



***Nutrition and Food Service  
User Manual***



***Version 5.5***

***February 2005***

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

*Department of Veterans Affairs  
VistA Health System Design and Development*



## Revision History

Revision Date Patch #	Page	Description	Project Manager/ Technical Writer
September 2007 FH*5.5*8	69 102 122 124 149 153 157 160 164 191 240 254 261 270	Allergy data is now displayed on Nutrition Reports and ordering options and *ALG appears on labels to indicate patient has a food allergy.	
	225 230	The Educated on Food/Drug Interactions and FOOD/DRUG Comments fields are now located under Medications.	
	227	This option has been expanded by allowing the editing of the Work in Progress assessment and adding necessary fields and new calculations.	
	241 243	New fields added to the Nutrition Profile report. New fields added to the Nutrition Screening Report.	
	258	The patient's allergies display prior to entering the supplemental feedings.	

<b>Revision Date Patch #</b>	<b>Page</b>	<b>Description</b>	<b>Project Manager/ Technical Writer</b>
May 2007 FH*5.5*5	11  46 102 149 167 184 186 188 253 254 258 260 263 267 268 270 273 274 285 299 304 305	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
	146	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
	186	PT Print Tray Tickets [FHMTKP] This patch corrects the tray tickets printing of outpatient persons in File (#200).	Jolie Renee/ Marge Norris
	137	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

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

Revision Date Patch #	Page	Description	Project Manager/ Technical Writer
		This outpatient meals report has been modified to be sorted by location, Communication Office, Production Facility or All. Example display - outpatient meals report has been modified to sort by Location, Communication Office, Production Facility or All.	Marge Norris
May 2007 FH*5.5*5	324	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
	325	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

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





# Table of Contents

<b>Introduction.....</b>	<b>1</b>
Notice of Service Name Change.....	1
Purpose.....	1
Scope.....	1
Audience .....	2
<b>Orientation.....</b>	<b>3</b>
<b>Package Management.....</b>	<b>9</b>
<b>Package Operation.....</b>	<b>9</b>
<b>DM Dietetics Management [FHMGR].....</b>	<b>13</b>
AD Dietetic Administration [FHMGRA] .....	14
AM Administrative Menu [FHADMR] .....	15
AR Additional Meals Report [FHADMR3].....	16
PE Enter/Edit Staffing Data [FHADMR4] .....	17
PR Staffing Data Report [FHADMR5].....	21
QE Enter/Edit Current Ingredient QOH [FHING12].....	22
QW Display Ingredient Inventory List (80-column) [FHING13].....	28
Served Meals Data .....	33
RE Enter/Edit Served Meals [FHADMR1].....	34
RR Served Meals Report (132-column) [FHADMR2].....	40
RS Enter/Edit Cost of Meals Served [FHCMRR1].....	41
SP Cost of Meals Served Report (80-column) [FHCMRR2].....	44
SR Supplemental Feeding Cost Report (80-column) [FHNO11] .....	46
TC Print Tubefeeding Cost Report (80-column) [FHORTF5C].....	51
PR Production Reports [FHADM].....	54
BW Print Bulk Feedings/Cost Report [FHNO10] .....	55
DP Print Daily Diet Menus (132-column compressed) [FHPRC11].....	57
FM Forecasting [FHPRFM].....	58
DC Actual Diet Census [FHORD11] .....	59
DP Diet Census Percentage [FHORD15] .....	61
FC Forecasted Diet Census (132-column) [FHPRF2] .....	66
LA Run SF Labels/Consolid Ingrid List [FHNO2].....	69
MR Meal Production Reports (132-column) [FHPRO5] .....	72
Production Summary .....	77
Meal Distribution Report .....	78
Meal Service Summary .....	79
Recipe Preparation .....	80
Storeroom Requisition.....	81
Print Recipes .....	82
Advanced Food Prep (Grand Total) .....	83
AFP Storeroom Requisition .....	84
AFP Adjusted Recipes .....	84
PU Projected Usage (132-column compressed) [FHPRR1] .....	86
Printing Schedule .....	88
RP Print Adjusted Recipe (80-column) [FHREC2].....	89

SL Print Standing Order Labels [FHSP8].....	90
SO Tabulate Standing Orders (80-column) [FHSP5] .....	91
SP Consolidate Standing Orders [FHSP7].....	93
TP Tabulate Patient Meal Preferences (80-column) [FHSEL5] .....	96
TR Print Tabulated Recipe List [FHMTKTR].....	100
WL Ward Supplemental Feeding Lists [FHNO3] .....	102
WP Print Weekly Menu (132-column compressed) [FHPRC7].....	104
WR Print Weekly Menu Blocks (132-column Compressed) [FHPRC12] .....	105
<b>CM Clinical Management [FHMGRG] .....</b>	<b>107</b>
CD Clinical Dietetics [FHDIET] .....	108
DC Dietetic Consults [FHORCM].....	109
AC Review Active Consults [FHORC2] .....	110
CC Clear/Cancel/Reassign a Consult [FHORC4].....	111
IN Consult Inquiry [FHORC3] .....	115
OC Order Consult [FHORC1] .....	116
DO Diet Orders [FHORDM] .....	118
EP Enter/Edit Patient Diet Pattern [FHMTKE] .....	119
OA Enter Additional Order [FHORO1].....	121
OD Order Diet [FHORD1].....	122
OE Order Early/Late Tray [FHOREL2] .....	124
ON NPO/Hold Tray [FHORD3] .....	126
OT Order Tubefeeding [FHORTF3].....	128
PA Enter/Edit Patient Reaction Data [GMRA PATIENT A/AR EDIT] .....	130
PF Enter/Edit Patient Preferences [FHSEL3] .....	131
PH Review Diet Orders [FHORD2] .....	133
PI Enter/Cancel Isolation/Precautions [FHORD4] .....	135
PP Patient Profile [FHORD9] .....	137
XE Cancel Early/Late Tray [FHOREL3].....	139
XN Cancel NPO/Withhold Order [FHORD12] .....	141
XT Cancel Tubefeeding Order [FHORTF4].....	143
DR Nutrition Lists/Reports [FHCDLST].....	144
BL Birthday List [FHBIR] .....	145
CR Combined Outpatient Meals Report [FHOMCBRP] .....	146
DA Diet Activity Report/Labels (132-column) [FHORD13] .....	149
Diet Card Label Format.....	153
Relationship Between Report and Label Formats.....	153
Printing Sequence.....	153
DC Actual Diet Census [FHORD11] .....	155
DR Reprint Diet Labels [FHORD14] .....	157
EL List Early/Late Trays (132-column) [FHOREL1] .....	160
IL Isolation/Precaution Patient List (80-column) [FHORD41] .....	163
LA Run SF Labels/Consolid Ingrid List [FHNO2] .....	164
NL NPO/Pass List (132-column) [FHORD5] .....	166
PE List Patient Events [FHORX2].....	167
SL Print Standing Order Labels [FHSP8].....	168
SO Tabulate Standing Orders (80-column) [FHSP5] .....	169

SP Consolidate Standing Orders [FHSP7] .....	171
TR Tubefeeding Reports/Labels [FHORTFM].....	174
TF Preparation/Delivery of Tubefeedings [FHORTF5].....	175
TL Print Tubefeeding Labels [FHORTF5L].....	176
TP Tubefeeding Preparation [FHORTF5P] .....	178
TX Tubefeeding Pull Lists [FHORT5S] .....	179
TT Tray Tickets [FHMTKM] .....	180
HP History of Diet Patterns [FHMTKH] .....	181
LD List Inpats With No/prev Patterns [FHMTKN] .....	183
PD Print Diet Cards [FHDCRP].....	184
PT Print Tray Tickets [FHMTKP] .....	186
WD Nutrition Location Diet Order List (80-column) [FHORD10].....	188
WL Ward Supplemental Feeding Lists [FHNO3] .....	191
WP Print Bulk Feedings/Cost Report [FHNO10].....	193
EA Energy/Nutrient Analysis [FHNUM] .....	195
AA Abbreviated Analysis [FHNU5].....	196
Advantages and Other Considerations .....	199
AN Print Analysis (32 Nutrients) [FHNU2] .....	200
MD Input Menu Data [FHNU4] .....	201
Stored Menu Data.....	201
Deleting User Menus.....	207
NI Print Nutrient Intake Study (10 Nutrients) [FHNU8] .....	208
PM View/Print Menu [FHNU1P] .....	210
VM View Meal [FHNU1D] .....	211
FP Food Preferences [FHSELM].....	212
DP Display Patient Preferences [FHSEL4].....	213
EP Enter/Edit Patient Preferences [FHSEL3] .....	214
TP Tabulate Patient Meal Preferences [FHSEL5] .....	216
LE List Encounters (132-column) [FHASE7] .....	220
NM Nutrition Patient Management [FHASCM] .....	224
DA Display Assessment [FHASMR].....	225
EA Enter/Edit Assessment [FHASM1].....	227
EE Enter/Edit Encounter [FHASE3].....	231
ES Enter Patient Nutrition Status [FHASE6].....	232
LE List Encounters [FHASE7] .....	233
LL List Inpats By Nutrition Status Level [FHASNR4] .....	236
PE Patient Encounter Inquiry [FHASE5] .....	237
PH Print Pat's Nutrition Status History [FHASNR3].....	239
PP Print Nutrition Profile [FHASP1] .....	240
PS Print Screening Report [FHASXR] .....	243
PE List Patient Events [FHORX2] .....	247
PM Patient Movements [FHPATM].....	249
SF Supplemental Feedings [FHNOM] .....	252
IN Supplemental Feeding Inquiry [FHNO1I] .....	253
LA Run SF Labels/Consolid Ingrid List [FHNO2].....	254
SF Change Patient Supplemental Feedings [FHNO1E].....	258

SH History of Supplemental Feedings [FHNO12] .....	260
WL Ward Supplemental Feeding Lists [FHNO3] .....	261
WP Print Bulk Feedings/Cost Report [FHNO10] .....	263
WR Review Bulk Nutrition Location Feedings [FHNO9] .....	265
SO Standing Orders [FHSPM].....	266
IN Standing Order Inquiry [FHSP4] .....	267
SC Consolidate Standing Orders [FHSP7] .....	268
SE Enter/Edit Standing Orders [FHSP3] .....	270
SL Print Standing Order Labels [FHSP8].....	273
TS Tabulate Standing Orders [FHSP5].....	274
TF Tickler File [FHCTF3] .....	276
CL Clear Tickler File Entries [FHCTF2].....	277
DI Display Tickler File [FHCTF1] .....	280
EN Enter Tickler File Item [FHCTF3].....	284
DM Patient Data Log [FHDMP] .....	285
<b>OM OUTPATIENT MEALS [FHMGROM] .....</b>	<b>288</b>
SM Special Meals Menu [FH0MSMGR] .....	289
RO Request a Meal [FHOMSR] .....	290
AM Authorize a Meal [FHOMSA].....	293
PM Print Meal Voucher [FHOMSP] .....	294
MS Meal Status Report [FHOMSS] .....	296
RM Recurring Meals Menu [FHOMRMGR] .....	298
OD Order/Edit Outpatient Meals [FHOMRO] .....	299
EL Early Late Tray [FHOMRE] .....	302
RO Review Outpatient Meal [FHOMRR] .....	304
PP Patient Profile [FHORD9].....	305
CM Cancel Outpatient Meal [FHOMRC].....	307
CM Cancel Outpatient Meal [FHOMRC].....	307
AO Additional Orders [FHOMRA] .....	309
TF Tubefeeding [FHOMRT] .....	311
PT Recurring Meal Plan Expiration List [FHOMRP] .....	314
RM Recurring Meals List by Location [FHOMRL].....	315
IP Outpatient Isolation/Precaution [FHOMIP] .....	317
CA Cancel Additional Order [FHOMRAC] .....	318
CE Cancel Early/Late Tray [FHOMREC].....	320
CE Cancel Tubefeeding [FHOMRTC] .....	321
GM Guest Meals Menu [FHOMMGR] .....	322
GM Request a Meal [FHOMGR] .....	323
PT Print Guest Meal List [FHOMGP].....	324
CA Cancel a Guest Meal [FHOMGC].....	325
<b>Glossary .....</b>	<b>326</b>

# 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.

## Notice of Service Name Change

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

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

## Purpose

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

## Scope

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

## **Audience**

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

# Orientation

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

## How to Work with the System

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

## How Does VistA Work?

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

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

## How to Sign-on

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

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

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

## How to Stop

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

## How to Enter Data

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

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

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

## How to Obtain Help

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

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

## Responding to Prompts

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

```
DATE OF BIRTH:
```

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

## Select Prompt

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

```
Select PATIENT NAME:
```



## Yes/No Prompt

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

```
ARE YOU SURE?
```

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

```
ARE YOU SURE (Y/N)?
```

## Default Prompt

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

```
IS IT OKAY TO DELETE? NO//
```

## Invalid Response

The computer software checks each answer immediately after it is entered. Whenever the computer determines that an answer is invalid for any reason, it beeps, displays two spaces and two 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, tube feedings, 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.

Tube feeding option allows for the entering or editing of one or more products with varying strengths and frequencies. Tube feedings 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, tube feeding order, and supplemental feedings.

## **Nutrition Status**

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

## **Dietetics Encounter**

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

## **Patient Movements**

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

## **Supplemental Feedings**

<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.

---

<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.

## Tickler File

<sup>3</sup>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.

---

<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.



## DM Dietetics Management [FHMGR]

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

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

## AD Dietetic Administration [FHMGRA]

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

Dietetics Administration provides access to all administrative management functions.

## AM Administrative Menu [FHADMR]

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

The Administrative Menu (AM) provides an electronic method of compiling and computing data for the Administrative Manager. Data can be entered for daily staffing usage, meals served, and costing of meals. Some data is automatically pulled from MAS files while other data must be entered by the Nutrition user. Reports can be generated detailing daily staffing and meals served as well as computing totals and averages for any designated time frame, i.e., pay period, month, quarter, or year. Data from these reports can also be used to calculate man minutes per meal. Staffing and served meals data is automatically pulled from these Administrative Menu options to the Nutrition Annual Report for quarterly and yearly analysis and comparisons. Therefore, in order to have an accurate and complete Annual Report the options contained in the Administrative Menu must be used. Also, the data compiled in these reports can be used for completing the AMIS 224, Cost of Served Meals Report.

## AR Additional Meals Report [FHADMR3]

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

### Prompt/User Entry:

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

### Discussion:

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

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

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

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

Enter printer device OR press <RET> key  
(enter 132 as shown here) so that the report  
will wrap on screen - aligned.

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

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

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

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

### **Field Definitions:**

#### **Staffing Data Date Field**

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

#### **Daily FTEE Field**

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

#### **Clinical FTEE Field**

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

#### **Administrative FTEE Field**

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

**Support Staff FTEE Field**

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

**CFWS FTEE Field**

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

**Days Off Hours Field**

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

**LWOP & AWOL Hours Field**

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

**Overtime Hours Field**

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

**Unscheduled Hours Field**

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

**Intermittent Hours Field**

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

**COP Hours Field**

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

**Annual Leave Hours Field**

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

**Sick Leave Hours Field**

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

### Other Leave Hours Field

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

### Loaned/Union Hours Field

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

### Comp. Hours Field

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

### Trainee Hours Field

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

### Volunteer Hours Field

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

### Borrowed Hours Field

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

#### Prompt/User Entry:

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>
```



## **PR Staffing Data Report [FHADMR5]**

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

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

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

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

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

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

### Prompt/User Entry:

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

### Discussion:

Enter YES to update price while entering quantities.

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

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

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

Select INGREDIENT NAME: **BEEF**,  
BONELESS, FROZEN, TOP ROUND <RET>

Enter ?? <RET> to get ingredient list. The ingredient name and the date that the quantity was last entered will be displayed.

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

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

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

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

Select INGREDIENT NAME: <RET>

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

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

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

If no entered at second prompt:

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

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

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

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

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

Ingredient: BEEF, BONELESS, FROZEN, TOP ROUND

QOH LAST UPDATED ON 22-MAR-05

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

**OR**

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

Enter/Edit Current Ingredient QOH

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

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

Enter ?? to get listing of Storage Locations, then enter Storage

Location name or ALL.

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

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

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

CHOOSE FROM:

BASEMENT  
FREEZER  
KITCHEN  
SHELF

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

INGREDIENT: BEEF, BONELESS, FROZEN,  
TOP ROUND FRZ  
QOH LAST UPDATED ON 22-Mar-05

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

PRICE/UNIT OF PURCHASE: 8.34// **<RET>**  
ON HAND (IN U/P): 4// ^ **<RET>**

Enter the price per purchase unit with up to 3 decimals. As a default, the last price entered will display. NOTE: This prompt will only appear if Y was selected at the first prompt.

Select Administrative Menu Option: **QE**  
**<RET>** Enter/Edit Current Ingredient  
QOH

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

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

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

Select INGREDIENT NAME: **<RET>**

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

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

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

Enter Y if you wish to update recipe costs, and enter N if not.

Beginning re-costing of all recipes  
.....

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

Done ...

```

QE Enter/Edit Current Ingredient QOH
Want to enter Cost along with QOH (Y/N)? YES
Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? YES
Select INGREDIENT NAME: BEEF
1 BEEF LIVER
2 BEEF PUREE, W/ BEEF BROTH, DIET, LO NA
3 BEEF STEW, CND, R-T-S
4 BEEF, BONELESS, FROZEN, TOP ROUND
5 BEEF, CORNED, FRZ
TYPE '^' TO STOP, OR

CHOOSE 1-5: 4
QOH LAST UPDATED ON 22-Mar-05

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

Select INGREDIENT NAME:

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

QE Enter/Edit Current Ingredient QOH
Want to enter Cost along with QOH (Y/N)? NO
Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? NO
Select by F=FOOD GROUPS or S=STORAGE: F//
Select Food Group (or ALL): 2
Ingredient: CHEESE AND CRACKERS, IND
QOH LAST UPDATED ON 21-Mar-05
ON HAND (IN U/P): 11//

Ingredient: CHEESE, AMER/SWISS
QOH LAST UPDATED ON 21-Mar-05
ON HAND (IN U/P): 15//

