T ICE CREAM (E) SF: INDIVIDUALIZED

* 1. WEST 3A05-A NFSpatient,Twelve 4214 T Allergies: OATS, PEANUTS, CORN

Diet: REGULAR

D I E T A C T I V I T Y R E P O R T Page 3 17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location Patient ID# Sup/Std Service Old: REGULAR

FP: Add 1 NO STRAWBERRIES (BNE) Add 1 NO COCONUT

(BNE) By: NFSclinician,Three

FP: Add 1 DYSPHAGIA () (D) By: NFSclinician,Three FP: Del 1 DYSPHAGIA (BNE) (D) By: NFSclinician,Three

TELEMETRY 2D23-A NFSpatient,Thirteen 3581 SO T Allergies: PEANUTS, STRAWBERRIES

Diet: REGULAR

Old: LOCHOL-LOFAT

TF: 10 CANS JEVITY, Monitor tolerance..DC diet

D I E T A C T I V I T Y R E P O R T Page 4 17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location Patient ID# Sup/Std Service Cancelled

FP: Add 1 NO BROCCOLI (NE) By: NFSclinician,Three

SO: 2 DESSERT (N)

REHAB 2B24-A NFSpatient,Fifteen 5885 SO T Allergies: MILK, STRAWBERRIES, MONOSODIUM GLUTAMATE

Diet: NO ORDER, Hold Tray due to Tubefeeding Old: REGULAR

Msg: Allergy - ZUCCHINI Cancelled TF: 1 CAN OSMOLITE

FP: Del ALLERGY - ZUCCHINI (BNE) (D) By: NFSclinician,Three

D I E T A C T I V I T Y R E P O R T Page 5 17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location Patient ID# Sup/Std Service ENID

SF: INDIVIDUALIZED Cancelled

2 WEST 2A04-B NFSpatient,Three 3466 SF SO T Allergies: None on file

Diet: FULL LIQ. Old: REGULAR

SO: 1 S BOOST VARY (B) SO: 1 S BOOST VARY (N) SO: 1 S BOOST VARY (E) SF: INDIVIDUALIZED

D I E T A C T I V I T Y R E P O R T

Page 6

17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location

Patient

ID#

Sup/Std Service

2 WEST 2A02-A

NFSpatient,Eleven

2905

SF

T

Allergies: CABBAGE, STRAWBERRIES, SHELLFISH, APRICOTS, ARTIFICIAL SWEETENERS, PEANUTS, GREEN BEANS, SPINACH, COCONUTS

Diet: REGULAR Old: REGULAR

Msg: Allergy - OKRA Cancelled

TF: 2-1/2 CANS ISOSOURCE VHN Cancelled

FP: Del ALLERGY - OKRA (BNE) (D) By: NFSclinician,Three

3-B

NFSpatient,Fourteen

2106

SF SO

C

Allergies: STRAWBERRIES

D I E T A C T I V I T Y R E P O R T

Page 7

17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

Location

Patient

ID#

Sup/Std Service

Diet: LOCHOL-LOFAT Old: MECH ALT, LS 2GM

Msg: Allergy - OKRA Cancelled

Msg: No Diet Pattern (FLUID 1000, 2000ADA/NOUR, RENAL, DYS FL/NEC, LS 2GM)

FP: Del ALLERGY - OKRA (BNE) (D) By: NFSclinician,Four SO: 1 C MILK 1% (BNE)

SO: 1 C BANANA (B)

SF: STD 10AM, 2PM, 8PM Cancelled SF: DIAB LO K

**Diet Card Label Format**

Use the Diet Activity Report/Labels (DA) option to print labels for diet cards. The printed label contains the patient's name, current Nutrition Location/room location, 4-digit Social Security Number (SSN) identifying code, the current diet in its abbreviated form, the T, C, or D designating tray, cafeteria or dining room, and isolation information. [32](#_bookmark110) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

**Relationship Between Report and Label Formats**

There is a close relationship between the list format and label format. The list format contains the information included on labels with the addition of interWard transfers, bed changes, and the letters SF when a supplemental feeding exists for a patient. The SF will appear with discharge orders if the SF was in effect. The labels will contain only the new location. If both outputs are used, the sequence of printing will affect information given.

If labels are printed, it is recommended that the list format also be run.

**Printing Sequence**

Always run the list format first (answer No to "Do you want labels"); then run labels immediately after Nutrition Location (answer Yes to "Do you want labels"). The default date/time in the prompt "Changes since..." will enable the user to list all the changes since the default. The user can go back in time and list from a past date/time and list all the changes from that time. The default date/time will be the date/time the user has last run the report. Even when you run backdate/ time the default date/time for the next run would be the last time the report has been run and not the date/time of the change.

Select COMMUNICATION OFFICE (or ALL): ALL// **<RET>**

Do you want labels? N// **Y**

If using laser label sheets, what row do you want to begin printing at? 1//

**<RET>**

Changes since Date/Time: 26-Jun-07 // **T-40** (MAY 17, 2007) Select LABEL Printer: HOME// **<RET>** TELNET

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*

\*

\*

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26-Jun-07 8:56am

\*

\*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

32 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

NFSpatient,Eleven

SICU

2800

\*ALG

FAT TEST

T

2-A

NFSpatient,Twelve

4214

\*ALG REGULAR

T

3 WEST 3A05-A

NFSpatient,Thirteen

3581

\*ALG REGULAR

T

TELEMETRY

2D23-A

NFSpatient,Fourteen

5885

\*ALG

NO ORDER

T

REHAB 2B24-A

NFSpatient,Fifteen 3466 T

2 WEST 2A04-B

FULL LIQ.

NFSpatient,Sixteen

2905

\*ALG REGULAR

T

2 WEST 2A02-A

NFSpatient,Seventee

3-B

2106 C

\*ALG

LOCHOL-LOFAT

#### DC Actual Diet Census [FHORD11]

This routine counts all diet orders in existence at the time this report is requested. Each patient's diet order, regardless of the number of modifications, is tallied only once according to the lowest tally order production diet. Production diets and tally orders are explained more fully in the Production Management chapter (XP) of the Manager/Automated Data Processing Application Coordinator (ADPAC) Guide. It counts by production diet and tally order and lists by print order.

Actual Diet Census can be generated for separate or ALL Service Points. If ALL is selected an actual census for each service point as well as a consolidated list will be generated. Quantities are listed for each production diet and separated by service type: Tray, Cafeteria or Dining Room, with a grand total. If no quantities exist, the production diet does not appear on the report.

The Percent Column lists the percentage of each production diet at the specified service point. These figures are helpful in determining / updating the Production Diet Percentages (PP) Table.

When Actual Diet Census is run today (T) and also run T+1, the numbers generated will not be the same even though they were run on the same day within minutes of each other. The difference results from the program looking ahead to the designated day for time limited diet orders, and tallying them accordingly.

Example: Patient (Mr. X) is on NPO today with an expiration date for tomorrow and a Diet Order of Regular. When actual census is run today, Mr. X is tallied as Not Eating but the census run T+1 will tally Mr. X as a regular production diet.

Prompt/**User Entry: Discussion:**

Select PRODUCTION FACILITY: **M <RET>**

MAIN KITCHEN

User will see this prompt if there is

more than one Production Facility. Enter ?? <RET> to get listing of facilities, then select facility.

Effective Date/Time: **T <RET>** (MAR 08, 2005)

Enter T, N, or a future date (cannot

be a day in the past).

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **132**

<RET>

Enter printer device OR press<RET>

and enter 132 as shown, so printout will wrap on screen -- aligned.

This report prints one page for each service point and a consolidated census. The report displays production diets but does not include other gratuitous or paid meals. The modifications (previously known as minor modifications) are also shown.

**8-Mar-05 10:41am A C T U A L D I E T C E N S U S**

MAIN KITCHEN

Wednesday 8-Mar-05

P R O D U C T I O N D I E T S

B217 B228 DR200 T200 Tray Cafe Total

REGULAR 15 123 17 49 187 17 204

HPHC 4 5 9 9

HIGH FIBER 2 1 3 3

MODERATE SODIUM (87 -130) 10 7 1 16 33 1 34

CHOLESTEROL RESTRICTED 6 1 2 8 1 9

87/CHOL 1 8 2 17 26 2 28

87/CHOL/MECH 1 1 1

CARDIAC (87NA,LOCHOL,HIFIBER) 1 2 27 28 2 30

DIABETIC/LO CAL 16 14 1 23 53 1 54

87/DIAB 9 2 2 13 24 2 26

CHOL/DIAB 2 1 3 3

DIAB/MECH 5 1 6 6

87/DIAB/MECH 1 1 1

87/DIAB/HF 1 1 1

87/CHOL/DIAB 2 4 8 10 4 14

DIAL/DIAB 1 1 5 6 1 7

LOW PROTEIN 2 5 7 7

DIALYSIS/LOW NA (43-22) 2 1 1 6 9 1 10

ASPIRATION RISK REDUCTION 8 1 9 9

GERIATRIC/ECC 34 34 34

MECHANICAL/DYSPHAGIA 15 2 14 31 31

87/MECH-DYS 1 1 5 7 7

MODIFIED BLAND 3 3 3

87/MOD BLAND 1 1 1

GROUND MODIFIED BLAND 7 2 2 11 11

PUREED 22 14 36 36

FULL LIQUID 1 4 5 5

CLEAR LIQUID 1 5 6 6

SELECT-REGULAR 25 32 57 7

SELECT-ECC 38 38 38

SELECT-DIABETIC 16 2 18 18

ECC-DIABETIC 2 2 2

N P O 3 31 34 34

P A S S 0

TF Only 24 20 44 44

No Order 1 1 7 9 9

TOTAL MEALS 264 176 32 320 760 32 705

#### DR Reprint Diet Labels [FHORD14]

This option will reprint a diet card label for an individual patient or for all patients on a specified Nutrition Location. [33](#_bookmark113) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

#### Reprint Diet Labels Printed by Patient

Prompt/**User Entry: Discussion:**

Reprint by COMMUNICATION OFFICE,

PATIENT, LOCATION or ALL? PATIENT// **<RET>**

Select Communication Office,

Patient, Location, or ALL. You only need to press <RET> if Patient is selected (default).

Select Patient (Name or SSN): NFSpatient,Ten <RET> 01-12-41

000000000

Enter ?? <RET> to see a list of

patients.

If using laser label sheets, what row do you want to begin printing at? 1//

**<RET>**

Select LABEL Printer: HOME// **<RET>** VIRTUAL TERMINAL

Enter printer device or press <RET>

as shown.

**NFSpatient,Six**

0000

\*ALG REGULAR

T

T 6K 6K06-1T

33 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

#### Reprint Diet Labels Printed by Location

R E P R I N T D I E T L A B E L S

Reprint by COMMUNICATION OFFICE, PATIENT, LOCATION or ALL? PATIENT// **L**

Select LOCATION: **T 6k**

Searching for a HOSPITAL LOCATION, (pointed-to by OUTPATIENT LOCATION)

Searching for a WARD LOCATION, (pointed-to by OUTPATIENT LOCATION)

If using laser label sheets, what row do you want to begin printing at? 1//

**<RET>**

Select LABEL Printer: HOME// **<RET>** VIRTUAL TERMINAL

NFSpatient,One T 6K 5496 T 6K06-1T

\*ALG REGULAR

NFSpatient,Two T 6K 6417 T 6K08-1T

1800 CAL HS, 4 GM NA, 2 GM K LOW CHOL, 1500ML=960TR

NFSpatient,Three T 6K

8307 T 6K14-1T DYS PUREED

NFSpatient,Four T 6K 9201 6K14-2T

NO ORDER

NFSpatient,Five T 6K 8209 T 6K15-1T

2 GM NA, 2 GM K

|  |  |  |
| --- | --- | --- |
| NFSpatient,Six 0677  \*ALG  2000 CAL HS | T | T 6K 6K17-2T |
| NFSpatient,Seven 3800 | T | T 6K 6K18-2T |
| MECH, 4 GM NA |  |  |
| NFSpatient,Eight 9758 | T | T 6K 6K25-2T |
| MECH |  |  |
| NFSpatient,Nine 7203 |  | T 6K 6K26-1T |
| NO ORDER |  |  |
| NFSpatient,Ten 9635 |  | T 6K 6K26-2T |
| NO ORDER |  |  |
| NFSpatient,Eleven T 6K  9956 T 6K27-1T NCS, NAS, LOW CHOL  NFSpatient,Twelve T 6K  4180 T 6K27-2T  2000 CAL HS, NAS  NFSpatient,Thirteen T 6K 5373 T 6K32-1T  DYS ADVANCED, 4 GM NA  NFSpatient,Fourteen T 6K 1477 T 6K33-1T  \*ALG  2 GM NA | | |

#### EL List Early/Late Trays (132-column) [FHOREL1]

This report contains the meal, time, patient's name, SSN, location, isolation information, bagged meal information, and the current diet order. The user can select a meal or all meals for display and can request future known information. Within a given time period, the orders are sorted by time of receipt with the latest being last. You can also print labels.

[34](#_bookmark115) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

#### EL List Early/Late Trays Report

Prompt/**User Entry: Discussion:**

Select COMMUNICATION OFFICE (or ALL): ALL// **<RET>**

Select a Communication Center or

All. All sites have more than one Communication Office since every site has converted Historical Data as a communication office, as well as the “standard” entry COMMUNICATION OFFICE.

Select Date: **T** (JUL 16, 2007)

T, T+1, or any standard notation.

Select Meal (B,N,E, or ALL): **B <RET>**

B for Breakfast, N for Noon,

E for Evening, or ALL

Do you want labels? N// **<RET>**

Press <RET> (default is No) to produce a list format. Y (yes) will produce a label format.

The list requires a 132-column printer.

Select LIST Printer:: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80// **132**

34 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

|  |  |  |  |
| --- | --- | --- | --- |
| I N P A T I E N T E A R L Y / L A T E T R A Y S 26-Jun-07 9:14am  Page 1  Consolidated 27-Jun-07 | | | |
| Ward/Room Patient ID# | Iso | Bag | Current-Diet |
| Breakfast 8:00A |  |  |  |
| 403B/3301-1 NFSpatient,Fifty 6438 |  |  | DYS-DICED, NCS |
| Allergies: None on file |  |  |  |
| Noon 11:00A |  |  |  |
| 400A/4020-1 NFSpatient,Forty 0000 |  | YES | LO-DIABETIC |
| Allergies: TOMATO PRODUCTS |  |  |  |

#### EL List Early/Late Trays Labels

O U T P A T I E N T E A R L Y / L A T E T R A Y S 26-Jun-07 9:14am

Page 2 Consolidated

27-Jun-07

Ward/Room

Patient

ID#

Iso Bag Current-Diet

Breakfast 8:00A

LODGER/400/

NFSpatient,Sixty

0000

DYSPHAGIA-ADVANCED

Allergies: None on file

Select COMMUNICATION OFFICE (or ALL):ALL// **<RET>**

Select Date: **T <RET>** (JUL 19, 2007)

Select Meal (B,N,E or ALL): **ALL <RET>**

Do you want Labels? N// **Y <RET>**

If using laser label sheets, what row do you want to begin printing at? 1//

**<RET>**

Select LABEL Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Noon

2:30P

NFSpatient,Forty

26-Jun-07

403B

0000

REDU POR, NAS, NCS

3367-1

Evening 4:00P NFSpatient,Fifty 0000

DYS-MECH \*ALG

26-Jun-07

403B

3307-1

#### IL Isolation/Precaution Patient List (80-column) [FHORD41]

This report lists all patients currently on isolation. It includes the current diet, type of dishes, and who delivers the tray.

Prompt/**User Entry: Discussion:**

Select LIST Printer: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter printer device OR <RET> for

report to show on screen.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NUTRITION LOCATION | ROOM | PATIENT | ID# | PLATE | DELIVERY |
| NEW 1 EAST |  | NUTRITION,P | 0000 | China | Nurse |
| Diet: CLEAR LIQUID (T) | | | | | |
| NEW 1 EAST |  | NUTRITION,P1 | 0001 | China | Nurse |
| Diet: CLEAR LIQUID (T) | | | | | |
| NEW 1 EAST |  | NUTRITION,P2 | 0002 | China | Food Svc |
| Diet: NO ORDER | | | | | |
| NEW 2 WEST |  | NUTRITION,P3 | 0003 | China | Nurse |
| Diet: REGULAR (T) | | | | | |
| NEW 3 NORTH | 312-01 | NUTRITION,P4 | 0004 | China | Nurse |
| Diet: NPO | | | | | |
| NEW 3 NORTH | 313-02 | NUTRITION,P5 | 0005 | China | Nurse |
| Diet: RADIATION II, CHOLESTEROL (T) | | | | | |
| NEW 3 NORTH | 314-01 | NUTRITION,P6 | 0006 | China | Food Svc |
| Diet: REGULAR (T) | | | | | |
| NEW 3 NORTH | 316-01 | ADMIT,ONE | 0000 | China | Food Svc |
| Diet: 3-4gm SODIUM (T) | | | | | |
| NEW 4 SOUTH | 410-01 | DIET,TWO | 0000 | Paper | Nurse |
| Diet: RADIATION II (T) | | |  |  |  |

I S O L A T I O N / P R E C A U T I O N S Page 1 15-Mar-05 9:09am

#### LA Run SF Labels/Consolid Ingred List [FHNO2]

Labels can be printed with an ingredient list, or an ingredient list alone can be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gummed labels produced are placed on bags, sandwiches and other items to identify the patient and food items. Labels provide patient name, location, items, quantity to be delivered and time period. No labels will be printed for an NPO patient if this version is running and the Site Parameter (SP) response to suspension of nourishments is "Yes".

Three time periods are available to run labels (i.e., 10:00 a.m., 2:00 p.m. and 8:00 p.m.). A facility can choose one time period or all time periods. Time periods chosen to run labels can be divided into multiple service points (there must be at least one service point). A service point is an intermediate distribution point between the production area and the patient.

[35](#_bookmark118) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Labels can be aligned in the printer before initiating the program or at the moment designated by the program. It is helpful to mark the printer housing with some type of alignment markings.

Several label runs can be required to establish the correct location for these marks.

If the patient is on an isolation procedure that Nursing delivers, "NURSE" will be printed on the label.

Prompt/**User Entry: Discussion:**

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S**

Select SUPPLEMENTAL FEEDING SITE: **SUPPLEMENTAL FEEDINGS <RET>**

Select Supplemental Feeding Time (10,2,8, ALL): **ALL**

If using laser label sheets, what row do you want to begin printing at? 1//

**<RET>**

Do you want Ingredient list only?N// **<RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

NFSpatient,Twenty-two

1AS/120-1

0022 24-Jul-07 10AM

1 CAPPACINO

35 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

NFSpatient,Twenty-three 1AS/120-2 0023 \*ALG 24-Jul-07 10AM

2 COFFEE

NFSpatient,Twenty-four 1AS/120-2 0024 \*ALG 24-Jul-07 10AM

1 CAPPACINO

NFSpatient,Twenty-five

1AS/

0025 \*ALG 24-Jul-07 10AM

1 PIE

NFSpatient,Twenty-six

1AS/

0026 24-Jul-07 10AM

1 CAPPACINO

NFSpatient,Twenty-seven 2AS/100-3 0027 24-Jul-07 10AM

1 CAPPACINO

**NL NPO/Pass List (132-column) [FHORD5]**

This report contains location, patient's name, SSN, effective and expiration dates, and the type of order for all patients currently on NPO or pass. There is also a column headed ">3" where an asterisk appears opposite an order which is more than three days old.

When the withhold order is canceled or the expiration date has passed, the previous diet will appear on the Diet Activity Report (DA).

The list can be sorted by date and time.

Prompt/**User Entry: Discussion:**

Select COMMUNICATION OFFICE (or ALL): ALL <RET>

Select a Communication Office or ALL.

Enter ?? <RET> for listing of Communication Offices.

Sort by NUTRITION LOCATION or DATE/TIME? NUTRITION LOCATION//

<RET>

If your selection is Nutrition Location, only

enter <RET> here //. Otherwise, you must enter Date/Time.

The list requires a 132-column printer.

Select LIST Printer: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80// **132**

<RET>

Enter printer instructions OR press

<RET> and enter 132 as shown for list to only show on screen.

EXPIRATION DATE

|  |  |  |  |
| --- | --- | --- | --- |
| N P O / P A S S L I S T Page 1  15-Mar-05 9:09am  NUTRITION LOCATION/ROOM PATIENT ID# EFFECTIVE DATE  >3 REASON  NEW 1 EAST/101-03 NUTRITION,P 0000 27-Feb-05 8:41am   * NPO   NEW 1 EAST NO,ORDER 0001 15-Sep-93 3:18pm   * PASS | | | |
| NEW 2 WEST/207-04 | TEST,AGAIN | 0002 | 9-Dec-04 3:06pm |
| \* NO ORDER |  |  |  |
| NEW 3 NORTH/312-03 | TEST,ADMIT | 0003 | 14-Mar-05 11:55pm |
| NPO |  |  |  |
| NEW 4 SOUTH/412-04 | NUTRITION,P1 | 0004 | 10-Aug-04 4:38pm |
| \* NO ORDER |  |  |  |

#### PE List Patient Events [FHORX2]

[36](#_bookmark122)The List Patient Events option and report for inpatients include outpatient data. This option will list all patient Nutrition events for a specified period of time.

Prompt/**User Entry:**

Select Patient (Name or SSN): **NFSpatient,Fifteen <RET>**

COLLATERAL

01-12-00

000000000

Correct? Y// **<RET>**

Starting Date: **8/1** (AUG 01, 2006) Ending Date: T// **<RET>** (NOV 17, 2006)

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Dietetic Events for NFSpatient,Fifteen From 1-Aug-06 to 17-Nov-06

Dietetic Events for NFSpatient,Fifteen

From 1-Aug-06 to 17-Nov-06

16-Oct-06 3:22pm Outpatient Recurring Meal: VEGETARIAN, DIALYSIS, Noon, Mon/Wed

/Thu/Fri, Oct 16-Nov 30

16-Oct-06 3:22pm Outpatient Standing Order: 1 ICE CREAM (N), DIALYSIS, 16- Oct-06 to 30-Nov-06

16-Oct-06 3:22pm Outpatient Supplemental Feeding: MORE PIES (N) , DIALYSIS, 16-Oct-06 to 30-Nov-06

16-Oct-06 3:23pm Outpatient E/L Tray: VEGETARIAN, DIALYSIS, Noon, Oct 16, 3:40P

36 Patch FH\*5.5\*5 - May 2007 - The List Patient Events option and report for inpatients have been modified to include outpatient data.

#### SL Print Standing Order Labels [FHSP8]

This option allows the user to print labels for standing orders.

Select SERVICE POINT (or ALL): HOSPITAL CL <RET>

Enter ?? <RET> to get listing of Service

Points, then select Service Point as shown, or ALL.

Select Meal (B,N,E, or ALL): **??**

<RET>

Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **E <RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter printer instructions OR press

<RET> to see report on screen.

NUTRITION,P 0000

1 STEAK

NEW 1 EAST/ 1-Feb-05 EVEN

NUTRITION,P

NEW 1 EAST/

0000 1-Feb-05 EVEN

1 POTATO SALAD (HONEY MUSTARD)

NUTRITION,P 0000

1 CANNED FRUIT

NEW 1 EAST/ 1-Feb-05 EVEN

NUTRITION,P 0000

NEW 1 EAST/ 1-Feb-05 EVEN

1 FRUIT PUNCH (NATURAL)

NUTRITION,P1 0001

2 OREO COOKIES

NEW 1 EAST/ 1-Feb-05 EVEN

#### SO Tabulate Standing Orders (80-column) [FHSP5]

The purpose of this option is to print the totals of the standing orders by meal. The totals change when discharges occur.

Prompt/**User Entry: Discussion:**

Select SERVICE POINT (or ALL): **ALL**

<RET>

Enter ?? <RET> to get listing of

Service Points, then select Service Point as shown, or ALL.

Select Meal (B,N,E, or ALL): **??**

Enter B, N, E, or ALL.

<RET>

Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Select Meal (B,N,E, or ALL): **N <RET>**

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> to see report on screen.

|  |  |  |  |
| --- | --- | --- | --- |
| 15-Mar-05 | 8:37am | S T A N D I N G O R D E R S  NOON | Page 1 |
| Quantity |  | Order |  |
| 14 |  | APPLE |  |
| 9 |  | BEEF BLENDER |  |
| 2 |  | CANNED FRUIT |  |
| 1 |  | CHICKEN BROTH |  |
| 2 |  | CHICKEN LEG |  |
| 2 |  | DIET PUDDING |  |
| 1 |  | DOUBLE PORTIONS |  |
| 1 |  | FRESH SALAD |  |
| 1 |  | FRUIT PUNCH (NATURAL) |  |
| 5 |  | GRILLED CHEESE |  |
| 1 |  | HEATH BAR |  |
| 4 |  | HOT CHICKEN WINGS |  |
| 36 |  | LADY FINGERS |  |
| 25 |  | LEMON COOKIES |  |
| 7 |  | OREO COOKIES |  |
| 1 |  | PEACHES |  |

#### Helpful Hints and Notes

1. The tabulated standing orders do not have patient identification or location.
2. All orders appear on one sheet. Duplicate sheets can need to be run for different preparation areas.

**Reminder:** Standing Orders are not saved after discharge.

#### SP Consolidate Standing Orders [FHSP7]

This option allows user to tally on consolidated list.

Prompt/**User Entry: Discussion:**

**Select SERVICE POINT (or ALL):** ALL

<RET>

Enter ?? <RET> to get listing of

Service Points, then select Service Point or ALL as shown.

Select Meal (B,N,E, or ALL): **N <RET>**

Enter B, N, E, or ALL.

Consolidated List Only? Y// **?? <RET>**

Answer YES or NO

Consolidated List Only? Y// **N <RET>**

Only press <RET> if answer

(default) is yes.

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> to see report on screen.

15-Mar-05

8:38am

S T A N D I N G O R D E R S L I S T

Page 1

HOSP T

15-Mar-05 Noon

7 APPLE

3 BEEF BLENDER

1. CANNED FRUIT
2. CHICKEN SOUP

2 COKE

1 COLE SLAW

1 DIET PUDDING

1 DOUBLE PORTIONS

1 FRUIT PUCH (ART)

1 GRILLED CHEESE

4 HOT CHICKEN WINGS

16 LADY FINGERS

9 LEMON COOKIES

1. PUDDING
2. PUDDING (NONE LACTIC)

1 PUDDING (WHOLE MILK)

1 SPINACH

1 WHALE BLUBBER

\*\*\*\* PATIENTS = 11 \*\*\*\*

15-Mar-05 S T A N D I N G O R D E R S L I S T Page 2

8:38am NH C

15-Mar-05 Noon

6 APPLE

6 BEEF BLENDER

1 CANNED FRUIT

1. CHICKEN BROTH
2. CHICKEN LEG
3. COKE
4. COLE SLAW

1 FRESH SALAD

1 FRUIT PUNCH (NATURAL)

3 GRILLED CHEESE

1 HEATH BAR

16 LADY FINGERS

14 LEMON COOKIES

7 OREO COOKIES

1 PEPSI

3 POTATO PANCAKE

1. POTATO SALAD (HOME)
2. SOUR CREAM

2 WHITE BREAD

\*\*\*\* PATIENTS = 13 \*\*\*\*

15-Mar-05 S T A N D I N G O R D E R S L I S T Page 3

8:38am NURHC

15-Mar-05 Noon

1 APPLE

1 DIET PUDDING

1 GRILLED CHEESE

4 LADY FINGERS

2 LEMON COOKIES

1 PEACHES

\*\*\*\* PATIENTS = 2 \*\*\*\*

Select Production Reports Option: SP Consolidate Standing Orders Select SERVICE POINT (or ALL): ALL

Select Meal (B,N,E,or ALL): N Consolidated List Only? Y//

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

15-Mar-05 C O N S O L I D A T E D S T A N D I N G O R D E R S

Page 1 8:39am 15-Mar-05 Noon

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HOSP T NH C NURHC TOTAL | | | | | | |
| APPLE | 7 |  | 6 | 1 |  | 14 |
| BEEF BLENDER | 3 |  | 6 |  |  | 9 |
| CANNED FRUIT | 1 |  | 1 |  |  | 2 |
| CHICKEN BROTH |  |  | 1 |  |  | 1 |
| CHICKEN LEG |  |  | 2 |  |  | 2 |
| CHICKEN SOUP | 2 |  |  |  |  | 2 |
| COKE | 2 |  | 1 |  |  | 3 |
| COLE SLAW | 1 |  | 2 |  |  | 3 |
| DIET PUDDING | 1 |  |  | 1 |  | 2 |
| DOUBLE PORTIONS | 1 |  |  |  |  | 1 |
| FRESH SALAD |  |  | 1 |  |  | 1 |
| FRUIT PUNCH (ART) |  | 1 |  |  |  | 1 |
| FRUIT PUNCH (NATURAL) |  |  | 1 |  |  | 1 |
| GRILLED CHEESE | 1 |  | 3 | 1 |  | 5 |
| HEATH BAR |  |  | 1 |  |  | 1 |
| HOT CHICKEN WINGS | 4 |  |  |  |  | 4 |
| LADY FINGERS | 16 |  | 16 | 4 |  | 36 |
| LEMON COOKIES | 9 |  | 14 | 2 |  | 25 |
| OREO COOKIES |  |  | 7 |  |  | 7 |
| PEACHES |  |  |  | 1 |  | 1 |
| PEPSI |  |  | 1 |  |  | 1 |
| POTATO PANCAKE |  |  | 3 |  |  | 3 |
| POTATO SALAD (HOME) |  |  | 1 |  |  | 1 |
| PUDDING | 1 |  |  |  |  | 1 |
| PUDDING (NONE LACTIVE) | 2 |  |  |  |  | 2 |
| PUDDING (WHOLE MILK) | 1 |  |  |  |  | 1 |
| SOUR CREAM |  |  | 2 |  |  | 2 |
| SPINACH | 1 |  |  |  |  | 1 |
| WHALE BLUBBER | 1 |  |  |  |  | 1 |
| WHITE BREAD |  |  | 2 |  |  | 2 |
| # OF PATIENTS | 11 |  | 13 |  | 2 | 26 |

#### TR Tubefeeding Reports/Labels [FHORTFM]

|  |  |
| --- | --- |
| TF | Preparation/Delivery of Tubefeedings [FHORTF5] |
| TL | Print Tubefeeding Labels [FHORTF5L] |
| TP | Tubefeeding Preparation [FHORTF5P] |
| TX | Tubefeeding Pull Lists [FHORT5S] |

**TF Preparation/Delivery of Tubefeedings [FHORTF5]**

This report contains tubefeeding information by patient and Nutrition Location. It includes the product and quantities. The report is divided into three sections.

