



*Nutrition and Food Service*

*User Manual*



*Version 5.5*

*February 2005*

Revised May 2007  
for Patch FH\*5.5\*5

*Department of Veterans Affairs*  
*Health Systems Design & Development*  
*Provider Systems*



## Revision History

Revision Date Patch #	Page	Description	Project Manager/ Technical Writer
May 2007 FH*5.5*5	11  43 105 122 139 154 156 158 218 219 223 227 230 233 234 236 238 240 275 288 293 294	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 Ingrid 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]	Jolie Renee/ Marge Norris
	119-121	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	Jolie Renee/ Marge Norris
	156	PT Print Tray Tickets [FHMTKP] This patch corrects the tray tickets printing of outpatient persons in File (#200).	Jolie Renee/ Marge Norris
	269	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.	Jolie Renee/ Marge Norris
	278	CA Cancel a Guest Meal [FHOMSC] A new Cancel Guest meals option added to allow the cancellation of guest meals	Jolie Renee/ Marge Norris



Revision Date Patch #	Page	Description	Project Manager/ Technical Writer
		Production Facility or All.  Example display - outpatient meals report has been modified to sort by Location, Communication Office, Production Facility or All.	
May 2007 FH*5.5*5	313	Print Guest Meal List [FHOMGP] Example display - outpatient meals report has been modified to be sorted by Location, Communication Office, Production Facility, or All.	Jolie Renee/ Marge Norris
	314	Cancel a Guest Meal [FHOMGC] New option "Cancel a Guest Meal" is added to Outpatient Meals	Jolie Renee/ Marge Norris
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 <i>Nutrition and Food Service User Manual</i> and the <i>Nutrition and Food Service Outpatient Meals User Manual</i> into a single manual.	Marge Norris, Florence Ingram
January 2006 FH*5.5*3	80  81	Updated the Production Reports section for Patch FH*5.5*3: <ul style="list-style-type: none"> <li>• Moved the "Use CENSUS or FORECAST? (C OR F): C" prompt to new location.</li> <li>• The Select COMMUNICATION OFFICE (or ALL): ALL// prompt is only available for the Actual Census Report. When using this prompt,</li> </ul>	



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## **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.

## **Preface**

### ***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.

## **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, tube feeding 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.

## **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.

### ***Other Resources***

If you are not familiar with VistA software applications, we recommend that you study *The VistA Users Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first time users of any VistA application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.

### ***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 question 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 tube feedings. 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, Tube Feedings 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, interNutrition Location transfers, and passes.

## ***Supplemental Feedings***

<sup>1</sup>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***

<sup>2</sup>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.

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

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

### <sup>3</sup>*Tickler File*

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.

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<sup>3</sup> 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.

## **DIETETIC MANAGEMENT [FHMGR]**

<b>AD</b>	<b><i>Dietetic Administration ... [FHMGRA]</i></b>
<b>CM</b>	<b>Clinical Management ...</b>
<b>DF</b>	<b>Dietetic Facilities ...</b>
<b>OM</b>	<b>Outpatient Meals ...</b>
<b>SM</b>	<b>System Management ...</b>
<b>XF</b>	<b>File Manager ...</b>

### **AD DIETETIC ADMINISTRATION**

<b>AM</b>	<b><i>Administrative Menu ...</i></b>
<b>FP</b>	<b>Food Preference Management ...</b>
<b>PR</b>	<b>Production Reports ...</b>
<b>SO</b>	<b>Standing Order Management ...</b>
<b>XF</b>	<b>File Manager ...</b>
<b>XI</b>	<b>Ingredient Management ...</b>
<b>XM</b>	<b>Menu Cycle Management ...</b>
<b>XP</b>	<b>Production Management ...</b>
<b>XR</b>	<b>Recipe Management ...</b>
<b>XX</b>	<b>Annual Report Management ...</b>

#### ***AM Administrative Menu [FHADMR] Overview***

AR	Additional Meals Report
PE	Enter/Edit Staffing Data
PR	Staffing Data Report
QE	Enter/Edit Current Ingredient QOH
QW	Display Ingredient Inventory List
RE	Enter/Edit Served Meals
RR	Served Meals Report
RS	Enter/Edit Cost of Meals Served
SP	Cost of Meals Served Report
SR	Supplemental Feeding Cost Report
TC	Print Tubefeeding Cost Report

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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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:**

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

DAILY FTEE: 375// 141.45 <RET>

CLINICAL FTEE: 17.5// <RET>

ADMINISTRATIVE FTEE: 70// 8.5 <RET>

SUPPORT STAFF FTEE: 6 <RET>

CFWS FTEE: ?? <RET>

CFWS FTEE: 9 <RET>

DAYS OFF HOURS: 30// 205 <RET>

**Discussion:**

Enter date that you are entering staffing data.

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.

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

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>
```

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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//

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: QW Display Ingredient Inventory List (80 Column)**

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.

## INVENTORY WORKSHEET

March 05

FOOD GROUP: MILK PRODUCTS

ITEM#	NAME	U/P	ITEM COST	DATE LAST UPDATE	QOH LAST MTH	QOH
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, CHEDAR, 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

Page 1

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, CHEDAR, 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

## INVENTORY REPORT

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 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.

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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 tube-feeding 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 anytime.

### **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. Remember to include any sack lunches given for overnight feedings in one of the mealtimes. Enter the figures by mealtime or as a consolidated total for the day at one mealtime. Edit number as needed.

### **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 anytime.

### **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 anytime.

### **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 days worth of meals. This number can be edited at anytime. Enter ?? to get a definition of each field.

### **Prompt/User Entry:**

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

### **Discussion:**

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>

VOLUNTEER BREAK: 40 <RET>	Column N.
VOLUNTEER NOON: 170 <RET>	Column O.
VOLUNTEER EVENING: 45 <RET>	Column O.
GRAT OTHER BREAK: 12 <RET>	Column O.
GRAT OTHER NOON: 15 <RET>	Column P.
GRAT OTHER EVENING: 6 <RET>	Column P.
CAFETERIA MEALS: 309// <RET>	Column P. Number of total Cafeteria meals for the day appears. It is calculated from an automatic 5:55 p.m. census multiplied by 3.
NPO MEALS: 110// 60 <RET>	Column P. Diet orders assigned as DR-C Cafeteria or (Dining Room-Cafeteria) will be counted. Edit if actual meal count is tallied or <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:

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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.

<b>Prompt/User Entry:</b>	<b>Discussion:</b>
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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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 9999999 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 thru  
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: <RET>

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:

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: 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.

Example:

- 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

**COST OF MEALS SERVED WORKSHEET**

Page 1

Costs

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

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: SR Supplemental Feeding Cost Report (80 Column) [FHNO11]**

<sup>4</sup>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 area 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).

---

<sup>4</sup> 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	Cost	DIETARY		THERAPEUTIC		TOTAL	
		Qty	Total	Qty	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

Supplemental Feeding	Cost	DIETARY		THERAPEUTIC		TOTAL	
		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

Supplemental Feeding	Cost	DIETARY Qty	DIETARY Total	THERAPEUTIC Qty	THERAPEUTIC Total	TOTAL Qty	TOTAL 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

Supplemental Feeding	Cost	DIETARY Qty	DIETARY Total	THERAPEUTIC Qty	THERAPEUTIC Total	TOTAL Qty	TOTAL 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

Supplemental Feeding	Cost	DIETARY Qty	DIETARY Total	THERAPEUTIC Qty	THERAPEUTIC Total	TOTAL Qty	TOTAL 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\*\*\*

Supplemental Feeding	Cost	DIETARY Qty	DIETARY Total	THERAPEUTIC Qty	THERAPEUTIC Total	TOTAL Qty	TOTAL 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\*\*\*

Supplemental Feeding	Cost	DIETARY		THERAPEUTIC		TOTAL	
		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

Supplemental Feeding	Cost	DIETARY		THERAPEUTIC		TOTAL	
		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

Supplemental Feeding	Cost	DIETARY		THERAPEUTIC		TOTAL	
		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		THERAPEUTIC		TOTAL	
		Qty	Total	Qty	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 %:

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: AM Administrative Menu... [FHADMR]**

**Option: TC Print Tube Feeding 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 of 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 of 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**

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
<b>TOTAL:</b>					<b>84.03</b>

No. of Patients on TF:                    12  
 No. of Patients on TF and Tray:        8  
 No. of Patients on TF and SF:        3  
 No. of Patients on ALL Three:        3  
 Cost/Patient:                            7.00

## ***PR Production Reports Menu Overview***

BW	Print Bulk Feedings/Cost Report
DP	Print Daily Diet Menus
FM	Forecasting
LA	Run SF Labels/Consolid Ingrid List
MR	Meal Production Reports
PU	Projected Usage
RP	Print Adjusted Recipe
SL	Print Standing Order Labels
SO	Tabulate Standing Orders
SP	Consolidate Standing Orders
TP	Tabulate Patient Meal Preferences
TR	Print Tabulated Recipe List
WL	Nutrition Location Supplemental Feeding Lists
WP	Print Weekly Menu
WR	Print Weekly Menu Blocks

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.

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: BW Print Bulk Feedings/Cost Report [FHNO10]**

<sup>5</sup>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

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<sup>5</sup> 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.

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.

BULK NOURISHMENTS FOR: T BLDG 163

Page 1

		27-Mar-07 7:25am			
--- zzt cmicu ---		Cost	Vehicle	Other	Total
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
--- 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	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

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: 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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: FM Forecasting... [FHPRFM]**

DC Actual Diet Census  
DP Diet Census Percentage  
FC Forecasted Diet Census

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).

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**  
**Option: FM Forecasting... [FHPRFM]**

**Suboption: 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 can 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>

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

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

	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	1		2	27	28	2	30
(87NA, LOCHOL, HIFIBER)							
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

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**  
**Option: FM Forecasting... [FHPRFM]**

**Suboption: 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 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	0.4	0.0	203	8.4
(87NA, LOCHOL, HIFIBER)				
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
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 L    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

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	0.4	0.0	203	8.4
(87NA, LOCHOL, HIFIBER)				
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
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

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**  
**Option: FM Forecasting... [FHPRFM]**

**Suboption: 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:
  - a) 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.
  - b) 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".
  - c) 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.
  - d) The Production Diet Percentages (PP) are then applied to this corrected forecast and specific figures for each production diet are calculated.
  - e) 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
  - f) 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				Tray	Café	Total
	B217	B228	DR200	T200			
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

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: LA Run SF Labels/Consolid Ingrid List [FHNO2]**

<sup>6</sup>The Run SF Labels/Consolid Ingrid List option and report for inpatients have been modified to include outpatient data.

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.

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=NUTRITION LOCATION: **S <RET>**

Enter S or W as shown.

Select SUPPLEMENTAL FEEDING SITE:  
**SAMMY'S SOUP SALON <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): **10 <RET>**

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

No will print labels with ingredient  
list at the end.

Place Labels in Printer

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

Labels can be printed on paper,  
instead of labels.

```
Select LABEL Printer: HOME// <RET>  
PC ETHER NET 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: 10E <RET>  
  
Select Supplemental Feeding Time  
(10,2,8,ALL): ALL <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=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//  
  
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 \*\*\*\*

### Select Production Reports Option: LA Run SF Labels/Consolid Ingrid 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// N

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

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 10 AM

APPLESAUCE/SPOON 2  
BANANA 1  
CEREAL I/BOWL/SPOON 6  
ICE CREAM/SPOON 2  
MILK, SKIM 1  
MILK,2% 5

\*\*\*\* PATIENTS = 8 \*\*\*\*

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 2 PM

APPLESAUCE/SPOON 1  
DESSERT OF THE DAY 5  
FRUIT,FRESH 2  
SANDWICH DB II 1

\*\*\*\* PATIENTS = 6 \*\*\*\*

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS

15-Mar-05 8 PM

CRAX, GRAHAM, PKG 2

CUSTARD/SPOON 1

DESSERT OF THE DAY 5

MILK, SKIM 4

SANDWICH DB HALF 1

\*\*\*\* PATIENTS = 9 \*\*\*\*

### Select Production Reports Option: LA Run SF Labels/Consolid Ingrid 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//

Place Labels in Printer

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

NUTRITION,P NEW 1 EAST/101-04  
0000 15-Mar-05 10 AM

1 APPLESAUCE/SPOON

1 ICE CREAM/SPOON

NUTRITION,P1 NEW 1 EAST/103-01  
0001 15-Mar-05 10 AM

1 BANANA

1 CEREAL I/BOWL/SPOON

1 MILK, SKIM

NUTRITION,P2 NEW 1 EAST/  
0002 \*NURSE 15-Mar-05 10 AM

1 CEREAL I/BOWL/SPOON

1 MILK,2%

ADMIT,TWO NEW 1 EAST/  
0000 15-Mar-05 10 AM

1 APPLESAUCE/SPOON

1 ICE CREAM/SPOON

NHCU,FINAL NEW 1 EAST/  
0000 15-Mar-05 10 AM

1 CEREAL I/BOWL/SPOON

1 MILK,2%

NHCU,P NEW 1 EAST/  
0000 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK,2%

NUTRITION,P3 NEW 1 EAST/  
0003 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK,2%

NUTRITION,P4 NEW 1 EAST/  
0004 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK,2%

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 10 AM

APPLESAUCE/SPOON 2  
BANANA 1  
CEREAL I/BOWL/SPOON 6  
ICE CREAM/SPOON 2  
MILK, SKIM 1  
MILK,2% 5

\*\*\*\* PATIENTS = 8 \*\*\*\*

NUTRITION,P NEW 1 EAST/103-01  
0000 15-Mar-05 2 PM  
1 APPLESauce/SPOON  
2 FRUIT,FRESH  
1 SANDWICH DB II

NUTRITION,P1 NEW 1 EAST/  
0001 \*NURSE 15-Mar-05 2 PM  
1 DESSERT OF THE DAY

NHCU,FINAL NEW 1 EAST/  
0000 15-Mar-05 2 PM  
1 DESSERT OF THE DAY

NHCU,P NEW 1 EAST/  
0000 15-Mar-05 2 PM  
1 DESSERT OF THE DAY

NUTRITION,P2 NEW 1 EAST/  
0002 15-Mar-05 2 PM  
1 DESSERT OF THE DAY

NUTRITION,P3 NEW 1 EAST/  
0003 15-Mar-05 2 PM  
1 DESSERT OF THE DAY

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 2 PM

APPLESAUCE/SPOON 1  
DESSERT OF THE DAY 5  
FRUIT,FRESH 2  
SANDWICH DB II 1

\*\*\*\* PATIENTS = 6 \*\*\*\*

NUTRITION,P NEW 1 EAST/103-01  
0000 15-Mar-05 8 PM  
1 MILK, SKIM  
1 CUSTARD/SPOON

NUTRITION,P1 NEW 1 EAST/  
0001 \*NURSE 15-Mar-05 8 PM  
1 DESSERT OF THE DAY

NUTRITION,P2 NEW 1 EAST/  
0002 \*NURSE 15-Mar-05 8 PM  
1 MILK, SKIM  
1 CRAX, GRAHAM, PKG

NHCU,FINAL NEW 1 EAST/  
0000 15-Mar-05 8 PM  
1 DESSERT OF THE DAY

NHCU,P NEW 1 EAST/  
0001 15-Mar-05 8 PM  
1 DESSERT OF THE DAY

NUTRITION,P3 NEW 1 EAST/  
0003 15-Mar-05 8 PM  
1 DESSERT OF THE DAY

NUTRITION,P4 NEW 1 EAST/  
0004 15-Mar-05 8 PM  
1 DESSERT OF THE DAY

TEST,TT NEW 4 SOUTH/414-01  
0000 15-Mar-05 8 PM  
1 MILK, SKIM  
1 SANDWICH DB HALF

TEST,P NEW 4 SOUTH/412-01  
0001 15-Mar-05 8 PM  
1 MILK, SKIM  
1 CRAX, GRAHAM, PKG

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 8 PM

CRAX, GRAHAM, PKG 2  
CUSTARD/SPOON 1  
DESSERT OF THE DAY 5  
MILK, SKIM 4  
SANDWICH DB HALF 1

\*\*\*\* PATIENTS = 9 \*\*\*\*

This is an example of how labels print when separate Supp Fdg labels is indicated in the Supplemental Feeding Site parameter.