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

```

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

Ingredient: CHEESE, CHEDDAR AGED, HARD, BRICK

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

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

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

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

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

Ingredient: CHEESECAKE  
QOH LAST UPDATED ON 9-Dec-04

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Prompt/User Entry:

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

### Discussion:

Enter W or R for listing desired.

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

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

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

Enter F to list data by food group, or S to list by storage area.

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

Enter the Food Group number (1 through 6) or All. Each group will print on a separate sheet.

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

### OR

Select Storage Location (or ALL): ?? <RET>  
CHOOSE FROM:  
BASEMENT  
FREEZER  
KITCHEN  
SHELF

Enter the Storage Location name or All.  
Each location will print on a separate sheet.

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



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

Enter printer name.

Select Administrative Menu Option: QW  
<RET> Display Ingredient Inventory  
List

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

If you select R at the first prompt:

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

Enter month and year for Report or press  
<RET> key for default.

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

Enter Food Group number or ALL.  
Total cost will only appear if ALL is  
entered.

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

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

QW Display Ingredient Inventory List

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

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

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

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

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

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

8-Mar-05 11:26am

Page 1

I N V E N T O R Y   W O R K S H E E T  
March 05  
FOOD GROUP: MILK PRODUCTS

ITEM#	NAME	U/P	ITEM	DATE LAST	QOH	Q
CURREN			COST	UPDATE	LAST	O
T					MTH	H

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

Select Ingredient Management Option: QW Display Ingredient Inventory List

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

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

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

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

8-Mar-05 11:27am

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, CHEDDAR, MODIFIED FAT & NA	LB	2.890	80.00	231.20
3252	CHEESECAKE	CS	34.250	0.00	0.00
1806	CREAM, HALF & HALF, QUART	QT	0.790	2.00	1.58
3621	DESSERT CUP, BOSTON CREAM	CS	21.500	3.00	64.50
1815	ICE CREAM, CHOCOLATE, IND	DZ	1.765	48.00	84.72
1815	ICE CREAM, STRAWBERRY, IND	DZ	1.765	71.00	125.32
1818	ICE CREAM, SUNDAE, CHOCOLATE, IND	DZ	1.730	6.00	10.38
1818	ICE CREAM, SUNDAE, STRAWBERRY, IND	DZ	1.730	2.00	3.46
1814	ICE CREAM, VANILLA, IND	DZ	1.765	107.00	188.86

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

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

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

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

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

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

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

Two other fields used for classifying meals are included in this option. They are cafeteria and NPO meals. The data for these categories is automatically tallied from the diet order census each day at 5:55 p.m. Within the option the figures displayed are the census number for NPO orders and Cafeteria orders multiplied by 3. Therefore, these fields reflect the total number of MEALS per day of Cafeteria patients and NPO patients. The NPO category includes all inpatients with diet order of NPO, on 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. Enter the figures by mealtime or as a consolidated total for the day at one mealtime. Edit number as needed.

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

### **Volunteer Breakfast, Noon, Evening Fields**

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

Column N.

VOLUNTEER BREAK: 40 <RET>

Column O.

VOLUNTEER NOON: 170 <RET>

Column O.

VOLUNTEER EVENING: 45 <RET>

Column O.

GRAT OTHER BREAK: 12 <RET>

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.  Diet orders assigned as DR-C Cafeteria or (Dining Room-Cafeteria) will be counted. Edit if actual meal count is tallied or <RET>.
NPO MEALS: 110// 60 <RET>	Total NPO meals for this date appears. It is from the 5:55 p.m. automatic diet census and is multiplied by 3 to equal meals per day. It is a sum of NPO+ Tube Feedings w/o Diet Orders + No Orders.
SERVED MEALS Date: <RET>	This allows entry for another date.
Repeat above steps.	
Screen Demo: RE Enter/Edit Served Meals	
SERVED MEALS Date: T-80 (JAN 01, 2005)	
Calculating Census Values ...	
NHCU PATIENTS: 227//	
NHCU ABSENCES: 0//	
HOSP INPATIENTS: 472//	
HOSP ABSENCES: 27//	
OUTPATIENT BREAKFAST: 1//	
OUTPATIENT NOON:	
OUTPATIENT EVENING:	
CONTRACT BREAK: 1//	
CONTRACT NOON:	
CONTRACT EVENING:	
OTHER PAID BREAK:	
OTHER PAID NOON:	
OTHER PAID EVENING:	
OOD BREAK: 10//	
OOD NOON:	
OOD EVENING:	
VOLUNTEER BREAK:	
VOLUNTEER NOON:	
VOLUNTEER EVENING:	

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

SERVED MEALS Date:

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

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

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

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

### Prompt/User Entry:

### Discussion:

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

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

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

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

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

Enter printer instructions (requires a 132-column printer) OR press <RET> and enter 132 <RET> as shown here and report will wrap on screen - aligned.

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

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

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

### **Field Definitions:**

#### **Month/Year Field**

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

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

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

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

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

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

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

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

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

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

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

### **Discussion:**

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

Enter month/year for data.

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

BEG INV GRP 1: 2000// 1000 <RET>

Edit, as shown here, or <RET> for default total cost for Food Groups 1 through 6 in each of these fields.

BEG INV GRP 2: 5000// <RET>

BEG INV GRP 3: 4000// <RET>

BEG INV GRP 4: 4500// <RET>

BEG INV GRP 5: 7500// <RET>

BEG INV GRP 6: 5500// <RET>

ISSUE COST GRP 1: 800// <RET>

Enter 0 to 9999999 or <RET> for the default value of Issue Cost of Food Groups 1 thru 6.

ISSUE COST GRP 2: 700// <RET>

ISSUE COST GRP 3: 900// <RET>

ISSUE COST GRP 4: 1230// <RET>

ISSUE COST GRP 5: 1140// <RET>

ISSUE COST GRP 6: 1320// <RET>

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

CLOS INV GRP 1: 2530// <RET>

Enter 0 to 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 1-6.

% 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:

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

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

### Examples

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

### Prompt/User Entry:

### Discussion:

Starting Month/Year: 10/94 <RET>  
(OCT 01, 1994)

Enter beginning month/year for report.

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

Enter ending month/year for report.

Print on Device: HOME// <RET> PC

Enter printer instructions.

ETHER NET RIGHT MARGIN: 80// <RET>



8-Mar-05 10:00am

Oct 1994-Dec 1994

**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

## 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 areas who are receiving supplemental feedings.

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

---

<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 %:

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

This report tallies all current tube feeding orders and calculates total tube feeding product quantities and cost for all or selected areas. This report can be printed by Communication Office or Nutrition Location and generated as a consolidated report or separate listings for each area. This report can only be generated for the current day, so no past data can be tabulated. If weekly or monthly data is required, this report should be run daily and manually calculated for a week or a month.

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

- Each tube feeding product name, unit of purchase and unit cost.
- The number 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:

```
Select C=COMMUNICATION OFFICE or  
W=NUTRITION LOCATION: C <RET>  
Enter C or W for report area.  
  
Select COMMUNICATION OFFICE or ALL:ALL//  
?? <RET>
```

### Discussion:

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 [FHADM]

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

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

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

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

<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 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:

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

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

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

### Discussion:

Select one Supplemental Feeding Site (enter ?? <RET> for listing) or ALL.

Only press <RET> if you do not want labels (default is No//), but enter Y for Yes if you want labels to be printed.

Enter printer device OR press <RET> as shown for report to show on screen.

---

<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.

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			
		Cost	Vehicle	Other	Total
		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

## 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:

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

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

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

### Discussion:

Select Production Facility. Enter ??  
<RET> to get listing of Facilities.

Select the date of the desired menu.

Enter printer device OR press <RET> key  
and enter 132 for report to wrap on screen --  
aligned.

## FM Forecasting [FHPRFM]

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

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

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

## DC Actual Diet Census [FHORD11]

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

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

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

When Actual Diet Census is run today (T) and also run T+1, the numbers generated 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 (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



## 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

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

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

The Forecasted Diet Census report will list:

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

### Prompt/User Entry:

### Discussion:

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

Enter date.

```
Select PRODUCTION FACILITY: TRAY  
LINE <RET>
```

User will see this prompt only if there is more than one Production Facility.

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

Enter printer device OR press <RET> as shown.

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

1. Determining projected census:
  - MAS census values for each Nutrition Location assigned to a service point are added up for the selected date; i.e., Sunday, Monday, etc. Values are determined for this day of the week for each of the past nine weeks.
  - This nine week data, with greater weight given to the most recent weeks, is used to determine a forecast census value for the selected date. The result is a number called the "uncorrected forecast".
  - The uncorrected forecast census value is compared to the actual census figures for the last three days. A greater weighted value is given to the most recent days census and a "corrected forecast" figure is determined if needed.

2. Determining projected production diet quantities.
  - The Production Diet Percentages (PP) are then applied to this corrected forecast and specific figures for each production diet are calculated.
  - If Tray is the only designated meal service type, the forecasted numbers will appear in that column according to production diet on the Forecast Diet Census.
3. Other Adjustments
  - If Cafeteria service is also available and a "% Cafeteria" has been entered in the Production Diet File, this Cafeteria percentage will be applied to the calculated production diet forecast. The Tray (T) and Cafeteria (C) values will be listed accordingly on the Forecasted Diet Census.
  - For accuracy Forecasted Diet Census should be compared to the Actual Diet Census on or near the day of production. Adjustments should be made in Production Diet Percentages on a periodic basis or whenever an appreciable fluctuation in patient census or diet type is known.

### **Helpful Hints**

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

FC Forecasted Diet Census

Forecast Date: T (MAR 08, 2005)

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

8-Mar-05 10:49am

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

MAIN KITCHEN

WEDNESDAY 8-Mar-05

	P R O D U C T I O N   D I E T S				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



## 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. <sup>7</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

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

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

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

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

### Prompt/User Entry:

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

### Discussion:

Enter S or W as shown.

```
Select WARD:T 6K
```

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

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

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

<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.

<sup>7</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

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

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

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

No will print labels with ingredient list at the end.

Place Labels in Printer

Labels can be printed on paper, instead of labels.

Select LABEL Printer: HOME// VIRTUAL  
TERMINAL

NFSpatient,Fifty T 6K/6K29-1T  
1709 27-Jun-07 8PM  
1 FRUIT,APLESCE/SP,4OZ  
1 CHEESE,COTT/SP,4 OZ  
1 ENSURE PLUS

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

NFSpatient,Fiftytwo T 6K/6K33-1T  
1477 \*ALG 27-Jun-07 8PM  
1 CEREAL,NO WW FLAKES  
1 JUICE,APPLE

### LA Run SF Labels/Consolid Ingred List

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

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

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

Do you want Ingredient list only? N// Y

Consolidated List only? Y// <RET>

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

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

15-Mar-05 ALL

APPLESAUCE/SPOON 3  
BANANA 1  
CEREAL I/BOWL/SPOON 6  
CRAX, GRAHAM, PKG 2  
CUSTARD/SPOON 1  
DESSERT OF THE DAY 10  
FRUIT,FRESH 2  
ICE CREAM/SPOON 2  
MILK, SKIM 5  
MILK, 2% 5  
SANDWICH DB HALF 1  
SANDWICH DB II 1

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

## MR Meal Production Reports (132-column) [FHPR05]

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>8</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>9</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>8</sup> Patch FH\*5.5\*3 - January 2006 - Three new reports added to the Production Reports menu.

<sup>9</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.

```
10Use CENSUS or FORECAST? (C OR F): C
```

Any of the reports can be based on actual census or forecasted census. If forecast is selected, the prompt will be displayed as automatically forecasting the census for each service point and the "Select COMMUNICATION OFFICE (or ALL): ALL/" prompt is not selectable.

---

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

<sup>11</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>12</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>13</sup>Select End Date: **8/31**  
(AUG 1, 2005)

Enter end date of report requested. New prompt.

<sup>14</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>

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

<sup>11</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>12</sup> Patch FH\*5.5\*3 - January 2006 -. Moved the "Use CENSUS or FORECAST? (C OR F): C" prompt to new location.

<sup>13</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>14</sup> Patch FH\*5.5\*3 - January 2006 -Added ability to enter a combination of meals.

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

```
15Do you want Advance Food Prep? (Y/N)
N// <RET>
```

All AFP reports include all meals within the dates requested.

```
16Do you want Storeroom Requisition for AFP? (Y/N)
N// <RET>
```

```
17Do 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>15</sup> Patch FH\*5.5\*3 - January 2006 -New report Advance Food Prep (AFP) (Grand Total) prompt.

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

<sup>17</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

	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 6 OZ	2 por 1-1/2 CP	3 por 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
	Within Each Preparation Area
Possible Uses	1. Can be used to verify accuracy of menu items based upon production diet codes.
	2. Can be used as a trayline guide for serving modified diets.

## Recipe Preparation

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

Content	Title of Report: Recipe Preparation
	Date Printed (upper left)
	Day, Date, and Meal Requested (center)
	Preparation Area
	Printed from Forecast or Census (Actual) (upper right)
	Recipes for the Meal Selected
	Number of Portions
	Ingredients Contained in Each Recipe
	Ingredient Quantities in the recipe unit. See Enter/Edit Ingredients (IE).
	Storeroom Amount which is the issue unit. See Enter/Edit Ingredients (IE).
Sorted By	Preparation Area
	Alphabetically Within Each Preparation Area
Possible Uses	<ol style="list-style-type: none"><li>1. Can be used by ingredient control personnel to group ingredients together for each recipe.</li><li>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.</li></ol>

\*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).

**Advanced Food Prep (Grand Total)**

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

### AFP Storeroom Requisition

<sup>19</sup>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
MISCELLANEOUS                                WEDNESDAY 31-Aug-05 (
BREAKFAST only )

Ingredient                                     Storeroom Amount   Recipe
Quantity
-----
CARROTS, FRESH, DICED                         1 LB               CHICKEN NOODLE SOUP
3 TSP
CELERY, CHOPPED FRESH                         1 LB               CHICKEN NOODLE SOUP
3 TSP
NOODLES, EGG TYPE                             1 1# PG           CHICKEN NOODLE SOUP
1 TBSP, 1-1/4 TSP
ONIONS, DEHYD, CHOPPED                       1 40-OZ PG        CHICKEN NOODLE SOUP
1 TSP
SALT                                           1 5# BG           CHICKEN NOODLE SOUP
1 TSP
SOUP & GRAVY BASE, CHICKEN                   1 1# CO           CHICKEN NOODLE SOUP
1 TBSP, 1/2 TSP
```

### AFP Adjusted Recipes

<sup>20</sup>The AFP Adjusted Recipes report, like the Adjusted Recipes report, prints the total for all meals within the date range.

### Example: AFP Adjusted Recipes

```
Oct-05          A F P  A D J U S T E D  R E C I P E S          20-
                CHICKEN NOODLE SOUP
Portion Size: 6-FLOZ                          No. Portions: 3
```

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

<sup>20</sup> Patch FH\*5.5\*3 - January 2006 -New report AFP Adjusted Recipes.



Prep. Time:	75 MIN	Srv. Utensil:	6-OZ LADLE
Equipment:	STEAM KETTLE, LARGE	Category:	SOUP

-----

SOUP AND GRAVY BASE, CHICKEN	1 TBSP, 1/2 TSP
WATER, TAP	1 PTS, 3 FLOZ
SALT	1/4 TSP
ONIONS, DEHYD, CHOPPED	1/4 TSP
CELERY, CHOPPED FRESH	3 TSP
CARROTS, FRESH, DICED	3 TSP
NOODLES, EGG TYPE	1 TBSP, 1-1/4 TSP

-----

- 1) COMBINE BASE AND WATER.
- 2) ADD SALT AND VEGETABLES. SIMMER 20 MINUTES. STRAIN VEGETABLES FROM STOCK.
- 3) ADD NOODLES AND SIMMER 20-30 MINUTES OR UNTIL TENDER.

-----

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

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

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

Content	Title of Report: Production Requirements
	Date Printed (upper left)
	Date of Timeframe Specified (center)
	Average Total Census (upper left)
	Ingredient
	Purchase Quantity (total amount consumed in U/P for specified period)
	Cost of Purchase Quantity
	Issue Quantity (total amount as Ingredient Unit)
	Recipe Quantity (total amount as Recipe Unit)
	Total Cost of Purchase Quantity
Sorted By	Vendor
Possible Uses	Alphabetically Within Each Vendor 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 Hint**

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 For: Tuesday All	At 7:30 a.m. Tuesday Wednesday All Meals	At 7:30 a.m. Wednesday Thursday All Meals	At 7:30 a.m. Thursday Friday All Meals	At 7:30 a.m. Friday Saturday, Sunday Monday
Meals				
Run Production Summary (Actual Census) Meal Service Summary (Actual Census) Recipe Preparation (Actual Census) Print Recipes (Actual Census)				
On: Monday For: Monday N @ 8:00 a.m. E @ 11:30 a.m. Tuesday B @ 11:30 a.m.	Tuesday Tuesday N @ 8:00 a.m. E @ 11:30 a.m. Wednesday B @ 11:30 a.m.	Wednesday Wednesday N @ 8:00 a.m. E @ 11:30 a.m. Thursday B @ 11:30 a.m.	Thursday Thursday N @ 8:00 a.m. E @ 11:30 a.m. Friday B @ 11:30 a.m.	Friday Friday N @ 8:00 a.m. E @ 11:30 a.m. Saturday B @ a.m. B @ 11:30 a.m.
On: Sat For: Sat N @ 8:00 a.m. E @ 11:30 a.m. Sun B @ 11:30 a.m.	Sun Sun N @ 8:00 a.m. E @ 11:30 a.m. Mon B @ 11:30 a.m.			

## Helpful Hints

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

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

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

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

### Prompt/User Entry:

### Discussion:

```
Select RECIPE NAME: TURKEY POT PIE  
<RET>
```

Enter desired Recipe Name. Enter ?? <RET> to get listing of names.

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

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

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

Enter printer device OR press <RET> as shown so that report will show on screen.

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

### Helpful Hints

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

For printout, refer to Meal Production Report.

## SL Print Standing Order Labels [FHSP8]

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

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

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

```
Select Meal (B,N,E, or ALL): ??
<RET>
Enter B for Breakfast, N for Noon, E
for Evening or ALL for all meals
Enter B, N, E, or ALL.
Select Meal (B,N,E, or ALL): N <RET>
```

Place Labels in Printer

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

Enter printer instructions OR press <RET> to see report on screen.

```
NUTRITION,PATIENT      NEW 2 WEST/
      0000  *NURSE 15-Mar-05 NOON
1 APPLE

NUTRITION,P           NEW 2 WEST/
      0000  *NURSE 15-Mar-05 NOON
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)
```

## 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:

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

### Discussion:

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.

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



## SP Consolidate Standing Orders [FHSP7]

This option allows user to tally by Service Point and consolidate by meal or day.

### Prompt/User Entry:

### Discussion:

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

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

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

Enter B, N, E, or ALL.

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

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

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

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

Enter printer instructions OR press <RET> to see report on screen.

15-Mar-05  
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 \*\*\*\*

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 Noon

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

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

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

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

```
DIET SWISS LIVER (2 OZ) 3
DIET SWISS LIVER (3 OZ) 1
GRILLED LIVER W/ONIONS (3 OZ) 14
```

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

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

### Prompt/User Entry:

### Discussion:

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

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

```
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
------------	--------	------	-------	-------

---

## L I K E S

Prod. Diet: CHOLESTEROL RESTRI

WHOLE-WHEAT BREAD		1		1
-------------------	--	---	--	---

Prod. Diet: CLEAR LIQUID

BEEF BURGER		2		2
GELATIN		2		2
SPAGHETTI		1		1
TEA		1		1
WHOLE-WHEAT BREAD		3		3

Prod. Diet: LOW CHOLESTEROL

BROCCOLI	1			1
CHILI MAC	1			1
ICE CREAM	3			3
MILK	1			1
POTATO CHIPS	1			1
SKIM MILK	1			1

Prod. Diet: MODERATE SODIUM (8

BEEF BURGER	1			1
CHILI MAC	1			1
ICE CREAM	2			2
WHOLE-WHEAT BREAD	2			2

Prod. Diet: REGULAR

BEEF BURGER	1	1		2
BROCCOLI		1		1
CHILI MAC		1		1

## 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

## TR Print Tabulated Recipe List [FHMTKTR]

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

Print by PATIENT, COMMUNICATION OFFICE, LOCATION or ALL? COMM//  
 Communication  
 Office

Select COMMUNICATION OFFICE: ?  
 Answer with COMMUNICATION OFFICE NAME  
 Choose from:  
 HINES COMM OFFICE  
 NEW TEST C.O. (\*\* Inactive \*\*)  
 SEATTLE CO (\*\* Inactive \*\*)  
 WASH COMM OFFICE

Select COMMUNICATION OFFICE: HINES COMM OFFICE

Select Date: TODAY// (AUG 20, 2005)

Select MEAL (B,N,E,or ALL): all

Consolidated List? Y//

Select LIST Printer: HOME// 0;132 TELNET

20-Aug-05 11:15am

T A B U L A T E D R E C I P E L I S T Page 1  
 Breakfast 20-Aug-05

HINES COMM OFFICE

R E C I P E S	DRIVE	TL	Total
CRANBERRY JUICE, 4OZ IND	1	1	2
APPLE JUICE, 4OZ IND	1	1	2
REGULAR COFFEE	1	1	2
TEA	1	1	2
TOTAL RECIPES	4	4	8

20-Aug-05 11:15am

T A B U L A T E D R E C I P E L I S T Page 2  
 Noon 20-Aug-05

HINES COMM OFFICE

R E C I P E S	Total
---------------	-------



TOTAL RECIPES 0

-----  
20-Aug-05 11:15am

T A B U L A T E D R E C I P E L I S T Page 3  
Evening 20-Aug-05

HINES COMM OFFICE

R E C I P E S	DRIVE	TL	Total
BACON	1	1	2
MASH POTATOES-DM	1	1	2
TOTAL RECIPES	2	2	4

-----  
20-Aug-05 11:15am

C O N S O L I D A T E D R E C I P E L I S T Page 1  
All Meals 20-Aug-05

HINES COMM OFFICE

R E C I P E S	DRIVE	TL	Total
BACON	1	1	2
MASH POTATOES-DM	1	1	2
CRANBERRY JUICE, 4OZ IND	1	1	2
APPLE JUICE, 4OZ IND	1	1	2
REGULAR COFFEE	1	1	2
TEA	1	1	2
TOTAL RECIPES	6	6	12

## WL Ward Supplemental Feeding Lists [FHNO3]

<sup>21</sup>The Ward Supplemental Feeding Lists option and report for inpatients include outpatient data.

<sup>22</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

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

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

### Prompt/User Entry:

### Discussion:

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

Enter S or W as shown.

Select SUPPLEMENTAL FEEDING SITE (or  
ALL): Supp Site 1 <RET>

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

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

Take default by pressing <RET> to print report by Room-Bed or A for alphabetical order of patients' names.

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

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

---

<sup>21</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.