Preparation of Tubefeedings includes:

* Patient's name and SSN
* Product and number of units
* Quantities in MLs of full-strength, reconstituted product
* Diluent water to be mixed, if dilution is ordered

Tubefeeding Pull List includes:

Product and total units of issue to be pulled from stock

Delivery of Tubefeedings includes:

* Location, patient's name, and SSN
* Product and number of units to be delivered

The Tubefeeding Pull List can be used by the Ingredient Control Unit to determine total quantities to pull from stock. The section on Delivery of Tubefeedings is useful in identifying the products and quantities needed by Nutrition Location. For those patients where quantity is shown as "Prepared", the section on Preparation of Tubefeeding serves as a reference indicating specific dilution information.

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): ALL// **COM OFFICE 2 <RET>**

The report requires a 132-column printer.

Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **132 <RET>**

**TL Print Tubefeeding Labels [FHORTF5L]**

This option allows user to print the Tubefeeding Labels. Print Tubefeeding Labels includes:

* Patient name, location, and SSN
* Date
* Product and number of units, and Quantity

Prompt/**User Entry: Discussion:**

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: C <RET>

Select COMMUNICATION OFFICE (or ALL): ALL//

<RET>

Do you want multiple labels? N// <RET> Answer Y (yes) or N (no).

Select LABEL Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Enter printer device OR <RET> as

shown and labels will show on screen.

NUTRITION,P 0000 1-Feb-05

NEW 1 EAST

101-04

CITROEN, 5 POWDERS

100 ML per Hour X 12 hrs

NUTRITION,P 0000 1-Feb-05

NEW 1 EAST

101-04

POLYCOSE, 9 BOTTLES

2000 KCAL per Day

NUTRITION,P 0000 1-Feb-05

NEW 1 EAST

101-04

PROMOD, 1 SCOOP

5 GM per Day

VIVONEX, 3 PKGS

8 OZ Three times a Day

OSMOLITE HN, 10 CANS

100 ML per Hour

MAS,ONE

0002 1-Feb-05

NEW 1 EAST

AMIN-AID, 2 PKGS

|  |  |  |  |
| --- | --- | --- | --- |
| 20 GM per Day  MAS,ONE | NEW | 1 | EAST |
| 0002 1-Feb-05 |  |  |  |
| SUSTACAL, 7 CANS  1600 KCAL per Day |  |  |  |
| MAS,ONE  0002 1-Feb-05 | NEW | 1 | EAST |
| VIVONEX, 8 PKGS  100 ML per Hour |  |  |  |
| NHCU,FINAL 0003 1-Feb-05 | NEW | 1 | EAST |
| OSMOLITE, 10 CANS  100 ML per Hour |  |  |  |

**TP Tubefeeding Preparation [FHORTF5P]**

This option will print only the Tubefeeding Preparation Report for use on the Nutrition Locations.

Preparation of Tubefeedings includes:

* Patient name and SSN
* Product and number of units
* Quantities in CCs of full-strength, reconstituted product
* Diluent water to be mixed, if dilution is ordered

Prompt/**User Entry: Discussion:**

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: W <RET>

Select NUTRITION LOCATION (or ALL): **NEW 5 CENTRAL**

<RET>

The report requires a 132-column printer. Select LIST Printer: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80// **132**

<RET>

Enter printer device OR <RET>

and enter 132 as shown and labels will only show on screen.

For printout, refer to Preparation/Delivery of Tubefeedings.

**TX Tubefeeding Pull Lists [FHORT5S]**

This option will print pick lists for all tubefeeding products for the selected Communication Office or Nutrition Location as well as a consolidated pick list when all Communication Offices or Nutrition Locations are selected.

Tubefeeding Pull Lists include:

Product and total units of issue to be pulled from stock.

Select C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): ALL// **<RET>**

Consolidated Report Only? Y// **<RET>**

Select LIST Printer: HOME// **<RET>** SET HOST

2-Feb-05 1:09pm T U B E F E E D I N G P U L L L I S T

Page 1

CONSOLIDATED

# Units Product

3 CAN 1 CAL/ML,LS

2 PKG AMIN-AID

5 POWDER CITROEN

8 BOTTLE CRITICARE HN

5 CAN ISOCAL HCN

4 BOTTLE MICROLIPID

30 CAN OSMOLITE HN

13 CAN OSMOLITE

25 BOTTLE POLYCOSE

13 PKG PRECISION HN

3 PKG PRECISION LR

2-Feb-05 1:09pm T U B E F E E D I N G P U L L L I S T

Page 2

CONSOLIDATED

# Units 05 SCOOP

Product PROMOD

24 PKG PROPAC

2 CAN PULMOCARE

6 CAN SUSTACAL HC

15 CAN SUSTACAL

1 PKG VIVONEX

#### TT Tray Tickets [FHMTKM]

|  |  |
| --- | --- |
| HP | History of Diet Patterns [FHMTKH] |
| LD | List Patients With No/prev Patterns [FHMTKN] |
| PD | Print Diet Cards [FHDCRP] |
| PT | Print Tray Tickets [FHMTKP] |
| LD | List Inpats With No/prev Patterns [FHMTKN] |

**HP History of Diet Patterns [FHMTKH]**

This option will display all Diet Patterns entered for this patient's admission and allow user to add a previous Diet Pattern to a patient's current-diet.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): **? <RET>**

Answer with PATIENT NAME, or SOCIAL

SECURITY NUMBER, or NUTRITION LOCATION LOCATION, or ROOM-BED

Do you want the entire PATIENT List? **N**

<RET> (No)

Enter one ? or two ?? question marks

after each prompt for help or to see a listing of names, etc.

Select Patient (Name or SSN): **ADMIT,ONE <RET>**

COLLATERAL

01-01-50

000000000

128 11-21-1991 @ 15:25:05

Select ADMISSION (or C for CURRENT): **?? <RET>**

128 11-21-1991 @ 15:25:05

Select ADMISSION (or C for CURRENT): **C <RET>**

Current Diet: 3-4gm SODIUM

Pat Date/Time Entered Diet Pattern

1 28-Aug-04 4:40pm REGULAR

2 15-Mar-05 10:41am 3-4gm SODIUM

Detailed Display of which Pattern #? **2 <RET>**

Standing Orders

Break Break Noon Even

1 COLE SLAW (I)

1 FRUIT PUNCH (NATURAL) (I)

1 PUDDING (I)

1 APPLE (I)

Diet Pattern

Breakfast

1. BEVERAGE
2. BREAD

1 JUICE I

2.8 BREAKFAST ITEM

1.5 DESSERT

1 ENTREE

1 ENTREE

1. VEGETABLE
2. DESSERT

Noon

1. BEVERAGE
2. BREAD

1 JUICE I

1.5 APPETIZER

Evening

1 BEVERAGE

1 BREAD

1 APPETIZER

2.7 SOUP

1 SOUP

1 VEG

2.3 DESSERT

Pattern Entered By: ACKERT,NANCY

Press RETURN to Continue

Likes

All Meals Noon Noon,Even Even

DisLikes

NO BEEF

2 ICE CREAM

1 CHILI MAC

1 LIVER SANDWICH

Do You Want to Store this Pattern As the Patient's Individual Pattern? N//

**<RET>**

**LD List Inpats With No/prev Patterns [FHMTKN]**

This option allows the user to run two listings. One list consists of all the inpatients that do not have any Diet Pattern that match with their current-diet. The second list consists of a listing of inpatients that do not have a current individual pattern but have had an individual pattern for a previous Diet order.

The list requires a 132-column printer.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>** | | | | | | | | | | | | | |
| 2-Feb-05 3:05pm R N S | I N P A  Page 1 | T | I | E | N | T | S | W I T | H | N | O | D I E T | P A T T E |
| Nutrition Location/Room Patient  Current-Diet  NEW 1 EAST/\*\*\* NUTRITION,P TEST L-PHOSP | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NEW 1 EAST/101-05 | BRAND,NEW P | | | | | | CARDIAC CATH | | | |
| NEW 2 WEST/207-04 | TEST,AGAIN | | | | | | 2000 CAL RED | | | |
| NEW 3 NORTH/313-02 II,  CHOLESTEROL  NEW 3 NORTH/316-02 | NUTRITION,P1  NUTRITION,P2 | | | | | | RADIATION  1900 CAL ADA | | | |
| NEW 4 SOUTH/410-04 | TEST,NEW 2 | | | | | | GM SODIUM, 2 | | | |
| GM POTT  NEW 4 SOUTH/410-01 DIET,TWO RADIATION II  Press RETURN to continue. | | | | | | | | | | |
| 2-Feb-05 3:05pm P A T T E R N S | N P  Page | A 1 | T | I | E N T S T | H A T | H | A | D | I N D I V I D U A L |
| Patient Effective Diet NEW 1 EAST/\*\*\*  ADMIT,TWO 26-Apr-05 1:21pm Current: MECHANICAL  28-Mar-05 10:19am Prev. Pattern:  1800 CAL RED,  FIBER REST, FAT REST  NEW 1 EAST/\*\*\*  NUTRITION,P 26-Apr-05 10:21am Current: REGULAR  24-Apr-05 12:00pm Prev. Pattern:  CLEAR  LIQUID | | | | | | | | | | |

**PD Print Diet Cards [FHDCRP]**

[37](#_bookmark136)The Print Diet Cards option and report for inpatients have been modified to include outpatient data.

This option allows the user to print Diet Cards that consist of patients' diet patterns. The Diet Cards can be printed two or three patients per page for a selected Patient, Nutrition Location, Communication Office, or for all. The Diet Card requires a 132-column printer.

Prompt/**User Entry: Discussion:**

Print by PATIENT or COMMUNICATION OFFICE

or LOCATION or ALL? COMM// **l**

Enter ?? <RET> to get help or

<RET> at the // prompt if your selection is the default.

Select DIETETIC LOCATION: **ONC**OLOGY

Searching for a HOSPITAL LOCATION, (pointed-to by OUTPATIENT LOCATION) Searching for a WARD LOCATION, (pointed-to by OUTPATIENT LOCATION)

Sort Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**

Select Date: TODAY// **<RET>** (MAR 27, 2007)

Print Three Per Page? N// **YES**

Select MEAL (B,N,E,or ALL): **ALL**

Print Only Ones With Order Changes related to the Diet Card? N // **<RET>**

Select LIST Printer: HOME// **<RET>** VIRTUAL TERMINAL

27-Mar-07 7:26am

Evening 27-Mar-07

REGULAR

ALLGS.: NONE ON FILE

1

APPETIZER 1

1

SOUP

1

ENTREE 1

37 Patch FH\*5.5\*5 - May 2007 - The Print Diet Cards option and report for inpatients have been modified to include outpatient data.

1

ENTREE CASS 1

1

GRAV/SAUC/MIS 1

1

STARCH 1

1

VEGETABLE 1

1

SALAD 1

1

SALAD DRESSING

1

DINNER ROLL AND MARGARINE

2

MARGARINE 1

1

CONDIMENT 1

1

MISC DESSERT

1

FRUIT 1

1

DESSERT 1

1

COFFEE

1

2% MILK

1

GARNISH

1

C-MILK,2%

NO CONCENTRATED SWEETS

**PT Print Tray Tickets [FHMTKP]**

This option allows you to print tray tickets three patients per page for a selected Patient, Nutrition Location, Communication Office, or all for one meal or for all three meals. A Tabulated Recipe List follows each tray ticket run.

Prompt/**User Entry: Discussion:**

Only press <RET> at the // prompts below if you wish to select the default; otherwise you can enter your selection. Enter ??

<RET> for help.

This option allows you to print tray tickets three meals per page for a selected Patient, Nutrition Location, Communication Office, or all for patients for all three meals. A Tabulated Recipe List follows each tray ticket run.

|  |  |  |
| --- | --- | --- |
| Prompt/**User Entry:** |  | **Discussion:** |
|  |  | Only press <RET> at the // prompts below if you wish to select the default; otherwise you can enter your selection. Enter ??  <RET> for help. |
| [38](#_bookmark139)Select OPTION NAME: PRINT TRAY TICKETS | **PT** | Print Tray Tickets |
| Print by PATIENT, COMMUNICATION OFFICE, LOCATION or ALL? COMM// **Patient**  Select Patient (Name or SSN): **NFSoutpatient,Five**  Select Date: TODAY// **<RET>** (May 07, 2006) Select MEAL (B,N,E,or ALL): **ALL**  Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**  4-May-07 8:49am  Breakfast 4-May-07  REGULAR | | |

38 Patch FH\*5.5\*5 - May 2007 - This patch corrects the tray tickets printing of outpatient persons in File (#200).

ALLGS.: NONE ON FILE

1

BLENDED JUICE

1

ENGLISH MUFFIN

1

SCRAMBLED EGG PATTY

1

WHOLE WHEAT FLAKES

2

GRILLED BACON

2

MARGARINE

1

DIET JELLY

1

COFFEE

1

2% MILK

NFSoutpatient,Five (0000) T SF(M)

ONCOLOGY

#### WD Nutrition Location Diet Order List (80-column) [FHORD10]

[39](#_bookmark142)The Nutrition Location Diet Order List option and report for inpatients have been modified to include outpatient data.

This list is printed by single Nutrition Location or all Nutrition Locations. Its format can be altered to print by room-bed location or alphabetized patient name. Lists containing only one type of service can also be printed. These lists contain information on diet and/or tubefeeding orders, supplemental feedings, early/late trays (for the next 72 hours), and standing orders.

An asterisk will appear if the supplemental feeding is older than two weeks or an NPO is older than three days. Clinical staff can use this list to monitor orders.

Prompt/**User Entry: Discussion:**

Only press <RET> at the // prompts below if you wish to select the default; otherwise you can enter your selection. Enter ?? <RET> for help.

Select by C=COMMUNICATION OFFICE or W=NUTRITION LOCATION: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): ALL **<RET>**

Sort Patients: (A=Alphabetically R=Room-Bed) R// **<RET>** Select Type of Service (T, C, D or ALL): ALL// ?? **<RET>** Select Type of Service (T, C, D or ALL): ALL// T **<RET>**

Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

39 Patch FH\*5.5\*5 - May 2007 - The Nutrition Location Diet Order List option and report for inpatients have been modified to include outpatient data.

1. Feb-05 9:53am NEW 5 CENTRAL DIET ORDERS Page 1

TRAY Service Only

Room Patient ID# Admission Date Svc Ord Date 3-Feb-05 9:53am NEW 2 WEST DIET ORDERS Page 2

TRAY Service Only

Room Patient ID# Admission Date Svc Ord Date NUTRITION,P 0000 24-Feb-04 12:10pm T

Nut. Status: Moderately Compromised 22-Mar Allergies: STRAWBERRIES, CHOCOLATE

Diet Order: NPO 25-Apr\*

Likes DisLikes

All Meals 1 GELATIN

Break 1 ORANGE JUICE, 2 MILK

Noon 1 PIZZA PUFFS NO SHRIMPS, NO GREEN FOODS

1 WHOLE-WHEAT BREAD

1 POTATO CHIPS

1 WHITE BREAD

Noon,Even 1 TANGERINE NO PORK

Even 2 TACO

Stng. Order: Even 1 CORN BEEF (I) 2-Mar 205-01 TEST,A 0001 4-Jun-93 11:16am T

Nut. Status: Severely Compromised 10-Dec

Diet Order: HI PRO 11-Jan

Tubefeed.: 1 CAN PULMOCARE, 150 Kcal/Day 20-Oct Likes DisLikes

All Meals 1 LIVER SANDWICH NO SOUP, NO CHICKEN Break 2 MILK, 3 WHITE BREAD

Noon 1 BEEF BURGER

Noon,Even 1 GELATIN

Stng. Order: All Meals 2 APPLE (I) 15-Mar

Stng. Order: Noon 1 GRILLED CHEESE (I) 15-Mar

Stng. Order: Even 2 GRILLED CHEESE (I) 15-Mar

10AM 1 CEREAL I/BOWL/SPOON; 1 MILK,2% 20-Oct\*

2PM 1 DESSERT OF THE DAY

8PM 1 DESSERT OF THE DAY

207-02 TEST,P 0002 4-Jun-93 11:07am T

Nut. Status: Mildly Compromised 18-Jun Diet Order: REGULAR

22-Mar

Likes DisLikes

No Food Preferences on file

Stng. Order: Break 1 APPLE 22-Mar

Stng. Order: Break Stng. Order: Break Stng. Order: Break Stng. Order: Noon Stng. Order: Noon Stng. Order: Noon Stng. Order: Noon Stng. Order: Even

1. POTATO PANCAKE
2. PEANUTS

1 COKE

3 LEMON COOKIES (I)

1 APPLE

4 LADY FINGERS

2 LEMON COOKIES

1 LEMON COOKIES (I)

10AM 1 CEREAL I/BOWL/SPOON; 1 MILK,2%

2PM 1 DESSERT OF THE DAY

8PM 1 DESSERT OF THE DAY

22-Mar 22-Mar 22-Mar 31-Oct 22-Mar 22-Mar 22-Mar 31-Oct 20-Oct\*

3-Feb-05 9:53am NEW 2 WEST DIET ORDERS Page 3

TRAY Service Only

Room

Patient

ID#

Admission Date Svc

Ord Date

207-04

TEST,A

0000

11-Jun-93 1:09pm T

Nut. Status: Severely Compromised 18-Jun

Diet Order: 2000 CAL RED 13-Apr

Likes

DisLikes

All Meals Break

NO BEEF, NO TURKEY

2 ORANGE JUICE

1 RYE BREAD

Even 3 WHOLE-WHEAT BREAD

#### WL Ward Supplemental Feeding Lists [FHNO3]

The purpose of this option is to list all patients who receive supplemental feedings. If the patient is on an isolation that requires delivery by Nursing Service, "NURSE" will appear under the "ISOLAT" column. The date shown under "REVIEW" is the last date any transaction was made for that patient. When the date is over two weeks old, an asterisk will flag it for attention.

This facilitates the review mandated by M-2, Part III (3.06c). Nutrition Location Supplemental Feeding Lists (WL) can be viewed or printed.

[40](#_bookmark144) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Prompt/**User Entry: Discussion:**

Select by S=SUPPLEMENTAL FEEDING SITE or W=NUTRITION LOCATION: **S <RET>**

Enter S or W as shown.

Select SUPPLEMENTAL FEEDING SITE (or ALL): N200 <RET>

Select one Supplemental Feeding

Site or ALL. Enter ?? <RET> to get listing of Feeding Sites.

Print Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**

Take default by pressing <RET> to

print report by Room-Bed or A for alphabetical order of patients' names.

Select LIST Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter the proper printer designation.

(If only <RET> is pressed as shown, the information will show only on the screen. A delay of 10-25 seconds is normal.)

The total quantities of supplemental feedings can be printed for each Nutrition Location, including time, if the Site Parameter is set for printing ingredients on Nutrition Location lists.

Any Supplemental Feeding (SF) menu that has been individualized by a clinician will have (I) following it to notify a user that this individualized SF menu cannot have changed when a diet order changed.

40 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1  Ward: T 6K 26-Jul-07 1:33pm  ROOM PATIENT ID# SUPP MENU ISOLAT REVIEW | | | | | |
| 6K08-1T ALLERGIES: | NFSpatient,One NONE ON FILE | 6417 | 1800 CAL | N | 07-04\* |
| 8PM 1 PEANUT BTR/KN,2 PKG; 1 CRACKER,GRAHAM,1 PKG; 1 FRUIT  6K13-2T NFSpatient,Two 7338 IND 06-12\* ALLERGIES: NONE ON FILE  10AM 1 JUICE,APPLE; 1 THICKENER - HONEY  2PM 1 JUICE,ASST; 1 THICKENER - HONEY  8PM 1 JUICE,ASST; 1 THICKENER - HONEY  6K14-1T NFSpatient,Three 8307 IND 03-09\* ALLERGIES: NONE ON FILE  8PM 1 PUDDING/SP,4 OZ  6K16-1T NFSpatient,Four 3869 IND 03-09\* ALLERGIES: NONE ON FILE  8PM 2 PUDDING/SP,4 OZ; 1 JUICE,ASST  6K17-1T NFSpatient,Five 9140 IND 07-21\* ALLERGIES: NONE ON FILE  8PM 1 COOKIE,VAN WAFER,6EA; 1 ENSURE PLUS,VAN  6K17-2T NFSpatient,Six 0677 IND 03-20\* ALLERGIES: SHELLFISH  8PM 1 CRACKER,GRAHAM,1 PKG; 1 PEANUT BTR/KN,2 PKG; 1 JUICE,ASST  6K27-2T NFSpatient,Seven 4180 IND 06-05\* ALLERGIES: NONE ON FILE  8PM 1 CEREAL,DRY/BOWL/SP; 1 MILK,SKIM  6K28-1T NFSpatient,Eight 1534 IND 06-20\* ALLERGIES: NONE ON FILE  8PM 1 ENSURE PLUS  6K29-1T NFSpatient,Nine 1709 IND 05-30\* ALLERGIES: ZUCCHINI  10AM 1 FRUIT,PUREE/SP,4 OZ  2PM 1 PUDDING/SP,4 OZ  8PM 1 FRUIT,APLESCE/SP,4OZ; 1 CHEESE,COTT/SP,4 OZ; 1 ENSURE PLUS  6K30-1T NFSpatient,Ten 3056 DB2000 03-13\* ALLERGIES: NONE ON FILE  8PM 1 ROTATION,HS  6K31-1T NFSpatient,Eleven 1031 IND 05-02\* ALLERGIES: NONE ON FILE  8PM 1 NUTREN RENAL | | | | | |

#### WP Print Bulk Feedings/Cost Report [FHNO10]

[41](#_bookmark146)The Print Bulk Feedings/Cost Report option and report for inpatients include outpatient data.

This option will produce a delivery listing or labels for all bulk supplemental feeding for all Nutrition Locations served by a Supplemental Feeding Site. A cost report and consolidated pick list will also be produced.

Prompt/**User Entry: Discussion:**

Select SUPPLEMENTAL FEEDING SITE (or ALL): T Bldg 163 <RET>

Select one Supplemental Feeding Site

(enter ?? <RET> for listing) or ALL.

Do you want Labels? N// <RET>

Only press <RET> if you do not want labels (default is No//), but enter Y for Yes if you want labels to be printed.

Select LIST Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter printer device OR press <RET>

as shown for report to show on screen.

BULK NOURISHMENTS FOR: T BLDG 163

Page 1

--- zzt cmicu ---

27-Mar-07 7:25am

Cost Vehicle Other Total

--- ONCOLOGY ---

Cost Vehicle Other Total

23

FRUIT,ORANGE

BULK NOURISHMENTS FOR: T BLDG 163

Page 2

27-Mar-07 7:25am

0.00 0.00

0.00

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2 JUICE,ORANGE |  | 0.12 |  | 0.23 | 0.23 |
| 2 JUICE,GRAPE |  | 0.00 |  | 0.01 | 0.01 |
| 4 JUICE,APPLE |  | 0.12 |  | 0.47 | 0.47 |
| 2 JUICE,CRAN |  | 0.13 |  | 0.26 | 0.26 |
| Total for zzt | cmicu |  | 0.00 | 0.97 | 0.97 |

41 Patch FH\*5.5\*5 - May 2007 - The Print Bulk Feedings/Cost Report option and report for inpatients have been modified to include outpatient data.

Total for ONCOLOGY

0.00

0.00

0.00

\*\*\*\*\* T BLDG 163 TOTAL \*\*\*\*\*

Qty Item

Cost Vehicle Other Total

2 JUICE,CRAN

2 JUICE,GRAPE

2 JUICE,ORANGE

22 FRUIT,ORANGE

4 JUICE,APPLE

0.13

0.00

0.12

0.00

0.12

0.26

0.01

0.23

0.00

0.47

0.26

0.01

0.23

0.00

0.47

Grand Total

0.00

0.97

0.97

### EA Energy/Nutrient Analysis [FHNUM]

|  |  |
| --- | --- |
| AA | Abbreviated Analysis [FHNU5] |
| AN | Print Analysis (32 Nutrients) [FHNU2] |
| MD | Input Menu Data [FHNU4] |
| NI | Print Nutrient Intake Study (10 Nutrients) [FHNU8] |
| PM | View/Print Menu [FHNU1P] |
| VM | View Meal [FHNU1D] |

#### AA Abbreviated Analysis [FHNU5]

**Results of Analysis Not Stored**

This option is designed for quick analysis of one food item or many. However, it does not provide detailed nutrient values when multiple foods are entered. It provides only nutrient totals and percent RDA. It is suitable for such items as checking the nutrient content of a single food, obtaining immediate information for a short list of foods (such as a meal) and analyzing a recipe.

The printout contains only the nutrient totals, the percent RDA if an RDA category is selected, and a number in parentheses after each nutrient. The number in parentheses is an indicator of relative completeness of data. For example, a list of foods will have contained six items; a three in parentheses (3) signifies that only three items reported a value for that nutrient.

**Remember:** This routine will not store any data. If storage is necessary, use Input Menu Data (MD) option.

Prompt/**User Entry: Discussion:**

Title of Analysis: **MEAT**

Enter free text of 3-60 characters.

Do you wish to use common units instead of grams? YES// **<RET>**

Y (yes) means all food quantities

will be entered in the displayed common units.

N (no) means all quantities will be entered in grams and cannot switch between the two types of units.

Select RDA Category: **CHILDREN 7-10**

YR.

Enter RDA code. Enter ?? <RET> to

view RDA Categories. can bypass by pressing <RET>.

We will now build the food list; you can obtain an analysis of a single food item by merely selecting that one item.

Select Food Item: **?? <RET>**

Proceed as for option Input Menu Data (MD).

1. MEAT
2. MEAT EXTENDER
3. MEATBALLS, DIET
4. MEATLOAF (STOUFFER)
5. MEATLOAF NO.1 (VACO)
6. MEATLOAF, TV DINNER, FRZ, UNHEAT, W/TOM SC, MASH POT, PEAS

Select Food Item #, 'RETURN' to Quit => 6 <RET>

MEATLOAF, TV DINNER, FRZ, UNHEAT, W/TOM SC, MASH POT, PEAS

Amount (oz. at 28.3 gms) => 5

<RET> ... 141.5 grams

Select Food Item: <RET> Here is your final food list:

1 MEATLOAF, TV DINNER, FRZ, UNHEAT, W/TOM SC, MASH POT, PEAS 5 oz.

Do you wish to edit this list? NO//

<RET>

DEVICE: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

Enter a printer device OR return for

report to show on screen. The output is only obtainable once. The data will have to be re-entered to see the results a second time.

MEAT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | % | % |  |  | % |
|  |  | RDA | Kcal |  |  | RDA |
| Calories (1) | 185 K |  |  | Vitamin A (0) |  | 0 |
| Protein (1) | 11.3 Gms | 40 | 24 | Ascorbic Acid (1) | 5.7 Mg | 13 |
| Carbohydrate (1) | 13.9 Gms |  | 30 | Vitamin E (0) |  | 0 |
| Fat (1) | 9.5 Gms |  | 36 | Riboflavin(1) | 0.2 Mg | 17 |
| Sodium (1) | 556.1 Mg | 139 |  | Thiamin(1) | 0.1 Mg | 14 |
| Potassium (1) | 162.7 Mg | 10 |  | Niacin (1) | 2.4 Mg | 19 |
| Calcium (1) | 26.9 Mg | 3 |  | Vitamin B6 (0) |  | 0 |
| Phosphorus (1) | 165.6 Mg | 21 |  | Vitamin B12 (0) |  | 0 |
| Iron (1) |  | 18 |  | Vitamin K (0) |  | 0 |
| Zinc (0) |  | 0 |  | Folate (0) |  | 0 |
| Magnesium (0) |  | 0 |  | Pantothenic Ac (0) |  | 0 |
| Manganese (0) |  | 0 |  | Cholesterol (1) | 43.9 Mg |  |
| Copper (0) |  | 0 |  | Linolenic Acid (1) | 0.0 Gms |  |
| Selenium (0) |  | 0 |  | Linolenic Acid (0) |  |  |
|  |  |  |  | Monounsat. Fat (0) |  |  |
|  |  |  |  | Polyunsat. Fat (0) |  |  |
| Water (1) | 104.3 Ml |  |  | Saturated Fat (1) | 4.2 Gms |  |

Press RETURN to Continue

|  |  |  |
| --- | --- | --- |
| Ash (1) | 2.5 Gms | Tryptophan (0) |
| Alcohol (0) |  | Threonine (0) |
| Caffeine (0) |  | Isoleucine (0) |
| Total Diet Fiber (0) |  | Leucine (0) |
| Total Tocopherol (0) |  | Lysine (0) |
| Capric Acid (0) |  | Methionine (0) |
| Lauric Acid (0) |  | Cystine (0) |
| Myristic Acid (0) |  | Phenylalanine (0) |
| Palmitic Acid (0) |  | Tyrosine (0) |
| Palmitoleic Acid (0) |  | Valine (0) |
| Stearic Acid (0) |  | Arginine (0) |
| Oleic Acid (1) | 4.25 Gms | Histidine (0) |
| Arachidonic Acid (0) |  | Alanine (0) |
|  |  | Aspartic Acid (0) |
|  |  | Glutamic Acid (0) |
|  |  | Glycine (0) |
|  |  | Proline (0) |
|  |  | Serine (0) |

Press RETURN to Continue

Do you wish to analyze another menu? NO// ^

**Advantages and Other Considerations**

#### Advantages

Energy/Nutrient Analysis (EA) offers a number of advantages. Key items include:

* Significant time-savings in menu analysis are possible. An experienced user can enter and analyze a seven day menu for 32 nutrients in four hours or less.
* Cycle menus can be entered and stored indefinitely, changed at any time, and a new analysis printed.
* The availability of Nutrient Intake Studies can be extended to a greater portion of the patient population because of reduced time to obtain results.
* Any food item can be added to the file.
* The program can be used to analyze the stored menus for different RDA groups.
* Proposed food item changes can be made to analyzed menus and the results viewed immediately.