### LA Run SF Labels/Consolid Ingrid List

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

Select SUPPLEMENTAL FEEDING SITE: **SUPPLEMENTAL FEEDINGS** <RET>

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

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

Place Labels in Printer

Select LABEL Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80//

NUTRITION,P                   NEW 1 EAST/101-04  
0000                         15-Mar-05 10 AM  
1 APPLESAUCE/SPOON

NUTRITION,P1                 NEW 1 EAST/101-04  
0001                         15-Mar-05 10 AM  
1 ICE CREAM/SPOON

NUTRITION,P2                 NEW 1 EAST/103-01  
0002                         15-Mar-05 10 AM  
1 BANANA

NUTRITION,P3                 NEW 1 EAST/103-01  
0003                         15-Mar-05 10 AM  
1 MILK, SKIM

NUTRITION,P4                 NEW 1 EAST/  
0004   \*NURSE 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON

NUTRITION,P4                 NEW 1 EAST/  
0004   \*NURSE 15-Mar-05 10 AM

1 MILK,2%

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS

15-Mar-05 10 AM

APPLESAUCE/SPOON 2

BANANA 1

CEREAL I/BOWL/SPOON 6

ICE CREAM/SPOON 2

MILK, SKIM 1

MILK,2% 5

\*\*\*\* PATIENTS = 8 \*\*\*\*

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: 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 <sup>7</sup>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
- <sup>8</sup>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.

---

<sup>7</sup> Patch FH\*5.5\*3 - January 2006 - Three new reports added to the Production Reports menu.

<sup>8</sup> 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:

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

```
Select PRODUCTION FACILITY: MAIN  
KITCHEN <RET>
```

#### Discussion:

Enter ?? <RET> to get a listing of Production Facilities or at any other prompt to get help.

```
9Use CENSUS or FORECAST? (C OR F): C
```

Any of the reports can be based on actual census or forecasted census.

---

<sup>9</sup> Patch FH\*5.5\*3 - January 2006 -Use CENSUS or FORECAST? (C or F) : prompt moved to new location.

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.

<sup>10</sup>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 <sup>11</sup>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.

<sup>12</sup>Select End Date: **8/31**  
(AUG 1, 2005)

Enter end date of report requested. New prompt.

<sup>13</sup>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>**

<sup>10</sup> 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.

<sup>11</sup> Patch FH\*5.5\*3 - January 2006 -. Moved the “Use CENSUS or FORECAST? (C OR F): C” prompt to new location.

<sup>12</sup> Patch FH\*5.5\*3 - January 2006 -.Added “Select End Date: **8/31** (AUG 1, 2005” prompt with ability to enter a date range.

<sup>13</sup> Patch FH\*5.5\*3 - January 2006 -Added ability to enter a combination of meals.

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

<sup>14</sup>Do you want Advance Food Prep? (Y/N)  
N// <RET>

All AFP reports include all meals within the dates requested.

<sup>15</sup>Do you want Storeroom Requisition for AFP? (Y/N)  
N// <RET>

<sup>16</sup>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.

---

<sup>14</sup> Patch FH\*5.5\*3 - January 2006 -New report Advance Food Prep (AFP) (Grand Total) prompt.

<sup>15</sup> Patch FH\*5.5\*3 - January 2006 -New report AFP Storeroom Requisition prompt.

<sup>16</sup> 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 ACTUAL DIET CENSUS Page
1
Comm Office: HINES COMM OFFICE
MAIN KITCHEN
WEDNESDAY 31-Aug-05 BREAKFAST
PRODUCTION DIETS
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 PRODUCTION SUMMARY
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 MEAL DISTRIBUTION REPORT
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	<ol style="list-style-type: none"><li>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).</li><li>2. If a preparation area entitled "trayline" is established, traylines can be stocked with all necessary items prior to each meal.</li><li>3. Consolidated menu item reference for management.</li></ol>

## 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	<ol style="list-style-type: none"><li>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).</li><li>2. 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.</li><li>3. If a preparation area entitled "trayline" is established, traylines can be stocked with all</li></ol>

necessary items prior to each meal.

4. 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
Possible Uses	Within Each Preparation Area 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	<ol style="list-style-type: none"><li>1. Can be used by Nutrition warehouseman to pull ingredients from storeroom.</li><li>2. If the 'Recipe Preparation' option is not selected, the ingredient control personnel Feb use the storeroom requisition to group ingredients for each recipe.</li><li>3. Can be used to update a perpetual inventory.</li><li>4. Can be used to pull frozen foods by running several days in advance.</li></ol>

\*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)
	Portion Size/Number of Portions
Required from Forecasted or Actual Census	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).

## <sup>17</sup>Advanced Food Prep (Grand Total)

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
```

## <sup>18</sup>AFP Storeroom Requisition

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 O M  R E Q U I S I T I O N
Page 1
Comm Office: HINES COMM OFFICE
Census
```

<sup>17</sup> Patch FH\*5.5\*3 - January 2006 -New report Advance Food Prep (AFP) (Grand Total).

<sup>18</sup> Patch FH\*5.5\*3 - January 2006 -New report AFP Storeroom Requisition .

MISCELLANEOUS BREAKFAST only )		WEDNESDAY 31-Aug-05 (	
Ingredient Quantity	Storeroom Amount	Recipe	
CARROTS, FRESH, DICED 3 TSP	1 LB	CHICKEN NOODLE SOUP	
CELERY, CHOPPED FRESH 3 TSP	1 LB	CHICKEN NOODLE 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	

**<sup>19</sup>AFP Adjusted Recipes**

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	
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	

<sup>19</sup> Patch FH\*5.5\*3 - January 2006 -New report AFP Adjusted Recipes.

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.	
- - - - -	

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: 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.
2. This report will enhance the accuracy of ordering procedures.
3. 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>**

Enter printer device OR press <RET>  
as shown and enter 132 so that report will  
show on screen -- aligned.

## Helpful Hints

1. 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)

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

### Run

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

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

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: 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 downNutrition Location through the next two smaller measures. The smallest measure that will print is 1/8 tsp.
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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: 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  
2 LEMON COOKIES  
  
TEST,A                      NEW 2 WEST/205-01  
      0001  15-Mar-05 NOON  
2 APPLE  
  
TEST,B                      NEW 2 WEST/207-02  
      0002  15-Mar-05 NOON  
1 APPLE  
  
TEST,P                      NEW 2 WEST/207-02  
      0003  15-Mar-05 NOON  
3 LEMON COOKIES  
  
NUTRITION,P1               NEW 3 NORTH/  
      0001  15-Mar-05 NOON  
1 FRUIT PUCH (ART)  
  
NUTRITION,P1               NEW 3 NORTH/  
      0001  15-Mar-05 NOON  
1 PUDDING (WHOLE MILK)
```

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: 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.

## NOON

Quantity	Order
14	APPLE
9	BEEF BLENDER
2	CANNED FRUIT
1	CHICKEN BROTH
2	CHICKEN LEG
2	CHICKEN SOUP
3	COKE
3	COLE SLAW
2	DIET PUDDING
1	DOUBLE PORTIONS
1	FRESH SALAD
1	FRUIT PUCH (ART)
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
1	PEPSI
3	POTATO PANCAKE
1	POTATO SALAD (HOME)
1	PUDDING
2	PUDDING (NONE LACTIC)
1	PUDDING (WHOLE MILK)
2	SOUR CREAM
1	SPINACH
1	WHALE BLUBBER
2	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.
3. Reminder: Standing Orders are not saved after discharge.

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: 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

Only press <RET> if answer (default) is yes.

Consolidated List Only? Y// NO <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  
Page 1 8:38am

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

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  
8:38am

S T A N D I N G O R D E R S L I S T Page 2

NH C  
15-Mar-05 Noon

6 APPLE  
6 BEEF BLENDER  
1 CANNED FRUIT  
1 CHICKEN BROTH  
2 CHICKEN LEG  
1 COKE  
2 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    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

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: 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.

```
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.

## WEDNESDAY 15-Mar-05 NOON

Preference	HOSP T	NH C	NURHC	TOTAL
------------	--------	------	-------	-------

## LIKES

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

## 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

## DISLIKES

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
```

**Menu: AD Dietetic Administration... [FHMGRA]**

**Submenu: PR Production Reports... [FHADM]**

**Option: 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

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: WL Ward Supplemental Feeding Lists [FHNO3]**

<sup>20</sup>The Ward Supplemental Feeding Lists option and report for inpatients have been modified to include outpatient data.

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.

---

<sup>20</sup> 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.

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: 1AS 17-Nov-06 11:12am

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
	NFSpatient,One	0000	MORE PIES		04-20*
	10AM 1 CAPPACINO				
	2PM 1 PIE				
120-1	NFSpatient,Two	0000	MORE PIES		04-20*
	10AM 1 CAPPACINO				
	2PM 1 PIE				
120-2	NFSpatient,Three	0000	IND		04-20*
	10AM 2 COFFEE; 1 CAPPACINO				
	2PM 1 PIE; 2 COOKIES				

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 2

Ward: 1AS 17-Nov-06 11:12am

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
A101-4	NFSpatient,Four	0000	IND		10-20*
	10AM 1 FRUIT SALAD; 1 COFFEE; 1 PIE; 1 APRICOT ORANGE JUICE				
	2PM 1 COOKIES; 1 PIE				

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 3

Ward: 2AS 17-Nov-06 11:12am

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
	NFSpatient,Five	0000	MORE PIES		09-07*
	10AM 1 CAPPACINO				
	2PM 1 PIE				
	NFSpatient,Six	0000	MORE PIES		09-07*
	10AM 1 CAPPACINO				
	2PM 1 PIE				
100-3	NFSpatient,Seven	0000	MORE PIES		09-07*
	10AM 1 CAPPACINO				
	2PM 1 PIE				

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 4

Ward: 2AS 17-Nov-06 11:12am

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
230-1	NFSpatient,Eight	0000	MORE PIES		10-24*
	10AM 1 CAPPACINO				
	2PM 1 PIE				

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: 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.

**Menu: AD Dietetic Administration... [FHMGRA]**  
**Submenu: PR Production Reports... [FHADM]**

**Option: 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**  
<RET>

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

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

Enter a Production Diet or ALL.

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

Enter a 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.

# CM CLINICAL MANAGEMENT

## *CM Clinical Management Menu [FHMGR] Overview*

CD	Clinical Dietetics ...
DM	Patient Data Log
XC	Clinical Management Menu ...
XD	Diet Order Management ...
XE	Energy/Nutrient Management ...
XF	File Manager ...
XM	Consult Management ...
XS	Supplemental Feeding Management ...

The Clinical Dietetics Menu (CD) provides an electronic method of nutrition screening and completing nutrition assessments. Staff can also use the options for ordering diets, tube feeding and supplemental feeding orders. Nutrition staff can also enter patient food preferences which will be used in specific diet pattern calculations. Dietitians can perform nutrient analysis of meals, as well as produce consult reporting. Encounter tracking for management and quality care monitoring are all available in this program. Complete automation of food production activities are accomplished through use of these package options. Management reports such as service and distribution requests can also be generated. Tracking and usage of nutrition inventory and cost management data can be entered and managed online through use of this module. The ability to perform recipe expansion, menu and recipe nutrient analysis, meal and diet pattern development and implementation can be used by the food service staff to aid in further tracking the diet of patients. Food delivery staff will benefit from the diet card and tray ticket printing options, while management will find the quality service tracking and annual management reports as useful tools for management tools. This menu contains all of the various options that the clinical Nutrition staff will require to perform the daily functions of their duties.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DC Dietetic Consults... [FHORCM]**

**Suboption: 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

**Menu: CM Clinical Management... [FHMGRM]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DC Dietetic Consults... [FHORCM]**

**Suboption: 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 dietitian. 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:

**Menu: CM Clinical Management... [FHMGRM]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DC Dietetic Consults... [FHORCM]**

**Suboption: 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>          01-12-41      000000000
COLLATERAL

Choose from:
  1          12-11-2005 @ 08:54:15
  541       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          Admitted: 24-Feb-04 12:10pm      Nutrition Location: NEW
2 WEST

Consult: OTHER
Comment: BULIMIA TREATMENT II
Status: ACTIVE
Ordered: 15-Aug-04 3:17pm          Clinician: DDD,DDD

Order Entered: CCCC, CC
```

**Menu: CM Clinical Management... [FHMGRM]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DC Dietetic Consults... [FHORCM]**

**Suboption: 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>          07-21-55  
000000000  COLLATERAL  
  
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 11-19-80 000000000  
COLLATERAL

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//

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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	NEW 1 EAST		24-Feb-47
NUTRITION,P2	NEW 3 NORTH	313-01	24-Feb-35

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**<sup>21</sup>Suboption: CR Combined Outpatient Meals Report... [FHOMCBRP]**

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	ALL
C	COMM OFFICE
L	LOCATION
P	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.