<sup>22</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1

Ward: T 6K

26-Jul-07 1:33pm

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

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

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

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

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

### Prompt/User Entry:

### Discussion:

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

Enter Production Diet name or ALL. Enter ?? <RET> for listing of diets.

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

Enter Sunday's date for the week requested.

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

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

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

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

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

### Prompt/User Entry:

### Discussion:

Select RECIPE CATEGORY: **ENTREE**

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

Select PRODUCTION DIET (or ALL):  
REGULAR

Enter a Production Diet or ALL.

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

Enter a Sunday's date for the week  
requested.

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

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



## CM Clinical Management [FHMGRGRC]

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

## CD Clinical Dietetics [FHDIET]

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

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



## DC Dietetic Consults [FHORCM]

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

## AC Review Active Consults [FHORC2]

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

### Prompt/User Entry:

```
Select CLINICIAN (or ALL): ALL <RET>
```

### Discussion:

Enter ?? <RET> to see listing of Clinicians.  
Choose one Clinician or ALL.

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

Enter printer device OR press <RET> for  
display to show on screen.

### A C T I V E C O N S U L T S

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

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

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

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

### Prompt/User Entry:

### Discussion:

```
Select CLINICIAN: NFSclinician,one <RET>
```

Enter name of Clinician.

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

```
Consult: ACCESS CALORIE LEVEL-WT  
RED/DIAB DIETS  
Comment: TEST  
Status: ACTIVE  
Ordered: 16-Mar-05 10:58am  
Clinician: NFSclinician,one
```

Complete. Credit is given in the form of time units.

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

Canceled. Cannot be completed because the patient was discharged or expired. No record is kept.

```
DATE/TIME OF ENCOUNTER: TODAY//  
<RET> (APR 21, 2005)  
CLINICIAN: DIET,DIET// NFSclinician,one  
<RET>
```

Clear (complete a consult), cancel, or reassign a consult to another 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:

## 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
```

## 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:

```
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>
```

### Discussion:

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//

## DO Diet Orders [FHORDM]

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

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

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

### Prompt/User Entry:

```
Select Diet Orders Option:  Enter/Edit Patient Diet Pattern

Select Patient (Name or SSN): NFSpatient,Twenty  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                    1 APPETIZER                5 APPETIZER
2 BREAKFAST ITEM            1 ENTREE                    5 SOUP
1 JUICE 1                    2 VEGETABLE                1 ENTREE
1 JUICE 2                    3.75 DESSERT                4 VEGETABLE
1 HOT BEVERAGE 1                                1 SALAD
                                                5 DESSERT

Select MEAL (B,N,E): B

1 CEREAL
2 BREAKFAST ITEM
1 JUICE 1
1 JUICE 2
1 HOT BEVERAGE 1

Select a Recipe Category: BREAD
```

BREAD added

Recipe Category: BREAD // **<RET>**

Quantity: **1**

Enter/Edit More? Y// **N**

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

Storing Patient's Diet Pattern ...

## OA Enter Additional Order [FHORO1]

This option is a free-text entry that can be used for all miscellaneous or unusual orders. It should not be used if another routine can accommodate the order.

Use this option to order supplemental feedings, test orders requiring unusual diets, or unusual or difficult diets.

To avoid duplication, orders entered within the past 24 hours will be shown first. A Nutrition Service user must process these entries by taking appropriate action. The action can be used to enter nourishments or future diets, or to "clarify" a complex diet order by re-ordering it through the Order Diet (OD) option.

So that the Nutrition Location user will know which orders have already been placed, a list of all additional orders for a patient for the past 24 hours is displayed at the time of patient selection. It is also displayed under Patient Profile (PP).

### Prompt/User Entry:

```
Select Patient (Name or SSN): NUTRITION, <RET> PATIENT      12-01-24
000000000      EMPLOYEE
```

```
*** WARNING ***
*** RESTRICTED RECORD ***
```

```
Additional Orders Last 24 Hours:
```

```
None Entered.
```

```
Additional Order: XXXXX <RET>
```

Enter free text up to 60 characters.

## OD Order Diet [FHORD1]

This option is the principal routine for ordering diets. It has been designed to enable the Nutrition Location clerk or nurse to order diets without extensive translation of the physician's written order, thus reducing the need for translation by non Nutrition personnel. There is one exception.

The one exception requiring a minimal translation of physician orders involves the concept of the Regular Diet. For purposes of this program, a Regular Diet is defined as a completely unmodified diet. Orders such as Regular-No Added Salt (NAS), or Regular-Mechanical cannot be ordered. Valid orders for these examples would be "NAS" and "Mechanical", respectively, with each considered to be a modified diet. Although this clarifies a Nutrition concept, it can be a departure from the routine Nutrition Location staff perception of such diet orders.

<sup>23</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

### Prompt/User Entry:

```
Select Patient (Name or SSN): NFSpatient,Two      2-23-00      666015496
YES      SC VETERAN
```

```
Enrollment Priority: GROUP 1      Category: ENROLLED      End Date:
```

```
Current Diet: NO ORDER
```

```
Allergies: MILK
```

```
Comment: Hold Tray due to Tubefeeding
```

```
Tray or Dining Room: D// T
```

```
Order a REGULAR Diet? (Y/N) Y
```

```
You have selected the following Diet:
```

```
REGULAR
```

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

```
Effective Date/Time: NOW// <RET> (JUN 27, 2007@07:20:58)
```

```
... Diet Order Accepted
```

```
You have missed the BREAKFAST cut-off.
```

```
Do you wish to order a LATE TRAY? (Y/N): N
```

```
An ACTIVE Tubefeeding Order Exists!
```

```
Date Ordered: 20-Jun-07 11:37am
```

<sup>23</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Product: PROMOD (PROTEIN ADDITITVE), Full Str., 4 GM per Day  
Product: PROMOTE (VERY HI PRO), Full Str., 100 ML per Hour

Total KCAL: 2400

Total Quantity: 2400 ml

Do you wish to CANCEL the ORIGINAL Tubefeeding? Y// **Y**

"Y" will automatically generate a late tray request. "N" will not order a late tray so that the order is effective at the next meal.

## Helpful Hints

1. If a diet is ordered for a patient receiving a tubefeeding, the program will ask the user if the tubefeeding should be canceled.
2. Certain diet information about the patient is automatically displayed prior to any prompts for ordering. The current diet order will be displayed, as will the lack of an order such as, "No Order", or an NPO order. Automatically upon admission, and in the absence of an NPO order, a new patient will be shown as having "No Order". However, an admission diet order can be automatically implemented by station choice.
3. The current diet order will change chronologically, based on all future orders stored in the patient's file. For example, the current diet can be displayed as a Clear Liquid at a point in time due to a test, regardless of the standing diet order. At the expiration of the Clear Liquid, the patient's previous diet order will automatically be reinstated and displayed as current.
4. Also displayed at the time of ordering a diet are all future diet orders. A warning to the user is also displayed as a preventive measure, since it is easy to unintentionally cancel NPOs or future orders by simply ordering another diet. The warning is followed by the prompt: Do you wish to cancel? Y/N: The user must answer this prompt.
5. If a diet has a diet pattern with an associated Supplemental Feeding menu, associated Standing Orders and/or associated food preference, these orders will automatically be implemented when the diet is ordered. This both saves time and creates additional problems discussed under option EP Enter/Edit Patient Order Pattern.

## OE Order Early/Late Tray [FHOREL2]

Interruptions or changes in meal service have always been difficult information for Nutrition Service to monitor. With this routine, Nutrition Location staff can place future orders for early or late trays for a specific date and meal and request a bagged meal. The computer tracks early and late trays and related information such as days, meals, service times, and bag meals.

<sup>24</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

### Prompt/User Entry:

### Discussion:

```
Select Patient (Name or SSN): NFSpatient, Twenty-one 2-23-19 101015496 Y
ES SC VETERAN
Enrollment Priority: GROUP 1 Category: ENROLLED End Date:

Allergies: MILK
Select Start Date: T (JUN 27, 2007)
```

Use T for today or any date notation. The program prohibits retroactive changes in meal service (i.e., it will not accept an order after the cut-off time.)

```
Select End Date: 27-Jun-07// <RET>
```

To order multiple trays over a period of time, enter the ending date of the period (up to 31 days in advance). To order a single tray, press <RET>.

```
Select Meal (B,N,E): N
Early or Late (E or L): L
Select Time: ( 1=1:15P 2=2:15P 3=3:15P ) 2
... done
... done
```

---

<sup>24</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.



## OE Order Early/Late Tray

### Description more than one late tray. What the allergy is

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

Allergies ADD

Select Start Date: **MAR 27 05 <RET>** (MAR 27, 2005)

Select End Date: 27-Mar-05// **APR 1 05 <RET>** (APR 01, 2005)

Mon	Tues	Wed	Thur	Fri	Sat	Sun
M	T	W	R	F	S	X

Enter string of characters for desired days of week: e.g., MWF

Days of Week: **TRS <RET>**

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

Early or Late (E or L): **L <RET>**

Select Time: ( 1=1:00P 2=1:30P ) **2 <RET>**

Bagged Meal: NO// **<RET>**

..... done

## ON NPO/Hold Tray [FHORD3]

Although NPO and a Hold Tray are treated as diet orders in terms of practice, it actually is a suspension of service. Because these orders frequently occur alone, this function is a separate routine.

### Prompt/User Entry:

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

### Discussion:

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

```
Current Diet: REGULAR (Tray)
```

```
Place patient on NPO/HOLD-TRAY.
```

```
Effective Date/Time: NOW// <RET>  
(FEB 19, 2005@13:21:01)
```

```
Expiration Date/Time: 5/26 <RET>  
(FEB 26, 2005)
```

An expiration date is always requested but not required.

```
Comment: XXXXX <RET>  
... done
```

### ON NPO/Hold Tray

Select Patient (Name or SSN): **NUTRITION, PATIENT** <RET> 02-15-18  
000000000 COLLATERAL

Current Diet: REGULAR (Tray)

Place patient on NPO/HOLD-TRAY.

Effective Date/Time: NOW// <RET> (MAR 22, 2005@12:22:44)

Expiration Date/Time: **T+1@6:10** <RET> (MAR 23, 2005@06:10:00)

Comment: **Test NPO.** <RET>

... done

Select Patient (Name or SSN):

When a patient goes on pass and this is entered in the ADT program an NPO type of 'Pass' automatically generates. The patient is actually on pass, not NPO. Upon return from pass using the ADT program, the prior diet automatically resumes.

## OT Order Tubefeeding [FHORTF3]

This tubefeeding option is designed to accept single as well as multiple products, strength and quantities. The quantity function is a mixture of quantities, times, frequencies and rates which should accommodate most physician orders. Allowable quantities consist of two parts separated by a slash; a number and unit combination followed by a frequency of administration. Frequency has been enhanced to handle specified number of hours and feedings.

Samples of allowable quantities are in the following format:

### Number and Unit/Frequency

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

The number can be any number from 1-5000. Acceptable units are kcals (K), , millimeters (ML), ounces (OZ), bottles (B), cans (CANS), and units (U). "Units" can be used to mean cans, bottles, containers, bags, etc. The letter "C" by itself is translated to be CCs (not calories).

### Prompt/User Entry:

```
Select Patient (Name or SSN): NFSpatient,Fifteen      2-23-19      666001234
YES      SC VETERAN
Enrollment Priority: GROUP 1      Category: ENROLLED      End Date:

Select Tubefeeding Product: OSM
  1  OSMOLITE (ISOTONIC)
  2  OSMOLITE HN ISOSOURCE STANDARD (HI PRO)
CHOOSE 1-2: 1 OSMOLITE (ISOTONIC)
Product OSMOLITE (ISOTONIC) added
Product: OSMOLITE (ISOTONIC)// <RET>
Strength: (1=1/4, 2=1/2, 3=3/4, 4=FULL): 4// <RET>
Enter quantity as 2000 K, 100 ML/HOUR, 8 OZ/TID, 500 ML/HR X 16, 20 GRAMS/DAY
etc.
Quantity: 100cc/H

Quantity: 100 ML per Hour -- Total: 2400 ml

Enter/Edit another Tubefeeding product ? N// <RET>
Change all CC to ML when it is with a number.
Product: OSMOLITE (ISOTONIC), Full, 100 ML per Hour

Total Kcal: 2400      Total Quantity: 2400

Is this Correct ? Y// <RET>
Comment:
Cancel all current or future tray orders? Y// N
Ok to Enter Order? Y// <RET>... filed
```

This routine will accommodate commercial 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:

1. 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
2. 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.

## 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			

## PF Enter/Edit Patient Preferences [FHSEL3]

When a food preference is requested for a patient (either through the computer or by other means), it should be entered into the computer under this option if the preference is on the preference list.

After selecting the patient's name, the food preference is entered. Then the meals are selected which pertain to that preference.

### Helpful Hint

When using the option Enter/Edit Patient Preferences (EP), a current preference will be shown first, if one exists. If that preference is to be deleted, enter the @ sign. Although you are entering the new preference after the double slashes, it will not replace the preference which is in front of the double slashes. This can be confusing because it is unlike the way the editing is usually done in Nutrition and Food Service software.

### Field Definitions:

#### Select Patient Name Field

This field designates the patient for whom food preferences are to be entered.

#### Prompt/User Entry:

```
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):
```



## PH Review Diet Orders [FHORD2]

This is a review of all orders (past, present, and future) pertaining to a patient. It allows viewing only. The review contains three parts with each in chronological order:

1. Saved additional orders.
2. Listing of orders, including comments, as they were entered into the computer.
3. Diet Orders Time Line section displays all effective orders after the computer has sorted out all potential conflicts and removed all "canceled" orders. The Time Line represents which order was actually in effect at any time.

### Prompt/User Entry:

```
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 ML per Hour
```

```
Total Quantity: 2400 ML
```

```
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.

## 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

## PP Patient Profile [FHORD9]

<sup>25</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>26</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
```

```
27Correct? Y// <RET> ES
```

```
28How many monitors would you like to display?: ALL// <RET>
```

---

<sup>25</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>26</sup> Patch FH\*5.5\*5 - May 2007 - The Patient Profile Report now has the ability to restrict the number of monitors displayed.

<sup>27</sup> Patch FH\*5.5\*5 - May 2007 - New prompt, Correct? Y//

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

OUTPATIENT NAME: NFSpatient,Eight 666-00-0000 M Age 47

Food Preferences Currently on file: <RET>

Dislikes

NO CHEESE -----

NO SPINACH

Isolation/Precaution type is RESPIRATORY

Recurring Meals on File:

R E C U R R I N G M E A L D I S P L A Y

OUTPATIENT NAME: OUTPATIENT,MIKE 666-00-0000 M Age 00

#	Date/Time	Location	Room-Bed	Service Pnt	Meal	Diet Ordered
1	Nov 22, 2000	RADIOLOGY	MICU-NAN	REMOTE CAFE	B	OUTPATIENT

REGULA

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2  
PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5  
TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING

10AM: PIE = 1  
2PM: PIE = 2 COOKIES = 1 COFFEE = 1  
8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

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>28</sup> Patch FH\*5.5\*5 - May 2007 - New prompt, How many monitors would you like to display?: ALL//

### **XE Cancel Early/Late Tray [FHOREL3]**

After patient selection, a list of all future early and late trays including date, time and meals is chronologically displayed to the user. The user selects the appropriate order by number. Multiple meals can be canceled by listing the numbers separated by commas or by listing a range of numbers, e.g., 1,3,4 or 6-10. The user can also select ALL.

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

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

```
Order      Date      Time      Meal
```

```
No future early or late trays to cancel
```

OR user will see

```
Cancel Which Early/Late Order (or  
ALL)?
```

Select 1 or more numbers or  
ALL.

### **XE Cancel Early/Late Tray**

```
Select Patient (Name or SSN): NUTRITION,
```

```
  1 NUTRITION,P1  01-10-29  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



## 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:

```
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 #?
```

### Discussion:

Select the number which corresponds with the withhold order to be canceled.

```
You have missed the (MEAL) cut-off.
Do you wish to order a LATE TRAY?
(Y/N)
```

Y will automatically generate a late tray request. N will not order a late tray so that the order is effective at the next meal.

This prompt can appear if the order is entered after the meal cut-off time but before the end of the alarm window when late trays can be ordered for that meal. This question will not appear if an early or late tray has already been ordered for that meal.

```
Current Diet: SNK (Tray Service)
```

Will automatically display once NPO order is canceled.

### XN Cancel NPO/Withhold Order

Select Patient (Name or SSN): TEST,A <RET> 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

## 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  
COLLATERAL
```

```
Date Ordered: 19-Feb-05 2:06pm
```

```
Product: TEST FLUID RESTRICTION, Full Str., 100 ML per Hour
```

```
Total KCAL: 648000
```

```
Total Quantity: 2400 ML
```

```
Comment: XXXX
```

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

## DR Nutrition Lists/Reports [FHCDLST]

BL	Birthday List [FHBIR]
CR	Combined Outpatient Meals Report [FHOMCBRP]
DA	Diet Activity Report/Labels [FHORD13]
DC	Actual Diet Census [FHORD11]
DR	Reprint Diet Labels [FHORD14]
EL	List Early/Late Trays [FHOREL1]
IL	Isolation/Precaution Patient List [FHORD41]
LA	Run SF Labels/Consolid Ingrid List [FHNO2]
NL	NPO/Pass List [FHORD5]
PE	List Patient Events [FHORX2]
SL	Print Standing Order Labels [FHSP8]
SO	Tabulate Standing Orders [FHSP5]
SP	Consolidate Standing Orders [FHSP7]
TR	Tubefeeding Reports/Labels ... [FHORTFM]
TT	Tray Tickets ... [FHMTKM]
WD	Nutrition Location Diet Order List [FHORD10]
WL	Ward Supplemental Feeding Lists [FHNO3]
WP	Print Bulk Feedings/Cost Report [FHNO10]

## BL Birthday List [FHBIR]

This list provides the patients' names, locations, and birthdays. The birthday may be requested by specific date.

### Prompt/User Entry:

### Discussion:

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

Enter Communication Office. Enter  
?? <RET> for help.

Choose from:

COM OFFICE 2  
COMMUNICATION OFFICE

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

Birthday DATE: T-1 <RET> (FEB 24,  
2005)

Enter date as shown, or you will  
enter date as April 25.

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

Enter printer device.

15-Mar-05 8:55am

B I R T H D A Y L I S T

Page 1

24-Feb

Name	Nutrition Location	Room	Birthday
NUTRITION,P	NEW 1 EAST		24-Feb-47
NUTRITION,P2	NEW 3 NORTH	313-01	24-Feb-35

## CR Combined Outpatient Meals Report [FHOMCBRP]

<sup>29</sup>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.

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	LOCATION: DIALYSIS	
Patient Name	Diet	Room-Bed
=====	=====	=====
NFSoutpatient,One	OUTPATIENT REGULAR	
May 02, 2007 - Noon	LOCATION: DIALYSIS	
Patient Name	Diet	Room-Bed
=====	=====	=====
NFSoutpatient,Two	VEGETARIAN	
NFSoutpatient,Three	OUTPATIENT REGULAR	

<sup>29</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.

NFSoutpatient,Four	OUTPATIENT REGULAR	
May 02, 2007 - Evening Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Five NFSoutpatient,Six	OUTPATIENT REGULAR OUTPATIENT REGULAR	
May 02, 2007 - Evening Patient Name =====	LOCATION: RADIOLOGY Diet =====	Room-Bed =====
NFSoutpatient,Seven	OUTPATIENT REGULAR	
May 03, 2007 - Breakfast Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Eight	OUTPATIENT REGULAR	
May 03, 2007 - Breakfast Patient Name =====	LOCATION: RADIOLOGY Diet =====	Room-Bed =====
NFSoutpatient,Nine	OUTPATIENT REGULAR	MICU-NAN
May 03, 2007 - Noon Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Ten VEGETARIAN	VEGETARIAN	
May 03, 2007 - Evening Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Eleven	OUTPATIENT REGULAR	
May 04, 2007 - Breakfast Patient Name =====	LOCATION: RADIOLOGY Diet =====	Room-Bed =====
NFSoutpatient,Twelve	OUTPATIENT REGULAR	MICU-NAN
May 04, 2007 - Breakfast Patient Name =====	LOCATION: RADIOLOGY Diet =====	Room-Bed =====
NFSoutpatient,Twelve NFSoutpatient,Thirteen	OUTPATIENT REGULAR OUTPATIENT REGULAR	MICU-NAN
May 04, 2007 - Noon Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Fourteen	VEGETARIAN	
May 05, 2007 - Breakfast Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Fifteen	OUTPATIENT REGULAR	
May 05, 2007 - Breakfast Patient Name =====	LOCATION: DIALYSIS Diet =====	Room-Bed =====
NFSoutpatient,Sixteen	OUTPATIENT REGULAR	

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



## DA Diet Activity Report/Labels (132-column) [FHORD13]

<sup>30</sup>The Diet Activity Report/Labels option and report for inpatients have been modified to include outpatient data. <sup>31</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

The report contains all additional orders, tube feedings, as well as all diet order activity. It can now be back dated and all data will be reproduced, no data is lost.

### List Format

The list format will print all changes occurring since the last time it was run, or from any date/time entered. It contains old and new Nutrition Location/room/bed information old and new diet information, admissions, discharges, isolation information, NPOs or hold trays, flags for existing supplemental feedings or standing orders, and type of service information. Previously stored allergies and preferences will appear upon a patient re admission.

#### Prompt/User Entry:

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

#### Discussion:

Enter Communication Office.

Do you want labels? N// <RET>

N (no) will print the list format. Y (yes) will print labels.

Changes since Date/Time: 26-Jun-07 //  
T-40 (MAY 17, 2007)

A <RET> will cause the printing of all changes occurring since the last run. Another Date/Time will be entered. Standard VistA Date/Time notation applies.

Select LIST Printer: HOME// <RET>

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

Enter printer device OR <RET> as shown and report will show on screen.