#### Other Considerations

There are other considerations in using the Energy/Nutrient Analysis (EA) program. Significant items include:

* The program is not easily used by non-professionals, because of conversions that are necessary between existing common unit, serving size, and grams.
* The program accepts decimals only.
* An analysis of a single meal or day that is part of a larger stored menu cannot be selectively printed.
* USDA updates of the master file can be infrequent.\
* A menu can be accidentally deleted because stored menus are not protected.

#### Helpful Hints and Notes

1. Any user can change or delete any menu. Therefore, more than one person can work on the same menu.
2. Most printers can be set for compressed print of 16.5 characters per inch. Check with the Site Manager.
3. Capital letters must be used for data entry of food items.
4. Because the Abbreviated Analysis (AA) is not saved, it can be helpful to print the final food list and the results to keep for future reference.

#### AN Print Analysis (32 Nutrients) [FHNU2]

**Print Menu**

This routine will print any User Menu in complete detail showing meal distribution. Each meal will contain all the food items in that meal with all of the values for each nutrient. Each meal will show totals of nutrients for the meals, percent of carbohydrate, protein, and fat, and percent RDA. Meals will be added together for the day. Each day will display similar accumulative totals. Days will be averaged together in a final weekly summary with averages calculated for all nutrients, percent RDA, and percent carbohydrate, protein, and fat.

This option prints only gram weights regardless of the units used in the data entry.

The user has the choice of printing all days with all food items listed or just the final weekly summary.

Prompt/**User Entry: Discussion:**

Select USER MENU NAME: **MINE <RET>**

01-09-05

Select RDA Category: **F25 <RET>**

All RDA levels are available. Enter

?? to view them. Select by entering the first letter M or F for sex and then the first number of the age level.

Example: Female 19-23 Enter: F19

Do you wish a detailed analysis? Y//

<RET>

Enter Y for the complete detailed

list. N for only the weekly summary.

The Analysis requires a 132-column printer.

DEVICE: HOME// **<RET>** SET HOST **132**

<RET>

Enter printer instructions.

#### MD Input Menu Data [FHNU4]

**Stored Menu Data**

This subroutine is the first step in using the Energy/Nutrient Analysis (EA) program. It enables a user to create a menu by giving it a specific identification (User Menu Name) and to enter food items for as many as six meal periods over seven days. The menu is stored under a specific User Menu Name and can be retrieved for changes at any time. The User Menu Name must not exceed 30 characters.

#### Samples

* Cyc 3 wk 2 Regular
* 1800 Diabetic
* Smith - 1G Sodium

Each user menu can contain up to seven days, each of which is identified by a number, one through seven. Each day can contain up to six meal periods, also identified by a number (one through six). The program routine requires that a user establish the User Menu Name and at least the first day and the first meal.

A detailed meal-by-meal analysis would look like an "outline" if it were on paper.

* User Menu Name
* Day 1
* Meal 1
* Meal 2, etc.

If a meal-by-meal analysis is unnecessary, all foods for a single day can be entered at a single time as Meal 1 of any day.

* User Menu Name
* Day 1
* Meal 1 (containing all foods for the entire day)
* Day 2
* Meal 1 (containing all foods for the second day)

Once a menu has been entered, it will be stored indefinitely. It can be reviewed, changed, or printed at any time. Removing it completely from the computer files requires a deliberate action to delete the menu by the user. This prevents accidental loss of a menu and the frustration of having to re-enter large amounts of data.

Prompt/**User Option: Discussion:**

Select USER MENU NAME: **NUTRITION,P -**

1800KCAL Diabetic <RET>

Enter ?? to see listing of User Menu

Names. You can add a new User Menu Name as shown.

Are you adding " NUTRITION,P - 1800KCAL Diabetic" AS A NEW USER MENU? **Y**

<RET> (Yes)

Answer Y for yes. You must answer

yes or menu will not be created.

USER MENU NAME: NUTRITION,P - 1800KCAL

Diabetic Replace **<RET>**

Change name or correct errors by

typing in a new name after the word Replace. If there is no change,

press <RET>.

You can remove the menu from the computer files by pressing the shift key and typing @ after the word Replace; answer Yes when asked if you want to Delete.

UNITS: **G <RET>** GRAMS

Enter C for common units or G for gram weights.

(You cannot switch between the unit types within a single User Menu.)

Select DAY #: 2 <RET>

Enter a number from 1-7.

Are you adding '2' as a new DAY NUMBER (the 1ST for this USER MENU)? Y <RET> (Yes)

Enter Y for yes.

Select MEAL #: **1 <RET>** Enter a number from 1-6.

Are you adding '1' as a new MEAL NUMBER (the 1ST for this DAY NUMBER)? Y <RET> (Yes)

Select Food Item: **Milk <RET>**

Enter ?? <RET> for help.

1 MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED

Select Food Item #, '^' to Quit, or 'RETURN' to continue lsit => **1 <RET>**

MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED

Amount (gms.) => **245 <RET>**

Current Food List for Menu: NUTRITION,P

- 1800KCAL Diabetic Day:2 Meal: 1

MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED - 245 gm.

Do you wish to EDIT this list? NO//

<RET>

Review the food list for completeness

and accuracy. If changes are needed, press

Y. If no changes, press <RET>.

MD Input Menu Data

Select USER MENU NAME: **? <RET>**

Answer with USER MENU NAME

Do you want the entire USER MENU List? **Y <RET>** (Yes) Choose from:

BAB 12-15-93

BBB 12-15-93

CHEESES 03-19-87

EXAMPLE 11-21-91

GILL 09-14-88

JJJ 05-20-93

JKL 10-05-93

Lynette 01-02-87

MENU 03-17-05

MINE 01-09-05

POR 11-16-93

PORT 11-29-93

PPP 12-31-91

PTTTA 11-17-93

SHU 11-19-04

TEST C 05-23-04

TEST D 05-23-04

TEST PREGO 06-23-93

TEXAS PINTOS 12-03-86

TT1 06-09-05

XXXXX 11-04-89

ZZZ 09-24-93

You can enter a new USER MENU, if you wish

NAME MUST BE 3-30 CHARACTERS, NOT NUMERIC OR STARTING WITH PUNCTUATION

Select USER MENU NAME: **ZZZZ <RET>**

Are you adding 'ZZZZ' as a new USER MENU? **Y <RET>** (Yes) USER MENU NAME: ZZZZ//

UNITS: **C <RET>** COMMON Select DAY #: **1 <RET>**

Are you adding '1' as a new DAY NUMBER (the 1ST for this USER MENU)? **Y**

**<RET>** (Yes)

Select MEAL #: **1 <RET>**

Are you adding '1' as a new MEAL NUMBER (the 1ST for this DAY NUMBER)? **Y**

**<RET>** (Yes)

Select Food Item: **MILK <RET>**

1. MILK SHAKES, THICK CHOCOLATE
2. MILK SHAKES, THICK VANILLA
3. MILK SUBSTITUTES, FLUID W/HYDR VEGETABLE OILS
4. MILK, BUTTERMILK, DRIED
5. MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIMMILK
6. MILK, CHOCOLATE BEVERAGE, HOME MADE HOT COCOA
7. MILK, CHOCOLATE DRINK, FLUID, WHOLE
8. MILK, CHOCOLATE DRINK, FLUID, LOWFAT, 2% FAT
9. MILK, CHOCOLATE DRINK, FLUID, LOWFAT, 1% FAT Select Food Item #, '^' to Quit,

or 'RETURN' to continue list => 5

MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK

Amount (cups at 245 gms) => 1 ... 245 grams Select Food Item: **PAN <RET>**

1. PANCAKES FROM MIX, PLAIN AND BUTTERMILK, MADE W/MILK
2. PANCAKES FROM MIX, PLAIN AND BUTTERMILK, MADE W/EGG&MILK
3. PANCAKES, MADE FR BUCKWHEAT MIX, W/EGG AND MILK
4. PANCAKES, MADE FR HOME RECIPE, ENR Select Food Item #, 'RETURN' to Quit => 4

PANCAKES, MADE FR HOME RECIPE, ENR

Amount (cakes at 27 gms) => 3 ... 81 grams Select Food Item: **SAUS <RET>**

1. SAUSAGE, BEERWURST(BEER SALAMI), BEEF
2. SAUSAGE, BLOOD SAUSAGE OR BLOOD PUDDING
3. SAUSAGE, BOCKWURST
4. SAUSAGE, BOLOGNA, BEEF
5. SAUSAGE, BOLOGNA, BEEF & PORK
6. SAUSAGE, BOLOGNA, TURKEY
7. SAUSAGE, BRATWURST
8. SAUSAGE, BRAUNSCHWEIGER (LIVER SAUSAGE), SMOKED
9. SAUSAGE, BROTWURST
10. SAUSAGE, BROWN&SERVE, BEFORE BROWNING

Select Food Item #, '^' to Quit, or 'RETURN' to continue list => 10

SAUSAGE, BROWN&SERVE, BEFORE BROWNING

Amount (oz. at 28.3 gms) => 3 ... 84.9 grams Select Food Item: **POTA <RET>**

1. POTATO CHIPS
2. POTATO CHIPS, WO/SALT ADDED
3. POTATO FLOUR
4. POTATO GRANULES, DRY FORM
5. POTATO PANCAKES, HOME-PREPARED
6. POTATO PUFFS, FRZ, PREPARED
7. POTATO SALAD
8. POTATO STICKS
9. POTATOES, BAKED IN SKIN, WO/SALT

Select Food Item #, '^' to Quit, or 'RETURN' to continue list => 9

POTATOES, BAKED IN SKIN, WO/SALT

Amount (potatoes at 155.5 gms) => 1 ... 155.5 grams Select Food Item: **<RET>**

Current Food List for Menu: **ZZZZ** Day: 1 Meal: 1

* 1. MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK - 1 cup
  2. PANCAKES, MADE FR HOME RECIPE, ENR - 3 cakes
  3. POTATOES, BAKED IN SKIN, WO/SALT - 1 potato
  4. SAUSAGE, BROWN&SERVE, BEFORE BROWNING - 3 oz.

Do you wish to EDIT this list? NO// **Y**

Do you wish to change any amounts? NO// Do you wish to delete any items? NO// **Y**

Delete item # : 3 ... deleted

Delete item # :

Do you wish to add more food items? NO// **Y**

Select Food Item: **POTATOES,**

1. POTATOES, FRZ, FRENCH-FRIED, HEATED IN OVEN, W/SALT
2. POTATOES, FRZ, FRENCH-FRIED, RESTAURANT-PREP
3. POTATOES, FRZ, WHOLE, CKD, WO/SALT
4. POTATOES, HASHED BROWN, FRZ, W/BUTTER SAUCE, PREPARED
5. POTATOES, MASHED, DEHYDRATED, FLAKES WO/MILK, DRY FORM
6. POTATOES, MASHED, DEHYDRATED, GRANULES W/MILK, DRY FORM
7. POTATOES, MASHED, MILK ADDED
8. POTATOES, MASHED, MILK AND REGULAR MARGARINE ADDED
9. POTATOES, MASHED, PREP FR FLAKES W/MILK & MARG
10. POTATOES, MASHED, PREP FR GRAN W/MILK & MARG
11. POTATOES, MASHED, PREP FR GRAN W/MILK, WATER & MARG
12. POTATOES, MICROWAVED, COOKED IN SKIN, WO/SALT
13. POTATOES, MICROWAVED, COOKED IN SKIN, FLESH, W/SALT
14. POTATOES, MICROWAVED, COOKED IN SKIN, FLESH, WO/SALT
15. POTATOES, MICROWAVED, COOKED IN SKIN, W/SALT
16. POTATOES, O'BRIEN, FRZ, PREPARED
17. POTATOES, O'BRIEN, HOME-PREPARED
18. POTATOES, PARED, BOILED, W/SALT

Select Food Item #, '^' to Quit, or 'RETURN' to continue list => 17

POTATOES, O'BRIEN, HOME-PREPARED

Amount (cups at 194 gms) => 1 ... 194 grams Select Food Item:

Current Food List for Menu: ZZZZ

Day: 1

Meal: 1

1. MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK - 1 cup
2. PANCAKES, MADE FR HOME RECIPE, ENR - 3 cakes
3. SAUSAGE, BROWN&SERVE, BEFORE BROWNING - 3 oz.
4. POTATOES, O'BRIEN, HOME-PREPARED - 1 cup Do you wish to EDIT this list? NO// **Y**

Do you wish to change any amounts? NO// **Y** Change item # : **1** from 1 cup to: **2 cup** Change item # :

Do you wish to delete any items? NO//

Do you wish to add more food items? NO//

Current Food List for Menu: ZZZZ

Day: 1

Meal: 1

1. MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK - 2 cups
2. PANCAKES, MADE FR HOME RECIPE, ENR - 3 cakes
3. SAUSAGE, BROWN&SERVE, BEFORE BROWNING - 3 oz.
4. POTATOES, O'BRIEN, HOME-PREPARED - 1 cup Do you wish to EDIT this list? NO//

Select DAY #:

Data entry can be interrupted at any time during this process without loss of the menu. Subsequent changes can be made to any menu by naming the chosen User Menu, Day and Meal. Printing a menu analysis is a separate operation handled by options: Print Analysis (32 Nutrients) (AN) or Print Nutrient Intake Study (10 Nutrients) (NI).

**Deleting User Menus**

Any user can delete any of his/her own User Menus by pressing the shift key and the @ sign at the User Menu Name: Replace prompt. Users should be encouraged to clean their files periodically.

Any user can also change or delete any User Menu entered by any other user. Permanently stored menus, such as cycle menus, are not protected in any way from accidental or deliberate change or deletion.

#### NI Print Nutrient Intake Study (10 Nutrients) [FHNU8]

This routine will print any User Menu in less detail. Ten nutrients are displayed instead of 32 (see sample Nutrient Intake Study). In addition, only meal totals are displayed for each nutrient. Individual food items are not displayed. For each day, information is given for totals, percent RDA and percent carbohydrate, protein, fat. A final summary displays the averages for the daily totals, percent RDA, and percent carbohydrate, protein, and fat. It can be included in a medical record, if approved by the facility's Medical Records Committee.

Prompt/**User Entry: Discussion:**

Select USER MENU name: **ZZZ <RET>**

12-15-93

Enter ?? <RET> for help.

Select RDA Category: **F51 <RET>**

FEMALES 51+ YR.

Select Patient (Name or SSN): **NUTRITION,P**

**<RET>** Patient 11-02-33

000000000 SC VETERAN

Sex: F Age: 61

Enter patient's name. If non-patient,

enter \* <RET>, then enter free text of patient information.

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR <RET>

for printout to show on screen.

'+' following a daily value indicates that incomplete data exists.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N U T R I E N T I N T A K E S T U D Y 15-Mar-05** | | | | | | | | | | | | | | | |
| Patient: Nutrition, P  Energ Pro | | | CHO | Fat | Female Sod | | Pot | | Calc | | Phos | | Age: 61 Chol H20 | | |
|  | KCal | Gm | Gm | Gm | Mg |  | Mg |  | Mg |  | Mg |  | Mg |  | Ml |
| Day 1  Meal 1 | 506 | 24.1 | 64.9 | 18.6 |  | 991 |  | 718 |  | 60 |  | 254 |  | 59 | 407 |
| Meal 2 | 2718 | 198.4 | 186.4 | 137.4 |  | 6090 |  | 3740 |  | 1469 |  | 2262 |  | 536 | 1132 |
| Meal 3 | 267 | 19.5 | 22.7 | 11.3 |  | 565 |  | 834 |  | 163 |  | 165 |  | 2 | 136 |
| Total | 3554 | 242.0 | 273.9 | 167.3 |  | 7646 |  | 5355 |  | 1691 |  | 2681 |  | 597 | 1676 |
| % RDA |  | 484 |  |  |  | 1529 |  | 268 |  | 211 |  | 335 |  |  |  |
| % Kcal Kcal:N | Ratio = | 27  05:1 | 31 | 42 |  |  |  |  |  |  |  |  |  |  |  |
| Day 2  Meal 1 | 349 | 23.2 | 23.9 | 19.1 |  | 693 |  | 708 |  | 55 |  | 169 |  | 69 | 251 |
| Meal 2 | 629 | 63.8 | 21.6 | 30.8 |  | 1200 |  | 940 |  | 56 |  | 480 |  | 191 | 284 |
| Meal 3 | 176 | 10.7 | 24.0 | 4.3 |  | 997 |  | 537 |  | 207 |  | 246 |  | 7 | 136 |
| Total | 1155 | 97.7 | 69.5 | 54.2 |  | 2890 |  | 2184 |  | 318 |  | 805 |  | 267 | 670 |
| % RDA |  | 105 |  |  |  | 578 |  | 109 |  | 40 |  | 112 |  |  |  |
| % Kcal Kcal:N | Ratio = | 34  74:1 | 24 | 42 |  |  |  |  |  |  |  |  |  |  |  |
| Day Avg.  % RDA | 2354 | 169.8  340 | 171.7 | 110.8 |  | 5268  1054 |  | 3770  188 |  | 1005  126 |  | 1788  224 |  | 432 | 1173 |
| % Kcal |  | 29 | 29 | 42 |  |  |  |  |  |  |  |  |  |  |  |
| Kcal:N | Ratio = | 87:1 |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### PM View/Print Menu [FHNU1P]

This option allows a user to display and/or print a menu contained in the User Menu file (112.6) Prompt/**User Entry: Discussion:**

Select USER MENU NAME: **ZZZ <RET>**

03-19-87

Enter ?? <RET> for User Menu Names. You can add names that are not listed.

DEVICE: HOME// **<RET>** SET HOST

Enter printer instructions.

Menu: ZZZ

Day: 1

Meal 1

LS DIABETIC SPANISH RICE - 2 svg. MEXICAN CORN - 2 svg.

SPAGHETTI W/MEAT SAUCE - 1 svg.

Meal 2

PUREED APRICOTS - 1 svg.

BLAND CREAM OF PEA SOUP - 1 svg. SMOTHERED STEAK - 1 svg.

WAISTLINE BARBECUED CHICKEN - 1 svg. CHEESE DREAMS - 1 svg.

CHICKEN ALA MARYLAND - 1 svg. BAKED WINTER SQUASH - 1 svg.

Meal 3

PUREED ASPARAGUS - 1 svg. PUREED BEEF - 1 svg.

PUREE MONGOL SOUP - 1 svg. PUREED CARROTS - 2 svg.

Menu: ZZZ Day: 2

Meal 1

LS CASSEROLE CREOLE - 1 svg. CREOLE SOUP - 2 svg.

Meal 2

SLICED BEETS, CND - 1 svg. BEEF BARLEY SOUP - 1 svg.

Meal 3

POTATO CHOWDER - 1 svg. SPANISH BEAN SOUP - 1 svg.

#### VM View Meal [FHNU1D]

This routine allows for reviewing or printing a specific meal only. The user must select the User Menu Name, the Day, and the Meal. It allows a user to be selective in viewing, rather than reviewing an entire seven day menu to find one meal.

Prompt/**User Entry: Discussion:**

Select USER MENU NAME: **NUTRITION,P <RET>**

Enter menu name

R -1800KCAL DIABETIC 05-05-05

.

Select DAY #: **1 <RET>**

Enter a number, 1-7.

Select MEAL #: **2 <RET>**

Enter a number, 1-6.

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> to view menu on screen.

Menu: SMITH, R -1800KCAL DIABETIC Day: 1 Meal: 2

MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED - 244 gms

**VM View Meal**

Select USER MENU NAME: **ZZZ <RET>**

Select DAY #: **1 <RET>**

Select MEAL #: **2 <RET>**

09-24-93

DEVICE: HOME// **<RET>** HYPER SPACE

RIGHT MARGIN: 80// **<RET>**

Menu: ZZZ Day: 1

Meal: 2

PUREED APRICOTS - 1 svg.

BLAND CREAM OF PEA SOUP - 1 svg. SMOTHERED STEAK - 1 svg.

WAISTLINE BARBECUED CHICKEN - 1 svg. LO SOD/LO PRO PORK CHOPS/SYRU - 1 svg. CHEESE DREAMS - 1 svg.

CHICKEN ALA MARYLAND - 1 svg. BAKED WINTER SQUASH - 1 svg.

### FP Food Preferences [FHSELM]

|  |  |
| --- | --- |
| DP | Display Patient Preferences [FHSEL4] |
| EP | Enter/Edit Patient Preferences [FHSEL3] |
| TP | Tabulate Patient Meal Preferences [FHSEL5] |

#### DP Display Patient Preferences [FHSEL4]

This option can be used to view current preferences assigned for a specific patient. The option (PP) Patient Profile and option (WD) Nutrition Location Diet Order List will also show food preferences.

Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): Nutrition, P <RET> 11-04-28 000000000 COLLATERAL

Enter patient's name. Enter ??

<RET> to see listing of patients.

000-00-0000 Nutrition, P Male Age 66 2 CENTRAL

All Meals Noon Noon,Even

Likes

1 CHILI MAC, 1 GELATIN

1. TEA
2. PIZZA BURGER, 2 TANGERINE

1 WHOLE-WHEAT BREAD

1 SKIM MILK

DisLikes

NO GREEN FOODS, NO SHRIMPS

NO CHICKEN

Even

#### EP Enter/Edit Patient Preferences [FHSEL3]

When a food preference is requested for a patient (either through the computer or by other means), it should be entered into the computer under this option if the preference is on the preference list.

After selecting the patient's name, the food preference is entered. Then the meals are selected which pertain to that preference.

#### Helpful Hint

When using the option Enter/Edit Patient Preferences (EP), a current preference will be shown first, if one exists. If that preference is to be deleted, enter the @ sign. Although you are entering the new preference after the double slashes, it will not replace the preference which is in front of the double slashes. This can be confusing because it is unlike the way the editing is usually done in Nutrition and Food Service software.

#### Field Definitions:

**Select Patient Name Field**

This field designates the patient for whom food preferences are to be entered. Prompt/**User Entry: Discussion:**

Select Patient (Name or SSN): Nutrition,P <RET> 09-18-26

000000000

COLLATERAL

Enter name. (Current preferences will be displayed if any are on file.)

000-00-0000

Nutrition,P

Male Age 69

2 CENTRAL

Likes

DisLikes

All Meals Noon Noon,Even

1 CHILI MAC, 1 GELATIN

1. TEA
2. PIZZA BURGER, 2 TANGERINE

NO GREEN FOODS, NO SHRIMPS

NO CHICKEN

1 WHOLE-WHEAT BREAD

Even 1 SKIM MILK Select FOOD PREFERENCES: **WHOLEWHEAT** BREAD <RET>

FOOD PREFERENCES: WHOLE-WHEAT BREAD// **<RET>**

Select one preference. Enter ??

<RET> to display the preference list. If preferences are already on file,

the last entry will be displayed.

To delete a preference, enter the @ sign after the preference name//.

To add a new preference, enter

the name after the // prompt even if a different preference is

displayed.

MEALS: B// <RET>

Enter a string of meals (e.g., B, BN or BNE) or A for all meals.

Quantity: 1// **<RET>**

Enter a number from 2-9 or take the default of 1 by pressing <RET>.

Upon subsequent admission, the preferences which are Dislikes will appear on the list format of Diet Activity Report/Labels (DA) and are preceded by "Pref:". Because Like preferences frequently change, they will not be shown.

#### TP Tabulate Patient Meal Preferences [FHSEL5]

This option tabulates preferences which are relevant for the meal designated. This can only be done if the menu and recipes have been entered in the computer. If the menu is in the computer, the program knows which food items are to be served for the meals.

The report will not simply total the name of the preference, e.g., "18 NO LIVER". It will instead, tally the recipes involved:

DIET SWISS LIVER (2 OZ) 3

DIET SWISS LIVER (3 OZ) 1

GRILLED LIVER W/ONIONS (3 OZ) 14

Therefore, if there is no liver in the meal, it will ignore liver preferences.

The information on this report is important in determining and adjusting production needs for the meal.

Prompt/**User Entry: Discussion:**

Select SERVICE POINT (OR ALL): **ALL**

<RET>

If only one Service Point exists, this

prompt will not appear.

Tabulate By Menu Specific? N// **<RET>**

If Yes, to tabulate by recipes. If No, to tabulate by Food Preferences.

Select MEAL (B,N,E or ALL): **N <RET>**

Select one meal at a time or ALL.

Break Down By Production Diets? N// **Y**

<RET>

Select LIST Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80//

<RET>

Enter the proper printer designation

OR <RET> as shown for report to show on screen.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15-Mar-05 8:40am M E A L P R E  WEDNESDAY 15-Mar-0  Preference HOSP T NH | | F E R  5 NOON  C | E | N C E S Page 1  NURHC TOTAL | |
|  | | | | |  |
|  | L I K E S | | | |  |
| Prod. Diet: CHOLESTEROL RESTRI |  | | | |  |
| WHOLE-WHEAT BREAD | 1 | | | | 1 |
| Prod. Diet: CLEAR LIQUID |  | | | |  |
| BEEF BURGER | 2 | | | | 2 |
| GELATIN | 2 | | | | 2 |
| SPAGHETTI | 1 | | | | 1 |
| TEA | 1 | | | | 1 |
| WHOLE-WHEAT BREAD | 3 | | | | 3 |
| Prod. Diet: LOW CHOLESTEROL |  | | | |  |
| BROCCOLI | 1 | | | | 1 |
| CHILI MAC | 1 | | | | 1 |
| ICE CREAM | 3 | | | | 3 |
| MILK | 1 | | | | 1 |
| POTATO CHIPS | 1 | | | | 1 |
| SKIM MILK | 1 | | | | 1 |
| Prod. Diet: MODERATE SODIUM (8 |  | | | |  |
| BEEF BURGER | 1 | | | | 1 |
| CHILI MAC | 1 | | | | 1 |
| ICE CREAM | 2 | | | | 2 |
| WHOLE-WHEAT BREAD | 2 | | | | 2 |
| Prod. Diet: REGULAR |  | | | |  |
| BEEF BURGER | 1 1 | | | | 2 |
| BROCCOLI | 1 | | | | 1 |
| CHILI MAC | 1 | | | | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15-Mar-05 8:40am M E A L P R E F WEDNESDAY 15-Mar-05  Preference HOSP T NH C | | E R E NOON | N C E S  NURHC | Page 2  TOTAL |
| CHOC MILK | 1 |  | | 1 |
| GELATIN 2 | 1 |  | | 3 |
| PANCAKE | 1 |  | | 1 |
| PIZZA PUFFS 1 |  |  | | 1 |
| POTATO CHIPS 1 |  |  | | 1 |
| RYE BREAD | 1 |  | | 1 |
| SHRIMP | 1 |  | | 1 |
| SKIM MILK | 1 |  | | 1 |
| SPAGHETTI | 3 |  | | 3 |
| TACO 1 |  |  | | 1 |
| TANGERINE 2 |  |  | | 2 |
| TEA |  | 1 | | 1 |
| WHITE BREAD 1 |  |  | | 1 |
| WHOLE-WHEAT BREAD 1 | 1 | 1 | | 3 |
|  | D I S L I K E S |  | |  |
| Prod. Diet: CHOLESTEROL RESTRI |  |  | |  |
| NO CHICKEN | 1 |  | | 1 |
| WATER 1 | 1 |  | | 2 |
| Prod. Diet: CLEAR LIQUID |  |  | |  |
| NO GREEN FOODS | 1 |  | | 1 |
| Prod. Diet: HIGH FIBER |  |  | |  |
| NO FISH | 1 |  | | 1 |
| Prod. Diet: LOW CHOLESTEROL |  |  | |  |
| NO BEEF 1 |  |  | | 1 |
| NO CHICKEN 1 |  |  | | 1 |
| NO CONDIMENT 1 |  |  | | 1 |
| NO FISH 1 |  |  | | 1 |
| NO HAM 1 |  |  | | 1 |
| NO JELLO 1 |  |  | | 1 |
| NO PORK 1 |  |  | | 1 |
| NO SOUP 1 |  |  | | 1 |
| NO TACO 1 |  |  | | 1 |
| NO TURKEY 1 |  |  | | 1 |
| NO WHOLE WHEAT BREAD 1 |  |  | | 1 |
| Prod. Diet: MODERATE SODIUM (8 |  |  | |  |
| NO BEEF 1 |  |  | | 1 |
| NO SHRIMPS 1 | 1 |  | | 2 |

**Select Production Reports Option: TP Tabulate Patient Meal Preferences**

|  |  |  |  |
| --- | --- | --- | --- |
| Select SERVICE POINT (or ALL): ALL | | |  |
| Tabulate By Menu Specific? N// Y | | |  |
| Select Date: T (MAR 15, 2005) | | |  |
| Select MEAL (B,N,E or ALL): N | | |  |
| Break Down By Production Diets? N// Y | | |  |
| Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80// | | |  |
| 15-Mar-05 8:40am M E A L P R E F E R E N C E S  MENU SPECIFIC | | | Page 1 |
| WEDNESDAY 15-Mar-05 NOON | | |  |
| Recipe HOSP T NH C NURHC | | | TOTAL |
|  | D I S L I K E S | |  |
| Prod. Diet: MODERATE SODIUM (8 |  | |  |
| CREAMER | 1 | | 1 |
| SALT SUB. | 1 | | 1 |
| SUGAR IND | 1 | | 1 |
| Prod. Diet: REGULAR |  | |  |
| PORK CHOP SUEY/RICE | 1 | 2 | 3 |

### LE List Encounters (132-column) [FHASE7]

This option replaces the statistical management section previously included in Consult Management. The program's function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entries, such as nutritional status and nutritional assessments as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in two ways:

1. An Encounter Statistics Summary which includes:
   * Number of each Encounter type
   * Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
   * Number of outpatients, collaterals, and workload units involved in each encounter type
   * Number of other persons and workload units involved in each encounter type
   * Total persons and units for each encounter type
   * Subtotal of encounters, patients, and units under each encounter category
   * Grand total of encounters, patients, and units
2. List Individual Patient Encounters which includes:
   * All encounter data as listed in Summary
   * Breakdown of data by clinician
   * List of each patient entered for each encounter by date
   * Event comments for each encounter
   * List totals for each encounter type

Prompt/**User Entry: Discussion:**

Starting Date: **1/1/05 <RET>**

(JAN 01, 1905)

Enter starting date of the

reporting period.