---

<sup>21</sup> 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.

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 =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,One	OUTPATIENT REGULAR	
May 02, 2007 - Noon Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Two	VEGETARIAN	
NFSoutpatient,Three	OUTPATIENT REGULAR	
NFSoutpatient,Four	OUTPATIENT REGULAR	
May 02, 2007 - Evening Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Five	OUTPATIENT REGULAR	
NFSoutpatient,Six	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	OUTPATIENT REGULAR	MICU-NAN
NFSoutpatient,Thirteen	OUTPATIENT REGULAR	
May 04, 2007 - Noon Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====

```

NFSoutpatient,Fourteen      VEGETARIAN

May 05, 2007 - Breakfast    LOCATION: DIALYSIS
Patient Name                Diet                    Room-Bed
=====                    =====
NFSoutpatient,Fifteen      OUTPATIENT REGULAR

May 05, 2007 - Breakfast    LOCATION: DIALYSIS
Patient Name                Diet                    Room-Bed
=====                    =====
NFSoutpatient,Sixteen      OUTPATIENT REGULAR

May 05, 2007 - Breakfast    LOCATION: RADIOLOGY
Patient Name                Diet                    Room-Bed
=====                    =====
NFSoutpatient,One          OUTPATIENT REGULAR      MICU-NAN
=====

```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: DA Diet Activity Report/Labels (132 Column) [FHORD13]**

<sup>22</sup>The Diet Activity Report/Labels option and report for inpatients have been modified to include outpatient data.

Diet Activity Report has been redesigned and is now event driven. 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// COM OFFICE 2 <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: 21-Dec-04  
12:15pm // <RET>

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.

Note: If ALL is selected, there will not be a defined time in “changes since date/time.”

---

<sup>22</sup> Patch FH\*5.5\*5 - May 2007 - The Diet Activity Report/Labels option and report for inpatients have been modified to include outpatient data.

D I E T A C T I V I T Y R E P O R T

Page 1

21-Mar-07 - 21-Mar-07 2:53pm  
 \*\* INPATIENT \*\*

Location	Patient	ID#	Sup/Std	Service
----------	---------	-----	---------	---------

D I E T A C T I V I T Y R E P O R T

Page 2

21-Mar-07 - 21-Mar-07 2:53pm  
 \*\* OUTPATIENT \*\*

Location	Patient	ID#	Sup/Std	Service
----------	---------	-----	---------	---------

ONCOLOGY	NFSpatient,One	1234		T
----------	----------------	------	--	---

Outpatient Recurring Meal: , ONCOLOGY, Noon, Mon/Tue/Wed  
 Thu/Fri/Sat/Sun, Mar 21-Apr 30  
 Outpatient E/L Tray: , ONCOLOGY, Noon, Mar 25, 2:15P  
 Outpatient E/L Tray: , ONCOLOGY, Noon, Mar 22, 1:15P  
 Outpatient TF: , ONCOLOGY, Noon, Mar 31, 10 CANS OSMOLITE  
 ISOTONIC)  
 Outpatient SF: (N) , ONCOLOGY, Cancelled 22-Mar-07 to 25  
 Mar-07  
 Outpatient SF: INDIVIDUALIZED (N) , ONCOLOGY, 22-Mar-07 to  
 25-Mar-07

## **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.

### **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 interNutrition Location 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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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		ACTUAL DIET CENSUS						
		MAIN KITCHEN						
		Wednesday 8-Mar-05						
		PRODUCTION DIETS						
		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		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

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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.

**Prompt/User Entry:**

**Discussion:**

```
Reprint by COMMUNICATION OFFICE,  
PATIENT or NUTRITION LOCATION? PATIENT// <RET>
```

Select Communication Office, Patient or Nutrition Location. You only need to press <RET> if Patient is selected (default).

```
Select Patient (Name or SSN):  
NUTRITION,P <RET> 01-12-41  
000000000 COLLATERAL
```

Enter ?? <RET> to see a list of patients.

```
Reprint by COMMUNICATION OFFICE,  
PATIENT, or NUTRITION LOCATION? PATIENT// NUTRITION LOCATION <RET>
```

OR

```
Select NUTRITION LOCATION: ?? <RET>
```

```
choose Nutrition Location, as shown.
```

```
Choose from:
```

```
NEW 1 EAST  
NEW 2 WEST  
NEW 3 NORTH  
NEW 4 SOUTH  
NEW 5 CENTRAL
```

```
Select NUTRITION LOCATION: NEW 5 CENTRAL <RET>
```

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

```
PC ETHER NET RIGHT MARGIN: 80//
```

```
<RET>
```

Enter printer device or press <RET> as shown.

## DR Reprint Diet Labels

### REPRINT DIET LABELS

Reprint by COMMUNICATION OFFICE, PATIENT, or NUTRITION LOCATION? PATIENT// **C**  
<RET>

Select COMMUNICATION OFFICE (or ALL):ALL// **COM OFFICE 2** <RET>

Select LABEL Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80//

NUTRITION,P NEW 1 EAST  
0000 T-CN

CLEAR LIQUID

NUTRITION,P1 NEW 1 EAST  
0001 T 101-01

250mg SODIUM, CHOLESTEROL

NUTRITION,P2 NEW 1 EAST  
0002 C 101-02

REGULAR

NUTRITION,P3 NEW 1 EAST  
0003 T 101-03

NPO

NUTRITION,P4 NEW 1 EAST  
0004 T 101-04

FULL LIQUID

BRAND,NEW P NEW 1 EAST  
0000 T 101-05

HI PRO/CAL

NUTRITION,P5 NEW 3 NORTH  
0005 T 312-01

NPO

NUTRITION,P6 NEW 3 NORTH  
0006 T 312-02

2400 CAL ADA, CHOLESTEROL  
HI PRO/CAL, 1800cc FLUID, ALK REGULAR

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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. New admissions are flagged with an asterisk after the SSN. 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. Labels can also be printed.

**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: 4/16 <RET> (APR 16, 2005)

T, T+1, or any standard notation.

OR

If you select a specific Communication Center, you will see:

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 <RET>

Enter printer device OR press  
<RET> and list will show on screen.

## EL List Early/Late Trays

Select COMMUNICATION OFFICE (or ALL):ALL// <RET>

Select Date: 7-1-93 <RET> (JUL 01, 1993)

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

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

Select LABEL Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80//

Breakfast 5:00A 1-Jul-93  
NUTRITION,P NEW 3 NORTH  
0000 CN 313-02  
CHOLESTEROL

Breakfast 6:20A 1-Jul-93  
DIET,TWO NEW 4 SOUTH  
0001 PN 410-01  
CLEAR LIQUID, 3-4gm SODIUM

Noon 11:30A 1-Jul-93  
NUTRITION,P2 NEW 1 EAST  
0002 CN  
REGULAR

Evening 4:30P 1-Jul-93  
TEST,M NEW 4 SOUTH  
0000 412-01  
REGULAR

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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.

ISOLATION/PRECAUTIONS Page 1					
15-Mar-05 9:09am					
NUTRITION LOCATION	ROOM	PATIENT	ID#	PLATE	DELIVERY
NEW 1 EAST Diet: CLEAR LIQUID (T)		NUTRITION,P	0000	China	Nurse
NEW 1 EAST Diet: CLEAR LIQUID (T)		NUTRITION,P1	0001	China	Nurse
NEW 1 EAST Diet: NO ORDER		NUTRITION,P2	0002	China	Food Svc
NEW 2 WEST Diet: REGULAR (T)		NUTRITION,P3	0003	China	Nurse
NEW 3 NORTH Diet: NPO	312-01	NUTRITION,P4	0004	China	Nurse
NEW 3 NORTH Diet: RADIATION II, CHOLESTEROL (T)	313-02	NUTRITION,P5	0005	China	Nurse
NEW 3 NORTH Diet: REGULAR (T)	314-01	NUTRITION,P6	0006	China	Food Svc
NEW 3 NORTH Diet: 3-4gm SODIUM (T)	316-01	ADMIT,ONE	0000	China	Food Svc
NEW 4 SOUTH Diet: RADIATION II (T)	410-01	DIET,TWO	0000	Paper	Nurse

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: LA Run SF Labels/Consolid Ingrid 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.

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:**

```
Select by S=SUPPLEMENTAL FEEDING SITE  
or W=NUTRITION LOCATION: S <RET>
```

```
Select SUPPLEMENTAL FEEDING SITE:  
SUPPLEMENTAL FEEDINGS <RET>
```

```
Select Supplemental Feeding Time  
(10,2,8, ALL): 10 <RET>
```

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

**Discussion:**

Enter S or W as shown.

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

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

Enter printer device OR press  
<RET> for labels to show on  
screen.  
OR if W is entered in the first  
prompt:

Select Nutrition List/Reports Option:

LA <RET> Run SF Labels/Consolid  
Ingrid List

Select by S=SUPPLEMENTAL FEEDING SITE  
or W=NUTRITION LOCATION: W <RET>

Select NUTRITION LOCATION: 10E <RET>

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

```
**** CONSOLIDATED ****
**** INGREDIENTS LIST ****
      10 EAST
      15-Mar-05 ALL

CRAX, GRAHAM, PKG 2
MILK, SKIM 5

**** PATIENTS = 2 ****
```

## LA Run SF Labels/Consolid Ingrid List

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

Select SUPPLEMENTAL FEEDING SITE: **SUPPLEMENTAL FEEDINGS** <RET>

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

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

Consolidated List only? Y// <RET>

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

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

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS

15-Mar-05 ALL

APPLESAUCE/SPOON	3
BANANA	1
CEREAL I/BOWL/SPOON	6
CRAK, 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 \*\*\*\*

## Select Production Reports Option: LA Run SF Labels/Consolid Ingrid 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// N

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

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 10 AM

APPLESAUCE/SPOON	2
BANANA	1
CEREAL I/BOWL/SPOON	6
ICE CREAM/SPOON	2
MILK, SKIM	1
MILK, 2%	5

\*\*\*\* PATIENTS = 8 \*\*\*\*

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 2 PM

APPLESAUCE/SPOON	1
DESSERT OF THE DAY	5
FRUIT, FRESH	2
SANDWICH DB II	1

\*\*\*\* PATIENTS = 6 \*\*\*\*

\*\*\*\* INGREDIENTS LIST \*\*\*\*

SUPPLEMENTAL FEEDINGS  
15-Mar-05 8 PM

CRAX, GRAHAM, PKG	2
CUSTARD/SPOON	1
DESSERT OF THE DAY	5
MILK, SKIM	4
SANDWICH DB HALF	1

\*\*\*\* PATIENTS = 9 \*\*\*\*

### Select Production Reports Option: LA Run SF Labels/Consolid Ingrid 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//

Place Labels in Printer

Select LABEL Printer: HOME// HYPER SPACE

RIGHT MARGIN: 80//

NUTRITION,P NEW 1 EAST/101-04  
0000 15-Mar-05 10 AM  
1 APPLESAUCE/SPOON  
1 ICE CREAM/SPOON

NUTRITION,P1 NEW 1 EAST/103-01  
0001 15-Mar-05 10 AM  
1 BANANA  
1 CEREAL I/BOWL/SPOON  
1 MILK, SKIM

NUTRITION,P2 NEW 1 EAST/  
0002 \*NURSE 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK, 2%

ADMIT,TWO NEW 1 EAST/  
0000 15-Mar-05 10 AM  
1 APPLESAUCE/SPOON  
1 ICE CREAM/SPOON

NHCU,FINAL NEW 1 EAST/  
0000 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK, 2%

NHCU,F NEW 1 EAST/  
0000 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK, 2%

NUTRITION,P NEW 1 EAST/  
0001 15-Mar-05 10 AM  
1 CEREAL I/BOWL/SPOON  
1 MILK, 2%

**Menu: CM Clinical Management... [FHMGRG]  
 Submenu: CD Clinical Dietetics... [FHDIET]  
 Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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.

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	EXPIRATION 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					

**Menu: CM Clinical Management... [FHMGRG]  
Submenu: CD Clinical Dietetics... [FHDIET]  
Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: PE List Patient Events [FHORX2]**

<sup>23</sup>The List Patient Events option and report for inpatients have been modified to 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>    01-12-00    000000000  
COLLATERAL  
  
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
```

---

<sup>23</sup> Patch FH\*5.5\*5 - May 2007 - The List Patient Events option and report for inpatients have been modified to include outpatient data.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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, N, E, or ALL.

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

```
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          NEW 1 EAST/  
  0000                1-Feb-05 EVEN  
1 STEAK  
  
NUTRITION,P          NEW 1 EAST/  
  0000                1-Feb-05 EVEN  
1 POTATO SALAD (HONEY MUSTARD)  
  
NUTRITION,P          NEW 1 EAST/  
  0000                1-Feb-05 EVEN  
1 CANNED FRUIT  
  
NUTRITION,P          NEW 1 EAST/  
  0000                1-Feb-05 EVEN  
1 FRUIT PUNCH (NATURAL)  
  
NUTRITION,P1        NEW 1 EAST/  
  0001                1-Feb-05 EVEN  
2 OREO COOKIES
```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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): ??  
 <RET>

Enter B, N, E, or ALL.

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.

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

**Menu: CM Clinical Management... [FHMGRG]  
Submenu: CD Clinical Dietetics... [FHDIET]  
Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: 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          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 \*\*\*\*

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  
1 COKE  
2 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 CONSOLIDATED STANDING ORDERS

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 PUCH (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

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: TR Tubefeeding Reports/Labels... [FHORTFM]**  
**Suboption I: 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 CCs 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>
```

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**  
**Suboption: TR Tubefeeding Reports/Labels... [FHORTFM]**  
**Suboption I: 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 NEW 1 EAST  
 0000 1-Feb-05 101-04

CITROEN, 5 POWDERS  
 100 CC per Hour X 12 hrs

NUTRITION,P NEW 1 EAST  
 0000 1-Feb-05 101-04

POLYCOSE, 9 BOTTLES  
 2000 KCAL per Day

NUTRITION,P NEW 1 EAST  
 0000 1-Feb-05 101-04

PROMOD, 1 SCOOP  
 5 GM per Day

VIVONEX, 3 PKGS  
 8 OZ Three times a Day

OSMOLITE HN, 10 CANS  
 100 CC per Hour

MAS,ONE 0002 1-Feb-05	NEW 1 EAST
AMIN-AID, 2 PKGS 20 GM per Day	
MAS,ONE 0002 1-Feb-05	NEW 1 EAST
SUSTACAL, 7 CANS 1600 KCAL per Day	
MAS,ONE 0002 1-Feb-05	NEW 1 EAST
VIVONEX, 8 PKGS 100 CC per Hour	
NHCU,FINAL 0003 1-Feb-05	NEW 1 EAST
OSMOLITE, 10 CANS 100 CC per Hour	