```

                                D I E T   A C T I V I T Y   R E P O R T
                                17-May-07 - 26-Jun-07  9:04am
                                ** INPATIENT **
Location      Patient      ID#      Sup/Std  Service
  
```

<sup>30</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.

<sup>31</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

SICU 2-A NFSpatient, Eleven 2800 SF SO T  
Allergies: PEANUTS, OKRA

Diet: FAT TEST  
Old: REGULAR  
Msg: Allergy - TOMATOES Cancelled  
TF: 10 CANS OSMOLITE  
FP: Add 1 GRAPE JUICE (BNE) By: NFSclinician,Two  
FP: Del ALLERGY - TOMATO (BNE) (D) By: NFSclinician,Two  
FP: Add 1 ALLERGY - MILK (BNE) By: NFSclinician,Two

D I E T A C T I V I T Y R E P O R T Page 2

17-May-07 - 26-Jun-07 9:04am  
\*\* INPATIENT \*\*

Location Patient ID# Sup/Std Service

FP: Add 1 NO BEEF (BNE) By: NFSclinician,Two  
SO: 1 C MILK WHOLE (B)  
SO: 1 T ICE CREAM (N)  
SO: 1 C MILK WHOLE (N)  
SO: 1 C MILK WHOLE (E)  
SO: 1 T ICE CREAM (E)  
SF: INDIVIDUALIZED

3 WEST 3A05-A NFSpatient, Twelve 4214 T  
Allergies: OATS, PEANUTS, CORN

Diet: REGULAR

D I E T A C T I V I T Y R E P O R T Page 3

17-May-07 - 26-Jun-07 9:04am  
\*\* INPATIENT \*\*

Location Patient ID# Sup/Std Service

Old: REGULAR  
FP: Add 1 NO STRAWBERRIES (BNE) Add 1 NO COCONUT (BNE) By: NFSclinician,Three  
FP: Add 1 DYSPHAGIA ( ) (D) By: NFSclinician,Three  
FP: Del 1 DYSPHAGIA (BNE) (D) By: NFSclinician,Three

TELEMETRY 2D23-A NFSpatient, Thirteen 3581 SO T  
Allergies: PEANUTS, STRAWBERRIES

Diet: REGULAR  
Old: LOCHOL-LOFAT  
TF: 10 CANS JEVITY, Monitor tolerance..DC diet

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

Page 4

17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

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

Cancelled

FP: Add 1 NO BROCCOLI (NE) By: NFSclinician,Three

SO: 2 DESSERT (N)

REHAB 2B24-A	NFSpatient,Fifteen	5885	SO	T
--------------	--------------------	------	----	---

Allergies: MILK, STRAWBERRIES, MONOSODIUM GLUTAMATE

Diet: NO ORDER, Hold Tray due to Tubefeeding

Old: REGULAR

Msg: Allergy - ZUCCHINI Cancelled

TF: 1 CAN OSMOLITE

FP: Del ALLERGY - ZUCCHINI (BNE) (D) By: NFSclinician,Three

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

Page 5

17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

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

ENID

SF: INDIVIDUALIZED Cancelled

2 WEST 2A04-B	NFSpatient,Three	3466	SF SO	T
---------------	------------------	------	-------	---

Allergies: None on file

Diet: FULL LIQ.

Old: REGULAR

SO: 1 S BOOST VARY (B)

SO: 1 S BOOST VARY (N)

SO: 1 S BOOST VARY (E)

SF: INDIVIDUALIZED

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

Page 6

17-May-07 - 26-Jun-07 9:04am

\*\* INPATIENT \*\*

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

2 WEST 2A02-A	NFSpatient,Eleven	2905	SF	T
---------------	-------------------	------	----	---



## 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.<sup>32</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

## Relationship Between Report and Label Formats

There is a close relationship between the list format and label format. The list format contains the information included on labels with the addition of interWard transfers, bed changes, and the letters SF when a supplemental feeding exists for a patient. The SF will appear with discharge orders if the SF was in effect. The labels will contain only the new location. If both outputs are used, the sequence of printing will affect information given.

If labels are printed, it is recommended that the list format also be run.

## Printing Sequence

Always run the list format first (answer No to "Do you want labels"); then run labels immediately after Nutrition Location (answer Yes to "Do you want labels"). The default date/time in the prompt "Changes since..." will enable the user to list all the changes since the default. The user can go back in time and list from a past date/time and list all the changes from that time. The default date/time will be the date/time the user has last run the report. Even when you run backdate/ time the default date/time for the next run would be the last time the report has been run and not the date/time of the change.

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

Do you want labels? N// Y

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

Changes since Date/Time: 26-Jun-07 // T-40 (MAY 17, 2007)

Select LABEL Printer: HOME// <RET> TELNET

*****
*                *
*    26-Jun-07   8:56am    *
*                *
*****
```

<sup>32</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

NFSpatient, Eleven                    SICU  
2800                    T                    2-A  
\*ALG  
FAT TEST

NFSpatient, Twelve                    3 WEST  
4214                    T                    3A05-A  
\*ALG  
REGULAR

NFSpatient, Thirteen                    TELEMETRY  
3581                    T                    2D23-A  
\*ALG  
REGULAR

NFSpatient, Fourteen                    REHAB  
5885                    T                    2B24-A  
\*ALG  
NO ORDER

NFSpatient, Fifteen                    2 WEST  
3466                    T                    2A04-B  
  
FULL LIQ.

NFSpatient, Sixteen                    2 WEST  
2905                    T                    2A02-A  
\*ALG  
REGULAR

NFSpatient, Seventee                    3-B  
2106                    C  
\*ALG  
LOCHOL-LOFAT

## DC Actual Diet Census [FHORD11]

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

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

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

When Actual Diet Census is run today (T) and also run T+1, the numbers generated will not be the same even though they were run on the same day within minutes of each other. The difference results from the program looking ahead to the designated day for time limited diet orders, and tallying them accordingly.

Example: Patient (Mr. X) is on NPO today with an expiration date for tomorrow and a Diet Order of Regular. When actual census is run today, Mr. X is tallied as Not Eating but the census run T+1 will tally Mr. X as a regular production diet.

### Prompt/User Entry:

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

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

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

### Discussion:

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

Enter T, N, or a future date (cannot be a day in the past).

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		7
SELECT-ECC	38				38		38
SELECT-DIABETIC	16			2	18		18
ECC-DIABETIC	2				2		2
N P O	3			31	34		34
P A S S							0
TF Only	24			20	44		44
No Order	1	1		7	9		9
TOTAL MEALS	264	176	32	320	760	32	705



## DR Reprint Diet Labels [FHORD14]

This option will reprint a diet card label for an individual patient or for all patients on a specified Nutrition Location.<sup>33</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

### Reprint Diet Labels Printed by Patient

#### Prompt/User Entry:

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

#### Discussion:

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

```
Select Patient (Name or SSN):  
NFSpatient,Ten <RET> 01-12-41  
000000000
```

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

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

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

Enter printer device or press <RET> as shown.

```
NFSpatient,Six          T 6K  
0000                   T      6K06-1T  
*ALG  
REGULAR
```

<sup>33</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.



NFSpatient,Six T 6K  
0677 T 6K17-2T  
\*ALG  
2000 CAL HS

NFSpatient,Seven T 6K  
3800 T 6K18-2T

MECH, 4 GM NA

NFSpatient,Eight T 6K  
9758 T 6K25-2T

MECH

NFSpatient,Nine T 6K  
7203 6K26-1T

NO ORDER

NFSpatient,Ten T 6K  
9635 6K26-2T

NO ORDER

NFSpatient,Eleven T 6K  
9956 T 6K27-1T

NCS, NAS, LOW CHOL

NFSpatient,Twelve T 6K  
4180 T 6K27-2T

2000 CAL HS, NAS

NFSpatient,Thirteen T 6K  
5373 T 6K32-1T

DYS ADVANCED, 4 GM NA

NFSpatient,Fourteen T 6K  
1477 T 6K33-1T

\*ALG  
2 GM NA

## EL List Early/Late Trays (132-column) [FHOREL1]

This report contains the meal, time, patient's name, SSN, location, isolation information, bagged meal information, and the current diet order. The user can select a meal or all meals for display and can request future known information. Within a given time period, the orders are sorted by time of receipt with the latest being last. You can also print labels.

<sup>34</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

### EL List Early/Late Trays Report

#### Prompt/User Entry:

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

#### Discussion:

Select a Communication Center or All. All sites have more than one Communication Office since every site has converted Historical Data as a communication office, as well as the "standard" entry COMMUNICATION OFFICE.

```
Select Date: T (JUL 16,  
2007)
```

T, T+1, or any standard notation.

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

B for Breakfast,  
N for Noon,  
E for Evening,  
or ALL

```
Do you want labels? N// <RET>
```

Press <RET> (default is No) to produce a list format. Y (yes) will produce a label format.

```
The list requires a 132-column printer.
```

```
Select LIST Printer:: HOME// <RET>  
HYPER SPACE RIGHT MARGIN: 80// 132
```

---

<sup>34</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.



0000 3367-1  
REDU POR, NAS, NCS

Evening 4:00P 26-Jun-07  
NFSpatient,Fifty 403B  
0000 3307-1  
DYS-MECH \*ALG

## 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:

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

### Discussion:

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

## 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. Gummmed 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.

<sup>35</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

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

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

### Prompt/User Entry:

### Discussion:

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

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

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

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

Place Labels in Printer

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

```
NFSpatient, Twenty-two    1AS/120-1
0022                    24-Jul-07 10AM
1 CAPPACINO
```

<sup>35</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.



NFSpatient, Twenty-three 1AS/120-2  
0023 \*ALG 24-Jul-07 10AM

2 COFFEE

NFSpatient, Twenty-four 1AS/120-2  
0024 \*ALG 24-Jul-07 10AM

1 CAPPACINO

NFSpatient, Twenty-five 1AS/  
0025 \*ALG 24-Jul-07 10AM

1 PIE

NFSpatient, Twenty-six 1AS/  
0026 24-Jul-07 10AM

1 CAPPACINO

NFSpatient, Twenty-seven 2AS/100-3  
0027 24-Jul-07 10AM

1 CAPPACINO

## NL NPO/Pass List (132-column) [FHORD5]

This report contains location, patient's name, SSN, effective and expiration dates, and the type of order for all patients currently on NPO or pass. There is also a column headed ">3" where an asterisk appears opposite an order which is more than three days old.

When the withhold order is canceled or the expiration date has passed, the previous diet will appear on the Diet Activity Report (DA).

The list can be sorted by date and time.

### Prompt/User Entry:

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

### Discussion:

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				

## PE List Patient Events [FHORX2]

<sup>36</sup>The List Patient Events option and report for inpatients include outpatient data.

This option will list all patient Nutrition events for a specified period of time.

### Prompt/User Entry:

```
Select Patient (Name or SSN): NFSpatient,Fifteen <RET>    01-12-00    00000000  
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>36</sup> Patch FH\*5.5\*5 - May 2007 - The List Patient Events option and report for inpatients have been modified to include outpatient data.

## SL Print Standing Order Labels [FHSP8]

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

```
Select SERVICE POINT (or ALL):  
HOSPITAL CL <RET>
```

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

```
Select Meal (B,N,E, or ALL): ??  
<RET>  
Enter B for Breakfast, N for Noon, E  
for Evening or ALL for all meals
```

Enter B, N, E, or ALL.

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

Place Labels in Printer

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

Enter printer instructions OR press <RET> to see report on screen.

```
NUTRITION,P          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
```

## 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:

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

### Discussion:

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

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

Enter B, N, E, or ALL.

<RET>

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

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

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

Enter printer instructions OR press <RET> to see report on screen.

15-Mar-05 8:37am

S T A N D I N G   O R D E R S

Page 1

NOON

Quantity	Order
14	APPLE
9	BEEF BLENDER
2	CANNED FRUIT
1	CHICKEN BROTH
2	CHICKEN LEG
2	DIET PUDDING
1	DOUBLE PORTIONS
1	FRESH SALAD
1	FRUIT PUNCH (NATURAL)
5	GRILLED CHEESE
1	HEATH BAR
4	HOT CHICKEN WINGS
36	LADY FINGERS
25	LEMON COOKIES
7	OREO COOKIES
1	PEACHES

### **Helpful Hints and Notes**

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

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

## SP Consolidate Standing Orders [FHSP7]

This option allows user to tally on consolidated list.

### Prompt/User Entry:

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

### Discussion:

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    C O N S O L I D A T E D   S T A N D I N G   O R D E R S  
Page 1                    8:39am  
15-Mar-05 Noon



HOSP T	NH C	NURHC	TOTAL			
APPLE			7	6	1	14
BEEF BLENDER			3	6		9
CANNED FRUIT			1	1		2
CHICKEN BROTH				1		1
CHICKEN LEG				2		2
CHICKEN SOUP			2			2
COKE			2	1		3
COLE SLAW			1	2		3
DIET PUDDING			1		1	2
DOUBLE PORTIONS			1			1
FRESH SALAD				1		1
FRUIT PUNCH (ART)				1		1
FRUIT PUNCH (NATURAL)				1		1
GRILLED CHEESE			1	3	1	5
HEATH BAR				1		1
HOT CHICKEN WINGS			4			4
LADY FINGERS			16	16	4	36
LEMON COOKIES			9	14	2	25
OREO COOKIES				7		7
PEACHES					1	1
PEPSI				1		1
POTATO PANCAKE				3		3
POTATO SALAD (HOME)				1		1
PUDDING			1			1
PUDDING (NONE LACTIVE)			2			2
PUDDING (WHOLE MILK)			1			1
SOUR CREAM				2		2
SPINACH			1			1
WHALE BLUBBER			1			1
WHITE BREAD				2		2
# OF PATIENTS			11	13	2	26

## TR Tubefeeding Reports/Labels [FHORTFM]

TF	Preparation/Delivery of Tubefeedings [FHORTF5]
TL	Print Tubefeeding Labels [FHORTF5L]
TP	Tubefeeding Preparation [FHORTF5P]
TX	Tubefeeding Pull Lists [FHORT5S]

## TF Preparation/Delivery of Tubefeelings [FHORTF5]

This report contains tubefeelings information by patient and Nutrition Location. It includes the product and quantities. The report is divided into three sections.

Preparation of Tubefeelings includes:

- Patient's name and SSN
- Product and number of units
- Quantities in MLs of full-strength, reconstituted product
- Diluent water to be mixed, if dilution is ordered

Tubefeelings Pull List includes:

Product and total units of issue to be pulled from stock

Delivery of Tubefeelings includes:

- Location, patient's name, and SSN
- Product and number of units to be delivered

The Tubefeelings Pull List can be used by the Ingredient Control Unit to determine total quantities to pull from stock. The section on Delivery of Tubefeelings 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 Tubefeelings serves as a reference indicating specific dilution information.

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

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

The report requires a 132-column printer.

```
Select LIST Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// 132 <RET>
```

## TL Print Tubefeeding Labels [FHORTF5L]

This option allows user to print the Tubefeeding Labels.

Print Tubefeeding Labels includes:

- Patient name, location, and SSN
- Date
- Product and number of units, and Quantity

### Prompt/User Entry:

### Discussion:

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

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

```
Do you want multiple labels? N// <RET> Answer Y (yes) or N (no).
```

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

Enter printer device OR <RET> as shown and labels will show on screen.

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

```
CITROEN, 5 POWDERS  
100 ML 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 ML per Hour
```

```
MAS,ONE NEW 1 EAST  
0002 1-Feb-05
```

```
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 ML per Hour

NHCU,FINAL  
0003 1-Feb-05

NEW 1 EAST

OSMOLITE, 10 CANS  
100 ML per Hour

## TP Tubefeeding Preparation [FHORTF5P]

This option will print only the Tubefeeding Preparation Report for use on the Nutrition Locations.

Preparation of Tubefeedings includes:

- Patient name and SSN
- Product and number of units
- Quantities in CCs of full-strength, reconstituted product
- Diluent water to be mixed, if dilution is ordered

### Prompt/User Entry:

### Discussion:

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

```
Select NUTRITION LOCATION (or ALL): NEW 5 CENTRAL  
<RET>
```

The report requires a 132-column printer.

```
Select LIST Printer: HOME// <RET>  
HYPER SPACE RIGHT MARGIN: 80// 132  
<RET>
```

Enter printer device OR <RET>  
and enter 132 as shown and  
labels will only show on screen.

For printout, refer to Preparation/Delivery of Tubefeedings.

## TX Tubefeeding Pull Lists [FHORT5S]

This option will print pick lists for all tubefeeding products for the selected Communication Office or Nutrition Location as well as a consolidated pick list when all Communication Offices or Nutrition Locations are selected.

Tubefeeding Pull Lists include:

Product and total units of issue to be pulled from stock.

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

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

Consolidated Report Only? Y// <RET>

Select LIST Printer: HOME// <RET> SET HOST

2-Feb-05 1:09pm T U B E F E E D I N G P U L L L I S T Page 1

### CONSOLIDATED

# Units	Product
3 CAN	1 CAL/ML,LS
2 PKG	AMIN-AID
5 POWDER	CITROEN
8 BOTTLE	CRITICARE HN
5 CAN	ISOCAL HCN
4 BOTTLE	MICROLIPID
30 CAN	OSMOLITE HN
13 CAN	OSMOLITE
25 BOTTLE	POLYCOSE
13 PKG	PRECISION HN
3 PKG	PRECISION LR

2-Feb-05 1:09pm T U B E F E E D I N G P U L L L I S T Page 2

### CONSOLIDATED

# Units	Product
05 SCOOP	PROMOD
24 PKG	PROPAC
2 CAN	PULMOCARE
6 CAN	SUSTACAL HC
15 CAN	SUSTACAL
1 PKG	VIVONEX

## TT Tray Tickets [FHMTKM]

HP	History of Diet Patterns [FHMTKH]
LD	List Patients With No/prev Patterns [FHMTKN]
PD	Print Diet Cards [FHDCRP]
PT	Print Tray Tickets [FHMTKP]
LD	List Inpats With No/prev Patterns [FHMTKN]



## HP History of Diet Patterns [FHMTKH]

This option will display all Diet Patterns entered for this patient's admission and allow user to add a previous Diet Pattern to a patient's current-diet.

### Prompt/User Entry:

```
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)
```

### Discussion:

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>

## 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          Patient
      Current-Diet
NEW 1 EAST/***                NUTRITION,P          TEST L-PHOSP
NEW 1 EAST/101-05             BRAND,NEW P          CARDIAC CATH
NEW 2 WEST/207-04             TEST,AGAIN           2000 CAL RED
NEW 3 NORTH/313-02           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          Current: MECHANICAL
                        28-Mar-05 10:19am        Prev. Pattern:
1800 CAL
RED,
FIBER REST, FAT REST

NEW 1 EAST/***
NUTRITION,P           26-Apr-05 10:21am        Current: REGULAR
                        24-Apr-05 12:00pm        Prev. Pattern:
CLEAR
LIQUID
```

## PD Print Diet Cards [FHDCRP]

<sup>37</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:

```
Print by PATIENT or COMMUNICATION OFFICE  
or LOCATION or ALL? COMM// 1
```

### Discussion:

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  
  
1    APPETIZER 1  
  
1    SOUP  
  
1    ENTREE 1
```

<sup>37</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 ENTREE CASS 1  
1 GRAV/SAUC/MIS 1  
1 STARCH 1  
1 VEGETABLE 1  
1 SALAD 1  
1 SALAD DRESSING  
1 DINNER ROLL AND MARGARINE  
2 MARGARINE 1  
1 CONDIMENT 1  
1 MISC DESSERT  
1 FRUIT 1  
1 DESSERT 1  
1 COFFEE  
1 2% MILK  
1 GARNISH  
1 C-MILK, 2%  
NO CONCENTRATED SWEETS

## PT Print Tray Tickets [FHMTKP]

This option allows you to print tray tickets three patients per page for a selected Patient, Nutrition Location, Communication Office, or all for one meal or for all three meals. A Tabulated Recipe List follows each tray ticket run.