Ending Date: **5/03/05 <RET>** (FEB 03, 1905)

Enter last date of reporting period.

List Individual Patient Encounters? N// **YES <RET>**

No is the default for this prompt. If

YES is entered, the encounters list will include the individual patient's identification and encounter type under each clinician's name.

The report requires a 132-column printer.

Enter printer instructions OR press return as shown to show report on screen.

N U T R I T I O N E N C O U N T E R S T A T I S T I C S

Page 1

1-Jan-05 to 3-Feb-05

Number Inpatients Outpatients Others

Total

Pat Col Units Pat Col Units Persn Units Persn Units Screening

STATUS/SCREENING 13 345.5

Subtotal 345.5

13

10

265.4 3

79.6

13

10

265.4

3

79.6

0

0.0

13

Assessment

INSTRUCTION - NORMAL NUTR 1 35.5

INSERVICE INSTRUCTION

1

1

35.5

3

204

1225.5 102

612.5 102 612.5

408 2450.0

CONTINUING EDUC PROG ATTENDED 1 8 7.5

8 60.0

Subtotal 421 2670.0

T O T A L 405 3205.5

Print on Device: HOME// **<RET>**

RIGHT MARGIN: 80// **<RET>**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NUTRITIONAL 59 2340.0  Subtotal | | ASSESSMENT | | 51  51 | | 40  40 | 8  8 | 1835.3  1835.3 | 11  11 | 504.7  504.7 |
| 59 2340.0 | |  | |  | |  |  |  |  |  |
| Pat. Education | | | | | | | | | | |
| 4 | INSTRUCTION - 125.5  INSTRUCTION - | | DIABETIC  DIABETIC | (F) | 4  1 | 4  2 | 125.5  100.0 | | 1 | 50.0 |
| 3 | 150.0 | |  |  |  |  |  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 9 | 219 |  | 1405.5 | 103 | 62.5 | 102 | 612.5 |
| 74 | 269 | 8 | 5493.2 | 116 | 1246.8 | 102 | 612.5 |

N U T R I T I O N E N C O U N T E R S T A T I S T I C S

Page 2

1-Jan-05 to 31-Jan-05

Number Inpatients Outpatients Others

Total

Pat Col Units Pat Col Units Persn Units Persn Units CLINICIAN, NUTRITION

Assessment

NUTRITIONAL ASSESSMENT 5 3 108.0 2 72.0 0.0

5 180.0

* 1. Jan-05 0000 PATIENT, NUTRITION.
  2. Jan-05 0001 CASE, CLINICAL

1. Jan-05 0002 CONSULT, NEW
2. Jan-05 0003 TEST, PAT

25-Jan-05 0004 ADMIT, ONE

Subtotal 5 3 108.0 2 72.0 0.0

5 180.0

Pat. Educatio

INSTRUCTION - DIABETIC (F) 1 2 100.0 1 50.0 0.0

3 150.0

25-Jan-05 0000 PATIENT, FOLLOWUP

25-Jan-05 0001 ADMIT, F

25-Jan-05 0002 FOLLOWUP, P

Subtotal 1 2 100.0 1 50.0 0.0

3 150.0

NFSClinician,Five Assessment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NUTRITIONAL ASSESSMENT | | 2 | 2 | | 90.0 | 0.0 | 0.0 |
| 2 90.0 | |  |  | |  |  |  |
| 26-Jan-05 0000 CASE, TEST  26-Jan-05 0001 OUTPATIENT,  Subtotal 2 | | | NEW | 2 | 90.0 | 0.0 | 0.0 |
| 2 90.0 | | |  |  |  |  |  |
| DIETITIAN, NUTRITION LOCATION  Screening  STATUS/SCREENING 2 2 60.0 0.0 0.0  2 60.0 | | | | | | | |
| 24-Jan-05  24-Jan-05  Subtotal | 0000 INPATIENT, NEW  0001 INPATIENT, OLD  2 | | | 2 | 60.0 | 0.0 | 0.0 |
| 2 60.0 |  | | |  |  |  |  |
| Assessment NUTRITIONAL | ASSESSMENT 1 | | | 1 | 45.5 | 0.0 | 0.0 |
| 1 45.5  24-Jan-05 | 0000 NUTRITION, P. | | |  |  |  |  |
| Subtotal 1 45.5 | 1 | | | 1 | 45.5 | 0.0 | 0.0 |

TOTAL ENCOUNTERS 13 425.5

11

10

403.0 3 122.0

0.0

### NM Nutrition Patient Management [FHASCM]

|  |  |
| --- | --- |
| DA | Display Assessment [FHASMR] |
| EA | Enter/Edit Assessment [FHASM1] |
| EE | Enter/Edit Encounter [FHASE3] |
| ES | Enter Patient Nutrition Status [FHASE6] |
| LE | List Encounters [FHASE7] |
| LL | List Inpats By Nutrition Status Level [FHASNR4] |
| PE | Patient Encounter Inquiry [FHASE5] |
| PH | Print Pat's Nutrition Status History [FHASNR3] |
| PP | Print Nutrition Profile [FHASP1] |
| PS | Print Screening Report [FHASXR] |

#### DA Display Assessment [FHASMR]

This option allows the clinician to display and print any nutrition assessments on file for a selected patient.

Prompt/**User Entry:**

[42](#_bookmark163)Educated on Food/Drug Interactions: Yes FOOD/DRUG COMMENT: Statin/grapefruit completed

Energy Requirements: 2638 Kcal/day

Kcal:N 167:1

Energy calculation is based on: Energy Factor of 1.2, and Obese Calculation

Protein Requirements: 99 gm/day NPC:N 142:1

Protein calculation is based on: Obese Calculation and protein level of 1.2

Fluid Requirements: 2689 ml/day Appearance: obese

Nutrition Status: Moderately Compromised

Follow-up Date: 13-Aug-07

Assessnet Status: Completed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Select Patient (Name or SSN): **NFSpatient,Seventy** NFSpatient,Ninety  NFSPatient,Seventy Male Age 60 Date of Assessment: 6-Aug-07  Diagnosis: End Stage Renal Disease Problem: Diabetes  Additional Problem: Obesity  Current Diet: NCS, LO CHOL, RENAL | | | | | | | | |
| Height: Weight: | 5' 10.5" (179 cm)  216 lbs (98.2 kg) | | | | Weight Taken: | | | 6-Aug-07 |
| Usual Weight: | 205 lbs (93.2 kg) | | | | % Usual Wt: | | | 105% |
| Target Weight: | 169 lbs (76.8 kg) | | | | % Target Wt: | | | 128% |
| Frame Size: | Medium | | | | Body Mass Index: | | | 30.6 |
| Test | Laboratory  Result units | | | | Data  Ref. | range | | Date |
| GLUCOSE |  | 119 H | | mg/dL | 70 - | 105 | 31-Jul-07 | |
| HEMOGLOBIN | A1c | 6.9 H | | % | 4.4 | - 6.43 | 1-Jul-07 | |
| UREA NITROGEN | |  | 30 H | mg/dL | 6 - | 20 | 31-Jul-07 | |
| CREATININE | |  | 5.8 H | mg/dL | 0.5 | - 1.2 | 31-Jul-07 | |
| SODIUM | |  | 140 | mEq/L | 133 - | 145 | 31-Jul-07 | |
| Medications SIMVASTATIN 20MG | | TAB |  |  |  |  |  | |

42 Patch FH\*5.5\*8 - September 2007 – The Educated on Food/Drug Interactions and FOOD/DRUG Comments fields are now located under Medications.

Comments:

Testtestesttest

Entered by: NFSclinician,Ten

#### EA Enter/Edit Assessment [FHASM1]

This option is used to perform a nutrition assessment. Enter ?? <RET> at any prompt below to get help.

[43](#_bookmark165)The following enhancements were added to this option:

* Updated and expanded the Nutrition Assessment option to allow the editing of the Work in Progress Assessment. Also, added necessary fields and new calculations to the option.
* Made the inpatient Nutrition Assessment available as a Progress Note to TIU. When a Nutrition Assessment is marked as Complete, the assessment is created as a Progress Note in TIU.
* Provided an API to Health Summary: Patient allergies, Nutrition Assessment patient Follow- up Date and Comments.
* Added the display of Body Mass Index (BMI) to the assessment.

Prompt/**User Entry:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select Patient (Name or SSN): **NFSpatient,Ninety**  Current Diet: NCS, LO CHOL, RENAL Creating new Assessment...  Select COMMUNICATION OFFICE NAME: **<RET>**  Height: 5' 10.5"// **<RET>** Weight: 216 lbs// **<RET>** Usual Weight: 205  Wrist Circumference: **<RET>**  Frame Size (SMALL,MEDIUM,LARGE) M// **<RET>**  Calculation of Target Body Weight  H Hamwi  M Metropolitan 83  S Spinal Cord Injury E Enter Manually  Method: **H**  Select Target Body Weight: 169 lb// **<RET>**  Does Patient have an Amputation? NO// **Y**  Amputee Types: (may be multiple, e.g: 2,2,5) | | | | |
| 1 Hand | (0.7%) | 2 | Total Leg | (16.1%) |
| 3 Total Arm | (4.9%) | 4 | Foot | (1.5%) |

43 Patch FH\*5.5\*8 - September 2007 - This option has been expanded by allowing the editing of the Work in Progress assessment and adding necessary fields and new calculations.

5 Forearm and Hand (2.3%) 6 Calf and Foot (5.8%) Amputee Types: **6**

Total Amputee %: 5.8 // **<RET>**

Select TBW after Amputee Correction: 159#// **<RET>**

Do you wish Anthropometric Assessment? NO// **<RET>**

Collecting laboratory data ... Calculate Energy Requirements Based On:

* 1. Actual Body Weight
  2. Target Body Weight
  3. Obese Calculation Choose: **1**

Calculate Energy Needs by:

* + 1. Harris-Benedict
    2. Kcal/Kg
    3. Mifflin-St Jeor
    4. Enter Manually

Choose: **3**

Enter Caloric Requirements (Kcal/day): 1788// **<RET>**

Calculate Fluid Requirements By:

1. Adult (35 ml/kg/day)

Elderly Calculation (30 ml/kg/day) Adolescent (40-60 ml/kg/day)

Children (70-110 ml/kg/day)

Infant (100-150 ml/kg/day)

1. 100 ml/kg first 10 kg +

50 ml/kg second 10 kg +

25 ml/kg remaining kg

1. 1 ml/Kcal
2. 0.5 ml/Kcal (Fluid Overload)
3. 1500 ml/sq meter
4. Set Your Own Fluid Level
5. Omit Calculation Choose: **1**

Calculate Fluid Requirements Based On:

1. Actual Body Weight
2. Target Body Weight
3. Obese Calculation Choose: 1// **3**

Select Fluid Requirements (ml/day): 2756// **<RET>**

Calculate Protein Requirements Based On:

1. Actual Body Weight
2. Target Body Weight
3. Obese Calculation Choose: 3// **<RET>**

Protein Requirements (g/kg) (Examples)

Acute Burn, Injury, Trauma 2-4

Acute Encephalopathy 0.6-0.8

Acute Hepatitis 1.2-1.5

Anabolism 1.2-1.5

Burn 1.4

Chronic Encephalopathy 1.2

Chronic Hepatitis (no cirrhosis) 1.2-1.5

Chronic Liver Disease 1-1.5

Chronic Renal Failure 0.6

Conservative Mgt Pre-Dialysis 0.6-0.75

Convalescent Burn, Injury Trauma 2

ESRD Hemodialysis 1.2-1.3

ESRD Peritoneal Dialysis 1.2-1.3

Ileocolostomy 1-1.4

Liver transplant (pre-transplant/stable)1.2-1.5 Malabsorption Syndrome 1

Nephrotic Syndrome 1-1.4

Post-liver transplant –short term 1.2-2

long term 0.8-1.0

Pressure Ulcers 1.2-1.5

Protein-Sparing 1.5

Ulcerative Colitis 1-1.4

Enter Protein Level (g/kg) 0.8 // **1.2**

Enter Protein Requirements (gm/day): 95// **<RET>**

NFSpatient,Ninety Male Age 60 Date of Assessment: 6-Aug-07

Height: 5' 10.5" (179 cm)

Weight: 216 lbs (98.2 kg) Weight Taken: 6-Aug-07

Usual Weight: 205 lb (93.2 kg) % Usual Wt: 105%

Target Weight: 159 lbs (72.3 kg) % Target Wt: 136% Target weight adjusted for amputation

Frame Size: Medium Body Mass Index: 30.6

Laboratory Data

Test Result units Ref. range Date

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GLUCOSE |  | 119 H |  | mg/dL | 70 - | 105 | 31-Jul-07 |
| HEMOGLOBIN | A1c | 6.9 | H | % | 4.4 | - 6.4 | 31-Jul-07 |
| UREA NITROGEN | | 30 H |  | mg/dL | 6 - | 20 | 31-Jul-07 |
| CREATININE | | 5.8 | H | mg/dL | 0.5 | - 1.2 | 31-Jul-07 |
| SODIUM | | 140 |  | mEq/L | 133 - | 145 | 31-Jul-07 |
| POTASSIUM | | 4.7 |  | mEq/L | 3.3 | - 5.1 | 31-Jul-07 |

Medications SIMVASTATIN 20MG TAB

[44](#_bookmark166)Educated on Food/Drug Interactions: **Yes**

FOOD/DRUG COMMENT: **No relevant meds**

Energy Requirements: 1788 Kcal/day

Kcal:N 118:1

Energy calculation is based on: Energy Factor of 1, and Obese Calculation Protein Requirements: 95 gm/day NPC:N 93:1

Protein calculation is based on: Obese Calculation and protein level of 1.2 Fluid Requirements: 2756 ml/day

Do you want to do a NITROGEN BALANCE? NO// **<RET>**

Did you educate patient on Food/Drug Interactions (Y/N): N// **Y**

Food/Drug Comment: // statin/grapefruit completed Patient's Diagnosis from Problem List:

1. ESRD.
2. Legally blind

Diagnosis: ESRD// **<RET>** Problem: // **Diabetes** Additional Problem: // **Obesity**

Appearance: // **Obese**

Select NUTRITION CLASSIFICATION NAME: **<RET>**

Select NUTRITION STATUS CATEGORY: **MODERATELY COMPROMISED III** Moderately

Compromised

Comments:

Testtesttest

Enter Follow-up Assessment Date: T+7// **<RET>** (AUG 13, 2007)

Save as Work in Progress or Complete or Delete this assessment: C// **<RET>**

Select TIU DOCUMENT DEFINITION NAME: **<RET>**

1 NUTRITION ASSESSMENT TITLE

Std Title: NUTRITION DIETETICS INPATIENT E & M NOTE

Assessment is completed and forwarded to TIU...

NFSpatient,Ninety (P0000): UNSIGNED NUTRITION CARE ASSESSMENT available for SIGNATURE.

44 Patch FH\*5.5\*8 - September 2007 – The Educated on Food/Drug Interactions and FOOD/DRUG Comments fields are now located under Medications.

#### EE Enter/Edit Encounter [FHASE3]

This option is used to enter site-specific activities. The date and time when reviewed and by whom will now be stored when an encounter is edited. Two new fields will be displayed in the option, Patient Encounter Inquiry. Please refer to Manual Section "Encounters."

Prompt/**User Entry:**

Enter a NEW Encounter (Y/N)? **N <RET>**

Enter Date of Encounter you want to edit: **T <RET>** (MAR 22, 2005) Select one of the following:

C CLINICIAN P PATIENT

CHOOSE CLINICIAN or PATIENT: **CLINICIAN <RET>**

Select CLINICIAN: NUTRITION,P <RET>

1. MAR 22,2005 INSTRUCTION - DIABETIC
2. MAR 22,2005 INSTR-WEIGHT Select number you want: **2 <RET>**

CLINICIAN: NUTRITION,P // ENCOUNTER TYPE: INSTR-WEIGHT// EVENT LOCATION: 1 EAST// INITIAL/FOLLOWUP: FOLLOWUP// TIME UNITS: 15// GROUP/INDIVIDUAL: INDIVIDUAL// EVENT COMMENT: **TESTING <RET>** Select PATIENT: NUTRITION,P1 //

PATIENT: NUTRITION,P1//

# COLLATERALS: 1// **2 <RET>**

PATIENT COMMENT: **XXXXXXXX <RET>**

GROUP SIZE: 3//

Is this correct? Y// **N <RET>**

Want to delete encounter? N// **Y <RET>**

<encounter deleted>

Enter Date of Encounter you want to edit:

#### ES Enter Patient Nutrition Status [FHASE6]

This option is used to enter the current Nutrition Status of a patient. Please refer to Manual Section "Nutrition Screening."

Prompt/**User Entry:**

Select Patient (Name or SSN): **ADMIT <RET>**

CHOOSE 1-2: **1 <RET>** ADMIT,ONE 01-01-50 000000000 COLLATERAL

Select NUTRITION STATUS CATEGORY: Mildly Compromised// **<RET>** II Mildly Compromised

Is this a re-screen? (Y/N)// **Y <RET>**

Select Patient (Name or SSN): **NUTRITION,P <RET>** 09-18-26 000000000

COLLATERAL

Select NUTRITION STATUS CATEGORY: Moderately Compromised// I

1. I Normal
2. II Mildly Compromised
3. III Moderately Compromised
4. IV Severely Compromised CHOOSE 1-4: **1 <RET>**

Select Patient (Name or SSN):

|  |  |  |  |
| --- | --- | --- | --- |
| 1 ADMIT,ONE | 01-01-50 | 000000000 | COLLATERAL |
| 2 ADMIT,TWO | 01-01-50 | 000000001 | ALLIED VETERAN |

#### LE List Encounters [FHASE7]

This option replaces the statistical management section previously included in Consult Management. The program's function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entries, such as nutritional status and nutritional assessments as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in two ways:

1. An Encounter Statistics Summary that includes:
   * Number of each Encounter type
   * Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
   * Number of outpatients, collaterals, and workload units involved in each encounter type
   * Number of other persons and workload units involved in each encounter type
   * Total persons and units for each encounter type
   * Subtotal of encounters, patients, and units under each encounter category
   * Grand total of encounters, patients, and units
2. List Individual Patient Encounters which includes:
   * All encounter data as listed in Summary
   * Breakdown of data by clinician
   * List of each patient entered for each encounter by date
   * Event comments for each encounter
   * List totals for each encounter type

Prompt/**User Entry: Discussion:**

Starting Date: 1/1/05 <RET> (JAN 01, 1905)

Enter starting date of the

reporting period.

Ending Date: **5/03/05 <RET>** (FEB 03, 1905)

Enter last date of reporting

period.

List Individual Patient Encounters? N// **YES <RET>**

No is the default for this prompt. If

YES is entered, the encounters list will include the individual patient's identification and encounter type under each clinician's name.

The report requires a 132-column printer.

Print on Device: HOME// **<RET>**

RIGHT MARGIN: 80// **132 <RET>**

Enter printer instructions OR

press return as shown to show report on screen.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| D I E T E T I C E N C O U N T E R S T A T I S T I C S Page 1  1-Jan-05 to 3-Feb-05  Number Inpatients Outpatients Others Total Pat Col Units Pat Col Units Persn Units Persn Units  Screening | | | | | | | | | | | | |
| STATUS/SCREENING | 13 | 10 | 265.4 3 | | | 79.6 | |  |  | 13 | 345.5 | |
| Subtotal | 13 | 10 | 265.4 3 | | | 79.6 | | 0 | 0.0 | 13 | 345.5 | |
| Assessment  NUTRITIONAL ASSESSMENT | 51 | 40 | 8 1835.3 11 | | | 504.7 | |  |  | 59 | 2340.0 | |
| Subtotal | 51 | 40 | 8 1835.3 11 | | | 504.7 | |  |  | 59 | 2340.0 | |
| Pat. Education | | | | | | | | | | | | |
| INSTRUCTION - DIABETIC | 4 | 4 | 125.5 | |  |  | | | | 4 | 125.5 | |
| INSTRUCTION - DIABETIC (F) | 1 | 2 | 100.0 | | 1 | 50.0 | | | | 3 | 150.0 | |
| INSTRUCTION - NORMAL NUTR | 1 | 1 | 35.5 | | 1 | 35.5 | | | |  |  | |
| INSERVICE INSTRUCTION | 3 | 204 | 1225.5 | | 102 | 612.5 102 612.5 | | | | 408 | 2450.0 | |
| CONTINUING EDUC PROG ATTENDED |  | 8 | 7.5 | |  |  | | | | 8 | 60.0 | |
| Subtotal | 9 | 219 | 1405.5 | | 103 | 62.5 102 612.5 | | | | 421 | 2670.0 | |
| T O T A L | 74 | 269 | 8 5493.2 | | 116 | 1246.8 102 612.5 | | | | 405 | 3205.5 | |
| D I E T E T I C E N C O U N T E R S T A T I S T I C S Page 2  1-Jan-05 to 31-Jan-05  Number Inpatients OutpatientsOthers Total  Pat Col Units Pat Col Units Persn Units Persn Units  CLINICIAN, NUTRITION  Assessment  NUTRITIONAL ASSESSMENT 5 3 108.0 2 72.0 0.0 5 180.0   1. Jan-05 0000 PATIENT, NUTRITION. 2. Jan-05 0001 CASE, CLINICAL 3. Jan-05 0002 CONSULT, NEW 4. Jan-05 0003 TEST, P   25-Jan-05 0004 ADMIT, ONE | | | | | | | | | | | | |
| Subtotal | 5 | |  | 3 | 108.0 2 | | 72.0 | | 0.0 | | 5 | 180.0 |
| Pat. Educatio  INSTRUCTION - DIABETIC (F) | 1 | | 2 |  | 100.0 1 | | 50.0 | | 0.0 | | 3 | 150.0 |
| 25-Jan-05 0000 NUTRITION,P  25-Jan-05 0001 ADMIT, F  25-Jan-05 0002 NUTRITION,P | | | | | | | | | | | | |
| Subtotal | 1 | | 2 | 100.0 1 | | | 50.0 | 0.0 | | | 3 | 150.0 |
| DIETITIAN, NUTRITION LOCATION |  | |  |  | | |  |  | | |  |  |
| Screening STATUS/SCREENING | 2 | | 2 | 60.0 | | | 0.0 | 0.0 | | | 2 | 60.0 |
| 24-Jan-05 0000 INPATIENT, NEW  24-Jan-05 0000 INPATIENT, OLD | | | | | | | | | | | | |
| Subtotal | | 2 | 2 |  | 60.0 | 0.0 | |  | 0.0 |  | 2 | 60.0 |
| Assessment  NUTRITIONAL ASSESSMENT | |  |  | 1 | 1 |  | | 45.5 |  | 0.0 |  |  |
| 0.0 1 45.5  24-Jan-05 0000 NUTRITION,  Subtotal | | P. |  | 1 | 1 |  | | 45.5 |  | 0.0 |  |  |
| 0.0 1 45.5 | |  |  |  |  |  | |  |  |  |  |  |
| TOTAL ENCOUNTERS 0.0 13 425.5 | 11 | | | | 10 | 403.0 | | | 3 122.0 | | | |

### LL List Inpats By Nutrition Status Level [FHASNR4]

This option allows the user to view all the inpatients that are on a selected nutritional status today.

Select one of the following:

1

2

3

4

5

NORMAL

MILDLY COMPROMISED MODERATELY COMPROMISED SEVERELY COMPROMISED UNCLASSIFIED

Choose a Nutrition Status Level: **4 <RET>** SEVERELY COMPROMISED

Print by CLINICIAN or NUTRITION LOCATION? NUTRITION LOCATION// **<RET>**

DEVICE: HOME// **<RET>** RIGHT MARGIN: 80// **<RET>**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 17-Feb-05 11:21am Page 1  Current Inpatients At Nutrition Status: IV Severely Compromised  Nutrition Location Room Patient ID# Date Entered | | | | | |
| 1 | EAST | 101-02 | NUTRITION,P | 0000 | 1-Mar-05 10:56am |
| 2 | WEST | 205-03 | NUTRITION,P1 | 0001 | 18-Jun-93 2:39pm |
| 3 | NORTH | 312-03 | NUTRITION,P3 | 0003 | 1-Mar-05 11:02am |
| 3 | SOUTH | 3S-01 | NUTRITION,P4 | 0004 | 1-Mar-05 11:03am |
| 4 | EAST | 3S-02 | NUTRITION,P2 | 0005 | 1-Mar-05 11:03am |
| 4 | NORTH | 4E-01 | NUTRITION,P3 | 0006 | 1-Mar-05 11:02am |

#### PE Patient Encounter Inquiry [FHASE5]

The Patient Encounter Inquiry option allows the user to view and print the recorded encounters for a selected patient for a specified time period. These entries can be reviewed but not edited. The date and time when an encounter was reviewed and by whom will now be displayed along with the encounter.

This option allows the clinician to view previous interventions which occurred while in outpatient or inpatient status.

Select Patient (Name or SSN): **NUTRITION**, **<RET>** P 000000000 COLLATERAL

12-01-47

Display Encounters Since: **July 9, <RET>** 05 (JUL 09, 2005)

DEVICE: HOME// **<RET>** HOME RIGHT MARGIN: 80// **<RET>**

27-Aug-05 P A T I E N T D I E T E T I C E N C O U N T E R S Page 1

000-00-0000

NUTRITION,P

9-Jul-05 FOOD-DRUG INSTRUCTION

Clinician: XXXX, XX

TEST

Individual, 3 collaterals test

Entered : 9-Jul-05 10:03am By: XXXX, XX

16-Jul-05 COMMUNITY (FU)

Clinician: XXXX, XX

Group, 3 collaterals

Entered : 16-Jul-05 12:05pm By: XXXX, XX Reviewed : 16-Jul-05 12:27pm By: XXXX, XX

16-Jul-05 COMMUNITY

Clinician: XXXX, XX

TAKE PEOPLE DOWN THE HALL.

Group, 2 collaterals

Entered : 16-Jul-05 11:40am By: XXXX, XX Reviewed : 16-Jul-05 12:32pm By: XXXX, XX

#### Helpful Hints and Notes

1. An encounter is automatically tallied for each assessment completed or nutrition status entered.
2. Encounters are usually clinical activities which are patient or clinician specific. Examples include:
   * HBHC Visit
   * Personal Care Home Visit
   * Nursing Home Inspection
   * Hospital Lectures
   * Community Lectures
   * Diet Instruction: Diabetic
   * " Sodium
   * " Weight Control
   * " Renal
   * " Etc...
3. Patient Encounter data will appear on the Nutrition Profile.
4. Clinical Managers can choose to complete time studies in order to establish 'time units' spent for each encounter.
5. One unit is assumed equal to one minute; however, each facility can assume a different measurement value for each time unit.
6. All time units can be edited. You are not forced to accept the default.
7. Under 'Enter Encounters', you must enter both a date and time. The time cannot be in the future for this option. 'N' for Now is also acceptable.

#### PH Print Pat's Nutrition Status History [FHASNR3]

This option will print the Nutrition Status History for an inpatient or outpatient. The user can select a starting and an ending date or take the default of FIRST, the first date on file, to Last, the last date on file.

Select Patient (Name or SSN): **NFSpatient, <RET>** P

01-12-41

000000000 COLLATERAL

Choose from:

1 12-11-2005 @ 08:54:15

541 05-24-1994 @ 12:10:09

Select ADMISSION (or C for CURRENT): **1 <RET>** 2901211.085415

Starting Date: FIRST// **<RET>**

Ending Date: LAST// **<RET>**

DEVICE: HOME// **<RET>** SET HOST

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 000-00-0000 NUTRITION,P 17-Feb-05 2:38pm Page 1 | | | | | | | |
| N U T R I T I O N S T A T U S H I S T O R Y | | | | | | | |
| Status Level Date Entered Clinician Who Entered | | | | | | | |
| III MODERATELY COMPROMISED 16-Apr-91 9:14am XXXX, XX | | | | | | | |
| I NORMAL 28-Aug-91 2:12pm XXXX, XX | | | | | | | |
| I NORMAL 5-Sep-91 9:10am XXXX, XX | | | | | | | |
| I NORMAL 12-Sep-91 11:43am XXXX, XX | | | | | | | |
| I NORMAL 30-Sep-91 10:19am XXXX, XX | | | | | | | |
| I NORMAL 16-Oct-91 11:42am YYYY, YY | | | | | | | |
| I NORMAL 16-Oct-91 11:43am YYYY, YY | | | | | | | |
| I NORMAL 16-Oct-91 11:46am YYYY, YY | | | | | | | |
| I NORMAL 16-Oct-91 11:48am YYYY, YY | | | | | | | |
| II MILDLY COMPROMISED 16-Oct-91 11:49am YYYY, YY | | | | | | | |
| III MODERATELY COMPROMISED 17-Oct-91 9:30am XXXX, XX | | | | | | | |
| III MODERATELY COMPROMISED 6-Dec-91 9:19am XXXX, XX | | | | | | | |
| I NORMAL 27-Feb-05 3:37pm XXXX, XX | | | | | | | |
| II MILDLY COMPROMISED 4-Aug-05 11:15am XXXX, XX | | | | | | | |
| Enter RETURN to continue or '^' to exit: <RET> | | | | | | | |
| 000-00-0000 NUTRITION,P 17-Feb-05 2:38pm Page 2 | | | | | | | |
| N U T R I T I O N S T | A | T | U | S H I S T O R Y |  |  |  |
| Status Level |  |  |  | Date Entered | Clinician | Who | Entered |
| II MILDLY COMPROMISED |  |  |  | 16-Sep-05 11:44am | XXXX, XX |  |  |
| II MILDLY COMPROMISED |  |  |  | 7-Dec-05 10:42am | XXXX, XX |  |  |
| I NORMAL |  |  |  | 18-Aug-93 11:02am | YYYY, YY |  |  |
| I NORMAL |  |  |  | 29-Oct-93 8:32am |  |  |  |
| I NORMAL |  |  |  | 29-Oct-93 8:55am |  |  |  |

#### PP Print Nutrition Profile [FHASP1]

This option provides a listing of pertinent patient data that the clinician can be wise to use during patient screening, assessment, or follow-up care. Please refer to Manual Section "Nutrition Screening."