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**  
**Suboption: TR Tubefeeding Reports/Labels Option [FHORTFM]**  
**Suboption I: 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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**  
**Suboption: TR Tubefeeding Reports/Labels Option [FHORTFM]**  
**Suboption I: 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/CC,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	Product
05 SCOOP	PROMOD
24 PKG	PROPAC
2 CAN	PULMOCARE
6 CAN	SUSTACAL HC
15 CAN	SUSTACAL
11 PKG	VIVONEX

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: TT Tray Tickets... [FHMTKM]**  
**Suboption I: 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> 01-01-50 000000000
COLLATERAL
  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 1 COLE SLAW (I)  
Break 1 FRUIT PUNCH (NATURAL) (I)  
Noon 1 PUDDING (I)  
Even 1 APPLE (I)

Diet Pattern

Breakfast	Noon	Evening
1 BEVERAGE	1 BEVERAGE	1 BEVERAGE
2 BREAD	2 BREAD	1 BREAD
1 JUICE I	1 JUICE I	1 APPETIZER
2.8 BREAKFAST ITEM	1.5 APPETIZER	2.7 SOUP
1.5 DESSERT	1 SOUP	
1 ENTREE		
	1 ENTREE	1 VEG
	1 VEGETABLE	2.3 DESSERT
	2 DESSERT	

Pattern Entered By: ACKERT,NANCY

Press RETURN to Continue

	Likes	DisLikes
All Meals		NO BEEF
Noon	2 ICE CREAM	
Noon,Even	1 CHILI MAC	
Even	1 LIVER SANDWICH	

Do You Want to Store this Pattern As the Patient's Individual Pattern? N//  
<RET>

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**  
**Suboption: TT Tray Tickets... [FHMTKM]**  
**Suboption I: 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 a 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  I N P A T I E N T S   W I T H   N O   D I E T   P A T T E
R N S                Page 1
```

Nutrition Location/Room	Current-Diet	Patient
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	NUTRITION,P1	RADIATION
II, CHOLESTEROL		
NEW 3 NORTH/316-02	NUTRITION,P2	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  N P A T I E N T S   T H A T   H A D   I N D I V I D U A L
P A T T E R N S    Page 1
```

Patient	Effective	Diet
NEW 1 EAST/*** ADMIT,TWO	26-Apr-05 1:21pm 28-Mar-05 10:19am	Current: MECHANICAL Prev. Pattern: 1800 CAL
RED, FIBER REST, FAT REST		
NEW 1 EAST/*** NUTRITION,P	26-Apr-05 10:21am 24-Apr-05 12:00pm	Current: REGULAR Prev. Pattern: CLEAR
LIQUID		

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**  
**Suboption: TT Tray Tickets... [FHMTKM]**  
**Suboption I: PD Print Diet Cards [FHDCRP]**

<sup>24</sup>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// 1

Enter ?? <RET> to get help or  
 <RET> at the // prompt if your  
 selection is the default.

```
Select DIETETIC LOCATION: ONCOLOGY

      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
```

<sup>24</sup> Patch FH\*5.5\*5 - May 2007 - The Print Diet Cards option and report for inpatients have been modified to include outpatient data.

1 APPETIZER 1  
1 SOUP  
1 ENTREE 1  
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

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**  
**Suboption: TT Tray Tickets... [FHMTKM]**

**Suboption I: 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.

```
25Select 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
```

<sup>25</sup> Patch FH\*5.5\*5 - May 2007 - This patch corrects the tray tickets printing of outpatient persons in File (#200).

Breakfast 4-May-07

REGULAR

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

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: WD Nutrition Location Diet Order List (80 Column) [FHORD10]**

<sup>26</sup>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>
```

---

<sup>26</sup> 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.

3-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	2	POTATO PANCAKE	22-Mar	
Stng. Order: Break	3	PEANUTS	22-Mar	
Stng. Order: Break	1	COKE	22-Mar	
Stng. Order: Noon	3	LEMON COOKIES (I)	31-Oct	
Stng. Order: Noon	1	APPLE	22-Mar	
Stng. Order: Noon	4	LADY FINGERS	22-Mar	
Stng. Order: Noon	2	LEMON COOKIES	22-Mar	
Stng. Order: Even	1	LEMON COOKIES (I)	31-Oct	
10AM	1	CEREAL I/BOWL/SPOON;	1 MILK,2%	20-Oct*
2PM	1	DESSERT OF THE DAY		
8PM	1	DESSERT OF THE DAY		
3-Feb-05 9:53am		NEW 2 WEST DIET ORDERS		

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			NO BEEF, NO TURKEY	
	Break	2 ORANGE JUICE			
		1 RYE BREAD			
	Even	3 WHOLE-WHEAT BREAD			

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: WL Nutrition Location 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 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=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 period, 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 can not have changed when a diet order changed.

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

Nutrition Location: NEW 3 NORTH 3-  
Feb-05 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
312-01	NUTRITION,P2	0002	ANTI	*NURSE	03-10*
	10AM 1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
	2PM 1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
	8PM 1 SANDWICH DB HALF				

312-02	NUTRITION,P3	0003	DB 1800 LS		04-26
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

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 2

Nutrition Location: NEW 3 NORTH 3-  
Feb-05 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
312-03	TEST,A	0000	DB 1800 LS		03-22*
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

314-01	NUTRITION,P	0001	DB 1800 LS	*NURSE	03-22*
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

314-02	TEST,TSIX	0006	ANTI		03-10*
	10AM 1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
	2PM 1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
	8PM 1 SANDWICH DB HALF				

315-01	NUTRITION,P	0000	DB 1800 LS		04-26
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

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 3

Nutrition Location: NEW 3 NORTH 3-  
Feb-05 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
316-01	ADMIT,ONE	0000	DB1900 ADA		03-15*
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

NEW 3 NORTH INGREDIENT LIST FOR 3-Feb-05

--- 10 AM ---	--- 2 PM ---	--- 8 PM ---
2 MILK, SKIM	2 CRAX PEANUT BUTTER	7 MILK, SKIM
1 ICE CREAM/SPOON	2 JUICE, ORANGE 4OZ	7 CRAX, GRAHAM, PKG
1 APPLESAUCE/SPOON	2 SANDWICH DB HALF	

**Menu: CM Clinical Management... [FHMGRG]  
 Submenu: CD Clinical Dietetics... [FHDIET]  
 Option: DR Nutrition Lists/Reports... [FHCDLST]**

**Suboption: WP Print Bulk Feedings/Cost Report [FHNO10]**

<sup>27</sup>The Print Bulk 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 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		
				27-Mar-07 7:25am		
---	zzt cmicu	---	Cost	Vehicle	Other	Total
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
---	ONCOLOGY	---	Cost	Vehicle	Other	Total
23	FRUIT,ORANGE					
BULK NOURISHMENTS FOR: T BLDG 163				Page 2		
				27-Mar-07 7:25am		

<sup>27</sup> 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.

		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	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

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**

***Option: EA Energy/Nutrient Analysis... [FHNUM]***

**Suboption: 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:**

Title of Analysis: **MEAT** <RET>

Do you wish to use common units  
instead of grams? **YES//** <RET>

Select RDA Category: **CHILDREN 7-10**  
**YR.** <RET>

### **Discussion:**

Enter free text of 3-60 characters.

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.

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 can be 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.

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: EA Energy/Nutrient Analysis... [FHNUM]**

**Suboption: 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:

Select USER MENU NAME: **MINE** <RET>  
01-09-05

Select RDA Category: **F25** <RET>

Do you wish a detailed analysis? Y//  
<RET>

### Discussion:

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

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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: EA Energy/Nutrient Analysis... [FHNUM]**

**Suboption: 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:**

Select USER MENU NAME: **NUTRITION,P -  
1800KCAL Diabetic** <RET>

Are you adding " NUTRITION,P - 1800KCAL  
Diabetic" AS A NEW USER MENU? **Y**  
<RET> (Yes)

USER MENU NAME: NUTRITION,P - 1800KCAL  
Diabetic Replace <RET>

UNITS: **G** <RET> GRAMS

Select DAY #: **2** <RET>

Are you adding '2' as a new DAY  
NUMBER (the 1ST for this USER MENU)?  
**Y** <RET> (Yes)

Select MEAL #: **1** <RET> Enter a number from 1-6.

**Discussion:**

Enter ?? to see listing of User Menu  
Names. You can add a new User  
Menu Name as shown.

Answer Y for yes. You must answer  
yes or menu will not be created.

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.

Enter C for common units or G for  
gram weights.

(You cannot switch between the  
unit types within a single User  
Menu.)

Enter a number from 1-7.

Enter Y for yes.

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 list => **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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: EA Energy/Nutrient Analysis... [FHNUM]**

**Suboption: 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:**

Select USER MENU name: **ZZZ** <RET>  
12-15-93

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

DEVICE: HOME// <RET> HYPER SPACE  
RIGHT MARGIN: 80// <RET>

**Discussion:**

Enter ?? <RET> for help.

Enter patient's name. If non-patient, enter \* <RET>, then enter free text of patient information.

Enter printer instructions OR <RET> for printout to show on screen.

**NUTRIENT INTAKE STUDY 15-Mar-05**

Patient: Nutrition, P

Female

Age: 61

	Energy KCal	Pro Gm	CHO Gm	Fat Gm	Sod Mg	Pot Mg	Calc Mg	Phos Mg	Chol Mg	H2O 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		27	31	42						
Kcal:N Ratio = 05:1										
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		34	24	42						
Kcal:N Ratio = 74:1										
Day Avg.	2354	169.8	171.7	110.8	5268	3770	1005	1788	432	1173
% RDA		340			1054	188	126	224		
% Kcal		29	29	42						
Kcal:N Ratio = 87:1										

'+' following a daily value indicates that incomplete data exists.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: EA Energy/Nutrient Analysis... [FHNUM]**

**Suboption: 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:**

Select USER MENU NAME: **ZZZ** <RET>  
03-19-87

DEVICE: HOME// <RET> SET HOST

**Discussion:**

Enter ?? <RET> for User Menu Names.  
You can add names that are not listed.

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.
```

**Menu: CM Clinical Management...**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: EA Energy/Nutrient Analysis... [FHNUM]**

**Suboption: 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>  
R -1800KCAL DIABETIC 05-05-05

Enter menu name

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>          09-24-93
Select DAY #: 1 <RET>
Select MEAL #: 2 <RET>

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.
```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: FP Food Preferences... [FHSELM]**

**Suboption: 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:**

Select Patient (Name or SSN):  
**Nutrition, P <RET>** 11-04-28  
000000000 COLLATERAL

**Discussion:**

Enter patient's name. Enter ??  
<RET> to see listing of patients.

000-00-0000 Nutrition, P Male Age 66 2 CENTRAL

	Likes	DisLikes
All Meals	1 CHILI MAC, 1 GELATIN	NO GREEN FOODS, NO SHRIMPS
Noon	1 TEA	
Noon,Even	2 PIZZA BURGER, 2 TANGERINE	NO CHICKEN
	1 WHOLE-WHEAT BREAD	
Even	1 SKIM MILK	

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: FP Food Preferences... [FHSELM]**

**Suboption: 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 Hints**

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:**

Select Patient (Name or SSN):  
**Nutrition,P <RET>** 09-18-26  
000000000  
COLLATERAL

000-00-0000            Nutrition,P            Male    Age 69            2 CENTRAL

                                 Likes

All Meals            1 CHILI MAC, 1 GELATIN  
Noon                    1 TEA  
Noon,Even            2 PIZZA BURGER, 2 TANGERINE  
                                 1 WHOLE-WHEAT BREAD  
Even                    1 SKIM MILK  
Select FOOD PREFERENCES: **WHOLEWHEAT**  
**BREAD <RET>**  
      FOOD PREFERENCES: WHOLE-WHEAT  
BREAD// **<RET>**

**Discussion:**

Enter name. (Current preferences will be displayed if any are on file.)

DisLikes

NO GREEN FOODS, NO SHRIMPS  
NO CHICKEN

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.

**Menu: CM Clinical Management... [FHMGRC]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: FP Food Preferences... [FHSELM]**

**Suboption: 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:**

```
Select SERVICE POINT (OR ALL): ALL
<RET>
```

```
Tabulate By Menu Specific? N// <RET>
```

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

```
Break Down By Production Diets? N// Y
<RET>
```

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

**Discussion:**

If only one Service Point exists, this prompt will not appear.

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

Select one meal at a time or ALL.

Enter the proper printer designation OR <RET> as shown for report to show on screen.

WEDNESDAY 15-Mar-05 NOON				
Preference	HOSP T	NH C	NURHC	TOTAL
----- LIKES -----				
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

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
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

## DISLIKES

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
                                WEDNESDAY 15-Mar-05 NOON

Recipe                HOSP T      NH C      NURHC      TOTAL
-----
                                DISLIKES

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
    
```

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: 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:

- (a) Number of each Encounter type
- (b) Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
- (c) Number of outpatients, collaterals, and workload units involved in each encounter type
- (d) Number of other persons and workload units involved in each encounter type
- (e) Total persons and units for each encounter type
- (f) Subtotal of encounters, patients, and units under each encounter category
- (g) Grand total of encounters, patients, and units

2. List Individual Patient Encounters which includes:

- (a) All encounter data as listed in Summary
- (b) Breakdown of data by clinician
- (c) List of each patient entered for each encounter by date
- (d) Event comments for each encounter
- (e) List totals for each encounter type

**Prompt/User Entry:**

Starting Date: **1/1/05** <RET>  
(JAN 01, 1905)

Ending Date: **5/03/05** <RET> (FEB  
03, 1905)

List Individual Patient  
Encounters? N// **YES** <RET>

**Discussion:**

Enter starting date of the  
reporting period.

Enter last date of reporting period.

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.