### Prompt/User Entry:

### Discussion:

Only press <RET> at the // prompts below if you wish to select the default; otherwise you can enter your selection. Enter ?? <RET> for help.

This option allows you to print tray tickets three meals per page for a selected Patient, Nutrition Location, Communication Office, or all for patients for all three meals. A Tabulated Recipe List follows each tray ticket run.

### Prompt/User Entry:

### Discussion:

Only press <RET> at the // prompts below if you wish to select the default; otherwise you can enter your selection. Enter ?? <RET> for help.

```
38Select OPTION NAME: PRINT TRAY TICKETS  PT      Print Tray Tickets

Print by PATIENT, COMMUNICATION OFFICE, LOCATION or ALL? COMM// Patient

Select Patient (Name or SSN): NFSoutpatient,Five

Select Date: TODAY// <RET> (May 07, 2006)

Select MEAL (B,N,E,or ALL): ALL

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

      4-May-07  8:49am

                Breakfast  4-May-07

REGULAR
```

<sup>38</sup> Patch FH\*5.5\*5 - May 2007 - This patch corrects the tray tickets printing of outpatient persons in File (#200).

ALLGS.: NONE ON FILE

- 1 BLENDED JUICE
- 1 ENGLISH MUFFIN
- 1 SCRAMBLED EGG PATTY
- 1 WHOLE WHEAT FLAKES
- 2 GRILLED BACON
- 2 MARGARINE
- 1 DIET JELLY
- 1 COFFEE
- 1 2% MILK

NFSoutpatient, Five (0000) T SF(M)  
ONCOLOGY

## WD Nutrition Location Diet Order List (80-column) [FHORD10]

<sup>39</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 tube feeding 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>39</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.



TRAY Service Only

Room Patient ID# Admission Date Svc Ord Date

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		Page 3

TRAY Service Only

Room	Patient	ID#	Admission Date	Svc	Ord Date
207-04	TEST,A	0000	11-Jun-93 1:09pm	T	
	Nut. Status: Severely Compromised				18-Jun
	Diet Order: 2000 CAL RED				13-Apr
	Likes		DisLikes		
	All Meals		NO BEEF, NO TURKEY		
	Break	2 ORANGE JUICE			
		1 RYE BREAD			
	Even	3 WHOLE-WHEAT BREAD			

## WL Ward Supplemental Feeding Lists [FHNO3]

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

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

<sup>40</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

### Prompt/User Entry:

### Discussion:

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

Enter S or W as shown.

```
Select SUPPLEMENTAL FEEDING SITE (or  
ALL): N200 <RET>
```

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

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

Take default by pressing <RET> to print report by Room-Bed or A for alphabetical order of patients' names.

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

Enter the proper printer designation. (If only <RET> is pressed as shown, the information will show only on the screen. A delay of 10-25 seconds is normal.)

The total quantities of supplemental feedings can be printed for each Nutrition Location, including time, if the Site Parameter is set for printing ingredients on Nutrition Location lists.

Any Supplemental Feeding (SF) menu that has been individualized by a clinician will have (I) following it to notify a user that this individualized SF menu cannot have changed when a diet order changed.

---

<sup>40</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1

Ward: T 6K 26-Jul-07 1:33pm

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

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

<sup>41</sup>The Print Bulk Feedings/Cost Report option and report for inpatients include outpatient data.

This option will produce a delivery listing or labels for all bulk supplemental feeding for all Nutrition Locations served by a Supplemental Feeding Site. A cost report and consolidated pick list will also be produced.

### Prompt/User Entry:

### Discussion:

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

Select one Supplemental Feeding Site (enter ?? <RET> for listing) or ALL.

Do you want Labels? N// <RET>

Only press <RET> if you do not want labels (default is No//), but enter Y for Yes if you want labels to be printed.

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

Enter printer device OR press <RET> as shown for report to show on screen.

BULK NOURISHMENTS FOR: T BLDG 163				Page 1
		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
---	ONCOLOGY	---	Cost	Vehicle
			Other	Total
23	FRUIT,ORANGE			
BULK NOURISHMENTS FOR: T BLDG 163				Page 2
		27-Mar-07 7:25am		
		0.00	0.00	0.00

<sup>41</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.

	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

## EA Energy/Nutrient Analysis [FHNUM]

AA	Abbreviated Analysis [FHNU5]
AN	Print Analysis (32 Nutrients) [FHNU2]
MD	Input Menu Data [FHNU4]
NI	Print Nutrient Intake Study (10 Nutrients) [FHNU8]
PM	View/Print Menu [FHNU1P]
VM	View Meal [FHNU1D]

## AA Abbreviated Analysis [FHNU5]

### Results of Analysis Not Stored

This option is designed for quick analysis of one food item or many. However, it does not provide detailed nutrient values when multiple foods are entered. It provides only nutrient totals and percent RDA. It is suitable for such items as checking the nutrient content of a single food, obtaining immediate information for a short list of foods (such as a meal) and analyzing a recipe.

The printout contains only the nutrient totals, the percent RDA if an RDA category is selected, and a number in parentheses after each nutrient. The number in parentheses is an indicator of relative completeness of data. For example, a list of foods will have contained six items; a three in parentheses (3) signifies that only three items reported a value for that nutrient.

**Remember:** This routine will not store any data. If storage is necessary, use Input Menu Data (MD) option.

#### Prompt/User Entry:

```
Title of Analysis: MEAT
```

#### Discussion:

Enter free text of 3-60 characters.

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

Y (yes) means all food quantities will be entered in the displayed common units.

N (no) means all quantities will be entered in grams and cannot switch between the two types of units.

```
Select RDA Category: CHILDREN 7-10  
YR.
```

Enter RDA code. Enter ?? <RET> to view RDA Categories. can bypass by pressing <RET>.

We will now build the food list; you can obtain an analysis of a single food item by merely selecting that one item.



Select Food Item: ?? <RET>

Proceed as for option Input Menu Data (MD).

```
1 MEAT
2 MEAT EXTENDER
3 MEATBALLS, DIET
4 MEATLOAF (STOUFFER)
5 MEATLOAF NO.1 (VACO)
6 MEATLOAF, TV DINNER, FRZ,
UNHEAT, W/TOM SC, MASH POT, PEAS
```

Select Food Item #, 'RETURN' to  
Quit => 6 <RET>

```
MEATLOAF, TV DINNER, FRZ, UNHEAT,
W/TOM SC, MASH POT, PEAS
Amount (oz. at 28.3 gms) => 5
<RET> ... 141.5 grams
```

Select Food Item: <RET>

Here is your final food list:

```
1 MEATLOAF, TV DINNER, FRZ,
UNHEAT, W/TOM SC, MASH POT, PEAS 5
oz.
```

Do you wish to edit this list? NO//  
<RET>

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

Enter a printer device OR return for report to show on screen. The output is only obtainable once. The data will have to be re-entered to see the results a second time.

MEAT

		% RDA	% Kcal			% RDA
Calories (1)	185 K			Vitamin A (0)		0
Protein (1)	11.3 Gms	40	24	Ascorbic Acid (1)	5.7 Mg	13
Carbohydrate (1)	13.9 Gms		30	Vitamin E (0)		0
Fat (1)	9.5 Gms		36	Riboflavin(1)	0.2 Mg	17
Sodium (1)	556.1 Mg	139		Thiamin(1)	0.1 Mg	14
Potassium (1)	162.7 Mg	10		Niacin (1)	2.4 Mg	19
Calcium (1)	26.9 Mg	3		Vitamin B6 (0)		0
Phosphorus (1)	165.6 Mg	21		Vitamin B12 (0)		0
Iron (1)		18		Vitamin K (0)		0
Zinc (0)		0		Folate (0)		0
Magnesium (0)		0		Pantothenic Ac (0)		0
Manganese (0)		0		Cholesterol (1)	43.9 Mg	
Copper (0)		0		Linolenic Acid (1)	0.0 Gms	
Selenium (0)		0		Linolenic Acid (0)		
				Monounsat. Fat (0)		
				Polyunsat. Fat (0)		
Water (1)	104.3 Ml			Saturated Fat (1)	4.2 Gms	

Press RETURN to Continue

Ash (1)	2.5 Gms	Tryptophan (0)
Alcohol (0)		Threonine (0)
Caffeine (0)		Isoleucine (0)
Total Diet Fiber (0)		Leucine (0)
Total Tocopherol (0)		Lysine (0)
Capric Acid (0)		Methionine (0)
Lauric Acid (0)		Cystine (0)
Myristic Acid (0)		Phenylalanine (0)
Palmitic Acid (0)		Tyrosine (0)
Palmitoleic Acid (0)		Valine (0)
Stearic Acid (0)		Arginine (0)
Oleic Acid (1)	4.25 Gms	Histidine (0)
Arachidonic Acid (0)		Alanine (0)
		Aspartic Acid (0)
		Glutamic Acid (0)
		Glycine (0)
		Proline (0)
		Serine (0)

Press RETURN to Continue

Do you wish to analyze another menu? NO// ^

## **Advantages and Other Considerations**

### **Advantages**

Energy/Nutrient Analysis (EA) offers a number of advantages. Key items include:

- Significant time-savings in menu analysis are possible. An experienced user can enter and analyze a seven day menu for 32 nutrients in four hours or less.
- Cycle menus can be entered and stored indefinitely, changed at any time, and a new analysis printed.
- The availability of Nutrient Intake Studies can be extended to a greater portion of the patient population because of reduced time to obtain results.
- Any food item can be added to the file.
- The program can be used to analyze the stored menus for different RDA groups.
- Proposed food item changes can be made to analyzed menus and the results viewed immediately.

### **Other Considerations**

There are other considerations in using the Energy/Nutrient Analysis (EA) program. Significant items include:

- The program is not easily used by non-professionals, because of conversions that are necessary between existing common unit, serving size, and grams.
- The program accepts decimals only.
- An analysis of a single meal or day that is part of a larger stored menu cannot be selectively printed.
- USDA updates of the master file can be infrequent.
- A menu can be accidentally deleted because stored menus are not protected.

### **Helpful Hints and Notes**

1. Any user can change or delete any menu. Therefore, more than one person can work on the same menu.
2. Most printers can be set for compressed print of 16.5 characters per inch. Check with the Site Manager.
3. Capital letters must be used for data entry of food items.
4. Because the Abbreviated Analysis (AA) is not saved, it can be helpful to print the final food list and the results to keep for future reference.

## AN Print Analysis (32 Nutrients) [FHNU2]

### Print Menu

This routine will print any User Menu in complete detail showing meal distribution. Each meal will contain all the food items in that meal with all of the values for each nutrient. Each meal will show totals of nutrients for the meals, percent of carbohydrate, protein, and fat, and percent RDA. Meals will be added together for the day. Each day will display similar accumulative totals. Days will be averaged together in a final weekly summary with averages calculated for all nutrients, percent RDA, and percent carbohydrate, protein, and fat.

This option prints only gram weights regardless of the units used in the data entry.

The user has the choice of printing all days with all food items listed or just the final weekly summary.

#### Prompt/User Entry:

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

```
Select RDA Category: F25 <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

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

Enter Y for the complete detailed list. N for only the weekly summary.

```
The Analysis requires a 132-column
printer.
```

```
DEVICE: HOME// <RET> SET HOST 132
<RET>
```

Enter printer instructions.

## **MD Input Menu Data [FHNU4]**

### **Stored Menu Data**

This subroutine is the first step in using the Energy/Nutrient Analysis (EA) program. It enables a user to create a menu by giving it a specific identification (User Menu Name) and to enter food items for as many as six meal periods over seven days. The menu is stored under a specific User Menu Name and can be retrieved for changes at any time. The User Menu Name must not exceed 30 characters.

### **Samples**

- Cyc 3 wk 2 Regular
- 1800 Diabetic
- Smith - 1G Sodium

Each user menu can contain up to seven days, each of which is identified by a number, one through seven. Each day can contain up to six meal periods, also identified by a number (one through six). The program routine requires that a user establish the User Menu Name and at least the first day and the first meal.

A detailed meal-by-meal analysis would look like an "outline" if it were on paper.

- User Menu Name
- Day 1
- Meal 1
- Meal 2, etc.

If a meal-by-meal analysis is unnecessary, all foods for a single day can be entered at a single time as Meal 1 of any day.

- User Menu Name
- Day 1
- Meal 1 (containing all foods for the entire day)
  
- Day 2
- Meal 1 (containing all foods for the second day)

Once a menu has been entered, it will be stored indefinitely. It can be reviewed, changed, or printed at any time. Removing it completely from the computer files requires a deliberate action to delete the menu by the user. This prevents accidental loss of a menu and the frustration of having to re-enter large amounts of data.

**Prompt/User Option:**

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

**Discussion:**

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

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

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

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

Change name or correct errors by typing in a new name after the word Replace. If there is no change, press <RET>.

You can remove the menu from the computer files by pressing the shift key and typing @ after the word Replace; answer Yes when asked if you want to Delete.

UNITS: **G** <RET> GRAMS

Enter C for common units or G for gram weights.

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

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

Enter a number from 1-7.

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

Enter Y for yes.

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

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

Select Food Item: **Milk** <RET>

Enter ?? <RET> for help.

1 MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED

Select Food Item #, '^' to Quit, or  
'RETURN' to continue 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.

## 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
```

### Discussion:

Enter ?? <RET> for help.

```
Select RDA Category: F51 <RET>
FEMALES 51+ YR.
```

```
Select Patient (Name or SSN): NUTRITION,P
<RET> Patient 11-02-33
000000000 SC VETERAN
Sex: F
Age: 61
```

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

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

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

NUTRIENT			INTAKE STUDY					15-Mar-05			
Patient: Nutrition, P			Female					Age: 61			
	Energy	Pro	CHO	Fat	Sod	Pot	Calc	Phos	Chol	H2O	
	KCal	Gm	Gm	Gm	Mg	Mg	Mg	Mg	Mg	Ml	
Day 1											
Meal 1	506	24.1	64.9	18.6	991	718	60	254	59	407	
Meal 2	2718	198.4	186.4	137.4	6090	3740	1469	2262	536	1132	
Meal 3	267	19.5	22.7	11.3	565	834	163	165	2	136	
Total	3554	242.0	273.9	167.3	7646	5355	1691	2681	597	1676	
% RDA		484			1529	268	211	335			
% Kcal		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.											

## 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
```

### Discussion:

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

```
DEVICE: HOME// <RET> SET HOST
```

Enter printer instructions.

```
Menu: ZZZ
```

```
Day: 1
```

```
----- Meal 1 -----
```

```
LS DIABETIC SPANISH RICE - 2 svg.
MEXICAN CORN - 2 svg.
SPAGHETTI W/MEAT SAUCE - 1 svg.
```

```
----- Meal 2 -----
```

```
PUREED APRICOTS - 1 svg.
BLAND CREAM OF PEA SOUP - 1 svg.
SMOTHERED STEAK - 1 svg.
WAISTLINE BARBECUED CHICKEN - 1 svg.
CHEESE DREAMS - 1 svg.
CHICKEN ALA MARYLAND - 1 svg.
BAKED WINTER SQUASH - 1 svg.
```

```
----- Meal 3 -----
```

```
PUREED ASPARAGUS - 1 svg.
PUREED BEEF - 1 svg.
PUREE MONGOL SOUP - 1 svg.
PUREED CARROTS - 2 svg.
```

```
Menu: ZZZ
```

```
Day: 2
```

```
----- Meal 1 -----
```

```
LS CASSEROLE CREOLE - 1 svg.
CREOLE SOUP - 2 svg.
```

```
----- Meal 2 -----
```

```
SLICED BEETS, CND - 1 svg.
BEEF BARLEY SOUP - 1 svg.
```

```
----- Meal 3 -----
```

```
POTATO CHOWDER - 1 svg.
SPANISH BEAN SOUP - 1 svg.
```

## VM View Meal [FHNU1D]

This routine allows for reviewing or printing a specific meal only. The user must select the User Menu Name, the Day, and the Meal. It allows a user to be selective in viewing, rather than reviewing an entire seven day menu to find one meal.

### Prompt/User Entry:

Select USER MENU NAME: **NUTRITION,P** <RET>

### Discussion:

Enter menu name

R -1800KCAL DIABETIC 05-05-05

Select DAY #: **1** <RET>

Enter a number, 1-7.

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

Enter a number, 1-6.

DEVICE: HOME// <RET> HYPER SPACE

RIGHT MARGIN: 80// <RET>

Enter printer instructions OR press <RET> to view menu on screen.

Menu: SMITH, R -1800KCAL DIABETIC Day: 1 Meal: 2

MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED - 244 gms

## VM View Meal

Select USER MENU NAME: **ZZZ** <RET>

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.

## **FP Food Preferences [FHSELM]**

DP	Display Patient Preferences [FHSEL4]
EP	Enter/Edit Patient Preferences [FHSEL3]
TP	Tabulate Patient Meal Preferences [FHSEL5]



## DP Display Patient Preferences [FHSEL4]

This option can be used to view current preferences assigned for a specific patient. The option (PP) Patient Profile and option (WD) Nutrition Location Diet Order List will also show food preferences.

### Prompt/User Entry:

```
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	

## EP Enter/Edit Patient Preferences [FHSEL3]

When a food preference is requested for a patient (either through the computer or by other means), it should be entered into the computer under this option if the preference is on the preference list.

After selecting the patient's name, the food preference is entered. Then the meals are selected which pertain to that preference.

### Helpful Hint

When using the option Enter/Edit Patient Preferences (EP), a current preference will be shown first, if one exists. If that preference is to be deleted, enter the @ sign. Although you are entering the new preference after the double slashes, it will not replace the preference which is in front of the double slashes. This can be confusing because it is unlike the way the editing is usually done in Nutrition and Food Service software.

### Field Definitions:

#### Select Patient Name Field

This field designates the patient for whom food preferences are to be entered.

#### Prompt/User Entry:

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

#### Discussion:

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

```
000-00-0000      Nutrition,P      Male  Age 69      2 CENTRAL  
  
Likes              DisLikes  
  
All Meals          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: WHOLEWHEAT  
BREAD <RET>  
  FOOD PREFERENCES: WHOLE-WHEAT  
BREAD// <RET>
```

Select one preference. Enter ??  
<RET> to display the preference list.  
If preferences are already on file,  
the last entry will be displayed.

To delete a preference, enter the @  
sign after the preference name//.

To add a new preference, enter the name after the // prompt even if a different preference is displayed.

MEALS: B// <RET>

Enter a string of meals (e.g., B, BN or BNE) or A for all meals.

Quantity: 1// <RET>

Enter a number from 2-9 or take the default of 1 by pressing <RET>.

Upon subsequent admission, the preferences which are Dislikes will appear on the list format of Diet Activity Report/Labels (DA) and are preceded by "Pref:". Because Like preferences frequently change, they will not be shown.

## TP Tabulate Patient Meal Preferences [FHSEL5]

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

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

```
DIET SWISS LIVER (2 OZ) 3
DIET SWISS LIVER (3 OZ) 1
GRILLED LIVER W/ONIONS (3 OZ) 14
```

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

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

### Prompt/User Entry:

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

### Discussion:

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
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 Page 1  
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
---------------------	---	---	--	---

## LE List Encounters (132-column) [FHASE7]

This option replaces the statistical management section previously included in Consult Management. The program's function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entries, such as nutritional status and nutritional assessments as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in two ways:

1. An Encounter Statistics Summary which includes:

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

2. List Individual Patient Encounters which includes:

- All encounter data as listed in Summary
- Breakdown of data by clinician
- List of each patient entered for each encounter by date
- Event comments for each encounter
- List totals for each encounter type

### Prompt/User Entry:

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

### Discussion:

Enter starting date of the reporting period.

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

Enter last date of reporting period.

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

No is the default for this prompt. If YES is entered, the encounters list will include the individual patient's identification and encounter type under each clinician's name.

The report requires a 132-column printer.



Enter printer instructions OR  
 press return as shown to show  
 report on screen.