[45](#_bookmark174) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

This form may be set to print, following the Nutrition Screening form for each patient. It can also be selectively generated for individual patients by entering only the patient identification and device.

This report can be multiple pages depending upon the amount of data available. The information printed is generated from Nutrition and Food Service, MAS, Laboratory, and Pharmacy patient files.

The data listed on the Nutrition Profile is meant to be used by the clinician in screening, assessing and planning the patient's nutritional course either in the hospital or as an outpatient. This form is **not** intended to be entered into the patient's medical record. The clinician should use it as a worksheet and extract data as needed for progress Notes.

#### Description of Format

* The patient's sex, age, and inpatient/outpatient status are generated from MAS Files. If the patient is an "Inpatient", the status is followed by the date and time admitted.
* Nutrition Status is generated from the Nutrition and Food Service Files if status has been entered into the computer, either through Enter Patient Nutrition Status or through Nutrition Assessment. Only the most recent status will be displayed, followed by the date that it was entered.
* Allergies will print if previously recorded or "NONE ON FILE" will appear.
* Dates for completed Nutrition Assessments or "No assessments on file" will be printed. The dates for the last three completed and saved assessments will be displayed.
* Medications as selected through the Site Parameters will appear if applicable to the patient. Only currently existing unit dose medications can be tracked. The specific drug names and dose or this statement, "No current medications in selected drug classes" will be printed in the profile.
* Laboratory data is displayed in the same format as on the screening form. The most recent values are displayed according to the guidelines established in the Site Parameters. If no data is available it will be Noted on the profile.
* All Nutrition Encounters specific to the patient will be printed by type and date. All encounters for the last three years will be displayed or "No Encounters recorded last three years" will be printed.

45 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

* All food preferences previously recorded in the file will be displayed or "No food preferences on file" will appear.
* Under Future Clinic Appointments, each scheduled appointment date and time will be listed for each clinic that the patient is scheduled to attend. If no appointments are planned, "No clinic appointments scheduled" will appear.
* The patient's name, social security number and Nutrition Location (if inpatient) will appear at the bottom of the Nutrition Profile report.
* [46](#_bookmark175)The following new fields display in the Nutrition Profile Report.
  + Vitals Height
  + Vitals Weight
  + Body Mass Index (BMI) Prompt/**User Entry**

|  |
| --- |
| Select Patient (Name or SSN): **NFSpatient,Thirty** 1-23-42  666119999 3AS  Enrollment Priority: GROUP 1 Category: IN PROCESS End Date:  Print Dietetics Encounter since Date: T-365// **T-27** (AUG 13, 2007) How many monitors would you like to display?: ALL// **1**  DEVICE: HOME// **<RET>** TELNET Right Margin: 80// **<RET>** |
| 13-Aug-07 NUTRITION PROFILE Page 1 |
| NFSpatient,Thirty Male Age 65  Status: Inpatient admitted 13-Aug-07 4:07pm NFSpatient,Thirty Adm. Dx: PSYCHOSIS  Current Diet: NO ORDER  Comment: Hold Tray due to Tubefeeding  Tubefeed Ordered: 13-Aug-07 8:00am OSMOLITE HN, 1/4 Str., 50 ML per Hour  CRITICARE H (WASH, HINES, SEA), 1/4 Str., 50 ML per Hour  RTH TEST, 1/4 Str., 75 ML per Hour  Total Quantity: 4200 ml Total KCAL: 1050 Comment: TEST NEW TF  Supplemental Feeding: No Order Reviewed: 14-Aug-07 9:03am Problem: HGJ HJ PROB 1  Additional Problem: HGJ PROB 2  Nutrition Status: Mildly Compromised (27-Jul-07) Allergies: OLIVES, CARROTS |

46 Patch FH\*5.5\*8 - September 2007 – New fields added to the Nutrition Profile Report.

|  |  |  |
| --- | --- | --- |
| Nutrition Assessments Recent Assessments: 27-Jul-07 24-Jul-07 23-Jul-07  Vitals Height: 282 cm (9' 3") Vitals Wt: 105.5 kg (232 lbs)  Last Wt: 90.9 kg (200 lbs)  Usual Wt: 109.1 kg (240 lbs) Last Wt/Usual Wt: 83% Target Wt: 168.6 kg (371 lbs) Last Wt/TBW: 54%  Body Mass Index: 13.3 Date Taken: 13-Aug-07 9:53am Medications  No current medications in selected drug classes.  Laboratory Data  No selected laboratory data available last 201 days.  Dietetic Encounters since 3-Jul-07 | | |
| 13-Aug-07 NUTRITION PROFILE |  | Page 2 |
| NFSpatient,Thirty Male  No Encounters recorded since 3-Jul-07  Current Admission Monitors Monitor: On Tubefeeding, 28-Jul-07 10:04am  Food Preferences  Likes No Food Preferences on file  Future Clinic Appointments  No scheduled appointments. | DisLikes | Age 65 |

#### PS Print Screening Report [FHASXR]

This option will print a nutrition screening form for a patient, including some data from prior assessments and a format for recording clinical information. Please refer to Manual Section "Nutrition Screening."

[47](#_bookmark177):The following new fields display in the Nutrition Screening Report:

* + Vitals Height
  + Vitals Weight
  + Body Mass Index (BMI) Prompt/**User Entry**

|  |
| --- |
| Print by PATIENT or COMMUNICATION OFFICE or ALL or WARD? WARD// **P**  Select Patient (Name or SSN): NFSpatient,Thirty 1-23-42  666119999 3AS  Enrollment Priority: GROUP 1 Category: IN PROCESS End Date: Include Nutrition Profiles? (Y/N): **Y**  Print Dietetics Encounter since Date: T-365//-27 (AUG 13, 2007) How many monitors would you like to display?: ALL// **1**  DEVICE: HOME// **<RET>** TELNET Right Margin: 80// **<RET>** |
| 13 -Aug-07 NUTRITION SCREENING Page 1 |
| S: Chewing Problems: Y N Pre-Admission Diet: Dysphagia: Y N Wt. + - # in last months  Appetite: + - Nausea: Y N Vomiting: Y N Feeding Assistance Required: Y N Diarrhea: Y N Constipation: Y N Food Allergies: OLIVES, CARROTS  O: Current Diet: NO ORDER  Comment: Hold Tray due to Tubefeeding Tubefeed Ordered: 22-Mar-07 8:00am  OSMOLITE HN, 1/4 Str., 50 ML per Hour  CRITICARE H (WASH, HINES, SEA), 1/4 Str., 50 ML per Hour  RTH TEST, 1/4 Str., 75 ML per Hour  Total Quantity: 4200 ml Total KCAL: 1050 Comment: TEST NEW TF  Adm. Dx: PSYCHOSIS Adm. Date: 11-Sep-95 4:07pm  Age: 65 Sex: M Prior Assessment: 13-Jul-07 7:23am Vital Height: 282 cm (9' 3") Frame Size: Large  Vitals Weight: 105.5kg (232 lbs) Weight Taken: 1-Feb-00 Last Weight: 90.91 kg (200 lbs) Weight Taken 13-Aug-07  Usual Weight: 109.1 kg (240 lbs) Last Weight/Usual Wt: 83% |

47 Patch FH\*5.5\*8 - September 2007 – New fields added to the Nutrition Screening Report.

Target Weight: 168.6 kg (371 lbs) Body Mass IIndex: 13.3

Last Weight/TBW: Amputation %:

54%

Test

Laboratory Data Result units

Ref. range

Date

No laboratory data available last 201 days

#### Appearance

* Current diet will be the most recent diet in the computer or the default diet (if your facility has selected this through site parameters).
* Admission date, diagnosis, sex, and age come from the MAS package.
* Height, weight, frame size, and amputation % comes from the last assessment done.
* Laboratory results listed are only those selected as site parameters to be printed on the screening form. (See Clinical Management.) Other Laboratory results can be available but will not be printed on the form. The computer will print the most recent value within the time frame selected by your Site Parameters. For each test, name, result and unit measurement, normal reference range, and date of test will print. If appropriate, the following will be printed by the lab results:

H (high), L (low), and \* (critical value)

* Appearance is a blank area for manual completion. Some facilities may want their staff to enter standardized terminology for consistency of the screening process.

|  |  |  |
| --- | --- | --- |
|  | Appearance: |  |
| A: | Nutrition Status | Nutrition Education |
| N | Normal  Mildly Compromised | Further Education Required: Y |
| Moderately Compromised  Severely Compromised | |  |
| Comments: | |  |

#### Comments

* The status list has been pre-selected as a Site Parameter.

Indicate by an "X" the status you have selected. In order for this information to be put into the patient's file and tallied as an Encounter, you must enter the status under option "ES Enter Patient Nutritional Status."

* Circle "Y" or "N" if further nutrition education is required. The underlined area is to be used to enter type of education needed.
* The user can write in any other appropriate information in the Comments section.

P: Nutrition Plan

OTC

Vitamins/Minerals

|  |  |
| --- | --- |
| Alternative Medicine  Herbs Recommendations: | Signature Date |
|  |
| 13-Aug-07 NUTRITION PROFILE Page 1 | |
| NFSpatient,Thirty Male Age 65  Status: Inpatient admitted 13-Aug-07 4:07pm Adm. Dx: PSYCHOSIS  Current Diet: NO ORDER  Comment: Hold Tray due to Tubefeeding  Tubefeed Ordered: 22-Mar-07 8:00am OSMOLITE HN, 1/4 Str., 50 ML per Hour  CRITICARE H (WASH, HINES, SEA), 1/4 Str., 50 ML per Hour  RTH TEST, 1/4 Str., 75 ML per Hour  Total Quantity: 4200 ml Total KCAL: 1050 Comment: TEST NEW TF  Supplemental Feeding: No Order  Problem: HGJ HJ PROB 1 Additional Problem: HGJ PROB 2  Nutrition Status: Mildly Compromised (27-Jul-07) Allergies: OLIVES, CARROTS  Nutrition Assessments Recent Assessments: 13-Aug-07 14- Aug-07 15- Aug -07  Vitals Height: 282 cm (9' 3") Vitals Wt: 105.5 kg (232 lbs)  Last Weight: 96.1 kg (211.5 lbs)  Usual Wt: 109.1 kg 240 lbs) Last WT/Usual Wt: 83%  Target Wt: 168.6 kg (371 lbs) Weight/TBW: 54%  Body Mass Index: 13.3 Date Taken: 13-Aug-07 Medications  No current medications in selected drug classes.  Laboratory Data  No selected laboratory data available last 201 days. | |

|  |  |  |
| --- | --- | --- |
| Dietetic Encounters since 14-Aug-07 No Encounter recorded since 14-Aug-07 | | |
| 13-Aug-07 NUTRITION PROFILE |  | Page 2 |
| Current Admission Monitors Monitor: On Tubefeeding, 13-Aug-07 10:04am  Food Preferences  Likes No Food Preferences on file  Future Clinic Appointments  No scheduled appointments. | DisLikes |  |

### PE List Patient Events [FHORX2]

This option will list all patient Nutrition events for a specified period of time. This provides a log of all diet activity events for a single patient for a specified time period. Listing includes all diet orders, changes, transfers, tubefeeding, food preferences, standing orders, additional order, and isolation/precautions.

Prompt/**User Entry:**

Select Patient (Name or SSN): NUTRITION, P <RET> 01-12-41 000000000 COLLATERAL

Starting Date: 4/24 <RET> (APR 24, 2005) Ending Date: T// <RET> (FEB 01, 2005)

DEVICE: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

Nutrition Events for NUTRITION, P From 24-Apr-05 to 1-Feb-05

24-Apr-05 11:50am Diet: REGULAR (Tray)

24-Apr-05 11:50am Std. Order: 1 APPLE (B) Canceled

24-Apr-05 11:50am Std. Order: 2 POTATO PANCAKE (B) Canceled 24-Apr-05 11:50am Std. Order: 3 PEANUTS (B) Canceled

24-Apr-05 11:50am Std. Order: 1 COKE (B) Canceled 24-Apr-05 11:50am Std. Order: 1 APPLE (N) Canceled

24-Apr-05 11:50am Std. Order: 4 LADY FINGERS (N) Canceled 24-Apr-05 11:50am Std. Order: 2 LEMON COOKIES (N) Canceled 24-Apr-05 11:50am Std. Order: 1 APPLE (B)

24-Apr-05 11:50am Std. Order: 2 POTATO PANCAKE (B)

24-Apr-05 11:50am Std. Order: 3 PEANUTS (B)

24-Apr-05 11:50am Std. Order: 1 COKE (B)

24-Apr-05 11:50am Std. Order: 1 APPLE (N)

24-Apr-05 11:50am Std. Order: 4 LADY FINGERS (N)

1. Apr-05 11:50am Std. Order: 2 LEMON COOKIES (N)
2. Apr-05 2:27pm Diet: NPO

25-Apr-05 2:27pm Std. Order: 1 APPLE (B) Canceled

25-Apr-05 2:27pm Std. Order: 2 POTATO PANCAKE (B) Canceled 25-Apr-05 2:27pm Std. Order: 3 PEANUTS (B) Canceled

25-Apr-05 2:27pm Std. Order: 1 COKE (B) Canceled 25-Apr-05 2:27pm Std. Order: 1 APPLE (N) Canceled

25-Apr-05 2:27pm Std. Order: 4 LADY FINGERS (N) Canceled 25-Apr-05 2:27pm Std. Order: 2 LEMON COOKIES (N) Canceled 25-Apr-05 2:28pm Diet: REGULAR (Tray)

25-Apr-05 2:28pm Std. Order: 1 APPLE (B)

25-Apr-05 2:28pm Std. Order: 2 POTATO PANCAKE (B)

25-Apr-05 2:28pm Std. Order: 3 PEANUTS (B)

25-Apr-05 2:28pm Std. Order: 1 COKE (B) 25-Apr-05 2:28pm Std. Order: 1 APPLE (N)

25-Apr-05 2:28pm Std. Order: 4 LADY FINGERS (N)

25-Apr-05 2:28pm Std. Order: 2 LEMON COOKIES (N)

25-Apr-05 2:35pm Diet: NPO

25-Apr-05 2:35pm Std. Order: 1 APPLE (B) Canceled

25-Apr-05 2:35pm Std. Order: 2 POTATO PANCAKE (B) Canceled

25-Apr-05 2:35pm Std. Order: 3 PEANUTS (B) Canceled 25-Apr-05 2:35pm Std. Order: 1 COKE (B) Canceled

25-Apr-05 2:35pm Std. Order: 1 APPLE (N) Canceled

25-Apr-05 2:35pm Std. Order: 4 LADY FINGERS (N) Canceled 25-Apr-05 2:35pm Std. Order: 2 LEMON COOKIES (N) Canceled

### PM Patient Movements [FHPATM]

The purpose of this routine is to provide an up-to-date listing of patient admissions, discharges, transfers and passes. This list can be obtained at any time.

The Patient Movements Report has several uses for Nutrition Service users. The report can be used to check discharges/transfers just prior to tray delivery or supplemental feeding delivery. "Wasted" trays/supplemental feeding can be minimized or avoided. Savings in cost of labor and supplies can be realized.

The clinical dietitians and technicians use the listing for screening or patient visitations. The clinical Section Chief want to use it to identify the patient turnover in different bed sections for planning workload distribution.

This routine is also an option that can be assigned to non Nutrition users. For example: Building Management Service Can use it to schedule bed cleaning, Pharmacy Service to redirect unit dose medications to current bed locations, Chaplain Service to visit new admissions and Voluntary Service for location of patients.

#### Description of a Patient Movements Listing

A "Patient Movements" list is shown in the sample. The starting date of the report and the present date and time are printed under the title. The first column shows the patient's name, Social Security Number (SSN), date/time of the actions, and the bed numbers for "FROM" and "TO".

There are three categories of movement:

1. Admissions
2. Discharges
3. Transfers (includes Passes)

The report shows admissions, discharges, and transfers as separate transactions for each patient. Within each category, the transactions are listed chronologically and show old Nutrition Location and room and new Nutrition Location and room. Passes are displayed in the transfer section as from "Nutrition Location" to "Pass" and from "Pass" to "Nutrition Location".

IntraNutrition Location transfers, which MAS calls "bed switches", will not show under the transfers. They will print on the Diet Activity Report.

The report can contain time entries following the date. This signifies that the effective date/time entered by the user was "NOW". If no time is shown, the user entered "T" (for today). Encourage MAS users to use the "NOW" rather than "T", so it is clear which meal is affected by the action. Patients without time entries are listed at the top of the Patient Movements (PM) list. Date requested cannot be no more than five days in the past.

The sample shows the movements since the date and time requested.

#### Using the Program

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NUTRITION, P 0000 16-Feb 12:44pm 5 CENTRA 501-01  NUTRITION, P1 0001 16-Feb 6:01pm 5 CENTRA 502-02  NUTRITION, P2 0002 16-Feb 6:16pm 2 CENTRA 2C1-02  NUTRITION, P3 0003 16-Feb 6:19pm 2 CENTRA 2C1-03  NUTRITION, P4 0004 16-Feb 6:21pm 1 CENTRA 1C1-01  NUTRITION, P5 0005 16-Feb 6:23pm 1 CENTRA 1C1-02  NUTRITION, P6 0006 16-Feb 6:25pm 1 CENTRA 1C1-03  NUTRITION, P7 0007 16-Feb 6:40pm 3-BBC 3B1-01  NUTRITION, P8 0008 16-Feb 6:41pm 3-BBC 3B1-02 | | | | | | | | |
| NUTRITION, | P9 | 0009 | | | 17-Feb 10:38am | | 4 EAST 4E-03 | |
| --- D I S C H | | A | R | G E S | --- | | | |
| NUTRITION, P 0000 16-Feb 5:59pm 3 NORTH  TEST,TT 0001 16-Feb 6:00pm 1 EAST 103-02 | | | | | | | | |
| --- T R A N S | | F | E | R S --- | | | | |
| NUTRITION, | P | 0000 | | | 16-Feb | 5:27pm |  | AUTH LEAVE 1 EAST 101-05 |
| NUTRITION, | P | 0000 | | | 16-Feb | 5:28pm | 1 | EAST 101-05 2 EAST 2E-01 |
| ADMIT,TWO |  | 0002 | | | 16-Feb | 5:38pm |  | AUTH LEAVE 1 EAST 101-05 |
| ADMIT,TWO |  | 0002 | | | 16-Feb | 5:39pm | 1 | EAST 101-05 6-BBC 601-02 |
| NHCU,FINAL |  | 0003 | | | 16-Feb | 5:40pm |  | 1 EAST 6-BBC 602-01 |
| NHCU,F |  | 0004 | | | 16-Feb | 5:41pm |  | 1 EAST 3 WEST 3W-01 |

The Patient Movements (PM) routine is completed as follows:

START with DATE@TIME: **5/14 <RET>** (May 14, 2005)

Select LIST Printer: HOME// **<RET>** SET HOST

P A T I E N T M O V E M E N T S

14-Feb-05 to 17-Feb-05 4:40pm

Name

ID#

Date/Time FROM Nutrition Location-Bed TO

Nutrition Location-Bed

--- A D M I S I O N S ---

#### Helpful Hints and Notes

1. Be consistent with method used to enter date(s) to help trainees remember one method.
2. Only the beginning time of the list can be selected. The ending time is the present time. Therefore, a list cannot be obtained for a particular time such as 6:00 a.m. to 6:00 p.m. yesterday.
3. Understand how ADT functions at your facility. For example, when an admission is shown on the Patient Movements, check to see if the admission has already occurred, or whether the patient will arrive at his bed several hours later.
4. The Patient Movements list does not go back beyond five days.
5. Be alert to special situations such as NHCU or intermediate care beds because the movement can be handled differently.

.

### SF Supplemental Feedings [FHNOM]

|  |  |
| --- | --- |
| IN | Supplemental Feeding Inquiry [FHNO1I] |
| LA | Run SF Labels/Consolid Ingred List [FHNO2] |
| SF | Change Patient Supplemental Feedings [FHNO1E] |
| SH | History of Supplemental Feedings [FHNO12] |
| WL | Ward Supplemental Feeding Lists [FHNO3] |
| WP | Print Bulk Feedings/Cost Report [FHNO10] |
| WR | Review Bulk Nutrition Location Feedings [FHNO9] |

#### IN Supplemental Feeding Inquiry [FHNO1I]

[48](#_bookmark183)The Supplemental Feeding Inquiry option and report for inpatients have been modified to include outpatient data.

This option displays the current diet, name of supplemental feeding menu, nourishment patient is receiving, quantity of each food, and the time the feeding(s) is scheduled for delivery to the patient. This routine is for viewing only and does not permit change. Its purpose is to provide Nutrition Service personnel with information about patient's total daily feedings and when they were last reviewed. Looking at feedings through this option does not change the "Last Modified" date.

Select Patient (Name or SSN): **NFSoutpatient,Twelve <RET>** PATIENT 00-00-00 000000000 SC VETERAN

|  |  |
| --- | --- |
| Correct? Y// **<Ret>** |  |
| Outpatient Recurring Meals... |  |
| NOV 20,2000Noon DIALYSIS | (MORE PIES) |
| NOV 22,2000Noon DIALYSIS | (MORE PIES) |
| NOV 23,2000Noon DIALYSIS | (MORE PIES) |
| NOV 24,2000Noon DIALYSIS | (MORE PIES) |
| NOV 27,2000Noon DIALYSIS | (MORE PIES) |
| NOV 29,2000Noon DIALYSIS | (MORE PIES) |
| NOV 30,2000Noon DIALYSIS | (MORE PIES) |
| Select the Outpatient Date :NOV 20 | NOV 20, 0000 Noon DIALYSIS |
| NFSpatient,Twelve ( DIALYSIS ) | Outpatient Date: 20-Nov-00 |
| Current Diet: VEGGIE | MEAL: Noon |
| Feeding Menu: MORE PIES | Reviewed: 16-Oct-00 3:22pm 2PM |
| 1 PIE | |

48 Patch FH\*5.5\*5 - May 2007 - The Supplemental Feeding Inquiry option and report for inpatients have been modified to include outpatient data.

#### LA Run SF Labels/Consolid Ingred List [FHNO2]

[49](#_bookmark186)The Run SF Labels/Consolid Ingred List option and report for inpatients have been modified to include outpatient data. [50](#_bookmark187) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Labels can be printed with an ingredient list, or an ingredient list alone can be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gummed labels produced are placed on bags, sandwiches and other items to identify the patient and food items. Labels provide patient name, location, items, quantity to be delivered and time period. No labels will be printed for an NPO patient if this version is running and the Site Parameter (SP) response to suspension of nourishments is "Yes".

Three time periods are available to run labels (i.e., 10:00 a.m., 2:00 p.m. and 8:00 p.m.). A facility can choose one time period or all time periods. Time periods chosen to run labels can be divided into multiple service points (there must be at least one service point). A service point is an intermediate distribution point between the production area and the patient.

Pin fed printer labels can be aligned in the printer before initiating the program or at the moment designated by the program. It is helpful to mark the printer housing with some type of alignment markings. Several label runs can be required to establish the correct location for these marks.

If the patient is on an isolation procedure that Nursing delivers, "NURSE" will be printed on the label.

Prompt/**User Entry: Discussion:**

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S <RET>**

Enter S or W as shown.

Select SUPPLEMENTAL FEEDING SITE or W=WARD: **S <RET**

Select a Supplemental Feeding

Site. Enter ?? <RET> to get a listing of feeding sites or to get help at any of the prompts.

Select Supplemental Feeding Time (10,2,8, ALL): **ALL <RET>**

If using label sheets, what row Do you want Ingredient list only? N// **<RET**>

If using laser label sheets, what row

49 Patch FH\*5.5\*5 - May 2007 - The Run SF Labels/Consolid Ingred List option and report for inpatients has been modified to include outpatient data.

50 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

Do you want to begin printing? 1// **<RET>**

"No" will print labels with ingredient list at the end. Labels can be printed on paper, instead of labels.

Do you want Ingredient list only? N// <RET>

Place Labels in Printer

Labels can be printed on paper,

instead of labels.

.

Select LIST Printer: HOME// **<RET>**

HYPER SPACE RIGHT MARGIN: 80//

<RET>

Enter printer device OR press

<RET> for labels to show on screen.

Select by S=SUPPLEMENTAL FEEDING SITE or W=NUTRITION LOCATION: **W <RET>**

OR if W is entered in the first

prompt.

Select NUTRITION LOCATION: **2AS <RET>**

Select Supplemental Feeding Time (10,2,8,ALL): **ALL <RET>**

If using laser label sheets, what row

Do you want to begin printing? 1// **<RET>**

Do you want Ingredient list only? N// Y <RET>

Consolidated List only? Y// **<RET>**

"Y" will print a consolidated list of ingredients, summed for the Nutrition Location.

"N" will print a list for the selected time or three lists for all the times.

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter the proper printer

designation OR press <RET> and the labels will show only on the screen. A delay of 10-25 seconds is normal.

#### LA Run SF Labels/Consolid Ingred List

|  |  |
| --- | --- |
| Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **W**  Select WARD: **2AS**  Select Supplemental Feeding Time (10,2,8,ALL): **ALL**  If using laser label sheets, what row do you want to begin printing at? 1//  **<RET>**  Do you want Ingredient list only? N// **No**  Place Labels in Printer  Select LABEL Printer: HOME// **<RET>** VIRTUAL TERMINAL  NFSpatient,Three T 6J/6J04-1T 9390 27-Mar-07 8PM  1 ENSURE PLUS, NO CHOC  NFSpatient,Four T 6J/6J06-1T 7077 27-Mar-07 8PM  1 FRUIT,APPLE  1 CEREAL,FROST CORN/SP  NFSpatient,Five T 6J/6J09-1T 4109 27-Mar-07 8PM  1 ROTATION,HS  NFSpatient,Six T 6J/6J11-2T 4422 27-Mar-07 8PM  1 ROTATION,HS  NFSpatient,One ONCOLOGY/ 1234 27-Mar-07 8PM  1 CEREAL,ML /BOWL/SP  1 MILK,2%  \*\*\*\* INGREDIENTS LIST \*\*\*\* T BLDG 163  27-Mar-07 8PM | |
| CEREAL,ML /BOWL/SP | 2 |
| CEREAL,DRY/BOWL/SP | 2 |
| CEREAL,FROST CORN/SP | 1 |
| CEREAL,RICECRUNCH/SP | 1 |
| CHEESE,COTT/SP,4 OZ | 4 |

|  |  |  |
| --- | --- | --- |
| COOKIE,VAN WAFER,6EA | 1 | |
| CRACKER,GRAHAM,1 PKG | 2 | |
| DELIVER NURSE/MEDS | 2 | |
| ENSURE PLUS, NO CHOC | 1 | |
| ENSURE PLUS | 13 | |
| ENSURE PLUS,STRAW | 1 | |
| ENSURE PLUS,VAN | 2 | |
| FRUIT | 1 | |
| FRUIT,APLESCE/SP,4OZ | 1 | |
| FRUIT,APPLE | 2 | |
| FRUIT,PUREE/SP,4 OZ | 2 | |
| ICE CREAM/SP | 2 | |
| JUICE,ASST | 12 | |
| MILK,2% | 3 | |
| MILK,LACTOSE FREE | 1 | |
| MILK,SKIM | 2 | |
| MILKSHAKE,VAN/SP | 1 | |
| NUTREN RENAL | 1 | |
| PEANUT BTR/KN,2 PKG | 2 | |
| PUDDING/SP,4 OZ | 6 | |
| RESOURCE WILD BERRY | 1 | |
| ROTATION,HS NO MILK | 2 | |
| ROTATION,HS | 31 | |
| SUGAR SUB | 2 | |
| SUGAR | 2 | |
| THICKENER - HONEY | 1 | |
| \*\*\*\* PATIENTS = | 62 | \*\*\*\* |

#### SF Change Patient Supplemental Feedings [FHNO1E]

[51](#_bookmark190)The Change Patient Supplemental Feedings option and report for inpatients have been modified to include outpatient data. [52](#_bookmark191) The patient's allergies display prior to entering the supplemental feedings.

If the patient entered is not a current patient or does not have any outpatient meals ordered, the following prompt will display:

Outpatient Recurring Meals...

NO OUTPATIENT DATA ON FILE for today's date and the future!! Select Patient (Name or SSN): **NFSpatient,Five**

If the person selected has current outpatient meals, the output below displays:

Select Supplemental Feedings Option: **SF** Change Patient Supplemental Feedings Select Patient (Name or SSN): **NFSpatient,Five** 2-25-00 666000005 2-AS

Return for OUTPATIENT or 'C' for CURRENT Admission: C

NFSpatient,Five ( 2-AS ) Current Diet: REG

Allergies: STRAWBERRIES

Feeding Menu: MORE PIES Reviewed: 13-Feb-07 10:08am 10AM 2PM 8PM

1 CAPPACINO 1 PIE

Diet Pattern Associated: **YES**

Supplemental Feeding Menu: MORE PIES // **<RET>**

Up to four food items can be given at each time frame.

In subsequent examples, patient identification and confirmation will be assumed. Examples will begin with the first pertinent prompt of the routine.

51Patch FH\*5.5\*5 - May 2007 - The Change Patient Supplemental Feedings option and report for inpatients have been modified to include outpatient data.

52 Patch FH\*5.5\*8 - September 2007 – The patient's allergies display prior to entering the supplemental feedings.

#### Change Existing Feedings

If a feeding already exists, the program will display that feeding to the user.

If a Supplemental Feeding Menu is selected, only the pre-defined food items will be given. Any desired changes must be done by changing to an "individualized" menu entry.

When feeding orders are changed in the Supplemental Feedings (SF) option, the date shown in the "REVIEW" section on the Nutrition Location Supplemental Feeding Lists (WL) is the date of the last transaction.

#### Delete Existing Feedings

All deletion procedures use the SHIFT and "@" following the slash (//) marks. If all feedings are to be canceled for a given patient, do so at the Supplemental Feeding Menu prompt.

#### Using the \*\*Special Order\*\* Entry

This option is designed to accommodate requests for foods not on the Supplemental Feeding List. This is for items for special use. A procedure should be established for approval of these items. It is partly a manual process. It requires keeping a manual list of patients receiving special orders, and the items for each patient. When a \*\*SPECIAL ORDER\*\* is entered for a patient, this is the only information appearing on the label. A clerk is alerted by the \*\*SPECIAL ORDER\*\* notation and can add the specific food item to the label by hand.