Print on Device: HOME// <RET>  
RIGHT MARGIN: 80// <RET>

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	Persn	Units	Persn	Units	Persn	Units	Persn	
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			
408	2450.0									
	CONTINUING EDUC PROG ATTENDED		1	8	7.5					
8	60.0									
	Subtotal		9	219	1405.5	103	62.5			
421	2670.0									
T O T A L			74	269	8	5493.2	116	1246.8		
405	3205.5									



Subtotal	1	1	45.5	0.0	0.0
1 45.5					
TOTAL ENCOUNTERS	11	10	403.0	3 122.0	0.0
13 425.5					

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: DA Display Assessment [FHASMR]**

This option allows the clinician to display and print any nutrition assessments on file for a selected patient. Please refer to Manual Section "Nutrition Assessment."

**Prompt/User Entry:**

Select Patient (Name or SSN): **NUTRITION,P <RET>** 01-12-41 000000000  
COLLATERAL

Choose from:

- 03-20-2005 @ 09:39
  - 09-20-2005 @ 13:58
  - 10-25-2005 @ 08:33
  - 10-30-2005 @ 13:01
  - 10-30-2005 @ 15:03
  - 11-13-2005 @ 11:37
  - 12-03-2005 @ 13:37
  - 12-04-2005 @ 15:20
  - 04-14-1993 @ 09:33
  - 08-18-1993 @ 11:02
- ^ <RET>

SELECT Assessment Date: **11/13/05 <RET>** NOV 13, 2005.13

DEVICE: HOME// <RET> SET HOST

NUTRITION,P	Female	Age 51
Date of Assessment: 13-Nov-05		
Height:	5' 4" (163 cm)	
Weight:	150 lbs (68.2 kg)	Weight Taken: 13-Nov-05
Usual Weight:	165 lbs (75 kg)	Weight/Usual Wt: 91%
Ideal Weight:	132 lbs (60 kg)	Weight/IBW: 114%
Frame Size:	Large	Body Mass Index: 25.8 (45%)
Laboratory Data		
Test	Result	units Ref. range Date
No laboratory data available last 90 days		
Energy Requirements:	1058 Kcal/day	Kcal:N 223:1
Protein Requirements:	55 gm/day	NPC:N 198:1
Fluid Requirements:	2386 ml/day	

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: EA Enter Assessment [FHASM1]**

This option is used to perform a nutrition assessment. The results can be saved and printed. Please refer to Manual Section "Nutrition Assessment." Enter ?? <RET> at any prompt below to get help.

**Prompt/User Entry:**

Select Patient (Name or SSN): **Nutrition, <RET>** P 01-12-41  
123456789 COLLATERAL

Height: 5' 4"// **<RET>**

Weight: 150#

Date Weight Taken: TODAY// **<RET>** (FEB 17, 2005)

Usual Weight: 145#

Wrist Circumference (cm):

Frame Size (SMALL,MEDIUM,LARGE) MED// **<RET>**

Calculation of Ideal Body Weight

H Hamwi  
M Metropolitan 83  
S Spinal Cord Injury  
E Enter Manually

Method: **S <RET>**

Extent of Injury:

P Paraplegic  
Q Quadriplegic

Select: **P <RET>**

Select Ideal Weight (109-118) 114 lb // **<RET>**

Does Patient have an Amputation? NO// **<RET>**

Do you wish Anthropometric Assessment? NO// **<RET>**

Collecting laboratory data ...

Calculate Energy Requirements Based On:

- 1 Actual Body Weight
- 2 Ideal Body Weight
- 3 Obese Calculation

Choose: **1** <RET>

Calculate Energy Needs by:

- 1 Harris-Benedict
- 2 Kcal/Kg
- 3 Enter Manually

Choose: **3** <RET>

Enter Energy Requirements (Kcal/day): **1000** <RET>

Calculate Fluid Requirements By:

- 1) Adult (35 ml/kg/day)  
Adolescent (40-60 ml/kg/day)  
Children (70-110 ml/kg/day)  
Infant (100-150 ml/kg/day)
- 2) 100 ml/kg first 10 kg +  
50 ml/kg second 10 kg +  
25 ml/kg remaining kg
- 3) 1 ml/Kcal
- 4) 0.5 ml/Kcal (Fluid Overload)
- 5) 1500 ml/sq meter
- 6) Set Your Own Fluid Level
- 7) Omit Calculation

Choose: **7** <RET>

Calculate Protein Requirements Based On:

- 1 Actual Body Weight
- 2 Ideal Body Weight
- 3 Obese Calculation

Choose: **1** <RET>

Protein Requirements (g/kg)  
(Examples)

Acute Burn, Injury, Trauma	2-4
Convalescent Burn, Injury Trauma	2
Malabsorption Syndrome	1
Ulcerative Colitis	1-1.4
Ileocolostomy	1-1.4
Chronic Liver Disease	1-1.5
Acute Encephalopathy	0.5
Chronic Renal Failure	0.6
Nephritic Syndrome	1-1.4
Burn	1.4
Protein-Sparing	1.5
Anabolism	1.2-1.5

Enter Protein Level (g/kg) .8 // <RET>

Enter Protein Requirements (gm/day): 55 // <RET> 22 % of KCAL

Nutrition, P

Female

Age 54

Date of Assessment: 17-Feb-05

Height: 5' 4" (163 cm)

Weight: 150 lbs (68.2 kg)

Weight Taken: 17-Feb-05

Usual Weight: 145 lbs (65.9 kg)

Weight/Usual Wt: 103%

Ideal Weight: 114 lbs (51.8 kg)

Weight/IBW: 132%

Frame Size: Medium

Body Mass Index: 25.8 (45%)

Test	Laboratory Data Result	units	Ref. range	Date
------	---------------------------	-------	------------	------

No laboratory data available last 90 days

Energy Requirements: 1000 Kcal/day

Kcal:N 114:1

Protein Requirements: 55 gm/day

NPC:N 89:1

Press RETURN to continue. <RET>

Do you want to do a NITROGEN BALANCE? NO// <RET>

Appearance: GOOD

Select NUTRITION CLASSIFICATION NAME: **MODERATE RISK** <RET>

Select NUTRITION STATUS CATEGORY: **III** <RET>

Moderately Compromised

Comments:

1>

Do you wish to FILE this Assessment Y// <RET>

DEVICE: HOME// <RET> SET HOST

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: 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:

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: 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>
  1 ADMIT,ONE 01-01-50 000000000 COLLATERAL
  2 ADMIT,TWO 01-01-50 000000001 ALLIED VETERAN
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):
```

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: 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 which includes:

- (a) Number of each Encounter type
- (b) Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
- (c) Number of outpatients, collaterals, and workload units involved in each encounter type
- (d) Number of other persons and workload units involved in each encounter type
- (e) Total persons and units for each encounter type
- (f) Subtotal of encounters, patients, and units under each encounter category
- (g) Grand total of encounters, patients, and units

2. List Individual Patient Encounters which includes:

- (a) All encounter data as listed in Summary
- (b) Breakdown of data by clinician
- (c) List of each patient entered for each encounter by date
- (d) Event comments for each encounter
- (e) List totals for each encounter type

**Prompt/User Entry:**

Starting Date: 1/1/05 <RET>  
(JAN 01, 1905)

Ending Date: 5/03/05 <RET> (FEB  
03, 1905)

**Discussion:**

Enter starting date of the reporting period.

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.

DIETETIC ENCOUNTER STATISTICS  
1-Jan-05 to 3-Feb-05

Page 1

	Number Inpatients		Outpatients		Others		Total	
	Pat	Col	Units	Pat	Col	Units	Persn	Units
<b>Screening</b>								
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
<b>Assessment</b>								
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	
<b>Pat. Education</b>								
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	1	8	7.5		8	60.0		
Subtotal	9	219	1405.5	103	62.5	102	612.5	421 2670.0
<b>TOTAL</b>	<b>74</b>	<b>269</b>	<b>8 5493.2</b>	<b>116</b>	<b>1246.8</b>	<b>102</b>	<b>612.5</b>	<b>405 3205.5</b>

DIETETIC ENCOUNTER STATISTICS

Page 2

1-Jan-05 to 31-Jan-05

	Number Inpatients		Outpatients		Others		Total	
	Pat	Col	Units	Pat	Col	Units	Persn	Units
<b>CLINICIAN, NUTRITION</b>								
<b>Assessment</b>								
NUTRITIONAL ASSESSMENT	5	3	108.0	2	72.0	0.0	5	180.0
18-Jan-05 0000 PATIENT, NUTRITION.								
19-Jan-05 0001 CASE, CLINICAL								
24-Jan-05 0002 CONSULT, NEW								
25-Jan-05 0003 TEST, P								
25-Jan-05 0004 ADMIT, ONE								
Subtotal	5	3	108.0	2	72.0	0.0	5	180.0
<b>Pat. Educatio</b>								
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
<b>DIETITIAN, NUTRITION LOCATION</b>								
<b>Screening</b>								
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	
<b>Assessment</b>								
NUTRITIONAL ASSESSMENT	1	1	45.5	0.0	0.0	1	45.5	
24-Jan-05 0000 NUTRITION, P.								
Subtotal	1	1	45.5	0.0	0.0	1	45.5	
<b>TOTAL ENCOUNTERS</b>	<b>11</b>	<b>10</b>	<b>403.0</b>	<b>3</b>	<b>122.0</b>	<b>0.0</b>	<b>13</b>	<b>425.5</b>

Menu: CM Clinical Management... [FHMGRG]  
 Submenu: CD Clinical Dietetics... [FHDIET]  
 Option: NM Nutrition Patient Management... [FHASCM]

**Suboption: 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 NORMAL
- 2 MILDLY COMPROMISED
- 3 MODERATELY COMPROMISED
- 4 SEVERELY COMPROMISED
- 5 UNCLASSIFIED

Choose a Nutrition Status Level: **4** <RET> SEVERELY COMPROMISED

Print by CLINICIAN or NUTRITION LOCATION? NUTRITIONLOCATION// <RET>

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

17-Feb-05 11:21am Page 1

Current Inpatients At Nutrition Status: IV Severely Compromised

Nutrition Location Date Entered	Room	Patient	ID#
1 EAST	101-02	NUTRITION,P	0000 1-Mar-05 10:56am
2 WEST	205-03	NUTRITION,P1	0001 18-Jun-93 2:39pm
	207-01	NUTRITION,P2 0002	10-Dec-93 4:45pm
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

Enter RETURN to continue or '^' to exit: ^ <RET>

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**  
**Suboption: 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** 12-01-47  
 000000000 COLLATERAL

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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: 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): NUTRITION, <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
```

---

 NUTRITION STATUS HISTORY

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>

---

 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	

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: PP Print Nutrition Profile [FHASP1]**

This option provides a listing of pertinent patient data which the clinician can be wise to use during patient screening, assessment, or follow-up care. Please refer to Manual Section "Nutrition Screening."

This form will automatically 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.

NUTRITION PROFILE FORMAT:

Status: Inpatient admitted 14-Jun-04 2:44am

Nutrition Status: At Risk (9-Jul-04)

Allergies: None on file

Nutrition Assessments

Recent Assessments: 9-Jul-04

Height: 5' 8" Usual Weight: 140 lbs Weight/Usual Wt: 05%  
Weight: 128.5 lbs Ideal Weight: 154 lbs Weight/IBW:83%  
Date Taken: 9-Jul-04

Medications

No current medications in selected drug classes.

Laboratory Data

Test	Result	units	Ref. range	Date
SODIUM	142	mEq/L	135 - 145	3-Jul-04
WBC	13.3 H	thous./mm3	3.5 - 11.1	3-Jul-04
HGB	12.7 L	gm%	12.8 - 17.5	3-Jul-04
HCT	39.1	%	38.4 - 50.9	3-Jul-04
MCV	94.0	fl	80.9 - 97.3	3-Jul-04
GLUCOSE-AC	97	mg/dL	65 - 110	12-Jun-04
POTASSIUM	4.5	mEq/L	3.5 - 5	3-Jul-04
UREA NITROGEN	14	mg/dL	8 - 20	3-Jul-04
GLUCOSE	91	mg/dL	65 - 110	3-Jul-04
CHOLESTEROL	193	mg/dL		21-Jun-04
CREATININE	1.0	mg/dL	.9 - 1.4	3-Jul-04
ALBUMIN	3.5	g/dL	3.5 - 5	21-Jun-04
LYMPH%	11.9	%	10.4 - 42.8	23-Jun-04

Nutrition Encounters Last Three Years

No Encounters recorded last three years.

Food Preferences

All Meals JUICE,VARIETY  
All Meals MILK,WHOLE  
Noon,Even NO CAULIFLOWER  
Noon,Even NO BROCCOLI  
Noon,Even NO BRUSSELS SPROUTS

Future Clinic Appointments

18-Oct-04 1:00pm CARDIOLOGY CONSULT  
13-Aug-04 3:00pm GMC DR. Y. HUSSAIN

## 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 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. At the present time 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.
- 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.

```
Select Patient (Name or SSN): NUTRITION, <RET> Patient      11-04-28
000000000  COLLATERAL

DEVICE: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

-----
17-Feb-05                NUTRITION PROFILE                Page 1
-----
Nutrition, Patient                Male                Age 66

Status: Inpatient admitted 16-Feb-05 6:19pm
Adm. Dx: SICK
```

Current Diet: No current order

Supplemental Feeding: No Order

Nutrition Status: Moderately Compromised ( 2-Mar-93)

Allergies: EGGS, GRAPES, SODA, SOY SAUCE  
Nutrition Assessments

Recent Assessments: 19-Aug-05 27-Feb-05 27-Feb-05

Height: 185 cm (6' 1") Usual Wt: 05.5 kg (210 lbs) Weight/Usual Wt: 76%  
Weight: 72.7 kg (160 lbs) Ideal Wt: 91.8 kg (202 lbs) Weight/IBW: 79%  
Date Taken: 19-Aug-05

Nutrition Class: MARASMUS

Medications

No current medications in selected drug classes.

Laboratory Data

No selected laboratory data available last 90 days.

Nutrition Encounters Last Three Years

Press RETURN to continue.

-----  
17-Feb-05 NUTRITION PROFILE Page 2  
-----

Nutrition, Patient Male Age 66

18-Feb-05 FOOD-DRUG INSTRUCTION, Individual  
22-Jun-05 INSTRUCTION - CHOL, Group  
15-Jul-05 INSTRUCTION - DIABETIC, Individual  
21-Aug-05 COMMUNITY, Group  
13-Apr-93 INSTR-WEIGHT, Group  
TESTING ONE TWO THREE  
TESTING ONE OK  
13-Feb-93 FOOD-DRUG INSTRUCTION, Individual

Press RETURN to continue.