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	Pat Col	Units	Persn	Units	Persn	Units		
Screening										
	STATUS/SCREENING		13	10	265.4	3	79.6			
13	345.5									
	Subtotal		13	10	265.4	3	79.6	0	0.0	
13	345.5								13	
Assessment										
	NUTRITIONAL ASSESSMENT		51	40	8	1835.3	11	504.7		
59	2340.0									
	Subtotal		51	40	8	1835.3	11	504.7		
59	2340.0									
Pat. Education										
	INSTRUCTION - DIABETIC		4	4	125.5					
4	125.5									
	INSTRUCTION - DIABETIC (F)		1	2	100.0	1	50.0			
3	150.0									
	INSTRUCTION - NORMAL NUTR		1	1	35.5					
1	35.5									
	INSERVICE INSTRUCTION		3	204	1225.5	102	612.5	102	612.5	
408	2450.0									
	CONTINUING EDUC PROG ATTENDED		1	8	7.5					
8	60.0									
	Subtotal		9	219	1405.5	103	62.5	102	612.5	
421	2670.0									
T O T A L										
405	3205.5		74	269	8	5493.2	116	1246.8	102	
								612.5		

NUTRITION ENCOUNTER STATISTICS

Page 2

1-Jan-05 to 31-Jan-05

Total			Number Inpatients		Outpatients		Others		
Pat	Col	Units	Pat	Col	Units	Persn	Units	Persn	Units
CLINICIAN, NUTRITION									
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, PAT						
	25-Jan-05	0004	ADMIT, ONE						
	Subtotal		5	3	108.0	2	72.0		0.0
5		180.0							
Pat. Educatio									
			1	2	100.0	1	50.0		0.0
3		150.0							
	25-Jan-05	0000	PATIENT, FOLLOWUP						
	25-Jan-05	0001	ADMIT, F						
	25-Jan-05	0002	FOLLOWUP, P						
	Subtotal		1	2	100.0	1	50.0		0.0
3		150.0							
NFSClinician, Five									
Assessment									
			2	2	90.0		0.0		0.0
2		90.0							
	26-Jan-05	0000	CASE, TEST						
	26-Jan-05	0001	OUTPATIENT, NEW						
	Subtotal		2	2	90.0		0.0		0.0
2		90.0							
DIETITIAN, NUTRITION LOCATION									
Screening									
			2	2	60.0		0.0		0.0
2		60.0							
	24-Jan-05	0000	INPATIENT, NEW						
	24-Jan-05	0001	INPATIENT, OLD						
	Subtotal		2	2	60.0		0.0		0.0
2		60.0							
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							

TOTAL ENCOUNTERS	11	10	403.0	3 122.0	0.0
13 425.5					

## NM Nutrition Patient Management [FHASCM]

DA	Display Assessment [FHASMR]
EA	Enter/Edit Assessment [FHASM1]
EE	Enter/Edit Encounter [FHASE3]
ES	Enter Patient Nutrition Status [FHASE6]
LE	List Encounters [FHASE7]
LL	List Inpats By Nutrition Status Level [FHASNR4]
PE	Patient Encounter Inquiry [FHASE5]
PH	Print Pat's Nutrition Status History [FHASNR3]
PP	Print Nutrition Profile [FHASP1]
PS	Print Screening Report [FHASXR]

## DA Display Assessment [FHASMR]

This option allows the clinician to display and print any nutrition assessments on file for a selected patient.

### Prompt/User Entry:

```
Select Patient (Name or SSN): NFSpatient,Seventy      NFSpatient,Ninety
NFSPatient,Seventy                                Male                                Age 60
Date of Assessment: 6-Aug-07
Diagnosis: End Stage Renal Disease
Problem: Diabetes
Additional Problem: Obesity

Current Diet: NCS, LO CHOL, RENAL

Height:      5' 10.5" (179 cm)
Weight:      216 lbs (98.2 kg)                    Weight Taken:      6-Aug-07
Usual Weight: 205 lbs (93.2 kg)                    % Usual Wt:      105%
Target Weight: 169 lbs (76.8 kg)                    % Target Wt:     128%
Frame Size:  Medium                                Body Mass Index:  30.6

                                Laboratory Data
Test                            Result  units  Ref.  range  Date
GLUCOSE                          119 H   mg/dL   70 - 105  31-Jul-07
HEMOGLOBIN A1c                   6.9 H   %       4.4 - 6.43 1-Jul-07
UREA NITROGEN                    30 H   mg/dL   6 - 20    31-Jul-07
CREATININE                       5.8 H   mg/dL   0.5 - 1.2 31-Jul-07
SODIUM                           140    mEq/L   133 - 145 31-Jul-07

Medications
SIMVASTATIN 20MG TAB

42Educated on Food/Drug Interactions: Yes
FOOD/DRUG COMMENT: Statin/grapefruit completed

Energy Requirements: 2638 Kcal/day                    Kcal:N 167:1
Energy calculation is based on: Energy Factor of 1.2, and Obese
Calculation
Protein Requirements: 99 gm/day                        NPC:N 142:1
Protein calculation is based on: Obese Calculation and protein level of
1.2
Fluid Requirements: 2689 ml/day
Appearance: obese
Nutrition Status: Moderately Compromised

Follow-up Date: 13-Aug-07                            Assessnet Status: Completed
```

<sup>42</sup> Patch FH\*5.5\*8 - September 2007 – The Educated on Food/Drug Interactions and FOOD/DRUG Comments fields are now located under Medications.

Comments:  
Testtesttest

Entered by: NFSclinician,Ten

## EA Enter/Edit Assessment [FHASM1]

This option is used to perform a nutrition assessment. Enter ?? <RET> at any prompt below to get help.

<sup>43</sup>The following enhancements were added to this option:

- Updated and expanded the Nutrition Assessment option to allow the editing of the Work in Progress Assessment. Also, added necessary fields and new calculations to the option.
- Made the inpatient Nutrition Assessment available as a Progress Note to TIU. When a Nutrition Assessment is marked as Complete, the assessment is created as a Progress Note in TIU.
- Provided an API to Health Summary: Patient allergies, Nutrition Assessment patient Follow-up Date and Comments.
- Added the display of Body Mass Index (BMI) to the assessment.

### Prompt/User Entry:

```
Select Patient (Name or SSN): NFSpatient,Ninety
```

```
Current Diet: NCS, LO CHOL, RENAL
```

```
Creating new Assessment...
```

```
Select COMMUNICATION OFFICE NAME: <RET>
```

```
Height: 5' 10.5"// <RET>
```

```
Weight: 216 lbs// <RET>
```

```
Usual Weight: 205
```

```
Wrist Circumference: <RET>
```

```
Frame Size (SMALL,MEDIUM,LARGE) M// <RET>
```

```
Calculation of Target Body Weight
```

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

```
Method: H
```

```
Select Target Body Weight: 169 lb// <RET>
```

```
Does Patient have an Amputation? NO// Y
```

```
Amputee Types: (may be multiple, e.g: 2,2,5)
```

1 Hand	(0.7%)	2 Total Leg	(16.1%)
3 Total Arm	(4.9%)	4 Foot	(1.5%)

<sup>43</sup> Patch FH\*5.5\*8 - September 2007 - This option has been expanded by allowing the editing of the Work in Progress assessment and adding necessary fields and new calculations.

5 Forearm and Hand (2.3%)      6 Calf and Foot (5.8%)  
Amputee Types: 6

Total Amputee %: 5.8 // <RET>

Select TBW after Amputee Correction: 159#// <RET>

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

Collecting laboratory data ...

Calculate Energy Requirements Based On:

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

Choose: 1

Calculate Energy Needs by:

- 1 Harris-Benedict
- 2 Kcal/Kg
- 3 Mifflin-St Jeor
- 4 Enter Manually

Choose: 3

Enter Caloric Requirements (Kcal/day): 1788// <RET>

Calculate Fluid Requirements By:

- 1) Adult (35 ml/kg/day)  
Elderly Calculation (30 ml/kg/day)  
Adolescent (40-60 ml/kg/day)  
Children (70-110 ml/kg/day)  
Infant (100-150 ml/kg/day)
- 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: 1

Calculate Fluid Requirements Based On:

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

Choose: 1// 3

Select Fluid Requirements (ml/day): 2756// <RET>







## EE Enter/Edit Encounter [FHASE3]

This option is used to enter site-specific activities. The date and time when reviewed and by whom will now be stored when an encounter is edited. Two new fields will be displayed in the option, Patient Encounter Inquiry. Please refer to Manual Section "Encounters."

### Prompt/User Entry:

```
Enter a NEW Encounter (Y/N)? N <RET>
Enter Date of Encounter you want to edit: T <RET> (MAR 22, 2005)
Select one of the following:
C CLINICIAN
P PATIENT
CHOOSE CLINICIAN or PATIENT: CLINICIAN <RET>
Select CLINICIAN: NUTRITION,P <RET>
1 MAR 22,2005 INSTRUCTION - DIABETIC
2 MAR 22,2005 INSTR-WEIGHT
Select number you want: 2 <RET>
CLINICIAN: NUTRITION,P //
ENCOUNTER TYPE: INSTR-WEIGHT//
EVENT LOCATION: 1 EAST//
INITIAL/FOLLOWUP: FOLLOWUP//
TIME UNITS: 15//
GROUP/INDIVIDUAL: INDIVIDUAL//
EVENT COMMENT: TESTING <RET>
Select PATIENT: NUTRITION,P1 //
  PATIENT: NUTRITION,P1//
  # COLLATERALS: 1// 2 <RET>
  PATIENT COMMENT: XXXXXXXX <RET>
GROUP SIZE: 3//
Is this correct? Y// N <RET>
Want to delete encounter? N// Y <RET>
<encounter deleted>
Enter Date of Encounter you want to edit:
```

## ES Enter Patient Nutrition Status [FHASE6]

This option is used to enter the current Nutrition Status of a patient. Please refer to Manual Section "Nutrition Screening."

### Prompt/User Entry:

```
Select Patient (Name or SSN): ADMIT <RET>
  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):
```

## LE List Encounters [FHASE7]

This option replaces the statistical management section previously included in Consult Management. The program's function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entries, such as nutritional status and nutritional assessments as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in two ways:

1. An Encounter Statistics Summary that includes:
  - Number of each Encounter type
  - Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
  - Number of outpatients, collaterals, and workload units involved in each encounter type
  - Number of other persons and workload units involved in each encounter type
  - Total persons and units for each encounter type
  - Subtotal of encounters, patients, and units under each encounter category
  - Grand total of encounters, patients, and units
2. List Individual Patient Encounters which includes:
  - All encounter data as listed in Summary
  - Breakdown of data by clinician
  - List of each patient entered for each encounter by date
  - Event comments for each encounter
  - List totals for each encounter type

### Prompt/User Entry:

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

### Discussion:

Enter starting date of the reporting period.

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

Enter last date of reporting period.

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

No is the default for this prompt. If YES is entered, the encounters list will include the individual patient's identification and encounter type under each clinician's name.

The report requires a 132-column printer.

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

Enter printer instructions OR  
press return as shown to show  
report on screen.

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			
Screening											
STATUS/SCREENING	13		10	265.4	3		79.6		13	345.5	
Subtotal	13		10	265.4	3		79.6	0	0.0	13	345.5
Assessment											
NUTRITIONAL ASSESSMENT	51		40	8 1835.3	11		504.7		59	2340.0	
Subtotal	51		40	8 1835.3	11		504.7		59	2340.0	
Pat. Education											
INSTRUCTION - DIABETIC	4		4	125.5					4	125.5	
INSTRUCTION - DIABETIC (F)	1		2	100.0	1		50.0		3	150.0	
INSTRUCTION - NORMAL NUTR	1		1	35.5	1		35.5				
INSERVICE INSTRUCTION	3	204		1225.5	102		612.5	102	612.5	408	2450.0
CONTINUING EDUC PROG ATTENDED			8	7.5					8	60.0	
Subtotal	9	219		1405.5	103		62.5	102	612.5	421	2670.0
T O T A L	74		269	8 5493.2	116		1246.8	102	612.5	405	3205.5

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

Page 2

1-Jan-05 to 31-Jan-05

Number Inpatients Outpatients Others Total  
Pat Col Units Pat Col Units Persn Units Persn Units

CLINICIAN, NUTRITION

Assessment											
NUTRITIONAL ASSESSMENT			5	3	108.0	2	72.0		0.0	5	180.0
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

Pat. Educatio

INSTRUCTION - DIABETIC (F)			1	2	100.0	1	50.0		0.0	3	150.0
25-Jan-05 0000 NUTRITION,P											
25-Jan-05 0001 ADMIT, F											
25-Jan-05 0002 NUTRITION,P											
Subtotal			1	2	100.0	1	50.0		0.0	3	150.0

DIETITIAN, NUTRITION LOCATION

Screening											
STATUS/SCREENING			2	2	60.0		0.0		0.0	2	60.0
24-Jan-05 0000 INPATIENT, NEW											
24-Jan-05 0000 INPATIENT, OLD											
Subtotal			2	2	60.0		0.0		0.0	2	60.0

Assessmen

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											

TOTAL ENCOUNTERS

0.0 13 425.5				11	10		403.0	3	122.0		
--------------	--	--	--	----	----	--	-------	---	-------	--	--

## LL List Inpats By Nutrition Status Level [FHASNR4]

This option allows the user to view all the inpatients that are on a selected nutritional status today.

Select one of the following:

- 1 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? NUTRITION LOCATION// <RET>

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

17-Feb-05 11:21am

Page 1

Current Inpatients At Nutrition Status: IV Severely Compromised

Nutrition Location 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
3 NORTH	312-03	NUTRITION,P3	0003 1-Mar-05 11:02am
3 SOUTH	3S-01	NUTRITION,P4	0004 1-Mar-05 11:03am
4 EAST	3S-02	NUTRITION,P2	0005 1-Mar-05 11:03am
4 NORTH	4E-01	NUTRITION,P3	0006 1-Mar-05 11:02am



## PE Patient Encounter Inquiry [FHASE5]

The Patient Encounter Inquiry option allows the user to view and print the recorded encounters for a selected patient for a specified time period. These entries can be reviewed but not edited. The date and time when an encounter was reviewed and by whom will now be displayed along with the encounter.

This option allows the clinician to view previous interventions which occurred while in outpatient or inpatient status.

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

## PH Print Pat's Nutrition Status History [FHASNR3]

This option will print the Nutrition Status History for an inpatient or outpatient. The user can select a starting and an ending date or take the default of FIRST, the first date on file, to Last, the last date on file.

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

Choose from:

1 12-11-2005 @ 08:54:15  
541 05-24-1994 @ 12:10:09

Select ADMISSION (or C for CURRENT): **1 <RET>** 2901211.085415

Starting Date: FIRST// **<RET>**

Ending Date: LAST// **<RET>**

DEVICE: HOME// **<RET>** SET HOST

000-00-0000 NUTRITION,P 17-Feb-05 2:38pm Page 1

### 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>

000-00-0000 NUTRITION,P 17-Feb-05 2:38pm Page 2

### NUTRITION STATUS HISTORY

Status Level	Date Entered	Clinician Who Entered
II MILDLY COMPROMISED	16-Sep-05 11:44am	XXXX, XX
II MILDLY COMPROMISED	7-Dec-05 10:42am	XXXX, XX
I NORMAL	18-Aug-93 11:02am	YYYY, YY
I NORMAL	29-Oct-93 8:32am	
I NORMAL	29-Oct-93 8:55am	

## PP Print Nutrition Profile [FHASP1]

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

<sup>45</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

This form may be set to print, following the Nutrition Screening form for each patient. It can also be selectively generated for individual patients by entering only the patient identification and device.

This report can be multiple pages depending upon the amount of data available. The information printed is generated from Nutrition and Food Service, MAS, Laboratory, and Pharmacy patient files.

The data listed on the Nutrition Profile is meant to be used by the clinician in screening, assessing and planning the patient's nutritional course either in the hospital or as an outpatient. This form is **not** intended to be entered into the patient's medical record. The clinician should use it as a worksheet and extract data as needed for progress Notes.

### Description of Format

- The patient's sex, age, and inpatient/outpatient status are generated from MAS Files. If the patient is an "Inpatient", the status is followed by the date and time admitted.
- Nutrition Status is generated from the Nutrition and Food Service Files if status has been entered into the computer, either through Enter Patient Nutrition Status or through Nutrition Assessment. Only the most recent status will be displayed, followed by the date that it was entered.
- Allergies will print if previously recorded or "NONE ON FILE" will appear.
- Dates for completed Nutrition Assessments or "No assessments on file" will be printed. The dates for the last three completed and saved assessments will be displayed.
- Medications as selected through the Site Parameters will appear if applicable to the patient. Only currently existing unit dose medications can be tracked. The specific drug names and dose or this statement, "No current medications in selected drug classes" will be printed in the profile.
- Laboratory data is displayed in the same format as on the screening form. The most recent values are displayed according to the guidelines established in the Site Parameters. If no data is available it will be Noted on the profile.
- All Nutrition Encounters specific to the patient will be printed by type and date. All encounters for the last three years will be displayed or "No Encounters recorded last three years" will be printed.

---

<sup>45</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

- All food preferences previously recorded in the file will be displayed or "No food preferences on file" will appear.
- Under Future Clinic Appointments, each scheduled appointment date and time will be listed for each clinic that the patient is scheduled to attend. If no appointments are planned, "No clinic appointments scheduled" will appear.
- The patient's name, social security number and Nutrition Location (if inpatient) will appear at the bottom of the Nutrition Profile report.
- <sup>46</sup>The following new fields display in the Nutrition Profile Report.
  - Vitals Height
  - Vitals Weight
  - Body Mass Index (BMI)

### Prompt/User Entry

```

Select Patient (Name or SSN):   NFSpatient,Thirty      1-23-42
666119999      3AS
Enrollment Priority: GROUP 1   Category: IN PROCESS   End Date:

Print Dietetics Encounter since Date: T-365// T-27 (AUG 13, 2007)

How many monitors would you like to display?: ALL// 1

DEVICE: HOME// <RET> TELNET   Right Margin: 80// <RET>

-----
13-Aug-07                               NUTRITION PROFILE                               Page 1
-----
NFSpatient,Thirty                       Male                                           Age 65

Status: Inpatient admitted 13-Aug-07  4:07pm NFSpatient,Thirty
Adm. Dx: PSYCHOSIS

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

Tubefeed Ordered: 13-Aug-07  8:00am
  OSMOLITE HN, 1/4 Str., 50 ML per Hour
  CRITICARE H (WASH, HINES, SEA), 1/4 Str., 50 ML per Hour
  RTH TEST, 1/4 Str., 75 ML per Hour
Total Quantity: 4200 ml                    Total KCAL: 1050
Comment: TEST NEW TF

Supplemental Feeding: No Order                Reviewed: 14-Aug-07  9:03am
Problem: HGJ HJ PROB 1
Additional Problem: HGJ PROB 2

Nutrition Status: Mildly Compromised (27-Jul-07)

Allergies: OLIVES, CARROTS

```

<sup>46</sup> Patch FH\*5.5\*8 - September 2007 – New fields added to the Nutrition Profile Report.



## 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."

<sup>47</sup>:The following new fields display in the Nutrition Screening Report:

- Vitals Height
- Vitals Weight
- Body Mass Index (BMI)

### Prompt/User Entry

Print by PATIENT or COMMUNICATION OFFICE or ALL or WARD? WARD// P

Select Patient (Name or SSN): NFSpatient,Thirty 1-23-42  
666119999 3AS  
Enrollment Priority: GROUP 1 Category: IN PROCESS End Date:

Include Nutrition Profiles? (Y/N): Y

Print Dietetics Encounter since Date: T-365//-27 (AUG 13, 2007)

How many monitors would you like to display?: ALL// 1

DEVICE: HOME// <RET> TELNET Right Margin: 80// <RET>

-----  
13 -Aug-07

NUTRITION SCREENING

Page 1  
-----

S: Chewing Problems: Y N Pre-Admission Diet: \_\_\_\_\_  
Dysphagia: Y N Wt. + - \_\_\_\_ # in last \_\_\_\_ months  
Appetite: + - Nausea: Y N Vomiting: Y N  
Feeding Assistance Required: Y N Diarrhea: Y N Constipation: Y N  
Food Allergies: OLIVES, CARROTS

O: Current Diet: NO ORDER  
Comment: Hold Tray due to Tubefeeding  
Tubefeed Ordered: 22-Mar-07 8:00am  
OSMOLITE HN, 1/4 Str., 50 ML per Hour  
CRITICARE H (WASH, HINES, SEA), 1/4 Str., 50 ML per Hour  
RTH TEST, 1/4 Str., 75 ML per Hour

Total Quantity: 4200 ml Total KCAL: 1050

Comment: TEST NEW TF

Adm. Dx: PSYCHOSIS Adm. Date: 11-Sep-95 4:07pm  
Age: 65 Sex: M Prior Assessment: 13-Jul-07 7:23am  
Vital Height: 282 cm (9' 3") Frame Size: Large  
Vitals Weight: 105.5kg (232 lbs) Weight Taken: 1-Feb-00  
Last Weight: 90.91 kg (200 lbs) Weight Taken: 13-Aug-07  
Usual Weight: 109.1 kg (240 lbs) Last Weight/Usual Wt: 83%

<sup>47</sup> Patch FH\*5.5\*8 - September 2007 - New fields added to the Nutrition Screening Report.