This notation can also be used in conjunction with a food item.

#### Example

2PM FEEDING #1 SANDWICH

#2 \*\*SPECIAL ORDER\*\*

(This can alert the clerk to add the kind of sandwich, such as peanut butter.)

Relationship of Supplemental Feeding (SF) to Diet Orders. With the Version 5.5, Supplemental Feeding menus can be associated with Diet Orders with the result that an SF menu will be automatically entered for a patient when the diet is ordered. If the Supplemental Feeding for that patient have not been individualized, then the feedings will automatically change to reflect new Diet Orders. If the Supplemental Feedings have been individualized, they will not change with changing Diet Orders. The only help a user has in recognizing the new to compare Supplemental Feeding with Diet Orders is an (I) following the feeding. This (I) denotes individualized and should trigger a review of new diet changes printing on Diet Activity. The (I) also shows on Nutrition Location Diet List.

#### SH History of Supplemental Feedings [FHNO12]

[53](#_bookmark194)The History of Supplemental Feedings option and report for inpatients have been modified to include outpatient data.

This option shows all past supplemental feedings ordered for a patient. After entering the patient’s name, a list of admissions displays. For a patient that has both inpatient and outpatient data, the following prompt will display:

|  |  |
| --- | --- |
| Select ADMISSION or RETURN for OUTPATIENT : | |
| Outpatient Recurring Meals... | |
| MAY 7,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 9,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 11,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 14,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 16,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 18,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 21,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 23,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 25,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 28,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| MAY 30,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| JUN 1,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| JUN 4,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| JUN 6,2007 Even SBK OUTPATIENT1 (DIABETIC FEEDING) | |
| Select the Outpatient Date :May 7 MAY 07, 2007 Even SBK OUTPATIENT1 | |
| Ord Date/Time Ordered Supplemental Feeding Menu Date/Time Cancelled | |
| 1 7-May-07 12:11pm 2000 CALORIE CONTROLLED 7-May-07 12:12pm | |
| 2 7-May-07 12:12pm DIABETIC FEEDING | |
| Detailed Display of which Order #? 1 | |
| Feeding Menu: 2000 CALORIE CONTROLLED Reviewed: 7-May-07 12:11pm | |
| 8PM | |
| 2 | ORANGE JUICE |
| 2 | SALTINES |
| 2 | MILKSHAKE |
| 2 | CRACKERS |

53Patch FH\*5.5\*5 -May 2007 - The History of Supplemental Feedings option and report for inpatients have been modified to include outpatient data.

#### WL Ward Supplemental Feeding Lists [FHNO3]

The purpose of this option is to list all patients who receive supplemental feedings. If the patient is on an isolation that requires delivery by Nursing Service, "NURSE" will appear under the "ISOLAT" column. The date shown under "REVIEW" is the last date any transaction was made for that patient. When the date is over two weeks old, an asterisk will flag it for attention.

This facilitates the review mandated by M-2, Part III (3.06c). Nutrition Location Supplemental Feeding Lists (WL) can be viewed or printed.

[54](#_bookmark196) Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Prompt/**User Entry**

Select OPTION NAME: **WL**

Ward Supplemental Feeding Lists

WARD SUPPLEMENTAL FEEDING LISTS

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S**

Select SUPPLEMENTAL FEEDING SITE (or ALL): **ALL**

Print Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**

Select LIST Printer: HOME// **<RET>** TELNET

Right Margin: 80// **<RET>**

The total quantities of supplemental feedings can be printed for each Ward, including time

period, if the Site Parameter is set for printing ingredients on Nutrition Location lists.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1  Ward: T 6K 26-Jul-07 1:33pm  ROOM PATIENT ID# SUPP MENU ISOLAT REVIEW | | | | | |
| 6K08-1T ALLERGIES: | NFSpatient,One NONE ON FILE | 6417 | 1800 CAL | N | 07-04\* |
| 8PM 1 PEANUT BTR/KN,2 PKG; 1 CRACKER,GRAHAM,1 PKG; 1 FRUIT  6K13-2T NFSpatient,Two 7338 IND 06-12\* ALLERGIES: NONE ON FILE  10AM 1 JUICE,APPLE; 1 THICKENER - HONEY  2PM 1 JUICE,ASST; 1 THICKENER - HONEY  8PM 1 JUICE,ASST; 1 THICKENER - HONEY  6K14-1T NFSpatient,Three 8307 IND 03-09\* | | | | | |

54 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

ALLERGIES: NONE ON FILE

8PM 1 PUDDING/SP,4 OZ

6K16-1T

NFSpatient,Four

3869

IND

03-09\*

ALLERGIES: NONE ON FILE

8PM 2 PUDDING/SP,4 OZ; 1 JUICE,ASST

6K17-1T

NFSpatient,Five

9140

IND

07-21\*

ALLERGIES: NONE ON FILE

8PM 1 COOKIE,VAN WAFER,6EA; 1 ENSURE PLUS,VAN

6K17-2T

NFSpatient,Six

0677

IND

03-20\*

ALLERGIES: SHELLFISH

8PM 1 CRACKER,GRAHAM,1 PKG; 1 PEANUT BTR/KN,2 PKG; 1 JUICE,ASST

6K27-2T

NFSpatient,Seven

4180

IND

06-05\*

ALLERGIES: NONE ON FILE

8PM 1 CEREAL,DRY/BOWL/SP; 1 MILK,SKIM

6K28-1T

NFSpatient,Eight

1534

IND

06-20\*

ALLERGIES: NONE ON FILE

8PM 1 ENSURE PLUS

6K29-1T

NFSpatient,Nine

1709

IND

05-30\*

ALLERGIES: ZUCCHINI

10AM 1 FRUIT,PUREE/SP,4 OZ

2PM 1 PUDDING/SP,4 OZ

8PM 1 FRUIT,APLESCE/SP,4OZ; 1 CHEESE,COTT/SP,4 OZ; 1 ENSURE PLUS

6K30-1T

NFSpatient,Ten

3056

DB2000

03-13\*

ALLERGIES: NONE ON FILE

8PM 1 ROTATION,HS

6K31-1T

NFSpatient,Eleven

1031

IND

05-02\*

ALLERGIES: NONE ON FILE

8PM 1 NUTREN RENAL

#### WP Print Bulk Feedings/Cost Report [FHNO10]

[55](#_bookmark199)The Print Build Feedings/Cost Report option and report for inpatients have been modified to include outpatient data.

This option will produce a delivery listing or labels for all bulk supplemental feedings for all Nutrition Locations served by a Supplemental Feeding Site. A cost report and consolidated pick will also be produced.

Prompt/**User Entry: Discussion:**

Select SUPPLEMENTAL FEEDING SITE (or ALL): T Bldg 163 <RET>

Select one Supplemental Feeding Site

(enter ?? <RET> for listing) or ALL.

Do you want Labels? N// <RET>

Only press <RET> if you do not want

labels (default is No//), but enter Y for Yes if you want labels to be printed.

Select LIST Printer: HOME// **<RET>**

RIGHT MARGIN: 80// **<RET>**

Enter printer device OR press <RET>

as shown for report to show on screen.

BULK NOURISHMENTS FOR: T BLDG 163

Page 1

--- zzt cmicu ---

27-Mar-07 7:25am

Cost Vehicle Other Total

--- ONCOLOGY ---

Cost Vehicle Other Total

23 FRUIT,ORANGE

BULK NOURISHMENTS FOR: T BLDG 163

Page 2

27-Mar-07 7:25am

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2 JUICE,ORANGE |  | 0.12 |  | 0.23 | 0.23 |
| 2 JUICE,GRAPE |  | 0.00 |  | 0.01 | 0.01 |
| 4 JUICE,APPLE |  | 0.12 |  | 0.47 | 0.47 |
| 2 JUICE,CRAN |  | 0.13 |  | 0.26 | 0.26 |
| Total for zzt | cmicu |  | 0.00 | 0.97 | 0.97 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 0.00 |  | 0.00 | 0.00 |
| Total for ONCOLOGY |  | 0.00 | 0.00 | 0.00 |

55Patch FH\*5.5\*5 - May 2007 - The Print Bulk Feedings/Cost Report option and report for inpatients have been modified to include outpatient data.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*\*\*\*\* | T | BLDG | 163 TOTAL | \*\*\*\*\* |  |
| Qty Item |  |  | Cost | Vehicle | Other Total |
| 2 JUICE,CRAN | 0.13 | | |  | 0.26 0.26 |
| 2 JUICE,GRAPE | 0.00 | | |  | 0.01 0.01 |
| 2 JUICE,ORANGE | 0.12 | | |  | 0.23 0.23 |
| 22 FRUIT,ORANGE | 0.00 | | |  | 0.00 0.00 |
| 4 JUICE,APPLE | 0.12 | | |  | 0.47 0.47 |
| Grand Total |  | | | 0.00 | 0.97 0.97 |

#### WR Review Bulk Nutrition Location Feedings [FHNO9]

This option allows the user to review the bulk Nutrition Location feedings for a single Nutrition Location. It provides a quick review of Nutrition Location feedings. Changes to bulk Nutrition Location feedings can be done only at the manager access level.

Prompt/**User Entry:**

Select NUTRITION AND FOOD SERVICE NUTRITION LOCATION NAME: **1 EAST <RET>**

3 GINGER ALE/STRAW

10 COOKIES

3 FRUIT,CND/SPOON

2 Jell-O/SPOON

1 BANANA

1 PEANUT BUTTER 1TSP

1 APPLE DUMPLINGS

6 JUICE OF THE DAY

6 MILK,2%

1 CUSTARD/SPOON

### SO Standing Orders [FHSPM]

|  |  |
| --- | --- |
| IN | Standing Order Inquiry [FHSP4] |
| SC | Consolidate Standing Orders [FHSP7] |
| SE | Enter/Edit Standing Orders [FHSP3] |
| SL | Print Standing Order Labels [FHSP8] |
| TS | Tabulate Standing Orders [FHSP5] |

#### IN Standing Order Inquiry [FHSP4]

[56](#_bookmark204)The Standing Order Inquiry option and report for inpatients have been modified to include outpatient data.

This option displays the patient location, current diet, and active standing order. This routine is for viewing only and does not permit change. Its purpose is to provide Nutrition Service personnel with information about the patient's current standing orders.

Select Patient (Name or SSN): **NFSpatient,Two**

COLLATERAL

02-28-00

000000000

Correct? Y// **<RET>**

Outpatient Recurring Meals...

NOV 20,2006 Noon DIALYSIS: ICE CREAM = 1 NOV 22,2006 Noon DIALYSIS: ICE CREAM = 1 NOV 23,2006 Noon DIALYSIS: ICE CREAM = 1 NOV 24,2006 Noon DIALYSIS: ICE CREAM = 1 NOV 27,2006 Noon DIALYSIS: ICE CREAM = 1 NOV 29,2006 Noon DIALYSIS: ICE CREAM = 1 NOV 30,2006 Noon DIALYSIS: ICE CREAM = 1

Select the Outpatient Date : **11-24-2006**Noon DIALYSIS

NFSpatient,Two ( DIALYSIS )

Date: 14-Nov-00

Current Diet: VEGETARIAN

Active Outpatient Standing Orders:

Noon

1 VEGETABLE

(\*\*ACTIVE \*\*)

56 Patch FH\*5.5\*5 - May 2007 - The Standing Order Inquiry option and report for inpatients have been modified to include outpatient data.

#### SC Consolidate Standing Orders [FHSP7]

[57](#_bookmark207)The Consolidate Standing Orders option and report for inpatients have been modified to include outpatient data.

This option allows user to tally by Service Point and consolidate by meal or day. Prompt/**User Entry: Discussion:**

Select SERVICE POINT (or ALL): **ALL <RET>**

Enter ?? <RET> to get listing of

Service Points, then select Service Point or ALL as shown.

Select Meal (B,N,E, or ALL): **ALL <RET>**

Enter B, N, E, or ALL.

Consolidated List Only? Y// **NO <RET>**

Answer YES or NO

Only press <RET> if answer

(default) is yes.

If using laser label sheets, what row

do you want to begin printing at? 1// **<RET>**

Select LIST Printer: HOME// **<RET>** PC ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press

<RET> to see report on screen.

1-May-07 1:03pm

Page 1

S T A N D I N G

O R D E R S CAFE

L I S T

1-May-07 Break

1. APPLESAUCE
2. TEA

\*\*\*\* PATIENTS = 2 \*\*\*\*

1-May-07 1:03pm

Page 2

S T A N D I N G

O R D E R S DR

L I S T

1-May-07 Break

\*\*\*\* PATIENTS = 0 \*\*\*\*

1-May-07 1:03pm

Page 3

57 Patch FH\*5.5\*5 - May 2007 - The Consolidate Standing Orders option and report for inpatients have been modified to include outpatient data.

S T A N D I N G O R D E R S L I S T DRIVE

1-May-07 Break

8 TEA

\*\*\*\* PATIENTS = 4 \*\*\*\*

1-May-07 1:03pm

Page 4

S T A N D I N G O R D E R S L I S T RECAFE

1-May-07 Break

3 ICE CREAM

6 JELLO

8 JUICE

5 MIXED VEGETABLES

5 PARSLEY

46 TEA

2 TEST FOR SO

\*\*\*\* PATIENTS = 23 \*\*\*\*

1-May-07 1:03pm

Page 5

#### SE Enter/Edit Standing Orders [FHSP3]

[58](#_bookmark210)The Enter/Edit Standing Orders option and report for inpatients have been modified to include outpatient data. [59](#_bookmark211) Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

This option is for entering or editing standing orders. Enter the patient's name, and for patients that currently have standing orders, those standing orders will appear associated with specified meals. Patients without orders will appear as "No Active Standing Orders." You can edit a standing order by answering yes to the prompt below and entering the correct number of the order. It is important to remember that standing orders automatically appear on both the diet card and the tray ticket, regardless of diet order.

#### Enter Standing Order

Select Patient (Name or SSN): **NFSpatient-forty-four**

Return for OUTPATIENT or 'C' for CURRENT Admission: **C**

NFSpatient-forty-four ( 5NM ) Current Diet: REG

Allergies: HONEY

No Active Inpatient Standing Orders. Enter Standing Order: **?**

Answer with STANDING ORDERS NAME

Do you want the entire STANDING ORDERS List? **Y** (Yes) Choose from:

ALLERGY - MILK APPLESAUCE CHIPS

JELLO JUICE

MIXED VEGETABLES PARSLEY

TEA

TEST FOR SO YAMS

banana

peanut butter

Enter Standing Order: **TEA**

Standing Order TEA added Standing Order: TEA // **<RET>** Select Meal (B,N,E or ALL): **ALL**

58 Patch FH\*5.5\*5 - May 2007 - The Enter/Edit Standing Orders option and report for inpatients have been modified to include outpatient data.

59 Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and

\*ALG appears on labels to indicate patient has a food allergy.

Quantity: 1// **2**

ADD this Order? Y// **<RET>**.. done

NFSpatient-forty-four ( 5NM ) Current Diet: REG

Allergies: HONEY

Active Inpatient Standing Orders:

1 All Meals

2 TEA (I)

Edit a Standing Order? YES// **NO**

Enter Standing Order: PARSLEY

Standing Order PARSLEY added Standing Order: PARSLEY // **<RET>** Select Meal (B,N,E or ALL): ALL Quantity: 1// **<RET>**

ADD this Order? Y// **<RET>**.. done

#### Edit Standing Orders

HEMODIALYSIS,PATIENTONE ( 5NM )

Current Diet: REG Allergies: HONEY

Active Inpatient Standing Orders:

1. All Meals
2. All Meals

2 TEA (I)

1 PARSLEY (I)

Edit a Standing Order? YES// **<RET>**

Edit which Order #? **1**

Standing Order: TEA // **<RET>**

Select Meal (B,N,E or ALL): BNE //**<RET>** Quantity: 2// **1**

ADD this Order? Y//. **<RET>**. done

**Verify Edit**

NFSpatient.Forty-four ( 5NM )

Current Diet: REG Allergies: HONEY

Active Inpatient Standing Orders:

1. All Meals
2. All Meals

1 PARSLEY (I)

1 TEA (I)

Edit a Standing Order? YES// **NO**

#### SL Print Standing Order Labels [FHSP8]

[60](#_bookmark214)The Print Standing Order Labels option and report for inpatients have been modified to include outpatient data.

This option allows the user to print labels for standing orders.

Select SERVICE POINT (or ALL): **ALL**

<RET>

Enter ?? <RET> to get listing of Service

Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**

Enter B, N, E, or ALL.

**<RET>**

Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Select Meal (B,N,E, or ALL): **N <RET>**

If using laser label sheets, what row do you want to begin printing at? 1//**<RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>**

PC ETHER NET RIGHT MARGIN: 80//

<RET>

Enter printer instructions OR press

<RET> to see report on screen.

NFSpatient,Four 0000

1 TEA

1AS/

19-Oct-00 NOON

NFSpatient,Five 0000

1 JELLO

2AS/

19-Oct-00 NOON

NFSpatient,Six 0000

2 YAMS

DOM/BIGROOM-1 19-Oct-00 NOON

NFSpatient,Seven RADIOLOGY 0000 19-Oct-00 NOON

1 TEA

60 Patch FH\*5.5\*5 - May 2007 - The Print Standing Order Labels option and report for inpatients have been modified to include outpatient data.

#### TS Tabulate Standing Orders [FHSP5]

[61](#_bookmark217)The Tabulate Standing Orders option and report for inpatients have been modified to include outpatient data.

The purpose of this option is to print the totals of the standing orders by meal. The totals change when discharges occur.

Prompt/**User Entry: Discussion:**

Select SERVICE POINT (or ALL): **ALL**

<RET>

Enter ?? <RET> to get listing of

Service Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**

Enter B, N, E, or ALL.

<RET>

Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Select Meal (B,N,E, or ALL): ALL <RET>

Select LIST Printer: HOME// <RET> PC ETHER NET RIGHT MARGIN: 80// <RET>

Enter printer instructions OR press

<RET> to see report on screen.

#### Helpful Hints and Notes

1. The tabulated standing orders do not have patient identification or location.
2. Diet office personnel need to transfer the standing order information to the manual diet card. Standing orders automatically appear on both the tray ticket and diet card.
3. All orders appear on one sheet. Duplicate sheets can need to be run for different preparation areas. The Tabulated Standing Orders prints alphabetically. It may be helpful to use a naming convention that will help sort the list for preparation areas.

**Reminder:** Standing Orders are not saved after discharge.

61 Patch FH\*5.5\*5 - May 2007 - The Tabulate Standing Orders option and report for inpatients have been modified to include outpatient data.

|  |  |  |
| --- | --- | --- |
|  | | EVENING |
| Quantity | Order |  |
| 2 | ICE CREAM |  |
| 221 | JELLO |  |
| 4 | JUICE |  |
| 10 | MIXED VEGETABLES |  |
| 63 | TEA |  |
| 181 | TEST FOR SO |  |
| 31 | YAMS |  |

19-Oct-00 9:31pm

S T A N D I N G O R D E R S

Page 1

BREAKFAST

Quantity

Order

5

5

5

7

17

10

6

82

2

1

APPLESAUCE CHIPS

ICE CREAM JELLO JUICE

MIXED VEGETABLES PARSLEY

TEA

TEST FOR SO YAMS

19-Oct-00 9:31pm

S T A N D I N G O R D E R S

Page 2

NOON

Quantity

Order

5

33

1

3

41

61

61

ICE CREAM JELLO JUICE

MIXED VEGETABLES TEA

TEST FOR SO YAMS

19-Oct-00 9:31pm

S T A N D I N G O R D E R S

Page 3

### TF Tickler File [FHCTF3]

|  |  |
| --- | --- |
| CL | Clear Tickler File Entries [FHCTF2] |
| DI | Display Tickler File [FHCTF1] |
| EN | Enter Tickler File Item [FHCTF3] |

#### CL Clear Tickler File Entries [FHCTF2]

Upon completion of items on the list, the user needs to clear the item from the list. If this is not done, items will keep reappearing until cleared, a new status is entered, or the patient is transferred/discharged, etc. Personal items only disappear from the Tickler printout when the reminder date is past. It is not possible to clear them manually.

[62](#_bookmark220)This option has been modified so ticklers can be cleared by entering an individual number, a range of numbers, or entering ‘A’ to clear all entries at once. The user may also hit ‘Return’ to bypass the entry if they do not wish it to be cleared.

Items on the Tickler File are automatically cleared if:

1. A new status is entered, or a veteran is re-screened
2. A diet is ordered for a patient who was NPO
3. Supplemental Feedings are changed
4. A tube feeding order is re-ordered or changed

**Note:** When a tube feeding is changed or ordered, the clinicians will still automatically receive a mailman message indicating that a tube feeding has been ordered.

1. Consults are cleared

Items must be manually cleared from the Tickler if:

1. A patient has been reviewed, and no changes have been made
2. A progress note has been written in the chart for Nutrition Status or Diet follow up
3. Items have been entered as an encounter based on reminders from the tickler
4. Supplemental feedings are reviewed

.

62 Patch FH\*5.5\*4 - November 2006 - This option has been modified so ticklers can be cleared individually, through a range of numbers or all at once.

Prompt/**User Entry: Discussion:**

Answer Y at "Is Order OK" prompt to keep the item in the Tickler File, or answer N to remove the item from the Tickler File. User will then be prompted through any remaining items eligible to be cleared from the Tickler File.

|  |  |  |  |
| --- | --- | --- | --- |
| [63](#_bookmark221)Select CLINICIAN: NFSclinician,five// **<RET>** |  | |  |
| NFSpatient,Ten (0000P) Female Age 00 | 0AS 000-0 | |
| 1. INDIVIDUALIZED Date: MAY 4,2006@15:22:16  Select an entry to clear (1,2,3... or 'A' or Return): Return// **1**  Current Diet: **REG**  Feeding Menu: INDIVIDUALIZED Reviewed: 20-Apr-00 3:22pm  10AM 2PM 8PM | | |
| 1 PIE | | 0ASM |  |
| Is Order OK? Y// **<RET>**... done | |
| NFSpatient,Eleven (0000) Male Age 00 | |
| 1. No Order > 3 days Date: MAY 6,2006@14:39:17 | | |
| Select an entry to clear (1,2,3... or 'A' or Return): Return// **1,3** | | |
| Enter an entry, or group of entries separated by a comma, or 'A' for all entries, or Return to bypass! | | |
| Select an entry to clear (1,2,3... or 'A' or Return): Return// **1-2** | | |
| Enter an entry, or group of entries separated by a comma, or 'A' for all entries, or Return to bypass! | | |
| Select an entry to clear (1,2,3... or 'A' or Return): Return// **A** | | |
| Current Diet: **NO ORDER** | | |

63 Patch FH\*5.5\*4 - November 2006 - New screen capture showing how ticklers can be cleared individually, through a range of numbers, or all at once.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is Order OK? Y// **<RET>**  NFSpatient,Twelve (0000) | ... done  Male | Age | 00 |  |  | 0AS |  |
| 1. MORE PIES Date: MAY Select an entry to clear | 9,2006@08:42:48 (1,2,3... or 'A' | or | Return): | Return// | **^** |  |

#### Helpful Hints and Notes

1. When the Clinical Nutrition staff needs to provide coverage for an unfamiliar Nutrition Location, it is possible to print the list of another staff member. This will assist in determining priorities on the new Nutrition Location. [64](#_bookmark222)Multiple recipients may also be added to receive Tickler File alerts related to the nutrition indicators for a particular Nutrition Location to provide coverage for vacation times, etc., by using the Enter/Edit Ward Assignments option [FHORC5].
2. Personal items ([65](#_bookmark223)known as Personal Tickler) such as meetings entered under the Tickler File option cannot be cleared. They will disappear once the date you have entered is past. This occurs automatically via a nightly background job that is run using Taskman utilities and is setup by the IRM personnel.
3. At some medical centers, data is kept on consults that have been ordered using the encounters option. The easiest way to do this is to clear the consult by using the Clear Consult option (XC) which will automatically clear the item from the Tickler File and bring up the Encounters option if you answer "YES" at the prompt. The longer way to track this data is to clear the consult using the Tickler File and then go to the Clear Consult (XC) option which will drop you into the encounters option if you answer "YES" at the prompt.
4. The computer requires that not only each Nutrition Location entered be totally different from every other Nutrition Location entered, also each room must be totally different from every other room. At many facilities the same room number can be found on more than one Nutrition Location. If this is true at your facility, a way to differentiate each room from every other room will have to be determined. One of the easiest ways to do this is to add the Nutrition Location that the room is on to the end of the room number when this information is entered by your Clinical Manager and/or Applications Coordinator.

64 Patch FH\*5.5\*4 - November 2006 - Multiple recipients may also be able to receive Tickler File alerts related to the nutrition indicators for a particular Nutrition Location to provide coverage for vacation times, etc., by using the Enter/Edit Ward Assignments option [FHORC5].

65 Patch FH\*5.5\*4 - November 2006 - Personal items are known as Personal Tickler.

#### DI Display Tickler File [FHCTF1]

Patients' names and personal reminders appear on the Tickler File lists. Patients' names appear on the lists based on the policies and procedures of your facility and entries made in the Production Diet and NUTRITION Location Files. Information will also appear when consults are requested by your Nutrition Location staff.

The Tickler File is dependent upon the Admissions/Discharges/Transfers (ADT) File from Medical Administration Service. Discharged patients whose names currently appear on a Tickler File will not appear on the list the next time a list is printed. Transferred patients whose names currently appear on a Tickler File list will appear on the list of the receiving dietitian the next time a list is printed.

[66](#_bookmark225)Personal Ticklers are now displayed using the option Display Tickler File [FHCTF1]. The user will also receive alerts for their personalized ticklers and outdated personal ticklers will be cleared automatically.

It is possible to print the Tickler File list through a future date if desired. Prompt/**User Entry:**

Select CLINICIAN (or ALL): NFSclinitian,two // **ALL**

Through Date: TODAY// **T+3** (MAY 19, 2006) Select LIST PRINTER: HOME// **<RET>**

Enter printer device OR

<RET>.

16-May-06 8:30am

NFSclinician,Ten

T I C K L E R F I L E

Page 1 Thru: 19-May-00

\*\* NFSpatient,Thirteen (0000) \*\*

25-Dec-04 9:23am Status: No Admission Status DOM BIGROOM-0

\*\* NFSpatient,Fourteen (0000) \*\* 13-May-06 1:30am : Monitor: BMI < 18.5 0AS 000-0

\*\* NFSpatient,Fifteen (0000) \*\* 11-Dec-04 1:20pm Status: No Admission Status 0AS

23-Apr-06 3:24pm Diet Review: No Order > 3 days 0AS

\*\* NFSpatient,Sixteen (0000) \*\*

26-Feb-05 10:12am Diet Review: No Order > 3 days DOM 0C-00

66 Patch FH\*5.5\*4 - November 2006 - Personal Ticklers are now displayed using the option Display Tickler File [FHCTF1]. The user will also receive alerts for their personalized ticklers and outdated personal ticklers will be cleared automatically.