-----  
17-Feb-05 NUTRITION PROFILE Page 3  
-----

Nutrition, Patient Male Age 66

Food Preferences

Likes DisLikes

All Meals 1 CHILI MAC, 1 GELATIN NO GREEN FOODS, NO SHRIMPS  
Noon 1 TEA

Noon,Even 2 PIZZA BURGER, 2 TANGERINE NO CHICKEN  
1 WHOLE-WHEAT BREAD  
Even 1 SKIM MILK

Future Clinic Appointments

No scheduled appointments.

Press RETURN to continue. ^ <RET>

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: NM Nutrition Patient Management... [FHASCM]**

**Suboption: 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."

```
Print by PATIENT or COMMUNICATION OFFICE or ALL or NUTRITION LOCATION?
NUTRITION LOCATION// <RET>

Select NUTRITION LOCATION: 4 WEST <RET>

Admissions since Date/Time: 5/12 <RET> (FEB 12, 2005)

Include Nutrition Profiles? (Y/N)// N <RET>

DEVICE: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

SCREENING FORMAT

SUBJECTIVE DATA:

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 Constipated Y N
Food Allergies:

OBJECTIVE DATA:

Current diet:xxxxxxxxxxxxxxxxxxxxx
Adm. Dx: xxxxx                                       Adm Date: 13-Apr-04 2:58pm
Age:xx Sex: x                                        Prior Assessment: xx-xx-xx
Height: x' x"                                        Frame Size: xxxxx
Weight: xxx                                          Weight Taken:
Usual Weight:                                       Weight/Usual Wt:
Ideal Weight:                                       Weight/IBW:
Amputation %:

LABORATORY DATA

TEST          RESULT          UNITS          REF.          RANGE          DATE
```

**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 comes from the MAS package.

- Height, weight, frame size, and amputation % comes from the last assessment done. In the future, information can be coming from Nursing Data Bases or other Nutrition Files.

- 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 can want their staff to enter standardized terminology for consistency of the screening process.

ASSESSMENT :

Nutritional Status

Not Compromised  
 Compromised  
 At Risk  
 Malnourished

Nutrition Education

Further Education Required: Y N  
-----

**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.

PLAN :

Nutritional Plan

Screening Data Not Available  
 Provide Basic Care Services  
 Nutrition Education  
 Recommend Diet Change  
 Further Assessment

Recommendations:

\_\_\_\_\_  
Signature                      Date

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: 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, tube-feeding, 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)  
24-Apr-05 11:50am Std. Order: 2 LEMON COOKIES (N)  
25-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

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: 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:

Admissions

Discharges

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

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 S I O N S ---

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
```

### **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.

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: IN Supplemental Feeding Inquiry [FHNO1I]**

<sup>28</sup>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
```

<sup>28</sup> Patch FH\*5.5\*5 - May 2007 - The Supplemental Feeding Inquiry option and report for inpatients have been modified to include outpatient data.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: LA Run SF Labels/Consolid Ingrid List [FHNO2]**

<sup>29</sup>The Run SF Labels/Consolid Ingrid List option and report for inpatients have been modified to include outpatient data.

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:**

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

**Discussion:**

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>

---

<sup>29</sup> Patch FH\*5.5\*5 - May 2007 - The Run SF Labels/Consolid Ingrid List option and report for inpatients have been modified to include outpatient data.

If using laser label sheets, what row  
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 Ingrid 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,CC /BOWL/SP  
1 MILK,2%

\*\*\*\* INGREDIENTS LIST \*\*\*\*

T BLDG 163  
27-Mar-07 8PM

CEREAL,CC /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 \*\*\*\*

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: SF Change Patient Supplemental Feedings [FHNO1E]**

<sup>30</sup>The Change Patient Supplemental Feedings option and report for inpatients have been modified to include outpatient data.

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):

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            000000000

Correct? Y// **<RET>**

```
Outpatient Recurring Meals...
NOV 20,2006 Noon DIALYSIS          (MORE PIES)
NOV 22,2006 Noon DIALYSIS          (MORE PIES)
NOV 23,2006 Noon DIALYSIS          (MORE PIES)
NOV 24,2006 Noon DIALYSIS          (MORE PIES)
NOV 27,2006 Noon DIALYSIS          (MORE PIES)
NOV 29,2006 Noon DIALYSIS          (MORE PIES)
NOV 30,2006 Noon DIALYSIS          (MORE PIES)

Enter a Meal (B,N,E or ALL): ALL// <RET>

NFSpatinet,Five ( DIALYSIS )          Outpatient Date: 20-Nov-00

Current Diet: VEGGIE                      MEAL: Noon

Feeding Menu: MORE PIES                    Reviewed: 16-Oct-00  3:22pm

2PM

-----
1 PIE

Diet Pattern Associated: YES

Supplemental Feeding Menu: MORE PIES // JUICE THERAPY
```

<sup>30</sup>Patch FH\*5.5\*5 - May 2007 - The Change Patient Supplemental Feedings option and report for inpatients have been modified to include outpatient data.

This option is for adding, changing, or deleting nourishments. Enter the patient's name, a supplemental feeding menu, and the nourishment items. Patients having current nourishment will appear with that order in the prompt sequence. Patients without orders will appear in the prompt sequence as having no previous order. Each time a change is made to a feeding, the "Last Modified" date will change to the date of the entry.

**Prompt/User Entry:**

Select Patient (Name or SSN): **NFSpatient,Six** <RET> PATIENT 01-12-00  
000000000 COLLATERAL

NFSpatient,Six ( 5 CENTRAL )

Current Diet: NPO

Feeding Menu: None

Supplemental Feeding Menu: **1000**  
**CALORIE ADA SODIUM** <RET>

Enter the name of a Supplemental Feeding Menu or IND (Individual). If a Supplemental Feeding Menu is entered, the program stops here. If IND is entered, the program continues so that the nourishment items can be selected individually.

OR

Supplemental Feeding Menu: 1000 CALORIE ADA SODIUM // **INDIVIDUALIZED** <RET>

10am Feeding #1: MILK,WHOLE// <RET>

10am #1 Qty: 2// <RET>

10am Feeding #2: SHERBET/SPOON// <RET>

10am #2 Qty: 1// <RET>

10am Feeding #3:

2pm Feeding #1: SANDWICH,LS I// <RET>

2pm #1 Qty: 1// <RET>

2pm Feeding #2: CUSTARD/SPOON// <RET>

2pm #2 Qty: 1// <RET>

2pm Feeding #3:

8pm Feeding #1: MILK, SKIM// <RET>

8pm #1 Qty: 1// <RET>

8pm Feeding #2: JUICE OF THE DAY// <RET>

8pm #2 Qty: 1// <RET>

8pm Feeding #3:

Dietary or Therapeutic? D// <RET>

Enter <RET> if you want the default D, or enter T. Dietary means part of the diet. Therapeutic means in addition to. It is used to identify cost distribution.

```
NFSpatient,Six ( 5 CENTRAL )
Current Diet: NPO
Feeding Menu: 1000 CALORIE ADA SODIUM          Reviewed: 18-Feb-00 9:35am
10AM                2PM                8PM
-----
2 MILK,WHOLE        1 SANDWICH,LS I    1 MILK, SKIM
1 SHERBET/SPOON    1 CUSTARD/SPOON   1 JUICE OF THE DAY
```

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.

### 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.

For 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 changed 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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: SH History of Supplemental Feedings [FHNO12]**

<sup>31</sup>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
```

<sup>31</sup>Patch FH\*5.5\*5 -May 2007 - The History of Supplemental Feedings option and report for inpatients have been modified to include outpatient data.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: WL Nutrition Location 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 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=NUTRITION LOCATION: 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//
```

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 can be printed for each Nutrition Location, including time period, if the Site Parameter is set for printing ingredients on Nutrition Location lists.

WARD SUPPLEMENTAL FEEDING LIST Page 1

Nutrition Location: NEW 1 EAST  
3-Feb-05 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
	NUTRITION, P	0000	DB 1800 LS		03-23*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
	NUTRITION, P1	0001	F/L		03-15*
10AM	1 APPLESAUCE/SPOON; 1 ICE CREAM/SPOON				
312-01	NUTRITION, P2	0002	ANTI	*NURSE	03-10*
	10AM 1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
	2PM 1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
	8PM 1 SANDWICH DB HALF				
312-02	NUTRITION, P3	0003	DB 1800 LS		04-26
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

Nutrition Location: NEW 4 WEST  
3-Feb-05 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
312-03	TEST, ADMIT	0000	DB 1800 LS		03-22*
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
314-01	NUTRITION, P	0000	DB 1800 LS	*NURSE	03-22*
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
314-02	TEST, TSIX	0000	ANTI		03-10*
	10AM 1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
	2PM 1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
	8PM 1 SANDWICH DB HALF				
315-01	NUTRITION, P1	0001	DB 1800 LS		04-26
	8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

**Menu: CM Clinical Management... [FHMGRG]  
 Submenu: CD Clinical Dietetics... [FHDIET]  
 Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: WP Print Bulk Feedings/Cost Report [FHNO10]**

<sup>32</sup>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		
				27-Mar-07 7:25am		
---	zzt cmicu	---	Cost	Vehicle	Other	Total
	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
---	ONCOLOGY	---	Cost	Vehicle	Other	Total
	24	FRUIT,ORANGE				
BULK NOURISHMENTS FOR: T BLDG 163				Page 2		

<sup>32</sup>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.

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	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

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SF Supplemental Feedings... [FHNOM]**

**Suboption: 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
```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SO Standing Orders... [FHSPM]**

**Suboption: IN Standing Order Inquiry [FHSP4]**

<sup>33</sup>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** 02-28-00 000000000  
COLLATERAL

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 : 11-24-2006Noon DIALYSIS

NFSpatient,Two ( DIALYSIS ) Date: 14-Nov-00

Current Diet: VEGETARIAN

Active Outpatient Standing Orders:

Noon 1 VEGETABLE (**ACTIVE **)
```

---

<sup>33</sup> Patch FH\*5.5\*5 -May 2007 - The Standing Order Inquiry option and report for inpatients have been modified to include outpatient data.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SO Standing Orders... [FHSPM]**

**Suboption: SC Consolidate Standing Orders [FHSP7]**

<sup>34</sup>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:**

Select SERVICE POINT (or ALL): **ALL <RET>**

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

Consolidated List Only? Y// **NO <RET>**  
Answer YES or NO

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>**

**Discussion:**

Enter ?? <RET> to get listing of  
Service Points, then select Service  
Point or ALL as shown.

Enter B, N, E, or ALL.

Only press <RET> if answer  
(default) is yes.

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   L I S T
                    C A F E
                    1-May-07 Break
                    5 APPLESAUCE
                    6 TEA
                    **** PATIENTS = 2 ****

1-May-07  1:03pm                                     Page 2
          S T A N D I N G   O R D E R S   L I S T
                    D R
                    1-May-07 Break
```

<sup>34</sup> Patch FH\*5.5\*5 -May 2007 - The Consolidate Standing Orders option and report for inpatients have been modified to include outpatient data.

\*\*\*\* PATIENTS = 0 \*\*\*\*

1-May-07 1:03pm

Page 3

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

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SO Standing Orders... [FHSPM]**

**Suboption: SE Enter/Edit Standing Orders [FHSP3]**

<sup>35</sup>The Enter/Edit Standing Orders option and report for inpatients have been modified to include outpatient data.

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.

```
Outpatient Recurring Meals...
MAY 11,2007 Break  HEMATOLOGY: MIXED VEGETABLES = 5, TEA = 3
                   TEST FOR SO = 1, JUICE = 1
MAY 14,2007 Break  HEMATOLOGY: MIXED VEGETABLES = 5, TEA = 3
                   TEST FOR SO = 1, JUICE = 1
MAY 16,2007 Break  HEMATOLOGY: MIXED VEGETABLES = 5, TEA = 3
                   TEST FOR SO = 1, JUICE = 1

Enter a Meal (B,N,E or ALL): ALL// <RET>

OUTPATIENT, ONE ( HEMATOLOGY )           Date: 11-May-07

Current Diet: OUTPATIENT REGULAR
Allergies: FISH

Active Outpatient Standing Orders:

1  Break          5 MIXED VEGETABLES
2  Break          3 TEA
3  Break          1 TEST FOR SO
4  Break          1 JUICE

Edit a Standing Order? YES// <RET>

Edit which Order #? 1
Standing Order: MIXED VEGETABLES // ?
Press Return to take Default or "@" to Delete
Standing Order: MIXED VEGETABLES // <RET>
Quantity: 5// 3

ADD this Order? Y// <RET>
```

---

<sup>35</sup> Patch FH\*5.5\*5 -May 2007 - The Enter/Edit Standing Orders option and report for inpatients have been modified to include outpatient data.

OUTPATIENT, ONE ( HEMATOLOGY )\

Date: 11-May-07

Current Diet: OUTPATIENT REGULAR

Allergies: FISH

Active Outpatient Standing Orders:

1	Break	3	TEA
2	Break	1	TEST FOR SO
3	Break	1	JUICE
4	Break	3	MIXED VEGETABLES (I)

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SO Standing Orders... [FHSPM]**

**Suboption: SL Print Standing Order Labels [FHSP8]**

<sup>36</sup>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): **??**  
<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>

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          1AS/
  0000          19-Oct-00 NOON
  1 TEA

NFSpatient,Five          2AS/
  0000          19-Oct-00 NOON
  1 JELLO

NFSpatient,Six          DOM/BIGROOM-1
  0000          19-Oct-00 NOON
```

<sup>36</sup> Patch FH\*5.5\*5 -May 2007 - The Print Standing Order Labels option and report for inpatients have been modified to include outpatient data.

2 YAMS

NFSpatient,Seven                      RADIOLOGY  
0000                      19-Oct-00 NOON  
1 TEA

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: SO Standing Orders... [FHSPM]**

**Suboption: TS Tabulate Standing Orders [FHSP5]**

<sup>37</sup>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): **??**  
<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): **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.
4. Reminder: Standing Orders are not saved after discharge.

---

<sup>37</sup> Patch FH\*5.5\*5 -May 2007 - The Tabulate Standing Orders option and report for inpatients have been modified to include outpatient data.

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	APPLESAUCE
5	CHIPS
5	ICE CREAM
7	JELLO
17	JUICE
10	MIXED VEGETABLES
6	PARSLEY
82	TEA
2	TEST FOR SO
1	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	ICE CREAM
33	JELLO
1	JUICE
3	MIXED VEGETABLES
41	TEA
61	TEST FOR SO
61	YAMS

19-Oct-00 9:31pm

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

Page 3

EVENING

Quantity	Order
2	ICE CREAM
221	JELLO
4	JUICE
10	MIXED VEGETABLES
63	TEA
181	TEST FOR SO
31	YAMS

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: TF Tickler File... [FHCTF3]**

**Suboption: 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.

<sup>38</sup>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.