\_\_\_ Alternative Medicine  
\_\_\_ Herbs  
Recommendations:

Signature

Date

13-Aug-07

NUTRITION PROFILE

Page 1

NFSpatient, Thirty

Male

Age 65

Status: Inpatient admitted 13-Aug-07 4:07pm  
Adm. Dx: PSYCHOSIS

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

Tubefeed Ordered: 22-Mar-07 8:00am  
OSMOLITE HN, 1/4 Str., 50 ML per Hour  
CRITICARE H (WASH, HINES, SEA), 1/4 Str., 50 ML per Hour  
RTH TEST, 1/4 Str., 75 ML per Hour  
Total Quantity: 4200 ml Total KCAL: 1050  
Comment: TEST NEW TF

Supplemental Feeding: No Order

Problem: HGJ HJ PROB 1  
Additional Problem: HGJ PROB 2

Nutrition Status: Mildly Compromised (27-Jul-07)

Allergies: OLIVES, CARROTS

#### Nutrition Assessments

Recent Assessments: 13-Aug-07 14- Aug-07 15- Aug -07

Vitals Height: 282 cm (9' 3") Vitals Wt: 105.5 kg (232 lbs)  
Last Weight: 96.1 kg (211.5 lbs)  
Usual Wt: 109.1 kg (240 lbs) Last WT/Usual Wt: 83%  
Target Wt: 168.6 kg (371 lbs) Weight/TBW: 54%  
Body Mass Index: 13.3 Date Taken: 13-Aug-07

#### Medications

No current medications in selected drug classes.

#### Laboratory Data

No selected laboratory data available last 201 days.

Dietetic Encounters since 14-Aug-07

No Encounter recorded since 14-Aug-07

---

13-Aug-07

NUTRITION PROFILE

Page 2

---

Current Admission Monitors

Monitor: On Tubefeeding, 13-Aug-07 10:04am

Food Preferences

Likes

DisLikes

No Food Preferences on file

Future Clinic Appointments

No scheduled appointments.

## 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

## **PM Patient Movements [FHPATM]**

The purpose of this routine is to provide an up-to-date listing of patient admissions, discharges, transfers and passes. This list can be obtained at any time.

The Patient Movements Report has several uses for Nutrition Service users. The report can be used to check discharges/transfers just prior to tray delivery or supplemental feeding delivery. "Wasted" trays/supplemental feeding can be minimized or avoided. Savings in cost of labor and supplies can be realized.

The clinical dietitians and technicians use the listing for screening or patient visitations. The clinical Section Chief want to use it to identify the patient turnover in different bed sections for planning workload distribution.

This routine is also an option that can be assigned to non Nutrition users. For example: Building Management Service Can use it to schedule bed cleaning, Pharmacy Service to redirect unit dose medications to current bed locations, Chaplain Service to visit new admissions and Voluntary Service for location of patients.

### **Description of a Patient Movements Listing**

A "Patient Movements" list is shown in the sample. The starting date of the report and the present date and time are printed under the title. The first column shows the patient's name, Social Security Number (SSN), date/time of the actions, and the bed numbers for "FROM" and "TO".

There are three categories of movement:

1. Admissions
2. Discharges
3. Transfers (includes Passes)

The report shows admissions, discharges, and transfers as separate transactions for each patient. Within each category, the transactions are listed chronologically and show old Nutrition Location and room and new Nutrition Location and room. Passes are displayed in the transfer section as from "Nutrition Location" to "Pass" and from "Pass" to "Nutrition Location". IntraNutrition Location transfers, which MAS calls "bed switches", will not show under the transfers. They will print on the Diet Activity Report.

The report can contain time entries following the date. This signifies that the effective date/time entered by the user was "NOW". If no time is shown, the user entered "T" (for today). Encourage MAS users to use the "NOW" rather than "T", so it is clear which meal is affected by the action. Patients without time entries are listed at the top of the Patient Movements (PM) list. Date requested cannot be no more than five days in the past.

The sample shows the movements since the date and time requested.

## Using the Program

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.

## SF Supplemental Feedings [FHNOM]

IN	Supplemental Feeding Inquiry [FHNO1I]
LA	Run SF Labels/Consolid Ingrid List [FHNO2]
SF	Change Patient Supplemental Feedings [FHNO1E]
SH	History of Supplemental Feedings [FHNO12]
WL	Ward Supplemental Feeding Lists [FHNO3]
WP	Print Bulk Feedings/Cost Report [FHNO10]
WR	Review Bulk Nutrition Location Feedings [FHNO9]



## IN Supplemental Feeding Inquiry [FHNO1I]

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

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

<sup>49</sup>The Run SF Labels/Consolid Ingrid List option and report for inpatients have been modified to include outpatient data. <sup>50</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Labels can be printed with an ingredient list, or an ingredient list alone can be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gunned 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>

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

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

If using label sheets, what row  
Do you want Ingredient list only?  
N// <RET>

If using laser label sheets, what row

### 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.

<sup>49</sup> Patch FH\*5.5\*5 - May 2007 - The Run SF Labels/Consolid Ingrid List option and report for inpatients has been modified to include outpatient data.

<sup>50</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

Do you want to begin printing? 1// <RET>

"No" will print labels with ingredient list at the end. Labels can be printed on paper, instead of labels.

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

Place Labels in Printer

Labels can be printed on paper, instead of labels.

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

Enter printer device OR press <RET> for labels to show on screen.

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

OR if W is entered in the first prompt.

Select NUTRITION LOCATION: 2AS <RET>

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

If using laser label sheets, what row  
Do you want to begin printing? 1// <RET>

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

Consolidated List only? Y// <RET>

"Y" will print a consolidated list of ingredients, summed for the Nutrition Location.

"N" will print a list for the selected time or three lists for all the times.

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

Enter the proper printer designation OR press <RET> and the labels will show only on the screen. A delay of 10-25 seconds is normal.

## LA Run SF Labels/Consolid 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,ML /BOWL/SP  
1 MILK,2%

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

T BLDG 163  
27-Mar-07 8PM

CEREAL,ML /BOWL/SP	2
CEREAL,DRY/BOWL/SP	2
CEREAL,FROST CORN/SP	1
CEREAL,RICECRUNCH/SP	1
CHEESE,COTT/SP,4 OZ	4

COOKIE,VAN WAFER,6EA	1
CRACKER,GRAHAM,1 PKG	2
DELIVER NURSE/MEDS	2
ENSURE PLUS, NO CHOC	1
ENSURE PLUS	13
ENSURE PLUS,STRAW	1
ENSURE PLUS,VAN	2
FRUIT	1
FRUIT,APLESCE/SP,4OZ	1
FRUIT,APPLE	2
FRUIT,PUREE/SP,4 OZ	2
ICE CREAM/SP	2
JUICE,ASST	12
MILK,2%	3
MILK,LACTOSE FREE	1
MILK,SKIM	2
MILKSHAKE,VAN/SP	1
NUTREN RENAL	1
PEANUT BTR/KN,2 PKG	2
PUDDING/SP,4 OZ	6
RESOURCE WILD BERRY	1
ROTATION,HS NO MILK	2
ROTATION,HS	31
SUGAR SUB	2
SUGAR	2
THICKENER - HONEY	1

\*\*\*\* PATIENTS = 62 \*\*\*\*

## SF Change Patient Supplemental Feedings [FHNO1E]

<sup>51</sup>The Change Patient Supplemental Feedings option and report for inpatients have been modified to include outpatient data. <sup>52</sup> The patient's allergies display prior to entering the supplemental feedings.

If the patient entered is not a current patient or does not have any outpatient meals ordered, the following prompt will display:

```
Outpatient Recurring Meals...
NO OUTPATIENT DATA ON FILE for today's date and the future!!

Select Patient (Name or SSN): NFSpatient,Five

If the person selected has current outpatient meals, the output below
displays:

Select Supplemental Feedings Option: SF Change Patient Supplemental Feedings
Select Patient (Name or SSN): NFSpatient,Five      2-25-00      666000005  2-AS
Return for OUTPATIENT or 'C' for CURRENT Admission: C

NFSpatient,Five ( 2-AS )

Current Diet: REG
  Allergies: STRAWBERRIES
Feeding Menu: MORE PIES                               Reviewed: 13-Feb-07 10:08am

10AM          2PM          8PM
-----
 1 CAPPACINO      1 PIE

Diet Pattern Associated: YES
Supplemental Feeding Menu: MORE PIES // <RET>
```

Up to four food items can be given at each time frame.

In subsequent examples, patient identification and confirmation will be assumed. Examples will begin with the first pertinent prompt of the routine.

<sup>51</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.

<sup>52</sup> Patch FH\*5.5\*8 - September 2007 – The patient's allergies display prior to entering the supplemental feedings.

## Change Existing Feedings

If a feeding already exists, the program will display that feeding to the user.

If a Supplemental Feeding Menu is selected, only the pre-defined food items will be given. Any desired changes must be done by changing to an "individualized" menu entry.

When feeding orders are changed in the Supplemental Feedings (SF) option, the date shown in the "REVIEW" section on the Nutrition Location Supplemental Feeding Lists (WL) is the date of the last transaction.

## Delete Existing Feedings

All deletion procedures use the SHIFT and "@" following the slash (/) marks. If all feedings are to be canceled for a given patient, do so at the Supplemental Feeding Menu prompt.

## Using the **\*\*Special Order\*\*** Entry

This option is designed to accommodate requests for foods not on the Supplemental Feeding List. This is for items for special use. A procedure should be established for approval of these items. It is partly a manual process. It requires keeping a manual list of patients receiving special orders, and the items for each patient. When a **\*\*SPECIAL ORDER\*\*** is entered for a patient, this is the only information appearing on the label. A clerk is alerted by the **\*\*SPECIAL ORDER\*\*** notation and can add the specific food item to the label by hand.

This notation can also be used in conjunction with a food item.

### Example

2PM FEEDING	#1	SANDWICH
	#2	<b>**SPECIAL ORDER**</b>

(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.

## SH History of Supplemental Feedings [FHNO12]

<sup>53</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>53</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.



## WL Ward Supplemental Feeding Lists [FHNO3]

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

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

<sup>54</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

### Prompt/User Entry

```
Select OPTION NAME: WL           Ward Supplemental Feeding Lists

                                WARD SUPPLEMENTAL FEEDING LISTS

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

Select SUPPLEMENTAL FEEDING SITE (or ALL): ALL

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

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

The total quantities of supplemental feedings can be printed for each Ward, including time period, if the Site Parameter is set for printing ingredients on Nutrition Location lists.

W A R D   S U P P L E M E N T A L   F E E D I N G   L I S T						Page 1
Ward: T 6K					26-Jul-07	1:33pm
ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW	
6K08-1T	NFSpatient,One	6417	1800 CAL N		07-04*	
	ALLERGIES: NONE ON FILE					
	8PM 1 PEANUT BTR/KN,2 PKG; 1 CRACKER,GRAHAM,1 PKG; 1 FRUIT					
6K13-2T	NFSpatient,Two	7338	IND		06-12*	
	ALLERGIES: NONE ON FILE					
	10AM 1 JUICE,APPLE; 1 THICKENER - HONEY					
	2PM 1 JUICE,ASST; 1 THICKENER - HONEY					
	8PM 1 JUICE,ASST; 1 THICKENER - HONEY					
6K14-1T	NFSpatient,Three	8307	IND		03-09*	

<sup>54</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

ALLERGIES: NONE ON FILE  
8PM 1 PUDDING/SP,4 OZ

6K16-1T NFSpatient,Four 3869 IND 03-09\*  
ALLERGIES: NONE ON FILE  
8PM 2 PUDDING/SP,4 OZ; 1 JUICE,ASST

6K17-1T NFSpatient,Five 9140 IND 07-21\*  
ALLERGIES: NONE ON FILE  
8PM 1 COOKIE,VAN WAFER,6EA; 1 ENSURE PLUS,VAN

6K17-2T NFSpatient,Six 0677 IND 03-20\*  
ALLERGIES: SHELLFISH  
8PM 1 CRACKER,GRAHAM,1 PKG; 1 PEANUT BTR/KN,2 PKG; 1 JUICE,ASST

6K27-2T NFSpatient,Seven 4180 IND 06-05\*  
ALLERGIES: NONE ON FILE  
8PM 1 CEREAL,DRY/BOWL/SP; 1 MILK,SKIM

6K28-1T NFSpatient,Eight 1534 IND 06-20\*  
ALLERGIES: NONE ON FILE  
8PM 1 ENSURE PLUS

6K29-1T NFSpatient,Nine 1709 IND 05-30\*  
ALLERGIES: ZUCCHINI  
10AM 1 FRUIT,PUREE/SP,4 OZ  
2PM 1 PUDDING/SP,4 OZ  
8PM 1 FRUIT,APLESCE/SP,4OZ; 1 CHEESE,COTT/SP,4 OZ; 1 ENSURE PLUS

6K30-1T NFSpatient,Ten 3056 DB2000 03-13\*  
ALLERGIES: NONE ON FILE  
8PM 1 ROTATION,HS

6K31-1T NFSpatient,Eleven 1031 IND 05-02\*  
ALLERGIES: NONE ON FILE  
8PM 1 NUTREN RENAL

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

<sup>55</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:

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

### Discussion:

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 N//), 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
23	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

<sup>55</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.

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

Qty	Item	Cost	Vehicle	Other	Total
2	JUICE,CRAN	0.13		0.26	0.26
2	JUICE,GRAPE	0.00		0.01	0.01
2	JUICE,ORANGE	0.12		0.23	0.23
22	FRUIT,ORANGE	0.00		0.00	0.00
4	JUICE,APPLE	0.12		0.47	0.47
	Grand Total		0.00	0.97	0.97

## WR Review Bulk Nutrition Location Feedings [FHNO9]

This option allows the user to review the bulk Nutrition Location feedings for a single Nutrition Location. It provides a quick review of Nutrition Location feedings. Changes to bulk Nutrition Location feedings can be done only at the manager access level.

### Prompt/User Entry:

```
Select NUTRITION AND FOOD SERVICE NUTRITION LOCATION NAME: 1 EAST <RET>
```

```
3 GINGER ALE/STRAW
10 COOKIES
3 FRUIT,CND/SPOON
2 Jell-O/SPOON
1 BANANA
1 PEANUT BUTTER 1TSP
1 APPLE DUMPLINGS
6 JUICE OF THE DAY
6 MILK,2%
1 CUSTARD/SPOON
```

## SO Standing Orders [FHSPM]

IN	Standing Order Inquiry [FHSP4]
SC	Consolidate Standing Orders [FHSP7]
SE	Enter/Edit Standing Orders [FHSP3]
SL	Print Standing Order Labels [FHSP8]
TS	Tabulate Standing Orders [FHSP5]

## IN Standing Order Inquiry [FHSP4]

<sup>56</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>56</sup> Patch FH\*5.5\*5 - May 2007 - The Standing Order Inquiry option and report for inpatients have been modified to include outpatient data.

## SC Consolidate Standing Orders [FHSP7]

<sup>57</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>

### Discussion:

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

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

Enter B, N, E, or ALL.

Consolidated List Only? Y// NO <RET>

Answer YES or NO

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

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

Select LIST Printer: HOME// <RET> PC

ETHER NET RIGHT MARGIN: 80// <RET>

Enter printer instructions OR press <RET> to see report on screen.

1-May-07 1:03pm

Page 1

S T A N D I N G   O R D E R S   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

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

1-May-07 1:03pm

Page 3

<sup>57</sup> Patch FH\*5.5\*5 - May 2007 - The Consolidate Standing Orders option and report for inpatients have been modified to include outpatient data.



S T A N D I N G   O R D E R S   L I S T  
DRIVE  
1-May-07 Break

8 TEA

\*\*\*\* PATIENTS = 4 \*\*\*\*

1-May-07 1:03pm

Page 4

S T A N D I N G   O R D E R S   L I S T  
RECAFE  
1-May-07 Break

3 ICE CREAM

6 JELLO

8 JUICE

5 MIXED VEGETABLES

5 PARSLEY

46 TEA

2 TEST FOR SO

\*\*\*\* PATIENTS = 23 \*\*\*\*

1-May-07 1:03pm

Page 5

## SE Enter/Edit Standing Orders [FHSP3]

<sup>58</sup>The Enter/Edit Standing Orders option and report for inpatients have been modified to include outpatient data. <sup>59</sup> Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

This option is for entering or editing standing orders. Enter the patient's name, and for patients that currently have standing orders, those standing orders will appear associated with specified meals. Patients without orders will appear as "No Active Standing Orders." You can edit a standing order by answering yes to the prompt below and entering the correct number of the order. It is important to remember that standing orders automatically appear on both the diet card and the tray ticket, regardless of diet order.

### Enter Standing Order

```
Select Patient (Name or SSN):  NFSpatient-forty-four

Return for OUTPATIENT or 'C' for CURRENT Admission:  C

NFSpatient-forty-four  ( 5NM )

Current Diet: REG
Allergies: HONEY

No Active Inpatient Standing Orders.

Enter Standing Order:  ?
Answer with STANDING ORDERS NAME
Do you want the entire STANDING ORDERS List?  Y (Yes)
Choose from:
ALLERGY - MILK
APPLESAUCE
CHIPS
JELLO
JUICE
MIXED VEGETABLES
PARSLEY
TEA
TEST FOR SO
YAMS
banana
peanut butter

Enter Standing Order:  TEA

Standing Order TEA added
Standing Order: TEA // <RET>
Select Meal (B,N,E or ALL):  ALL
```

<sup>58</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.

<sup>59</sup> Patch FH\*5.5\*8 - September 2007 - Allergy data is now displayed on Nutrition Reports and ordering options and \*ALG appears on labels to indicate patient has a food allergy.

```
Quantity: 1// 2
ADD this Order? Y// <RET>.. done
NFSpatient-forty-four ( 5NM )
Current Diet: REG
Allergies: HONEY
Active Inpatient Standing Orders:
1 All Meals 2 TEA (I)
Edit a Standing Order? YES// NO
Enter Standing Order: PARSLEY
Standing Order PARSLEY added
Standing Order: PARSLEY // <RET>
Select Meal (B,N,E or ALL): ALL
Quantity: 1// <RET>
ADD this Order? Y// <RET>.. done
```

### **Edit Standing Orders**

```
HEMODIALYSIS,PATIENTONE ( 5NM )
Current Diet: REG
Allergies: HONEY
Active Inpatient Standing Orders:
1 All Meals 2 TEA (I)
2 All Meals 1 PARSLEY (I)
Edit a Standing Order? YES// <RET>
Edit which Order #? 1
Standing Order: TEA // <RET>
Select Meal (B,N,E or ALL): BNE //<RET>
Quantity: 2// 1
ADD this Order? Y//. <RET>. done
```

## Verify Edit

NFSpatient.Forty-four ( 5NM )

Current Diet: REG

Allergies: HONEY

Active Inpatient Standing Orders:

1	All Meals	1	PARSLEY (I)
2	All Meals	1	TEA (I)

Edit a Standing Order? YES// **NO**

## SL Print Standing Order Labels [FHSP8]

<sup>60</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): ??
```

Enter B, N, E, or ALL.

```
<RET>
```

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

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

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

```
Place Labels in Printer
```

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

Enter printer instructions OR press <RET> to see report on screen.

```
NFSpatient,Four          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
  2 YAMS
```

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

---

<sup>60</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.

## TS Tabulate Standing Orders [FHSP5]

<sup>61</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:

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

### Discussion:

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

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

Enter B, N, E, or ALL.

```
<RET>
```

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

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

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

Enter printer instructions OR press <RET> to see report on screen.

## Helpful Hints and Notes

1. The tabulated standing orders do not have patient identification or location.
2. Diet office personnel need to transfer the standing order information to the manual diet card. Standing orders automatically appear on both the tray ticket and diet card.
3. All orders appear on one sheet. Duplicate sheets can need to be run for different preparation areas. The Tabulated Standing Orders prints alphabetically. It may be helpful to use a naming convention that will help sort the list for preparation areas.