Status: No Admission Status DOM 0C-00

\*\* NFSpatient,Seventeen (0000) \*\*

30-Jul-99 8:28am Diet Review: No Order > 3 days 0AS 000-0 Status: No Admission Status 0AS 000-0

\*\* NFSpatient,Eighteen (0000) \*\*

12-Jun-99 8:16am Diet Review: No Order > 3 days DOM BIGROOM-00 Status: No Admission Status DOM BIGROOM-00

\*\* NFSpatient,Nineteen (0000) \*\*

14-May-99 1:31pm Status: No Admission Status 0AS 000-0

\*\* NFSpatient,Twenty (0000) \*\* 18-May-02 8:47am Status: No Admission Status 0AS

\*\* NFSpatient,Twenty-one (0000) \*\* 21-Apr-02 2:47pm Status: No Admission Status 0AS

\*\* NFSpatient,Twenty-two (0000) \*\*

1-Jan-95 12:03pm Diet Review: No Order > 3 days DOM BIGROOM-0 Status: No Admission Status DOM BIGROOM-0

\*\* NFSpatient,Twenty-three (0000) \*\*

9-Jun-05 11:09am Diet Review: No Order > 3 days DOM 0C-00 Status: No Admission Status DOM 0C-00

\*\* NFSpatient,Twenty-four (0000) \*\*

30-Jul-99 1:47pm Status: No Admission Status 0AS 000-0 13-May-06 1:30am : Monitor: BMI < 18.5 0AS 000-0

16-May-06 8:30am T I C K L E R F I L E Page 2

NFSclinician,Fifteen Thru: 19-May-00

\*\* NFSpatient,Twenty-five (0000) \*\* 4-Mar-06 12:34pm Status: No Admission Status 0AS

\*\* NFSpatient,Twenty-six (0000) \*\* 30-Oct-04 10:05am Status: No Admission Status

\*\* NFSpatient,Twenty-seven (0000) \*\* 25-Mar-01 10:57am Status: No Admission Status 0ASM

\*\* NFSpatient,Twenty-eight (0000) \*\* 19-Feb-05 8:29am Status: No Admission Status 0AS

9-May-06 8:42am SF Review: MORE PIES 0AS

\*\* NFSpatient,Twenty-nine (0000) \*\* 25-Dec-05 11:05am Status: No Admission Status 0NM

\*\* NFSpatient,Thirty (0000) \*\* 26-Jun-00 1:36pm Status: No Admission Status 0AS 11-May-00 9:55am SF Review: MORE PIES 0AS

\*\* NFSpatient,Thirty-one (0000) \*\*

7-May-00 2:37pm Status: No Admission Status 0AS 000-0

|  |  |
| --- | --- |
| 10-May-00 8:42am SF Review: TESTDE 0AS 000-0 |  |
| \*\* NFSpatient,Thirty-two (0000) \*\*  4-Feb-00 10:22am Diet Review: No Order > 3 days 0AS 000-1 Status: No Admission Status 0AS 000-1 |
| \*\* NFSpatient,Thirty-three (0000) \*\* 12-Sep-00 11:38am Status: No Admission Status 0AS |
| \*\* NFSpatient,Thirty-four (0000) \*\* 2-Jan-00 2:40pm Diet Review: No Order > 3 days 0AS  Status: No Admission Status 0AS |
| \*\* NFSpatient,Thirty-five (0000) \*\*  11-Dec-00 9:13am Status: No Admission Status 0AS 000-2 12-May-00 7:20am SF Review: MORE PIES 0AS 000-0 |
| \*\* NFSpatient,Thirty-six (0000) \*\*  14-Aug-00 12:45pm Diet Review: No Order > 3 days 0AS 000-0 Status: No Admission Status 0AS 000-1 |
| \*\* NFSpatient,Thirty-seven (0000) \*\*  1-Jul-00 8:00am Diet Review: No Order > 3 days 0AS 000-0 Status: No Admission Status 0AS 000-0 |
| \*\* NFSpatient,Thirty-eight (0000) \*\* 6-May-00 8:50am Status: No Admission Status 0AS |
| Press RETURN to continue or "^" to exit. |
| 16-May-00 8:30am T I C K L E R F I L E Page 3  NFSclinician,Fifteen Thru: 19-May-0 |
| \*\* NFSpatient,Thirty-nine (0000) \*\* 11-Apr-00 7:35am : Monitor: On Tubefeeding 0AS 000-G |
| \*\* NFSpatient,Forty (0000) \*\*  17-Mar-00 10:35am : Monitor: BMI < 18.5 0AS 000-B  10-Apr-00 8:35am : Monitor: BMI < 18.5, On Tubefeeding 0AS 000-B  : Monitor: NPO+Clr Liq > 3 days 0AS 000-B  10-Apr-00 8:53am : Monitor: BMI < 18.5, On Tubefeeding 0AS 000-B |
| \*\* NFSpatient,Forty-one (0000) \*\* 6-Jan-00 2:47pm Diet Review: No Order > 3 days |

|  |  |
| --- | --- |
| \*\* NFSpatient,Forty-two (0000) \*\* 12-Apr-06 10:29am : Monitor: BMI < 18.5 0AS |  |
| \*\* NFSpatient,Forty-three (0000) \*\* 17-Mar-06 10:35am : Monitor: BMI < 18.5 0AS 0600-E  10-Apr-06 8:35am : Monitor: BMI < 18.5, On Tubefeeding 0AS 000-E  : Monitor: NPO+Clr Liq > 3 days 0AS 000-E  10-Apr-06 8:53am : Monitor: BMI < 18.5, On Tubefeeding 0AS 000-E |
| \*\* NFSpatient,Forty-four (0000) \*\* 17-Mar-06 10:35am : Monitor: BMI < 18.5 0AS 000-D  10-Apr-06 8:35am : Monitor: BMI < 18.5, On Tubefeeding 0AS 000-D  : Monitor: NPO+Clr Liq > 3 days 0AS 000-D  10-Apr-06 8:53am : Monitor: BMI < 18.5, On Tubefeeding 0AS 000-D |
| \*\* V NFSpatient,Forty-five (0000) \*\* 17-Mar-06 10:35am : Monitor: BMI < 18.5 0AS  10-Apr-06 8:35am : Monitor: BMI < 18.5, On Tubefeeding 0AS  : Monitor: NPO+Clr Liq > 3 days 0AS  10-Apr-06 8:53am : Monitor: BMI < 18.5, On Tubefeeding 0AS |
| \*\* NFSpatient,Forty-six (0000) \*\*  31-Mar-01 10:17am Diet Review: No Order > 3 days 0D-00 |
| Press RETURN to continue or "^" to exit. |
| 16-May-06 8:30am T I C K L E R F I L E Page 4  NFSclinician,Sixteen Thru: 19-May-06 |
| \*\* NFSpatient Forty-seven (0000) \*\*  13-Dec-99 11:11am Diet Review: No Order > 3 days 000-0 DOM 000-0 15-Dec-99 11:11am Status: No Admission Status 000-0 DOM 000-0 |
| Press RETURN to continue or "^" to exit. **^** |

#### EN Enter Tickler File Item [FHCTF3]

[67](#_bookmark227)This option allows the entry of appointments and/or reminders of non-patient tracked items such as meetings, scheduled treatment teams, and project due dates. Personal items may also be entered to generate notifications for these various entries that act as reminders (tickle your memory) for action to be taken. Up to 60 characters and spaces can be entered for each date and time.

Prompt/**User Entry: Discussion:**

Date/Time: **3/24 <RET>** (MAR 24, 2007)

Comment: Attend Prime Vendor Meeting at 10am. <RET>

You can enter comments up to 60

characters.

Date/Time: T+2 (MAR 24, 2007)

Comment: Attend Prime Vender Meeting at 10am.

67 Patch FH\*5.5\*4 - November 2006 - Updated description to reflect changes for patch FH\*5.5\*4.

## DM Patient Data Log [FHDMP]

The Patient Data Log (DM) supports the Diet Order Entry (DO), Supplemental Feedings, and Standing Order (SO) programs by providing the managers with a means for identifying specific users who have entered specific orders.

[68](#_bookmark230)The Patient Data Log option and report for inpatients have been modified to include outpatient data.

This routine allows for accountability for actions. Selection of a patient will generate a printout detailing every Nutrition order entered for that patient during any admission, who entered it, when, and in what order.

Prompt/**User Entry:**

|  |  |
| --- | --- |
| Select OPTION NAME: **DM** Patient Data Log | |
| Select Patient (Name or SSN): **NFSpatient,Twelve** | |
| Correct? Y// **<RET>** ES | |
| NO ADMISSIONS ON FILE! | |
| This report will also display any existing outpatient meals data. | |
| Enter the Start Date and End Date for outpatient data. | |
| Select Start Date: NOV 21, 2006// **<RET>** NOV 21, 2006 | |
| Select End Date: DEC 21, 2006// **<RET>** DEC 21, 2006 | |
| DEVICE: HOME// **<RET>** TELNET Right Margin: 80// **<RET>** | |
| P A T I E N T D A T A L O G | |
| Date Range: 21-Nov-06 TO 21-Dec-06 21-Nov-06 1:46pm | |
| 666-33-8899 **NFSpatient,Twelve** Male Age 47 Page 1 | |
| Allergies: None on file | |
| Food Preferences Currently on file: | |
| Likes Dislikes | |
| All Meals NO CHEESE (D) | |
| NO SPINACH (D) | |
| \*\*\* O U T P A T I E N T M E A L | D A T A \*\*\* |
| R E C U R R I N G M E A L S |  |
| NAME: NFSpatient,Twelve 666-00-0000 |  |
| Ordering Service |  |

68 Patch FH\*5.5\*5 - May 2007 - The Patient Data Log option and report for inpatients have been modified to include outpatient data.

#

=== 1

Date/Time

Location Point

Meal Bag Diet Ordered Status

=============== ========== ========== ==== === ============ ======

Wed - Nov 22, 2006 RADIOLOGY REMOTE CA B

OUTPATIENT R

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2 PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5 TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING 10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

2 Fri - Nov 24, 2006 RADIOLOGY REMOTE CA B OUTPATIENT R Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2

PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5 TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING 10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

S P E C I A L

M E A L S

#

Date/Time

Location

=== ============ ==========

Diet Ordered

============

Meal

====

Status

=========

NO SPECIAL MEALS FOR THIS DATE RANGE

G U E S T M E A L S

Date

Location

Meal Class

============ ========== ==== =========

Charge

======

NO GUEST MEALS FOR THIS DATE RANGE

# OM OUTPATIENT MEALS [FHMGROM]

|  |  |
| --- | --- |
| SM | Special Meals Menu ... [FHOMSMGR] |
| RM | Recurring Meals Menu ... [FHOMRMGR] |
| GM | Guest Meals Menu ... [FHOMGMGR] |

The Outpatient Meals (OM) menus and options automate and replace the manual processes for ordering individual special meals, recurring meals for VA patients, non VA facility patients and guest meals for individuals being seen for outpatient services. Each of the new menus will have various options specialized for the type of meal being requested and approved through an authorization process that notifies the requestor via Alert Message.

The Outpatient Meals menus and options are accessible from the N&FS Manager Menu [FHMGR]. These menus automate and replace the manual processes for ordering individual special meals, recurring meals for VA patients and patients at non-VA facilities, and guest meals for an outpatient or a collateral/volunteer/resident. Each of the new menus has various options specialized for the type of meal being requested and approved through an authorization process that notifies the requestor via Alert Message.

## SM Special Meals Menu [FH0MSMGR]

|  |  |
| --- | --- |
| RO | Request a Meal [FHOMSR] |
| AM | Authorize a Meal [FHOMSA] |
| PM | Print Meal Voucher [FHOMSP] |
| CM | Cancel a Meal [FHOMSC] |
| MS | Meal Status Report [FHOMSS] |

Special Meals menu allows you to request a "One-Time" meal for a patient. You can only enter one request for a Special Meal per mealtime per patient. There are five options included in this menu.

### RO Request a Meal [FHOMSR]

This option prompts for a patient’s name based on a search in the PATIENT file (#2) and NEW PERSON file (#200). If you hold the necessary Security Key a prompt appears and a ticket is printed. If you do **not** want the default diet, then you can select a diet from a list of diets specified. If you do **not** hold the Security Key, the request is sent to a pre-defined list of people for approval. Once approved, an alert will notify the requestor that a ticket can be printed. When a special meal request is made the software checks the meal window time for that selected meal, and if necessary, prompts for a late tray.

For example, if a breakfast meal is selected and it is within the breakfast meal window times, the user will be prompted to order a late tray for that meal. If it is past the breakfast meal window times, a message displays stating the meal window has passed.

#### Example: User has authorization key FHAUTH

1. Select Request a Meal option.
2. Select Patient

Type a patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option

1. Select Outpatient Ordering Location

Type the appropriate outpatient clinic location, or enter "?" for a list of locations to choose. If question is skipped, the option will exit.

1. Select Diet Name

Return for default diet, or type “?” for a listing of available diets for selection.

1. Select a Meal

Type Breakfast, Noon, or Evening or (B, N, or E) for requesting a mealtime, if question is skipped, the option will exit.

1. Confirm Request

Return to confirm or type “N” to exit the option.

* + If “Y” response and meal requested is within the time window of the requested meal, then the Meal Ticket proceeds to print.
  + If “Y” response and the meal requested are **not** within the time window of the requested meal, a message displays that states:

The breakfast window has passed for today! Not ordered for today.

Special meal NOT ordered!

1. Print Voucher

Type “Y” to print, or type “N” for storing the order to be printed later.

1. Device

Return for “HOME” default device, or enter a device name for a voucher to print. The printed ticket contains an electronic signature of the person authorizing the meal.

Screen captures are minimized for demonstration purposes.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | |  |
| A U T H | O R I Z | E D O | U | T | P | A | T | I | E | N | T | M | E A L V O U C H E | | | R |
| Name of Pt: NFSpatient,One Req Loc : RADIOLOGY  Start Date: JAN 10, 2005 Requestor: NFSprovider,One Stop Date : JAN 10, 2005  Signature: /es/ NFSprovider,Two Title: TEST LAB  Date: JAN 10, 2005  Pt Authorized a: LOW CALORIE Meal for EVENING meal time ALTERING OR COPYING THIS MEAL VOUCHER IS PROHIBITED. | | | | | | | | | | | | | | | | | |
| In lieu of  Facility: | VA FORM  VAMC | 10-2817 | Jan | | | | | | | | | | 10, 2005 | 4:00:41 | pm |  | |
|  | | | | | | | | | | | | | | | | |  |

[69](#_bookmark235)The text of Special Meals alert generated upon placement of a Special Meals order on the VistA/server side have been modified to display the first 9 characters of the patient's name followed by the first character of the last name and last four digits of the SSN in parentheses.

NFSpatient,One (0000): Special Meal needs authorizing Enter "VA to jump to VIEW ALERTS option

Select Special Meals Menu Option: VA View Alerts

1.I NFSpatient,Seven (0000): Special Meal needs authorizing Select from 1 to 1

or enter ?, A, I, D, F, S, P, M, R, or ^ to exit:

69 Patch FH\*5.5\*3 - May 2007 - Special Meals alerts modified.

#### Example: User not having an Authorization Key and is Ordering a Late Tray

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select Special Meals Menu Option: **RO** | Request a | Meal |  |  |
| Select Patient (Name or SSN): **c0000**  1 C0000 NFSoutpatient,Sixty | 11-10-18 | 666000000 | NO |
| COLLATERAL CT/SA  2 C0000 NFSoutpatient,Sixty-one | 8-10-36 | 666000000 | YES | SC |
| VETERAN |  |  |  |  |
| CHOOSE 1-2: **1** NFSoutpatient,Sixty COLLATERAL CT/SA | 11-10-18 | 666000000 | NO |  |
| There is more than one patient whose last name is ' NFSoutpatient ' and whose social security number ends with '0000'.  Are you sure you wish to continue (Y/N)? **YES** (Yes) Correct? Y// **<RET>** ES  Select Outpatient Ordering Location: **ONCOLOGY**  Select Outpatient Room-Bed: **??**  Select Outpatient Room-Bed: **<RET>**  Select DIET NAME: REGULAR// **<RET>**  Select Meal: **B** Breakfast  Is this correct?: Y// **<RET>** ES  You have missed the breakfast cut-off.  Do you wish to order a LATE TRAY for today? (Y/N): Y// **Y** YES Select Time: ( 1=8:15A 2=9:15A ) **2**  Bagged Meal? N// **<RET>**  Special meal ordered for NFS... | | | | |

**Example: Edit Check**

70An edit check to the special meal Request a Meal [FHOMSR] option to verify if the patient already has a recurring meal for the date/meal being ordered. If a recurring meal order already exists a warning is displayed and the special meal order is not allowed.

Select Special Meals Menu Option: **RO** Request a Meal Select Patient (Name or SSN): NFSoutpatient,Sixty Correct? Y// **<RET>** ES

71This patient already has a Recurring Meal ordered for 17-May-07 Evening

70 Patch FH\*5.5\*5 - May 2007 - An edit check to the special meal Request a Meal [FHOMSR] option to verify if the patient already has a recurring meal for the date/meal being ordered.

71 Patch FH\*5.5\*5 - May 2007 - A warning is displayed when a recurring meal order already exists and the special meal order is not allowed.

### AM Authorize a Meal [FHOMSA]

To authorize a meal select from a list of requests for meals and select one, multiples, or all for authorization. If the meal is authorized a Message Alert is sent to requestor to print a meal ticket with electronic signature of authorizer. If request is denied, authorizer must enter reason for denial and then a Message Alert is sent to requestor with electronic signature of authorizer and a print option will **not** appear.

**Example: User has the authorization key FHAUTH**

1. Select Authorize a Meal option
2. Select Which Meal (s)

Select the number corresponding to the patient (s) for approval or denial.

1. Authorize or Deny?

Return for “A” approved, or type “D” for denied request.

* + If approved –the next prompt displays
  + If denied –enter a free text reason for the denial.

1. Are you sure?

Return for “Y” or type “N” the system will exit option.

If “Y” response, a message alert will be sent back to the requestor stating one of the following messages:

SPECIAL MEAL FOR NFSPatient,Two HAS BEEN AUTHORIZED BY NFS Provider,Two.

SPECIAL MEAL FOR NFSPatient,Three HAS BEEN DENIED BY NFS Provider,Three.

1. Enter your Current Signature Code

### PM Print Meal Voucher [FHOMSP]

This option is most often used for a visual check of all current and future orders on a patient at a single point in time. It does not, however, display past orders. [72](#_bookmark239)The Print Meal Voucher displays allergies (if any) beneath the patient's name.

**Example: Printing a Meal Voucher**

1. Select Print a Meal Voucher option

A list of patients' from the Special Meals Status Report displays.

1. Select meals to print

Type the number corresponding to the patient (s) to print their meal voucher.

1. Confirm meals to print

Return to confirm ("Y"), or type No ("N") to exit the option.

1. Select Device

Return for “HOME” default device, or enter a device name for a ticket to print. The printed voucher contains an electronic signature of the person authorizing the meal.

|  |
| --- |
| NFSclinician,Ten A U T H O R I Z E D O U T P A T I E N T M E A L V O U C H E R |
| Name of Pt: NFSoutpatient,Eighty (Z0000) Req Loc : ONCOLOGY Start Date: MAY 04, 2007 Room-Bed : T1C22-01  Stop Date : MAY 04, 2007 Requestor: NFSclinician,Ten  [73](#_bookmark240)Allergies : FISH  Signature: /es/ NFSclinician,Ten Title: CLINICAL SUPERVISOR, NFS  Date: MAY 04, 2007  Pt Authorized a: REGULAR Meal for BREAKFAST mealtime ALTERING OR COPYING THIS MEAL VOUCHER IS PROHIBITED. |
| In lieu of VA FORM 10-2817  Facility: XXXXXXX XXXXXVETERANS HEALTH CARE SYSTEMMay 04, 2007 9:17:08 am |
| CM Cancel a Meal [FHOMSC] |

This option provides a list of requested meals for a patient within. You can select a meal (s) that needs to be cancelled.

72 Patch FH\*5.5\*5 - May 2007 - The Print Meal Voucher displays allergies (if any) beneath the patient's name.

73 Patch FH\*5.5\*5 - May 2007 – An example of the Print Meal Voucher displaying the allergies is located beneath the patient’s name.

**Example: Canceling a Meal**

1. Select: Cancel a Meal option

A list of patients' from the Special Meals Status Report displays.

1. Select a meal (s) to cancel.
2. Select the number corresponding to the patient (s) to cancel the meal.
3. Confirm the number corresponding to the patient (s) to cancel the meal. Return to confirm ("Y"), or type No ("N") to exit the option.

S P E C I A L

M E A L S

S T A T U S

R E P O R T

#

Name

=== ==================

1. NFSpatient,One AUTHORIZED
2. NFSpatient,Two AUTHORIZED
3. NFSpatient,Three AUTHORIZED

Date/Time Location Diet Ordered Meal Status

============ ========== ============ ==== = Nov 30, 2004 HOSPICE CALCIUM REST B

Nov 30, 2004

PROSTHETIC

CALCIUM REST

B

Nov 30, 2004

RADIOLOGY

CALCIUM REST

B

Cancel Which Meal(s)?: (1-3): **1**

Are you sure? Y// **<RET>** ES ... done

### MS Meal Status Report [FHOMSS]

This option provides a list of all meals requested for a day or within a date range for a specified patient. Each meal listed provides the patient’s name, date, location, diet ordered, type of meal (breakfast, noon, evening), and the meal status code informing the requestor the status of the meal requested.

**Example: Special Meals Status Report for One Day**

Select OPTION NAME: **MS**

Meal Status Report

S P E C I A L M E A L S S T A T U S L I S T Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **ALL**

Select Start Date: NOV 07, 2006// **<RET>** NOV 07, 2006 Select End Date: NOV 07, 2006// **T+2** NOV 09, 2006

DEVICE: HOME// **<RET>** TELNET

S P E C I A L

M E A L S S T A T U S

R E P O R T

LOCATION: MEALS ON WHEELS

Patient Name

Date

Room-Bed

Diet Ordered

Meal Status

==================== ============ ============== =============== ==== NFSpatient,Nine Nov 07, 2006 OUTPATIENT REG E AUTH

[74](#_bookmark243)Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **LOCATION**

Select Outpatient Ordering Location: **MEAL**S ON WHEELS Select Start Date: NOV 07, 2006// **<RET>** NOV 07, 2006 Select End Date: NOV 07, 2006// **T+2** NOV 09, 2006

DEVICE: HOME// **<RET>** TELNET

S P E C I A L

M E A L S

S T A T U S

R E P O R T

LOCATION: MEALS ON WHEELS

Patient Name

Date

Room-Bed

Diet Ordered

Meal Status

==================== ============ ============== =============== ==== NFSpatient,Nine Nov 07, 2006 OUTPATIENT REG E AUTH

RM Recurring Meals Menu

74 Patch FH\*5.5\*5 - May 2007 - Example display - outpatient meals report has been modified to sort by Location, Communication Office, Production Facility or All.

This menu provides options to order and edit outpatient meals, manage early/late trays, additional orders, tube feedings, and isolation/precautions. The options allow for orders to be placed for multiple days on both VA outpatients and non-VA outpatient meal recipients.

## RM Recurring Meals Menu [FHOMRMGR]

|  |  |
| --- | --- |
| OD | Order/Edit Outpatient Meals [FHOMRO] |
| EL | Early/Late Tray [FHOMRE] |
| RO | Review Outpatient Meal [FHOMRR] |
| PP | Patient Profile [FHORD9] |
| CM | Cancel Outpatient Meal [FHOMRC] |
| AO | Additional Orders [FHOMRA] |
| TF | Tubefeeding [FHOMRT] |
| PT | Recurring Meal Plan Expiration List [FHOMRP] |
| RM | Recurring Meals List by Location [FHOMRL] |
| IP | Outpatient Isolation/Precaution [FHOMIP] |
| CA | Cancel Additional Order [FHOMRAC] |
| CE | Cancel Early/Late Tray [FHOMREC] |
| CT | Cancel Tubefeeding [FHOMRTC] |
| CA | Cancel a Guest Meal |

### OD Order/Edit Outpatient Meals [FHOMRO]

This option allows the ordering of recurring outpatient meals or editing an existing meal. [75](#_bookmark247)If a special meal order already exists for the date/meal selected, a warning is displayed and the recurring meal is not allowed for that date/meal.

[76](#_bookmark248)Users can select one of the up to 15 outpatient diets as defined in the site parameters by the N&FS ADPAC.

**Example: New Outpatient Meals Order**

1. Select Order/Edit Outpatient Meals option
2. Select Patient

Type patient's name and/or social security number (SSN)

1. Confirm Patient

Return to confirm ("Y"), or type No ("N") to exit the option

1. Select Outpatient Ordering Location

Type the appropriate outpatient clinic location, or enter"?" for a list of locations to choose. If question is skipped, the option will exit.

Select Outpatient Ordering Location: **ONCOLOGY**

1. Select Outpatient Room-Bed

Return for default diet, or type “?” for a listing of available diets for selection

1. Select Diet Name

Type the appropriate diet name, or enter"?" for a list of diets. If question is skipped, the option will exit.

Select DIET NAME: REGULAR// **?**

Answer with DIETS NAME, or SYNONYM, or ALTERNATE NAME

Do you want the entire DIETS List? **YES** (Yes) Choose from:

1800 CAL W/HS

NO CONCENTRATED SWEETS REGULAR

Select DIET NAME: REGULAR// **1800 cal W/HS**

75 Patch FH\*5.5\*5- May 2007 – If a special meal order already exists for the date/meal selected, a warning is displayed and the recurring meal is not allowed for that date/meal.

76 Patch FH\*5.5\*2 - January 2006 - Added ten Outpatient Meals Diets to select from the Diets File (#111).

1. Select a Start Date and End Date

Select Start Date: **T** MAY 04, 2007 Select End Date: **T+4** MAY 08, 2007

Mon Tues Wed Thur Fri Sat Sun M T W R F S X

Enter string of characters for desired days of week: e.g., MWF Select Days of Week: **MTWRFSX**

Select MEAL: **E** Evening

1. Confirm Request

Return to confirm or type “N” to exit the option.

Is this correct?: Y// **<RET>** ES

Recurring meal ordered for NFSoutpatient,One...

Mon Tues Wed Thur Fri Sat Sun M T W R F S X

Enter string of characters for desired days of week: e.g., MWF Select Days of Week: mtwrfsx

Select MEAL: e Evening Is this correct?: Y// ES

Recurring meal ordered for WEDSH,ZDJELHA IHLY...

1. [77](#_bookmark249)Confirm Order

Enter <**RET>** (Yes) or enter “N” the system will exit option.

This patient already has a special Meal ordered for 11-May-07 Evening Is this correct?: Y// **<RET>** ES

Recurring meal ordered for OUTPATIENT REGULAR

77 Patch FH\*5.5\*5 - May 2007 – If special meal already exists for a patient for same date/meal, a message will display and the recurring meal will not be ordered for that same date/meal.

[78](#_bookmark250)If a selected Location does not have an Associated Hospital Location, it will generate an error in the backdoor messaging code to update the Orders file (#100). This issue is addressed by not allowing selection of such Outpatient Locations and displaying a message to the user.

Select Recurring Meals Menu Option: **OD** Order/Edit Outpatient Meals Select Patient (Name or SSN): **NFSpatient,Forty**

Select Outpatient Ordering Location: **MEALS ON WHEELS**

[79](#_bookmark251)The selected location does not have an Associated Hospital Location. To set the Associated Hospital Location use option ENTER/EDIT NUTRITION LOCATIONS.

Recurring meal NOT ordered!

78 Patch FH\*5.5\*5 - May 2007 - This patch fixes an issue in which an outpatient Location without an Associated Hospital Location could be selected when ordering outpatient meals through the Order/Edit Outpatient Meals [FHOMRO] option. This selection could result in an undefined error in the backdoor messaging code to update the Orders (#100) file. The issue is addressed by not allowing selection of such outpatient Locations and displaying a message to the user.

79 Patch FH\*5.5\*5 - May 2007 - Display of a message to the user stating: The selected location does not have an Associated Hospital Location. To set the Associated Hospital Location use the ENTER/EDIT NUTRITION LOCATIONS option.

### EL Early Late Tray [FHOMRE]

This option allows ordering of an early or late tray for an outpatient recurring meal. A series of trays, for specified days of the week, can also be ordered in the case of patients on chemotherapy or radiation therapy needing early or late trays on a consistent basis.

**Example: Order Early Late Tray**

1. Select Early/Late Tray option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Type Start Date

Type “T” for today or enter the beginning date of the report.

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Twelve 000-00-9999

M Age

59

# Date/Time

Ordering Service Location Point

Meal Bag Diet Ordered

Status

== ================== ========== ========== ==== === ============

1. Fri - Nov 05, 2004 DIGESTIVE REMOTE CA
2. Fri - Nov 05, 2004 RADIOLOGY REMOTE CA
3. Mon - Nov 08, 2004 DIGESTIVE REMOTE CA
4. Wed - Nov 10, 2004 DIGESTIVE REMOTE CA
5. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA
6. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA
7. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA
8. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA
9. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA
10. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA
11. Fri - Nov 19, 2004 DIGESTIVE REMOTE CA
12. Thu - Nov 25, 2004 DIGESTIVE REMOTE CA
13. Thu - Nov 25, 2004 DIGESTIVE REMOTE CA
14. Fri - Nov 26, 2004 DIGESTIVE REMOTE CA
15. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA

B N N N B E B N B E B B E B B

N LOW CALORIE N LOW CALORIE Y LOW CALORIE Y LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE Y LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE

1. Select Early/Late Tray

Type the corresponding line number of the tray (s) that needs to be ordered.

Early/Late Tray For Which Order? **5**

DEC 31, 2004

1. Early or Late Tray

Enter “E” for Early or “L” for Late meal being requested.

Early or Late (E or L)? **LATE**

Select Time: ( 1=9:00A 2=10:00A 3=10:45A ) **3**

1. Select Bagged Meal

Type “Y” for the outpatient to receive a bagged meal, or type “N” to for a regular meal.

Bagged Meal? N// **<RET>** o

Early/Late tray ordered for NFSpatient,Twelve...

### RO Review Outpatient Meal [FHOMRR]

This option allows the display and review of recurring outpatient meals.

**Example: Review Outpatient Meal**

1. Select Review Outpatient Meal option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Select start date

Enter "T" for today's date or a future date for meals to start.

1. Select end Date

Enter an ending date for the meals to stop.

1. Select Device

Return for “HOME” default device, or enter a device name to print the Recurring Meals Display.

[80](#_bookmark255)

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,One 666-00-0000

M Age 50

# Date/Time

Location

Room-Bed

Service Pnt

=== ============ =========== =========== ===========

=================

Meal Diet Ordered

====

1 May 04, 2007 ONCOLOGY T B163 TL E 1800 CAL W/HS

Select Patient (Name or SSN):**^**

80 Patch FH\*5.5\*5 - May 2007 -Cancelled recurring meals no longer display on Recurring Meals reports and options. They are not deleted from File (#115), they no longer displayed.

### PP Patient Profile [FHORD9]

[81](#_bookmark258)The PP Patient Profile option and report for inpatients include outpatient data.

This existing option includes Outpatient Meals and produces a comprehensive display of the requested meals for a patient for a specified date range and data associated with a patient’s admission. It includes diet orders, active or saved consults, early/late tray requests for the next 72 hours, standing orders, tube feedings, supplemental feedings, etc.

**Example: Patient Profile**

1. Select Patient Profile option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Select how many monitors to display
2. Select Device

Return for “HOME” default device, or enter a device name to print the Recurring Meals Display.

OUTPATIENT NAME: NFSpatient,Twelve 666-00-0000

M Age 00

Food Preferences Currently on file:

Dislikes NO CHEESE NO SPINACH

Isolation/Precaution type is RESPIRATORY Recurring Meals on File:

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Twelve 666-00-0000

# Date/Time Location Room-Bed Service Pnt

=== ============ =========== =========== ===========

1 Nov 22, 2006 RADIOLOGY MICU-NAN REGULA

REMOTE CAFE

M Age 00 Meal Diet Ordered

==== ============ B OUTPATIENT

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2 PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5 TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING 10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

81 Patch FH\*5.5\*5 - May 2007 - The PP Patient Profile option and report for inpatients have been modified to include outpatient data.

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

2 Nov 24, 2006 RADIOLOGY MICU-NAN REMOTE CAFE B

OUTPATIENT

REGULA

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2 PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5 TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING 10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

### CM Cancel Outpatient Meal [FHOMRC]

This option provides a list of requested meals for a patient within a specified date range. The requestor can select a meal (s) that need to be cancelled.

**Example: Cancel Outpatient Meals**

1. Select Cancel Outpatient Meal option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Select Device

Return for “HOME” default device, or enter a device name to print the Recurring Meals Display.

1. Select start date

Enter "T" for today's date or a future date for meals to start.