5. 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.

---

<sup>38</sup> 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.

```
39Select 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

Is Order OK? Y// <RET>... done

NFSpatient,Eleven (0000)   Male     Age 00      0ASM
-----
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
```

<sup>39</sup> 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> ... done

NFSpatient,Twelve (0000)           Male   Age 00                               0AS
-----
1.  MORE PIES   Date: MAY 9,2006@08:42:48

Select an entry to clear (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. <sup>40</sup>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 (<sup>41</sup>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.

<sup>40</sup> 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].

<sup>41</sup> Patch FH\*5.5\*4 - November 2006 - Personal items are known as Personal Tickler.

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: TF Tickler File... [FHCTF3]**

**Suboption: 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.

<sup>42</sup>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          T I C K L E R   F I L E                Page 1
NFSclinician,Ten                                               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  OAS  000-0
```

<sup>42</sup> 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.

```

** NFSpatient,Fifteen (0000) **
11-Dec-04 1:20pm Status: No Admission Status  OAS
23-Apr-06  3:24pm Diet Review: No Order > 3 days  OAS

** NFSpatient,Sixteen (0000) **
26-Feb-05 10:12am Diet Review: No Order > 3 days  DOM  0C-00
Status: No Admission Status  DOM  0C-00

** NFSpatient,Seventeen (0000) **
30-Jul-99  8:28am Diet Review: No Order > 3 days  OAS  000-0
Status: No Admission Status  OAS  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  OAS  000-0

** NFSpatient,Twenty (0000) **
18-May-02  8:47am Status: No Admission Status  OAS

** NFSpatient,Twenty-one (0000) **
21-Apr-02  2:47pm Status: No Admission Status  OAS

** 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  OAS  000-0
13-May-06  1:30am : Monitor: BMI < 18.5  OAS  000-0

16-May-06  8:30am          T I C K L E R   F I L E
NFSclinician,Fifteen
Page 2
Thru: 19-May-00
-----

** NFSpatient,Twenty-five (0000) **
4-Mar-06 12:34pm Status: No Admission Status  OAS

** 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  OASM

** NFSpatient,Twenty-eight (0000) **
19-Feb-05  8:29am Status: No Admission Status  OAS
9-May-06  8:42am SF Review: MORE PIES  OAS

** NFSpatient,Twenty-nine (0000) **
25-Dec-05 11:05am Status: No Admission Status  ONM

```

```

                ** NFSpatient,Thirty (0000) **
26-Jun-00  1:36pm Status: No Admission Status  OAS
11-May-00  9:55am SF Review: MORE PIES  OAS

                ** NFSpatient,Thirty-one (0000) **
 7-May-00  2:37pm Status: No Admission Status  OAS  000-0
10-May-00  8:42am SF Review: TESTDE  OAS  000-0

                ** NFSpatient,Thirty-two (0000) **
 4-Feb-00 10:22am Diet Review: No Order > 3 days  OAS  000-1
                Status: No Admission Status  OAS  000-1

                ** NFSpatient,Thirty-three (0000) **
12-Sep-00 11:38am Status: No Admission Status  OAS

                ** NFSpatient,Thirty-four (0000) **
 2-Jan-00  2:40pm Diet Review: No Order > 3 days  OAS
                Status: No Admission Status  OAS

                ** NFSpatient,Thirty-five (0000) **
11-Dec-00  9:13am Status: No Admission Status  OAS  000-2
12-May-00  7:20am SF Review: MORE PIES  OAS  000-0

                ** NFSpatient,Thirty-six (0000) **
14-Aug-00 12:45pm Diet Review: No Order > 3 days  OAS  000-0
                Status: No Admission Status  OAS  000-1

                ** NFSpatient,Thirty-seven (0000) **
 1-Jul-00  8:00am Diet Review: No Order > 3 days  OAS  000-0
                Status: No Admission Status  OAS  000-0

                ** NFSpatient,Thirty-eight (0000) **
 6-May-00  8:50am Status: No Admission Status  OAS

```

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  OAS  000-G

                ** NFSpatient,Forty (0000) **
17-Mar-00 10:35am : Monitor: BMI < 18.5  OAS  000-B
10-Apr-00  8:35am : Monitor: BMI < 18.5, On Tubefeeding  OAS  000-B
                : Monitor: NPO+Clr Liq > 3 days  OAS  000-B
10-Apr-00  8:53am : Monitor: BMI < 18.5, On Tubefeeding  OAS  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. ^

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: TF Tickler File... [FHCTF3]**

**Suboption: EN Enter Tickler File Item [FHCTF3]**

<sup>43</sup>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.

---

<sup>43</sup> Patch FH\*5.5\*4 - November 2006 - Updated description to reflect changes for patch FH\*5.5\*4.

**Menu: CM Clinical Management... [FHMGRC]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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  NFSpatient,Twenty  2-13-00
0000
16504      3AS

Current Diet: REG
Production Diet: REGULAR

                Standing Orders

All Meals      3 MIXED VEGETABLES (I)
Break          2 TEA
Noon           1 TEA
Noon           1 JELLO
Noon           2 YAMS
Noon           2 TEST FOR SO
Even           7 JELLO
Even           6 TEST FOR SO
Even           2 TEA
Even           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 ...

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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.
```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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.

**Prompt/User Entry:**

Select Patient (Name or SSN): **TEST, <RET>** ADMIT 01-10-29  
000000000 SC VETERAN

Current Diet: **NO ORDER <RET>**  
Comment: **Hold Tray due to Tubefeeding <RET>**

Tray, Cafeteria or Dining Room: T// **<RET>**

Order a REGULAR Diet? (Y/N) **Y <RET>**

You have selected the following Diet:

REGULAR

Is this Correct? Y// **<RET>**

Effective Date/Time: NOW// **<RET>** (MAR 22, 2005@12:15:07)

... Diet Order Accepted

You have missed the NOON cut-off.

Do you wish to order a LATE TRAY? (Y/N): **Y <RET>**  
.. done

"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.

An ACTIVE Tubefeeding Order Exists!

Date Ordered: 22-Mar-05 12:12pm

Product: SUSTACAL, Full Str., 100 CC Three times a Day

Total KCAL: 300

Total Quantity: 300 cc

Comment: Tubefeeding Comment.

Do you wish to CANCEL the ORIGINAL Tubefeeding? Y// N ... no change

Select Patient (Name or SSN):

### OD Order Diet

Select Patient (Name or SSN): TEST,PASS 12-03-44 00000000 SC  
VETERAN

Current Diet: REGULAR

Tray, Cafeteria or Dining Room: T//

Order a REGULAR Diet? (Y/N) N

Select DIETS NAME: 3-4

1 3-4 GM SODIUM

2 3-4 GM SOD NO ADDED SALT

CHOOSE 1-2: 1

Select DIETS NAME: NO CONCENTRATED SWEETS

Select DIETS NAME: LOW F

1 LOW FAT

2 LOW FIBER

CHOOSE 1-2: 1

Select DIETS NAME: LOW PHOS TEST-LOW PHOSPHORUS(350mg)

Select DIETS NAME: LOW CHOLESTEROL

You have now selected the maximum of 5 Diet Modifications!

You have selected the following Diet:

NO CONCENTRATED SWEETS

3-4 GM SODIUM

LOW FAT

LOW CHOLESTEROL

TEST-LOW PHOSPHORUS(350mg)

Is this Correct? Y//

Effective Date/Time: NOW// (MAR 22, 2005@12:17:33)

```
Expiration Date/Time:  
  
... Diet Order Accepted  
You have missed the NOON cut-off.  
  
Do you wish to order a LATE TRAY? (Y/N): Y  
Select Time ( 1=1:30pm 2=2:30pm ):1 .. done  
  
Select Patient (Name or SSN):
```

### **Helpful Tips**

If a diet is ordered for a patient receiving a tubefeeding, the program will ask the user if the tubefeeding should be canceled.

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.

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.

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.

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.

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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.

**Prompt/User Entry:**

Select Patient (Name or SSN): **ADMIT,TWO**  
<RET> 01-01-50 000000000  
ALLIED VETERAN

Select Start Date: **5/20** <RET> (FEB  
20, 2005)

Select End Date: 20-Feb-05// <RET>

Select Meal (B,N,E): **E** <RET>  
Early or Late (E or L): **L** <RET>  
Select Time: ( 1=5:50P 2=8:50P  
3=9:00P ) **3** <RET>  
Bagged Meal: NO// <RET>  
... done

**Discussion:**

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.)

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>.

## OE Order Early/Late Tray

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET? 01-12-32**  
000000000 SC VETERAN

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

**Menu: CM Clinical Management... [FHMGRM]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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:**

Select Patient (Name or SSN):  
**NUTRITION, <RET>** PATIENT 01-12-41  
000000000 COLLATERAL

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)

Comment: **XXXXXX <RET>**  
... done

**Discussion:**

Enter ?? <RET> at this prompt and any prompt below for help.

An expiration date is always requested but not required.

## 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.

**Menu: CM Clinical Management... [FHMGRG]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DO Diet Orders... [FHORDM]**

**Suboption: OT Order Tubefeeding [FHORTF3]**

This tubefeeding option has been 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

2000CC/DAY	(2000CC per day)
100CC/HR	(100CC per hour for 24 hours)
100CC/HRX16	(100CC per hour for 16 hours)
300CC/Q3HX6F	(300CC every 3 hours for 6 feedings)
100CC/Q3H	(100CC every 3 hours)
8U/DAY	(8 U per Day)

The number can be any number from 1-5000. Acceptable units are kcals (K), cubic centimeters (CC), 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): NUTRITION, <RET> PATIENT          12-01-47
000000000          COLLATERAL

An ACTIVE TUBEFEEDING ORDER exists!

Date Ordered: 27-Aug-05 8:41am

Product: OSMOLITE, 3/4 Str., 100 CC per Hour X 4 hrs
Product: PULMOCARE, Full Str., 100 CC Twice a Day

Total KCAL: 618          Total Quantity: 600 cc

Do You Wish to Cancel the Existing Tubefeeding and Enter a New One? Y// N
<RET>

Edit the Existing Tubefeeding.

Select Tubefeeding Product: PULMOCARE <RET>
Product: PULMOCARE// @ <RET> Product including Strength and Quantity DELETED.

Enter/Edit another Tubefeeding product ? N// Y <RET>

Product: OSMOLITE, 3/4, 100 CC per Hour X 4 hrs

Total Kcal: 318          Total Quantity: 400

Select Tubefeeding Product: OSMO <RET>
  1 OSMOLITE
  2 OSMOLITE HN

CHOOSE 1-2: 1 <RET>
Product: OSMOLITE// OSMOL

  1 OSMOLITE
  2 OSMOLITE HN
CHOOSE 1-2: 2 <RET>

OSMOLITE Replaced With OSMOLITE HN
  Product OSMOLITE HN added
Product: OSMOLITE HN// <RET>
Strength: (1=1/4, 2=1/2, 3=3/4, 4=FULL): 3// <RET>
Enter quantity as 2000 K, 100 CC/HOUR, 8 OZ/TID, 500 CC/HR X 16, 20 GRAMS/DAY
etc.
Quantity: 100 CC/QH X 4// <RET>

Quantity: 100 CC per Hour X 4 hrs -- Total: 400 cc

Enter/Edit another Tubefeeding product ? N// <RET>
```

```
Product: OSMOLITE HN, 3/4, 100 CC per Hour X 4 hrs
Total Kcal: 318                               Total Quantity: 400
Is this Correct ? Y// <RET>
Comment: TEST TUBEFEED <RET>
Cancel all current or future tray orders? Y// <RET>
Ok to Enter Order? Y// <RET> ... filed
```

This routine will accommodate commercial tube feedings and the types of orders usually written for them. Non-specific orders for a tray tube feeding or a blenderized tube feeding can be handled in two ways:

- Such a tube feeding can be included in the Diets File and ordered as a diet through option Order Diet (OD) where a quantity is not required; or
- A calorie level can be required as part of the order so that it can be ordered under option Order Tube feeding (OT).

When a patient is placed on a tube feeding through the Order Tube feeding (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.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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**      11-04-28      000000000  
 COLLATERAL

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				

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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 Hints**

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:**

Select Patient (Name or SSN):  
**NUTRITION, PATIENT** <RET> 09-18-26  
000000000 COLLATERAL

**Discussion:**

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	1 CHILI MAC, 1 GELATIN			NO GREEN FOODS, NO SHRIMPS
Noon	1 TEA			
Noon,Even	2 PIZZA BURGER, 2 TANGERINE			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          2 GELATIN
Noon, Even          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):
```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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:

- Saved additional orders.
- Listing of orders, including comments, as they were entered into the computer.
- 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:**

Select Patient (Name or SSN): **NUTRITION,**  
 <RET> PATIENT                    01-12-41  
 000000000                    COLLATERAL

List Orders from Date/Time: 24-Feb-04  
 12:10pm // <RET>

**Discussion:**

Entering a <RET> (default) will show all orders. With a long admission, the user can enter a more recent date/time.

```

Current Diet: NO ORDER
Comment: Hold Tray due to Tubefeeding

Tubefeed Ordered: 19-Feb-05 2:06pm
Product: TEST FLUID RESTRICTION, Full Str., 100 CC per Hour
Total Quantity: 2400 cc                    Total KCAL: 648000
Comment: XXXX

      Effective                    Expires Type                    Order
24-Feb-04 12:11pm                                       NO ORDER
24-Feb-04 3:12pm                                       T REGULAR
28-Jul-04 9:52am                    29-Jul-04                    T                    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 1:42pm                                       T                    REGULAR
2-Aug-04 1:44pm                                                          PASS
2-Aug-04 2:45pm                    3-Aug-04                    T                    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

### 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.

**Menu: CM Clinical Management... [FHMGRC]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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      10-07-52 000000000
COLLATERAL

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
```

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: PP Patient Profile [FHORD9]**

<sup>44</sup>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. <sup>45</sup>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**

---

<sup>44</sup> 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.

<sup>45</sup> Patch FH\*5.5\*5 May 2007 - The Patient Profile Report now has the ability to restrict the number of monitors displayed.