R E C U R R I N G M E A L D I S P L A Y OUTPATIENT NAME: NFSpatient,Ten 000-00-9999 M Age 59

Ordering Service

# Date/Time Location Point Meal Bag Diet Ordered Status

=== ========= ========== ========== ==== === ============ ======

* 1. Fri - Nov 05, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  2. Fri - Nov 05, 2004 RADIOLOGY REMOTE CA N N LOW CALORIE
  3. Mon - Nov 08, 2004 DIGESTIVE REMOTE CA N Y LOW CALORIE
  4. Wed - Nov 10, 2004 DIGESTIVE REMOTE CA N Y LOW CALORIE
  5. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  6. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE
  7. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  8. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA N Y LOW CALORIE
  9. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  10. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE
  11. Fri - Nov 19, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  12. Thu - Nov 25, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  13. Thu - Nov 25, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE
  14. Fri - Nov 26, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  15. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  16. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE
  17. Fri - Dec 03, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE

1. Cancel Order

Type the corresponding line number of the diet orders to cancel.

Cancel which order (or ALL)? **15,17**

1. Confirm Order

Enter <RET> (Yes) or enter “N” the option will exit and the additional order is not requested.

Are you sure? Y// **<RET>** ES ... done

### AO Additional Orders [FHOMRA]

This option allows the entry of an additional order for a patient. This option is a free-text entry used for all miscellaneous or unusual orders. Use this option to order supplemental feedings, test orders requiring unusual diets, or unusual or difficult diets.

**Example: Additional Orders**

1. Select Additional Orders option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Select Device

Return for “HOME” default device, or enter a device name to print the Recurring Meals Display.

1. Select start date

Enter "T" for today's date or a future date for meals to start.

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Ten

000-00-9999

M Age 59

# Date/Time

Ordering Service Location Point

Meal Bag Diet Ordered

Status

=== ========= ========== ========== ==== === ============ ======

1. Fri - Nov 05, 2004 DIGESTIVE REMOTE CA
2. Fri - Nov 05, 2004 RADIOLOGY REMOTE CA
3. Mon - Nov 08, 2004 DIGESTIVE REMOTE CA
4. Wed - Nov 10, 2004 DIGESTIVE REMOTE CA
5. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA
6. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA
7. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA
8. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA
9. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA
10. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA
11. Fri - Nov 19, 2004 DIGESTIVE REMOTE CA
12. Thu - Nov 25, 2004 DIGESTIVE REMOTE CA
13. Thu - Nov 25, 2004 DIGESTIVE REMOTE CA
14. Fri - Nov 26, 2004 DIGESTIVE REMOTE CA
15. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA

B N N N B E B N B E B B E B B

N LOW CALORIE N LOW CALORIE Y LOW CALORIE Y LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE Y LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE N LOW CALORIE

N LOW CALORIE C

1. Select Order

Type the corresponding line number of the diet order that needs additional items.

Select Order(s): (1-17): 1,5,8,11 Additional Order: **STRAWBERRIES**

1. Confirm

Enter <**RET>** (Yes) or enter “N” the system will exit option and the additional order is not requested.

Is this correct?: Y//**<RET>** ES

Additional order ordered for NFSpatient,Ten...

### TF Tubefeeding [FHOMRT]

This option allows the ordering of tube feeding for a patient. This tube feeding option accepts single, as well as multiple products, strength, and quantities.

**Example: Tube Feeding**

1. Select Tube Feeding option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Select Device

Return for “HOME” default device, or enter a device name to print the Recurring Meals Display.

1. Select start date

Enter "T" for today's date or a future date for meals to start.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Date/Time | Ordering Location | Service Point | Meal | | Bag | Diet Ordered | | |
| Status  === ================== ========== ========== ==== === ============  ====== | | | | | | | | | |
| 1  2 | Fri - Nov 05, 2004  Additional Orders: Fri - Nov 05, 2004 | DIGESTIVE STRAWBERRIES RADIOLOGY | REMOTE  REMOTE | CA  CA | B  N | N  N | LOW  LOW | CALORIE  CALORIE |  |
| 3 | Mon - Nov 08, 2004 | DIGESTIVE | REMOTE | CA | N | Y | LOW | CALORIE |  |
| 4 | Wed - Nov 10, 2004 | DIGESTIVE | REMOTE | CA | N | Y | LOW | CALORIE |  |
| 5  6 | Thu - Nov 11, 2004  Additional Orders: Thu - Nov 11, 2004 | DIGESTIVE  STRAWBERRIES DIGESTIVE | REMOTE  REMOTE | CA  CA | B  E | N  N | LOW  LOW | CALORIE  CALORIE |  |
| 7 | Fri - Nov 12, 2004 | DIGESTIVE | REMOTE | CA | B | N | LOW | CALORIE |  |
| 8  9 | Fri - Nov 12, 2004  Additional Orders:  Thu - Nov 18, 2004 | DIGESTIVE STRAWBERRIES  DIGESTIVE | REMOTE  REMOTE | CA  CA | N  B | Y  N | LOW  LOW | CALORIE  CALORIE |  |
| 10 | Thu - Nov 18, 2004 | DIGESTIVE | REMOTE | CA | E | N | LOW | CALORIE |  |
| 11  12 | Fri - Nov 19, 2004  Additional Orders:  Thu - Nov 25, 2004 | DIGESTIVE STRAWBERRIES  DIGESTIVE | REMOTE  REMOTE | CA  CA | B  B | N  N | LOW  LOW | CALORIE  CALORIE |  |
| 13 | Thu - Nov 25, 2004 | DIGESTIVE | REMOTE | CA | E | N | LOW | CALORIE |  |
| 14 | Fri - Nov 26, 2004 | DIGESTIVE | REMOTE | CA | B | N | LOW | CALORIE |  |
| 15 | Thu - Dec 02, 2004 | DIGESTIVE | REMOTE | CA | B | N | LOW | CALORIE | C |
| 16 | Thu - Dec 02, 2004 | DIGESTIVE | REMOTE | CA | E | N | LOW | CALORIE |  |

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Ten

000-00-9999

M Age 59

1. Select Order

Type the corresponding line number of the diet order that needs tube feeding added.

Select Order(s): (1-17): **16**

1. Select Tube feeding Product

Type tube feeding product or enter "??" for a list of products to choose.

Select Tubefeeding Product: **?**

Answer with TUBEFEEDING NAME, or SYNONYM Choose from:

AMIN-AID

CRITICARE H (WASH, HINES, SEA) ENSURE PLUS(AL,BA,BH,CN,SY) HEPATIC AID (WASH, HINES, SEA) MAGNACAL

OSMOLITE HN RTH TEST SUSTACAL SUSTACAL PLUS

TRAUMACAL (\*\* Inactive \*\*)

Select Tubefeeding Product: **SUSTA**

1. SUSTACAL
2. SUSTACAL PLUS CHOOSE 1-2: **2** SUSTACAL PLUS

Product SUSTACAL PLUS added

1. Confirm Tube Feeding Product Selected Return to confirm or select another product.

Product: SUSTACAL PLUS// <RET>

1. Select Strength

Type product strength.

Strength: (1=1/4, 2=1/2, 3=3/4, 4=FULL): 4// **2**

1. Select Quantity

Type the quantity or "??" for a listing of available selections.

Enter quantity as 2000 K, 100 ML/HOUR, 8 OZ/TID, 500 ML/HR X 16, 20 GRAMS/DAY, etc.

Quantity: **??**

Units can be K for Kcals, ML for ML's, O for oz. or U for units e.g., cans) Frequency can be DAY, HOUR, QD, QH, BID, TID, QID, Q2H, Q3H, Q4H or Q6H

Feb also input 100ML/HR X 16 for 16 hours or 100ML/Q3H X 6F for 6 feedings. When feeding is specified, it is taken into account other than the predetermined

frequency interval.

If Frequency is ordered per day, the Total ML is always the Units ordered.

Valid quantity for powder form product can be "# GRAMS" as 20 G, GRAMS

or GMS or as 1 PKG or 1 U and the frequency (e.g.,20 GRAMS/DAY, 1 PKG/TID).

Enter quantity as 2000 K, 100 ML/HOUR, 8 OZ/TID, 500 ML/HR X 16, 20 GRAMS/DAY, etc.

Quantity: 2000 K

Quantity: 2000 KCAL per Day -- Total: 2667 ML

1. Enter/Edit another tube feeding product

Type “Y” to enter/edit another tube feeding product or “N” to continue.

Enter/Edit another Tubefeeding product ? N// **<RET>**

Product: SUSTACAL PLUS, 1/2, 2000 KCAL per Day

Total Kcal: 2001

Total Quantity: 2667

Tubefeeding Comment: TEST Please give Sally the supplements for the patients.

1. Confirm Order

Enter <**RET>** (Yes) or enter “N” the system will exit option and the tube feeding is not ordered.

Is this correct?: Y// **<RET>** ES

Tubefeeding ordered for NFSpatient,Ten...

### PT Recurring Meal Plan Expiration List [FHOMRP]

This option displays a list of meal plans expiring for selected outpatient location.

**Example: Recurring Meal Plan Expiration List**

1. Select Recurring Meal Plan Expiration List option
2. Select Outpatient Ordering Location

Type the appropriate outpatient clinic location, or enter "?" for a list of locations to choose. If question is skipped, the option will exit.

1. Type the date the Recurring Meal Plans expires

The default date for which meals will expire by is displayed for the selected nutrition location. This default date comes from the NUMBER OF DAYS FOR REVIEW field defined for that nutrition location.

Accept the default date or enter “T” for today’s date or enter a future date that is before the default date.

1. Select Device

Return for “HOME” default device, or enter a device name to print the Meal Plan Expiration Date information.

OUTPATIENT LOCATION: DIGESTIVE HEALTH CLINIC

NFSpatient,Ten RECURRING DIET ORDER EXPIRES ON: Nov 12, 2004

Ordering Service

Date/Time Location Point Meal

================== ========== ========== ====

Diet Ordered

============

Nov 12, 2004 DIGESTIVE REMOTE CA N LOW CALORIE

### RM Recurring Meals List by Location [FHOMRL]

[82](#_bookmark265)This option allows the user to display a list of all recurring meals within the selected timeframe, which can be displayed by Location, Communication Office, Production Facility, or ALL.

**Select Recurring Meals Menu Option: RM Recurring Meals List by Location**

R E C U R R I N G M E A L S L I S T

[83](#_bookmark266)Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **ALL** ALL

Select Start Date: MAY 17, 2007// **T** MAY 17, 2007 Select End Date: MAY 17, 2007// **T** MAY 17, 2007 DEVICE: HOME// VIRTUAL TERMINAL

82 Patch FH\*5.5\*5 - May 2007 - This outpatient meals report has been modified to be sorted by location, Communication Office, Production Facility or All.

83 Patch FH\*5.5\*5 - May 2007 - Example display - outpatient meals report has been modified to be sorted by Nutrition Location, Communication Office, Production Facility or All.

R E C U R R I N G M E A L L I S T

LOCATION: ONCOLOGY

Date

Patient Name

Meal Service Pnt Room-Bed

Diet Ordered

========= =================== ==== =========== ==============

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17-May-07 NFSoutpatient,Four B T B163 TL REGULAR

R E C U R R I N G M E A L L I S T

LOCATION: NEW CLINIC

Date

Patient Name

Meal Service Pnt Room-Bed

Diet Ordered

========= =================== ==== =========== ============ =========

R E C U R R I N G M E A L L I S T

LOCATION: NEW CLINIC

Date

Patient Name

Meal Service Pnt Room-Bed

Diet Ordered

========= ================ ==== =========== ============ ============ 7- Nov-06 NFSoutpatient,Six E DRIVE THROU OUTPATIENT REG

8-Nov-06 NFSoutpatient,Ten E DRIVE THROU OUTPATIENT REG

Enter RETURN to continue or '^' to exit:

R E C U R R I N G M E A L L I S T

LOCATION: MEALS ON WHEELS

Date

Patient Name

Meal Service Pnt Room-Bed

Diet Ordered

========= =================== ==== =========== ============ =========

R E C U R R I N G M E A L L I S T

LOCATION: MEALS ON WHEELS

Date

Patient Name

Meal Service Pnt Room-Bed Diet Ordered

========= =================== ==== =========== ============ ========= 8-Nov-06 NFSoutpatient,Four E REMOTE CAFE DIABETIC,2GM NA

### IP Outpatient Isolation/Precaution [FHOMIP]

This option allows Outpatients with recurring meals be placed on an Isolation/Precaution. This option allows the user to select a patient and enter/edit an isolation/precaution for that patient.

**Example: Enter Isolation/Precaution**

1. Select Outpatient Isolation/Precaution List option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option. Type Isolation/Precaution type name.

Select default or enter appropriate information. Enter (?) for a list of Isolation/Precaution type name.

ISOLATION/PRECAUTION (OUTPT): RESPIRATORY// PROTECTIVE

### CA Cancel Additional Order [FHOMRAC]

This option is used to cancel existing outpatient additional orders.

**Example: Cancel Additional Order**

1. Select Cancel Additional Order option
2. Select Patient Name

Type patient's name and/or social security number (SSN).

1. Select Start Date

Enter "T" for today's date or a future date for meals to start.

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Ten 000-00-9999 M Age 59

Ordering Service

# Date/Time Location Point Meal Bag Diet Ordered Status

=== ================ ========== ========== ==== === ============

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* 1. Fri - Nov 05, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE Additional Orders: STRAWBERRIES
  2. Fri - Nov 05, 2004 RADIOLOGY REMOTE CA N N LOW CALORIE
  3. Mon - Nov 08, 2004 DIGESTIVE REMOTE CA N Y LOW CALORIE
  4. Wed - Nov 10, 2004 DIGESTIVE REMOTE CA N Y LOW CALORIE
  5. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE Additional Orders: STRAWBERRIES
  6. Thu - Nov 11, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE
  7. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  8. Fri - Nov 12, 2004 DIGESTIVE REMOTE CA N Y LOW CALORIE Additional Orders: STRAWBERRIES C
  9. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE
  10. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE
  11. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA E N LOW CALORIE Tubefeeding:

SUSTACAL PLUS Strength: 1/2 Quantity: 2000 KCAL per Day Total ML's: 2667 Total KCALS/DAY: 2001

Comment: Please give Sally the supplements for the patient.

* 1. Fri - Dec 03, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE C

1. Select Additional Order to cancel.

Select the number corresponding to the early/late tray or “A” for all.

Cancel which Additional Order (or ALL)?: **8**

1. Confirm Meal

Enter **<RET>** (Yes) or enter “N” the system will exit option. The screen will refresh and a C will display for the meal selected to be cancelled.

Are you sure? Y// **<RET>** ES ... done

### CE Cancel Early/Late Tray [FHOMREC]

This option cancels an existing outpatient early/late tray

**Example: Cancel Early/Late Tray**

This option allows the cancellation of early/late trays ordered.

1. Select Cancel Early/Late Tray
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Confirm Patient

Type “Y” to confirm correct patient, or type “N” to exit the option.

1. Select Start Date

Select “T” for today’s date for a list of Requested Recurring Meals for specific patient.

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Ten 000-00-8346

M Age 59

1. Select Early/Late Tray Order to Cancel

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Date/Time | Ordering Location | Service Point | Meal Bag | | Diet Ordered | | |
| Status  === ================== ========== ========== | | | | ==== | === | ============ | | === |
| 1 | Tue - Jan 11, 2005 DIALYSIS DINING RO | | | N | N | LOW SODIUM | |  |
| 2  3 | Wed - Jan 12, 2005 DIALYSIS DINING RO  Additional Orders: Tubefeeding  Thu - Jan 13, 2005 DIALYSIS DINING RO | | | N  N | N  N | LOW SODIUM  LOW SODIUM | | C |
|  | Early/Late Tray Time: 3:40P Bagged Meal: | | | Y |  |  | | C |
| 4 | Sat - Jan 15, 2005 DIALYSIS DINING RO | | | N | N | LOW SODIUM | |  |
| 5 | Tue - Jan 18, 2005 DIALYSIS DINING RO | | | N | N | LOW SODIUM | |  |
| 6 | Wed - Jan 19, 2005 DIALYSIS DINING RO | | | N | N | LOW SODIUM | |  |
| Early/Late Tray Time: 11:30A Bagged Meal: N   1. Thu - Jan 20, 2005 DIALYSIS DINING RO N Additional Orders: strawberries 2. Sat - Jan 22, 2005 DIALYSIS DINING RO N | | | | | N N | LOW LOW | SODIUM SODIUM | C |
| 9 Tue - Jan 25, 2005 DIALYSIS DINING RO | | | | N | N | LOW | SODIUM |  |
| 10 Wed - Jan 26, 2005 DIALYSIS DINING RO | | | | N | N | LOW | SODIUM |  |

Select the number corresponding to the early/late try or “A” for all.

Cancel which Early/Late Tray (or ALL)?: **6**

1. Confirm Meal

Enter <**RET>** (Yes) or enter “N” the system will exit option.

Are you sure? Y// **<RET>** ES ... done

### CE Cancel Tubefeeding [FHOMRTC]

This option allows the cancellation of tube feedings ordered.

**Example: Cancel Tube Feeding**

1. Select Cancel Tube feeding option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Select Start Date

Select “T” for today’s date for a list of Requested Recurring Meals for specific patient.

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: NFSpatient,Thirteen 000-00-9999

M Age 69

# Date/Time

Ordering Service Location Point

Meal Bag Diet Ordered

Status

=== ==================

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1

2

3

Fri - Nov 05, 2004

Fri - Nov 05, 2004

DIGESTIVE REMOTE CA RADIOLOGY REMOTE CA

Mon - Nov 08, 2004

DIGESTIVE

REMOTE CA

B N N

N LOW CALORIE N LOW CALORIE Y LOW CALORIE

Additional Orders: STRAWBERRIES

4

5

6

Thu - Nov 11, 2004 DIGESTIVE

Fri - Nov 12, 2004 DIGESTIVE

REMOTE CA REMOTE CA

Fri - Nov 12, 2004 DIGESTIVE

REMOTE CA

E B N

N LOW CALORIE N LOW CALORIE Y LOW CALORIE

Additional Orders: STRAWBERRIES C

1. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA B N
2. Thu - Nov 18, 2004 DIGESTIVE REMOTE CA E N
3. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA B N
4. Thu - Dec 02, 2004 DIGESTIVE REMOTE CA E N

LOW CALORIE LOW CALORIE LOW CALORIE LOW CALORIE

C

Tubefeeding:

SUSTACAL PLUS Strength: 1/2 Quantity: 2000 KCAL per Day Total ML's: 2667 Total KCALS/DAY: 2001

Comment: Please give Sally the supplements for the patient.

11 Fri - Dec 03, 2004 DIGESTIVE REMOTE CA B N LOW CALORIE C

1. Select tube feeding to cancel

Select the number corresponding to the patient (s) to cancel the tube feeding or “A” for all.

Cancel which Tubefeeding (or ALL)?: **10**

1. Confirm tube feeding

Enter <**RET>** (Yes) or enter “N” the system will exit option. The screen will refresh and a C will display for the tube feeding selected to be cancelled.

Are you sure? Y// **<RET>** ES ... done

## [84](#_bookmark272)GM Guest Meals Menu [FHOMMGR]

|  |  |
| --- | --- |
| GM | Request a Meal [FHOMGR] |
| PT | Print Guest Meal List [FHOMGP |
| CA | Cancel a Guest Meal [FHOMGC] |

This menu allows the ordering of a meal for one of the five basic classifications for individuals needing a meal. The five classifications are as follows: Gratuitous, Paid, Employee, Volunteer, and OOD. Each individual class will be defined by site, meal, and dollar amount.

84 Patch FH\*5.5\*5 - May 2007 - A new Cancel Guest meals option added to allow the cancellation of guest meals.

### GM Request a Meal [FHOMGR]

This option allows you to order an outpatient meal for individuals categorized in one of the five listed classifications and be added to the N&FS meal list.

**Example: Request a Meal**

1. Select Request a Meal option
2. Select Patient

Type patient's name and/or social security number (SSN).

1. Select Classification

Enter the appropriate guest classification, (Gratuitous, Paid, Employee, Volunteer, or Officer of the Day (OOD) if you skip this prompt, you will exit the option.

1. Select Outpatient Ordering Location

Type the appropriate outpatient clinic location, or enter "?" for a list of locations to choose. If question is skipped, the option will exit.

1. Select Meal

Enter Breakfast, Noon or Evening or (B, N, E) for requesting a mealtime, if you skip this prompt, you will exit the option.

1. If populated, the payment amount will display for the classification type for that meal.

Payment amount = $4.99

1. Confirm Request

Type “Y” for yes to confirm, or enter “N” to exit option.

The following message is displayed:

Guest meal ordered for NSFpatient,Ten...

### PT Print Guest Meal List [FHOMGP]

This option provides a printed list of requested Guest Meals by Date, Patient Name, Meal, Class, and Location.

**Example: Printing a Guest Meal List**

Select OPTION NAME: **PT**

Print Guest Meal List

G U E S T M E A L S L I S T

[85](#_bookmark276)Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **ALL** ALL

Select Start Date: MAY 17, 2007// **T** MAY 17, 2007 Select End Date: MAY 17, 2007// **T** MAY 17, 2007 DEVICE: HOME// VIRTUAL TERMINAL

G U E S T M E A L L I S T

LOCATION: ONCOLOGY

Name Charge

====================

======

NFSPatient,Three

Date

Location

Room-Bed

Meal Class

============

============ =========== ====

=====

May 17, 2007

ONCOLOGY

E

EMP

Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **^**

85 Patch FH\*5.5\*5 - May 2007 - Example display - outpatient meals report has been modified to be sorted by Location, Communication Office, Production Facility or All.

### [86](#_bookmark279)CA Cancel a Guest Meal [FHOMGC]

This option provides a list of patients having an order for guest meals. The requestor can select a meal (s) that need to be cancelled.

**Example: Canceling a Guest Meal**

1. Select Cancel a Guest Meal option

A list of patients having guest meals displays.

1. Select a meal (s) to cancel

Select the number corresponding to the patient (s) to cancel the meal.

1. Confirm the number corresponding to the patient (s) to cancel the meal Return to confirm ("Y"), or type No ("N") to exit the option.

G U E S T M E A L L I S T

# Name

Date

Location

Meal Class

Charge

=== ==================== ============ ======================== ==== =====

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1 NFSpatient,Five May 04, 2007 W URGENT CARE OBSERVATIO E EMP Cancel Which Meal(s)?: (1-1): **1**

Are you sure? Y// **<RET>** ES ... done

86 Patch FH\*5.5\*5 - May 2007 - New option "Cancel a Guest Meal" is added to Outpatient Meals.

# Glossary

|  |  |
| --- | --- |
| **Access code** | An individual's code used to gain entry to the computer system. |
| **ADP** | Automated Data Processing or Automated Data Processing Service. |
| **ADTS** | MAS software: Admissions, Discharge, Transfer, Scheduling. Nutrition's software requires that ADTS run effectively. |
| **AMIS** | Automated Management Information System – a VA wide centralized database. |
| **API** | Application Programmer Interface. |
| **Applications Coordinator** | A person selected in each medical center's services who has the responsibility for the implementation/coordination of the ADP activities. |
| **Backup copy** | A copy of a file or information that is kept as a reference in case the original file is destroyed or unavailable. |
| **Backup procedures** | Methods of accomplishing work if the computer is not functioning. |
| **Bit** | The smallest unit of storage in the computer. |
| **Bits and Bytes** | The Nutrition Service quarterly computer newsletter. |
| **Bug** | An error in a program or a system. |
| **Byte** | The smallest addressable unit of storage of data; eight bits. |
| **CAHG** | Clinical Ad Hoc Group. |
| **Character** | A letter, digit, space, or other symbol that is used as part of the representation of data. |
| **Code** | A system of symbols and rules for use in representing information, or a series of letters used as part of a security code system, for gaining access to the computer system. |
| **Command** | A request entered on a terminal to have a function performed; e.g., a printer command. |
| **Computer** | An electronic device for performing high speed arithmetic and logical operation. |
| **Computer system** | A system composed of a computer, peripheral equipment, such as disks, printers, and terminals, and the software necessary to make them operate together. |
| **Convention** | Symbols or commands common to VA software. |
| **CPRS** | Computerized Patient Record System. |
| **CPU** | Central Processing Unit; a major unit of the computer containing the arithmetic unit, main memory, and control unit. |
| **Crash** | A hardware or software failure that leads to an abnormal cessation of processing. |
| **CRT** | Cathode Ray Tube; refers to the terminal screen. |
| **Cursor** | A highlighted mark appearing on the CRT. A bright square or underscore character which indicates where the next entry on the keyboard will be recorded on the CRT. |

|  |  |
| --- | --- |
| **Data** | Characters arranged together in specific patterns to which meaning is assigned; information. |
| **Database** | A large file of organized data which users can draw upon as a common pool of information. |
| **Data Dictionary** | A collection of information about the data in each file. It includes such information as data type, minimum and maximum length of the entry, and other files which are pointed to. Also called DD. |
| **DBIA** | Database Integration Agreement. |
| **Default** | An answer or response that is entered automatically into the computer program if no response is provided; is usually shown before the slashes, e.g., Name: Gingerale//. |
| **Delete** | To remove data from the system. |
| **Device** | In Nutrition Software programs, refers to the selection of the terminal display or the printer for receiving the output. Can refer to any hardware. |
| **Disk** | A platter, similar to a phonograph record, coated with a magnetic surface on which data can be stored. |
| **Diskette** | A small disk. |
| **Documentation** | A collection of descriptions or procedures that provides information about a program so that it can be used properly and maintained. |
| **Dump** | To generate a printout of a file from main memory at a given point in time. |
| **Edit** | To correct, rearrange, and validate input data. To modify the form of output information by inserting blank spaces, special characters where needed, etc. |
| **Electronic mail** | A general term to describe the transmission of messages by the use of computing systems and telecommunications facilities. |
| **Enter (key)** | Key on the keyboard used at the end of a data entry or command to indicate that the user has finished the entry. Same as the Return key on some terminals. |
| **Field** | In a record, a specific area used for a particular category of data. |
| **File** | A collection of related records, treated as a unit. |
| **File Manager** | A data base management system, developed by the Veterans Administration. Also referred to as VA FileMan. |
| **Flag** | A variable used in a program to indicate whether a condition has or has not occurred. |
| **Global (Global Variable)** | Refers to variables which are permanently stored on disk. |
| **GUI** | Graphical User Interface. |
| **Hard copy** | Printed copy of data stored in the computer. |
| **Hardware** | The physical equipment that makes up a computer system. |
| **Help** | Enter ?, ??, or ??? and an explanation or choices shows on the screen. |
| **Input** | Data that is submitted to the computer for processing. |
| **Interface** | A shared boundary between two devices, systems, or programs. |
| **IRM** | Information Resource Management. |

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| **IRM contact person** | A person in the Information Resource Management service who will help answer questions for you. |
| **Job** | A collection of specific tasks constituting a unit of work for a computer. |
| **Jump** | A departure from sequence in executing instructions in a computer. |
| **Kernel** | The set of utilities which performs the tasks of the VA computer system. Includes Menu Manager, Task Manager, Device Handler, the security system and specialized routines. |
| **Keyboard** | A device with an arrangement of keys like those on a typewriter; often includes a second set of numbers similar to a calculator pad. |
| **K/Kilobyte** | 1024 bytes; refers to computer storage capacity. |
| **LAYGO** | Learn as you go; allows all users to add to the existing files. |
| **Live account** | Use of the programs with real persons as opposed to the test account. |
| **Local variable** | A variable which exists only in memory and is lost when exiting he program. |
| **Log off/sign off** | The process of exiting from the computer system. |
| **Log on/sign on** | The process of entering the computer system. |
| **MailMan** | An electronic mail program that enables users to send memos, letters, messages, documents from one computer terminal to another. |
| **Mainframe** | A large computer capable of supporting many peripheral devices and users. |
| **MAS** | Medical Administration Service. |
| **MB/megabyte** | One million bytes; or 1000 kilobytes. |
| **Memory** | A device for storage of data. |
| **Menu** | A list of choices presented by the software, which represents a decision point in the running of the program. |
| **Modem Contraction** | A device that transmits signals over a communications line. |
| **MUMPS (M)** | Now called "M". Massachusetts General Hospital Utility Multi-Programming System; a high level (source) computer language especially convenient for manipulating textual data. |
| **Null** | The absence of information. |
| **Nutrition User Manual** | The manual provided with the Nutrition and Food Service software, which explains the programs. |
| **Option** | List/menu of choices of available programs; a single choice in the list. |
| **Output** | Information that comes from the computer after processing. |
| **Password** | A code used for gaining access to the computer system; can be referred to as access and verify codes. |
| **Patch** | The modification of a program in an expedient way. |
| **Pointer** | An address that specifies a storage location where data can be stored or retrieved. |
| **Port** | A connection between CPU and another device, by means of which data can enter or leave the computer. |
| **Printer** | A device to produce permanent (hard copy) computer output. |

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| **Prompt** | A message on the display terminal requiring input from the user. |
| **Program** | A logically arranged set of instructions defining the operations to be performed by the computer. |
| **Queue** | Positioning behind other work; used in directing output work to a printer. |
| **Retrieve** | The process of accessing information previously stored by the computer. |
| **Routine** | Same as a program. |
| **Sign off** | Process of exiting the computer system. |
| **Sign on** | Process of entering the computer system. |
| **Site parameter** | A setting in a program which is decided upon and then left for the use of the program. |
| **Sizing model** | A formula developed to determine the equipment and CPU needs of a service. |
| **Software** | A set of computer programs associated with the operation of a data processing system. |
| **Store** | To retain data for future use. |
| **Terminal** | A device used by a person to send data and to receive data from the computer. |
| **Test account** | An account in which the software is first run before it is used live; is used to set up files, train on and practice. |
| **Users** | Persons who use the computer system. |
| **User manual** | Same as Nutrition and Food Service User Manual if referring to Nutrition and Food Service programs. |
| **Utility** | A program which performs many tasks of the computer system; Kernel in VistA. The utility provides data processing support for the software programs. |
| **VACO** | VA Central Office, Washington DC. |
| **VAMC** | VA Medical Center. |
| **VDT** | Video display terminal; same as terminal. |
| **Verify code** | Series of letters; part of the security code used for accessing the computer. |
| **Version** | Various releases or editions of the Nutrition and Food Service software programs. Newer versions, those with a larger number, replace earlier ones. |
| **VHA** | Veterans Health Administration. |
| **VISN** | Veterans Integrated Service Networks. |
| **VistA** | Veterans Health Information System and Technology Architecture. |
| **Word processing** | The use of computers to create, view, edit, store, retrieve, and print text material. |