<sup>46</sup>Correct? Y// <RET> ES

<sup>47</sup>How many monitors would you like to display?: ALL// <RET>

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
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
```

<sup>46</sup> Patch FH\*5.5\*5 - May 2007 - New prompt, Correct? Y//

<sup>47</sup> Patch FH\*5.5\*5 - May 2007 - New prompt, How many monitors would you like to display?: ALL//

**Menu: CM Clinical Management... [FHMGRM]**

**Submenu: CD Clinical Dietetics... [FHDIET]**

**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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 000000000 SC VETERAN  
2 NUTRITION,P2 12-01-55 000000001 SC VETERAN  
3 NUTRITION,P3 03-01-40 000000002 SC VETERAN  
4 NUTRITION,P4 11-19-80 000000003 COLLATERAL  
5 NUTRITION,P5 12-03-45 000000004 SC VETERAN  
ENTER '^' TO STOP, OR  
CHOOSE 1-5: 4 NUTRITION,P 11-19-80 000000000 COLLATERAL
```

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 ALL (E.G., 1,3,4 or 3-5 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

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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)  
is canceled.

Will automatically display once NPO order

## XN Cancel NPO/Withhold Order

Select Patient (Name or SSN): TEST,A <RET> 12-01-55  
000000000 SC VETERAN

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

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: CD Clinical Dietetics... [FHDIET]**  
**Option: DO Diet Orders... [FHORDM]**

**Suboption: 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          01-12-41  
      00                COLLATERAL
```

```
Date Ordered: 19-Feb-05 2:06pm  
  
Product: TEST FLUID RESTRICTION, Full Str., 100 CC per Hour  
  
Total KCAL: 648000                                Total Quantity: 2400 cc  
Comment: XXXX  
  
Do you wish to CANCEL the ORIGINAL Tubefeeding? N// ... no change
```

***DM Patient Data Log***

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.

<sup>48</sup>The Patient Data Log option and report for inpatients have been modified to include outpatient data.

**Menu: CM Clinical Management... [FHMGRG]**  
**Submenu: DM Patient Data Log [FHDMP]**

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
```

---

<sup>48</sup> Patch FH\*5.5\*5 - May 2007 - The Patient Data Log option and report for inpatients have been modified to include outpatient data.

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

#	Date/Time	Location	Point	Meal Bag	Diet	Ordered	Status
1	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						

SPECIAL MEALS

#	Date/Time	Location	Diet Ordered	Meal	Status
===	=====	=====	=====	====	=====
NO SPECIAL MEALS FOR THIS DATE RANGE					

GUEST MEALS

Date	Location	Meal	Class	Charge
=====	=====	====	=====	=====
NO GUEST MEALS FOR THIS DATE RANGE				

## OM OUTPATIENT MEALS

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...

- RO Request a Meal
- AM Authorize a Meal
- PM Print Meal Voucher
- CM Cancel a Meal
- MS Meal Status Report

### RM Recurring Meals Menu...

- OD Order/Edit Outpatient Meals
- EL Early/Late Tray
- RO Review Outpatient Meal
- PP Patient Profile
- CM Cancel Outpatient Meal
- AO Additional Orders
- TF Tubefeeding
- PT Recurring Meal Plan Expiration List
- RM Recurring Meal List by Location
- IP Outpatient Isolation/Precaution
- CA Cancel Additional Order
- CE Cancel Early/Late Tray
- CT Cancel Tubefeeding

### <sup>49</sup>GM Guest Meals Menu...

- GM Request a Meal
- PT Print Guest Meal List
- CA Cancel a Guest Meal

---

<sup>49</sup> Patch FH\*5.5\*5 May 2007 - A new Cancel Guest meals option added to allow the cancellation of guest meals.

## ***SM Special Meals Menu***

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.

**Menu: OM Outpatient Meals [FHMGROM]**

**Submenu: SM Special Meals Menu... [FH0MSMGR]**

**Option: 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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option

4. 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.

5. Select Diet Name

Return for default diet, or type "?" for a listing of available diets for selection.

6. 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.

7. 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!

8. Print Voucher

Type “Y” to print, or type “N” for storing the order to be printed later.

9. 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 VA FORM 10-2817  
  
Facility:  VAMC                       Jan 10, 2005 4:00:41 pm  
-----
```

<sup>50</sup>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.

<sup>50</sup> Patch FH\*5.5\*3 May 2007 - Special Meals alerts modified.

```
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:
```

### 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 11-10-18 666000000 NO
COLLATERAL CT/SA
```

```
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

<sup>51</sup>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. 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
```

```
52This patient already has a Recurring Meal ordered for 17-May-07 Evening
```

---

<sup>51</sup> 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.

<sup>52</sup> 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.

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: SM Special Meals Menu... [FH0MSMGR]**

**Option: 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.

3. 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.

4. 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.
```

5. Enter your Current Signature Code

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: SM Special Meals Menu... [FH0MSMGR]**

**Option: 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. <sup>53</sup>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.

2. Select meals to print

Type the number corresponding to the patient (s) to print their meal voucher.

3. Confirm meals to print

Return to confirm ("Y"), or type No ("N") to exit the option.

4. 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  
54Allergies :  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: CENTRAL TEXAS VETERANS HEALTH CARE SYSTEMMay 04, 2007 9:17:08 am  
-----

<sup>53</sup> Patch FH\*5.5\*5 - May 2007 - The Print Meal Voucher displays allergies (if any) beneath the patient's name.

<sup>54</sup> Patch FH\*5.5\*5 - May 2007 - An example of the Print Meal Voucher displaying the allergies is located beneath the patient's name.

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: SM Special Meals Menu... [FH0MSMGR]**

**Option: 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.

**Example: Canceling a Meal**

1. Select: Cancel a Meal option  
A list of patients' from the Special Meals Status Report displays.
2. Select a meal (s) to cancel
3. Select the number corresponding to the patient (s) to cancel the meal.
4. 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                Date/Time      Location      Diet Ordered  Meal
Status
==== =====
 1  NFSpatient,One        Nov 30, 2004  HOSPICE      CALCIUM REST  B
AUTHORIZED
 2  NFSpatient,Two        Nov 30, 2004  PROSTHETIC  CALCIUM REST  B
AUTHORIZED
 3  NFSpatient,Three      Nov 30, 2004  RADIOLOGY   CALCIUM REST  B
AUTHORIZED

Cancel Which Meal(s)?:  (1-3):  1

Are you sure? Y// <RET> ES  ... done
```

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: SM Special Meals Menu... [FH0MSMGR]**

**Option: 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
55Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: LOCATION
Select Outpatient Ordering Location: MEALS 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

```

<sup>55</sup> 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.

## RM Recurring Meals Menu

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.

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: OD Order/Edit Outpatient Meals [FHOMRO]**

This option allows the ordering of recurring outpatient meals or editing an existing meal. <sup>56</sup>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.

<sup>57</sup>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)

3. Confirm Patient.

Return to confirm ("Y"), or type No ("N") to exit the option

4. 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
```

5. Select Outpatient Room-Bed

Return for default diet, or type "?" for a listing of available diets for selection

6. 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
```

<sup>56</sup> 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.

<sup>57</sup> Patch FH\*5.5\*2 January 2006 - Added ten Outpatient Meals Diets to select from the Diets File (#111).

## 7. 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: MTWRF SX
Select MEAL: E Evening
```

## 8. 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...
```

## 11. <sup>58</sup>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
```

---

<sup>58</sup> 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.

<sup>59</sup>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
```

<sup>60</sup>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!
```

---

<sup>59</sup> 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.

<sup>60</sup> 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.

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option.

4. 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   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

```

5. 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

6. 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**

7. 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...

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option.

4. Select start date

Enter "T" for today's date or a future date for meals to start.

5. Select end Date

Enter an ending date for the meals to stop.

6. Select Device

Return for "HOME" default device, or enter a device name to print the Recurring Meals Display.

```
61          R E C U R R I N G   M E A L   D I S P L A Y
          O U T P A T I E N T   N A M E :   N F S p a t i e n t , O n e   6 6 6 - 0 0 - 0 0 0 0           M   A g e   5 0
#   D a t e / T i m e       L o c a t i o n       R o o m - B e d       S e r v i c e   P n t   M e a l   D i e t   O r d e r e d
===  =====
1   M a y   0 4 ,   2 0 0 7   O N C O L O G Y           T   B 1 6 3   T L           E           1 8 0 0   C A L   W / H S
Select Patient (Name or SSN):^
```

<sup>61</sup> 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.

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: PP Patient Profile [FHORD9]**

<sup>62</sup>The PP Patient Profile option and report for inpatients have been modified to 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).
3. Confirm Patient  
Type "Y" to confirm correct patient, or type "N" to exit the option.
4. Select how many monitors to display
5. 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 M Age 00
#  Date/Time      Location      Room-Bed      Service Pnt  Meal  Diet Ordered
=== =====
1  Nov 22, 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
```

<sup>62</sup> Patch FH\*5.5\*5 - May 2007 - The PP Patient Profile option and report for inpatients have been modified to include outpatient data.

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 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

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option.

4. Select Device

Return for "HOME" default device, or enter a device name to print the Recurring Meals Display.

5. 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
#           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
```

6. Cancel Order

Type the corresponding line number of the diet orders to cancel.

```
Cancel which order (or ALL)? 15,17
```

7. 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
```

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option.

4. Select Device

Return for "HOME" default device, or enter a device name to print the Recurring Meals Display.

5. 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
#   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 C

```

5. 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
```

6. 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...
```

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option.

4. Select Device

Return for "HOME" default device, or enter a device name to print the Recurring Meals Display.

5. 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 Location	Service Point	Meal	Bag	Diet Ordered	Status
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						
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	
	Additional Orders: STRAWBERRIES						
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	C
16	Thu - Dec 02, 2004	DIGESTIVE	REMOTE CA	E	N	LOW CALORIE	

## 6. Select Order

Type the corresponding line number of the diet order that needs tube feeding added.

```
Select Order(s): (1-17): 16
```

## 7. 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
```

## 8. Confirm Tube Feeding Product Selected

Return to confirm or select another product.

```
Product: SUSTACAL PLUS// <RET>
```

## 9. Select Strength

Type product strength.

```
Strength: (1=1/4, 2=1/2, 3=3/4, 4=FULL): 4// 2
```

## 10. 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
```

## 11. 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.
```

## 12. 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...
```

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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.

3. 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.

4. 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
                Location  Point      Meal      Diet Ordered
=====
Nov 12, 2004   DIGESTIVE  REMOTE CA  N         LOW CALORIE
```

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: RM Recurring Meals List by Location [FHOMRL]**

<sup>63</sup>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

64Print 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

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
=====
17-May-07    NFSoutpatient,Four    B  T B163 TL                      REGULAR
```

<sup>63</sup> 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.

<sup>64</sup> 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.

# RECURRING MEAL LIST

LOCATION: NEW CLINIC

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
------	--------------	--------------	--------------	--------------

## RECURRING MEAL LIST

LOCATION: NEW CLINIC

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
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:

## RECURRING MEAL LIST

LOCATION: MEALS ON WHEELS

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
------	--------------	--------------	--------------	--------------

## RECURRING MEAL LIST

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

**Menu: OM Outpatient Meals [FHMGROM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. 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
```

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. 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
Status   Location   Point           Meal Bag  Diet Ordered
=====
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.
12  Fri - Dec 03, 2004    DIGESTIVE   REMOTE CA   B   N   LOW CALORIE
C
```

4. 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
```

#### 5. 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
```

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. Confirm Patient

Type "Y" to confirm correct patient, or type "N" to exit the option.

4. 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

#   Date/Time           Ordering   Service
#   Date/Time           Location   Point      Meal Bag  Diet Ordered  Status
===  =====
1   Tue - Jan 11, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
2   Wed - Jan 12, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
   Additional Orders: Tubefeeding
3   Thu - Jan 13, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
   Early/Late Tray Time: 3:40P  Bagged Meal: Y
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
7   Thu - Jan 20, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
   Additional Orders: strawberries
8   Sat - Jan 22, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
9   Tue - Jan 25, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
10  Wed - Jan 26, 2005  DIALYSIS  DINING RO   N   N   LOW SODIUM
  
```

5. Select Early/Late Tray Order to Cancel

Select the number corresponding to the early/late try or "A" for all.

```

          Cancel which Early/Late Tray (or ALL)? : 6
  
```

6. Confirm Meal

Enter <RET> (Yes) or enter "N" the system will exit option..

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: RM Recurring Meals Menu... [FHOMRMGR]**

**Option: 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).

3. 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 Location	Service 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	
Additional Orders: STRAWBERRIES							
4	Thu - Nov 11, 2004	DIGESTIVE	REMOTE CA	E	N	LOW CALORIE	
5	Fri - Nov 12, 2004	DIGESTIVE	REMOTE CA	B	N	LOW CALORIE	
6	Fri - Nov 12, 2004	DIGESTIVE	REMOTE CA	N	Y	LOW CALORIE	
Additional Orders: STRAWBERRIES							
C							
7	Thu - Nov 18, 2004	DIGESTIVE	REMOTE CA	B	N	LOW CALORIE	
8	Thu - Nov 18, 2004	DIGESTIVE	REMOTE CA	E	N	LOW CALORIE	
9	Thu - Dec 02, 2004	DIGESTIVE	REMOTE CA	B	N	LOW CALORIE	
C							
10	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.							
11	Fri - Dec 03, 2004	DIGESTIVE	REMOTE CA	B	N	LOW CALORIE	
C							

4. 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

5. 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

## ***GM Guest Meal Menu***

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.

**Menu: OM Outpatient Meals [FHMGRM]**

**Submenu: GM Guest MealsMenu... [FHOMMGR]**

**Option: 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).

3. 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.

4. 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.

5. 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.

6. If populated, the payment amount will display for the classification type for that meal.

```
Payment amount = $4.99
```

7. 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...
```

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: GM Guest MealsMenu... [FHOMMGR]**

**Option: 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

65Print 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          Date          Location      Room-Bed     Meal  Class
Charge
=====
=====
NFSPatient,Three      May 17, 2007  ONCOLOGY                E     EMP

Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: ^
```

<sup>65</sup> 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.

**Menu: OM Outpatient Meals [FHMGRM]**  
**Submenu: GM Guest MealsMenu... [FHOMMGR]**

**<sup>66</sup>Option: 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.

2. Select a meal (s) to cancel

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.

```
      G U E S T   M E A L   L I S T

#  Name                      Date          Location                      Meal Class Charge
=== =====
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
```

---

<sup>66</sup> 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

Command	access to the computer system. 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.
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 the 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.
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 inVistA. 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.