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

---

<sup>61</sup> Patch FH\*5.5\*5 - May 2007 - The Tabulate Standing Orders option and report for inpatients have been modified to include outpatient data.

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

NOON

Quantity	Order
5	ICE CREAM
33	JELLO
1	JUICE
3	MIXED VEGETABLES
41	TEA
61	TEST FOR SO
61	YAMS

EVENING

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

## **TF Tickler File [FHCTF3]**

CL	Clear Tickler File Entries [FHCTF2]
DI	Display Tickler File [FHCTF1]
EN	Enter Tickler File Item [FHCTF3]



## CL Clear Tickler File Entries [FHCTF2]

Upon completion of items on the list, the user needs to clear the item from the list. If this is not done, items will keep reappearing until cleared, a new status is entered, or the patient is transferred/discharged, etc. Personal items only disappear from the Tickler printout when the reminder date is past. It is not possible to clear them manually.

<sup>62</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>62</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.

```
63Select 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>63</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                               OAS
-----
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>64</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>65</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>64</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>65</sup> Patch FH\*5.5\*4 - November 2006 - Personal items are known as Personal Tickler.

## DI Display Tickler File [FHCTF1]

Patients' names and personal reminders appear on the Tickler File lists. Patients' names appear on the lists based on the policies and procedures of your facility and entries made in the Production Diet and NUTRITION Location Files. Information will also appear when consults are requested by your Nutrition Location staff.

The Tickler File is dependent upon the Admissions/Discharges/Transfers (ADT) File from Medical Administration Service. Discharged patients whose names currently appear on a Tickler File will not appear on the list the next time a list is printed. Transferred patients whose names currently appear on a Tickler File list will appear on the list of the receiving dietitian the next time a list is printed.

<sup>66</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  
NFSclinitian,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
```

```
                ** 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
```

<sup>66</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.

```

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. ^

## EN Enter Tickler File Item [FHCTF3]

<sup>67</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:

Date/Time: 3/24 <RET> (MAR 24, 2007)

Comment: Attend Prime Vendor  
Meeting at 10am. <RET>

### Discussion:

You can enter comments up to 60 characters.

Date/Time: T+2 (MAR 24, 2007)

Comment: Attend Prime Vender Meeting at 10am.

---

<sup>67</sup> Patch FH\*5.5\*4 - November 2006 - Updated description to reflect changes for patch FH\*5.5\*4.



## DM Patient Data Log [FHDMP]

The Patient Data Log (DM) supports the Diet Order Entry (DO), Supplemental Feedings, and Standing Order (SO) programs by providing the managers with a means for identifying specific users who have entered specific orders.

<sup>68</sup>The Patient Data Log option and report for inpatients have been modified to include outpatient data.

This routine allows for accountability for actions. Selection of a patient will generate a printout detailing every Nutrition order entered for that patient during any admission, who entered it, when, and in what order.

### Prompt/User Entry:

```
Select OPTION NAME: DM Patient Data Log
Select Patient (Name or SSN): NFSpatient, Twelve
Correct? Y// <RET> ES
```

NO ADMISSIONS ON FILE!

This report will also display any existing outpatient meals data.
Enter the Start Date and End Date for outpatient data.

```
Select Start Date: NOV 21, 2006// <RET> NOV 21, 2006
Select End Date: DEC 21, 2006// <RET> DEC 21, 2006
```

```
DEVICE: HOME// <RET> TELNET    Right Margin: 80// <RET>
```

```

          P A T I E N T   D A T A   L O G
Date Range: 21-Nov-06 TO 21-Dec-06                21-Nov-06 1:46pm
666-33-8899    NFSpatient, Twelve                Male    Age 47    Page 1
Allergies: None on file
```

Food Preferences Currently on file:

```

                Likes                                Dislikes
All Meals      NO CHEESE ----- (D)
                NO SPINACH (D)
```

-----

```
*** O U T P A T I E N T   M E A L   D A T A ***
```

```
RECURRING MEALS
```

```
NAME: NFSpatient, Twelve    666-00-0000
```

```
Ordering Service
```

---

<sup>68</sup> Patch FH\*5.5\*5 - May 2007 - The Patient Data Log option and report for inpatients have been modified to include outpatient data.

#	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 [FHMGR0M]

SM	Special Meals Menu ... [FHOMSMGR]
RM	Recurring Meals Menu ... [FHOMRMGR]
GM	Guest Meals Menu ... [FHOMGMGR]

The Outpatient Meals (OM) menus and options automate and replace the manual processes for ordering individual special meals, recurring meals for VA patients, non VA facility patients and guest meals for individuals being seen for outpatient services. Each of the new menus will have various options specialized for the type of meal being requested and approved through an authorization process that notifies the requestor via Alert Message.

The Outpatient Meals menus and options are accessible from the N&FS Manager Menu [FHMGR]. These menus automate and replace the manual processes for ordering individual special meals, recurring meals for VA patients and patients at non-VA facilities, and guest meals for an outpatient or a collateral/volunteer/resident. Each of the new menus has various options specialized for the type of meal being requested and approved through an authorization process that notifies the requestor via Alert Message.

## SM Special Meals Menu [FH0MSMGR]

RO	Request a Meal [FHOMSR]
AM	Authorize a Meal [FHOMSA]
PM	Print Meal Voucher [FHOMSP]
CM	Cancel a Meal [FHOMSC]
MS	Meal Status Report [FHOMSS]

Special Meals menu allows you to request a "One-Time" meal for a patient. You can only enter one request for a Special Meal per mealtime per patient. There are five options included in this menu.

## RO Request a Meal [FHOMSR]

This option prompts for a patient's name based on a search in the PATIENT file (#2) and NEW PERSON file (#200). If you hold the necessary Security Key a prompt appears and a ticket is printed. If you do **not** want the default diet, then you can select a diet from a list of diets specified. If you do **not** hold the Security Key, the request is sent to a pre-defined list of people for approval. Once approved, an alert will notify the requestor that a ticket can be printed. When a special meal request is made the software checks the meal window time for that selected meal, and if necessary, prompts for a late tray.

For example, if a breakfast meal is selected and it is within the breakfast meal window times, the user will be prompted to order a late tray for that meal. If it is past the breakfast meal window times, a message displays stating the meal window has passed.

### Example: User has authorization key FHAUTH

1. Select Request a Meal option.
2. Select Patient  
Type a patient's name and/or social security number (SSN).
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>69</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.

```
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:
```

<sup>69</sup> Patch FH\*5.5\*3 - May 2007 - Special Meals alerts modified.

### Example: User not having an Authorization Key and is Ordering a Late Tray

```
Select Special Meals Menu Option: RO Request a Meal

Select Patient (Name or SSN): c0000
  1 C0000 NFSoutpatient,Sixty      11-10-18      666000000      NO
COLLATERAL          CT/SA
  2 C0000 NFSoutpatient,Sixty-one   8-10-36      666000000      YES      SC
VETERAN

CHOOSE 1-2: 1 NFSoutpatient,Sixty  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>70</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

71This patient already has a Recurring Meal ordered for 17-May-07 Evening
```

<sup>70</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>71</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.



## 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

## 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>72</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
73Allergies :  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
-----
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.

<sup>72</sup> Patch FH\*5.5\*5 - May 2007 - The Print Meal Voucher displays allergies (if any) beneath the patient's name.

<sup>73</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.

### 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
```

## 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

74Print 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
RM Recurring Meals Menu
```

<sup>74</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.

This menu provides options to order and edit outpatient meals, manage early/late trays, additional orders, tube feedings, and isolation/precautions. The options allow for orders to be placed for multiple days on both VA outpatients and non-VA outpatient meal recipients.

## RM Recurring Meals Menu [FHOMRMGR]

OD	Order/Edit Outpatient Meals [FHOMRO]
EL	Early/Late Tray [FHOMRE]
RO	Review Outpatient Meal [FHOMRR]
PP	Patient Profile [FHORD9]
CM	Cancel Outpatient Meal [FHOMRC]
AO	Additional Orders [FHOMRA]
TF	Tubefeeding [FHOMRT]
PT	Recurring Meal Plan Expiration List [FHOMRP]
RM	Recurring Meals List by Location [FHOMRL]
IP	Outpatient Isolation/Precaution [FHOMIP]
CA	Cancel Additional Order [FHOMRAC]
CE	Cancel Early/Late Tray [FHOMREC]
CT	Cancel Tubefeeding [FHOMRTC]
CA	Cancel a Guest Meal

## OD Order/Edit Outpatient Meals [FHOMRO]

This option allows the ordering of recurring outpatient meals or editing an existing meal. <sup>75</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>76</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>75</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>76</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: **MTWRFSX**

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...
```

## 9. <sup>77</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>77</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>78</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>79</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>78</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>79</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.

## 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
Status   Location         Point           Meal Bag   Diet Ordered
==   =====           =====   =====   =====
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...
```

## 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.

```
80      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>80</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.

## PP Patient Profile [FHORD9]

<sup>81</sup>The PP Patient Profile option and report for inpatients include outpatient data.

This existing option includes Outpatient Meals and produces a comprehensive display of the requested meals for a patient for a specified date range and data associated with a patient's admission. It includes diet orders, active or saved consults, early/late tray requests for the next 72 hours, standing orders, tube feedings, supplemental feedings, etc.

### Example: Patient Profile

1. Select Patient Profile option
2. Select Patient  
Type patient's name and/or social security number (SSN).
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
                      TEA = 3, TEST FOR SO = 1, JUICE = 1

      Supplemental Feeding: HUNGRY THING
      10AM: PIE = 1
      2PM: PIE = 2 COOKIES = 1 COFFEE = 1
```

<sup>81</sup> Patch FH\*5.5\*5 - May 2007 - The PP Patient Profile option and report for inpatients have been modified to include outpatient data.

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1  
2 Nov 24, 2006 RADIOLOGY MICU-NAN REMOTE CAFE B OUTPATIENT  
REGULA

Standing Orders: TEA = 2, CHIPS = 5, MIXED VEGETABLES = 2  
PARSLEY = 1, PARSLEY = 5, MIXED VEGETABLES = 5  
TEA = 3, TEST FOR SO = 1, JUICE = 1

Supplemental Feeding: HUNGRY THING

10AM: PIE = 1

2PM: PIE = 2 COOKIES = 1 COFFEE = 1

8PM: FRUIT SALAD = 1 COFFEE = 1 PIE = 1

## CM Cancel Outpatient Meal [FHOMRC]

This option provides a list of requested meals for a patient within a specified date range. The requestor can select a meal (s) that need to be cancelled.

### Example: Cancel Outpatient Meals

1. Select Cancel Outpatient Meal option
2. Select Patient  
Type patient's name and/or social security number (SSN).
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	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
```



## 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 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		
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	

6. 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
```

7. Confirm

Enter <RET> (Yes) or enter "N" the system will exit option and the additional order is not requested.

```
Is this correct?: Y//<RET> ES
```

```
Additional order ordered for NFSpatient,Ten...
```

## TF Tubefeeding [FHOMRT]

This option allows the ordering of tube feeding for a patient. This tube feeding option accepts single, as well as multiple products, strength, and quantities.

### Example: Tube Feeding

1. Select Tube Feeding option
2. Select Patient  
Type patient's name and/or social security number (SSN).
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...
```

## 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
```

## RM Recurring Meals List by Location [FHOMRL]

<sup>82</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

<sup>83</sup>Print by LOCATION, COMM OFFICE, PRODUCTION FACILITY or ALL: **ALL** ALL

Select Start Date: MAY 17, 2007// **T** MAY 17, 2007

Select End Date: MAY 17, 2007// **T** MAY 17, 2007

DEVICE: HOME//    VIRTUAL TERMINAL

---

<sup>82</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>83</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.

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

R E C U R R I N G M E A L L I S T

LOCATION: NEW CLINIC

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
------	--------------	--------------	--------------	--------------

R E C U R R I N G M E A L L I S T

LOCATION: NEW CLINIC

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
Nov-06	NFSoutpatient,Six	E DRIVE THROU		OUTPATIENT REG
8-Nov-06	NFSoutpatient,Ten	E DRIVE THROU		OUTPATIENT REG

Enter RETURN to continue or '^' to exit:

R E C U R R I N G M E A L L I S T

LOCATION: MEALS ON WHEELS

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
------	--------------	--------------	--------------	--------------

R E C U R R I N G M E A L L I S T

LOCATION: MEALS ON WHEELS

Date	Patient Name	Meal Service	Pnt Room-Bed	Diet Ordered
8-Nov-06	NFSoutpatient,Four	E REMOTE CAFE		DIABETIC,2GM NA



## IP Outpatient Isolation/Precaution [FHOMIP]

This option allows Outpatients with recurring meals be placed on an Isolation/Precaution. This option allows the user to select a patient and enter/edit an isolation/precaution for that patient.

### Example: Enter Isolation/Precaution

1. Select Outpatient Isolation/Precaution List option
2. Select Patient  
Type patient's name and/or social security number (SSN).
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
```

## 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 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	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

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
```

## 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 Location	Service 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							C
3	Thu - Jan 13, 2005	DIALYSIS	DINING RO	N	N	LOW SODIUM	
Early/Late Tray Time: 3:40P Bagged Meal: Y							C
4	Sat - Jan 15, 2005	DIALYSIS	DINING RO	N	N	LOW SODIUM	
5	Tue - Jan 18, 2005	DIALYSIS	DINING RO	N	N	LOW SODIUM	
6	Wed - Jan 19, 2005	DIALYSIS	DINING RO	N	N	LOW SODIUM	
Early/Late Tray Time: 11:30A Bagged Meal: N							
7	Thu - Jan 20, 2005	DIALYSIS	DINING RO	N	N	LOW SODIUM	
Additional Orders: strawberries							C
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 tray 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.

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

## CE Cancel Tubefeeding [FHOMRTC]

This option allows the cancellation of tube feedings ordered.

### Example: Cancel Tube Feeding

1. Select Cancel Tube feeding option
2. Select Patient  
Type patient's name and/or social security number (SSN).
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							
7	Thu - Nov 18, 2004	DIGESTIVE	REMOTE CA	B	N	LOW CALORIE	C	
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

## <sup>84</sup>GM Guest Meals Menu [FHOMMGR]

GM	Request a Meal [FHOMGR]
PT	Print Guest Meal List [FHOMGP]
CA	Cancel a Guest Meal [FHOMGC]

This menu allows the ordering of a meal for one of the five basic classifications for individuals needing a meal. The five classifications are as follows: Gratuitous, Paid, Employee, Volunteer, and OOD. Each individual class will be defined by site, meal, and dollar amount.

---

<sup>84</sup> Patch FH\*5.5\*5 - May 2007 - A new Cancel Guest meals option added to allow the cancellation of guest meals.

## GM Request a Meal [FHOMGR]

This option allows you to order an outpatient meal for individuals categorized in one of the five listed classifications and be added to the N&FS meal list.

### Example: Request a Meal

1. Select Request a Meal option
2. Select Patient  
Type patient's name and/or social security number (SSN).
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...

## 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

85Print 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>85</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.



## <sup>86</sup>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>86</sup> Patch FH\*5.5\*5 - May 2007 - New option "Cancel a Guest Meal" is added to Outpatient Meals.

## Glossary

<b>Access code</b>	An individual's code used to gain entry to the computer system.
<b>ADP</b>	Automated Data Processing or Automated Data Processing Service.
<b>ADTS</b>	MAS software: Admissions, Discharge, Transfer, Scheduling. Nutrition's software requires that ADTS run effectively.
<b>AMIS</b>	Automated Management Information System – a VA wide centralized database.
<b>API</b>	Application Programmer Interface.
<b>Applications Coordinator</b>	A person selected in each medical center's services who has the responsibility for the implementation/coordination of the ADP activities.
<b>Backup copy</b>	A copy of a file or information that is kept as a reference in case the original file is destroyed or unavailable.
<b>Backup procedures</b>	Methods of accomplishing work if the computer is not functioning.
<b>Bit</b>	The smallest unit of storage in the computer.
<b>Bits and Bytes</b>	The Nutrition Service quarterly computer newsletter.
<b>Bug</b>	An error in a program or a system.
<b>Byte</b>	The smallest addressable unit of storage of data; eight bits.
<b>CAHG</b>	Clinical Ad Hoc Group.
<b>Character</b>	A letter, digit, space, or other symbol that is used as part of the representation of data.
<b>Code</b>	A system of symbols and rules for use in representing information, or a series of letters used as part of a security code system, for gaining access to the computer system.
<b>Command</b>	A request entered on a terminal to have a function performed; e.g., a printer command.
<b>Computer</b>	An electronic device for performing high speed arithmetic and logical operation.
<b>Computer system</b>	A system composed of a computer, peripheral equipment, such as disks, printers, and terminals, and the software necessary to make them operate together.
<b>Convention</b>	Symbols or commands common to VA software.
<b>CPRS</b>	Computerized Patient Record System.
<b>CPU</b>	Central Processing Unit; a major unit of the computer containing the arithmetic unit, main memory, and control unit.
<b>Crash</b>	A hardware or software failure that leads to an abnormal cessation of processing.
<b>CRT</b>	Cathode Ray Tube; refers to the terminal screen.
<b>Cursor</b>	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.

<b>Data</b>	Characters arranged together in specific patterns to which meaning is assigned; information.
<b>Database</b>	A large file of organized data which users can draw upon as a common pool of information.
<b>Data Dictionary</b>	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.
<b>DBIA</b>	Database Integration Agreement.
<b>Default</b>	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//.
<b>Delete</b>	To remove data from the system.
<b>Device</b>	In Nutrition Software programs, refers to the selection of the terminal display or the printer for receiving the output. Can refer to any hardware.
<b>Disk</b>	A platter, similar to a phonograph record, coated with a magnetic surface on which data can be stored.
<b>Diskette</b>	A small disk.
<b>Documentation</b>	A collection of descriptions or procedures that provides information about a program so that it can be used properly and maintained.
<b>Dump</b>	To generate a printout of a file from main memory at a given point in time.
<b>Edit</b>	To correct, rearrange, and validate input data. To modify the form of output information by inserting blank spaces, special characters where needed, etc.
<b>Electronic mail</b>	A general term to describe the transmission of messages by the use of computing systems and telecommunications facilities.
<b>Enter (key)</b>	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.
<b>Field</b>	In a record, a specific area used for a particular category of data.
<b>File</b>	A collection of related records, treated as a unit.
<b>File Manager</b>	A data base management system, developed by the Veterans Administration. Also referred to as VA FileMan.
<b>Flag</b>	A variable used in a program to indicate whether a condition has or has not occurred.
<b>Global (Global Variable)</b>	Refers to variables which are permanently stored on disk.
<b>GUI</b>	Graphical User Interface.
<b>Hard copy</b>	Printed copy of data stored in the computer.
<b>Hardware</b>	The physical equipment that makes up a computer system.
<b>Help</b>	Enter ?, ??, or ??? and an explanation or choices shows on the screen.
<b>Input</b>	Data that is submitted to the computer for processing.
<b>Interface</b>	A shared boundary between two devices, systems, or programs.
<b>IRM</b>	Information Resource Management.

<b>IRM contact person</b>	A person in the Information Resource Management service who will help answer questions for you.
<b>Job</b>	A collection of specific tasks constituting a unit of work for a computer.
<b>Jump</b>	A departure from sequence in executing instructions in a computer.
<b>Kernel</b>	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.
<b>Keyboard</b>	A device with an arrangement of keys like those on a typewriter; often includes a second set of numbers similar to a calculator pad.
<b>K/Kilobyte</b>	1024 bytes; refers to computer storage capacity.
<b>LAYGO</b>	Learn as you go; allows all users to add to the existing files.
<b>Live account</b>	Use of the programs with real persons as opposed to the test account.
<b>Local variable</b>	A variable which exists only in memory and is lost when exiting the program.
<b>Log off/sign off</b>	The process of exiting from the computer system.
<b>Log on/sign on</b>	The process of entering the computer system.
<b>MailMan</b>	An electronic mail program that enables users to send memos, letters, messages, documents from one computer terminal to another.
<b>Mainframe</b>	A large computer capable of supporting many peripheral devices and users.
<b>MAS</b>	Medical Administration Service.
<b>MB/megabyte</b>	One million bytes; or 1000 kilobytes.
<b>Memory</b>	A device for storage of data.
<b>Menu</b>	A list of choices presented by the software, which represents a decision point in the running of the program.
<b>Modem Contraction</b>	A device that transmits signals over a communications line.
<b>MUMPS (M)</b>	Now called "M". Massachusetts General Hospital Utility Multi-Programming System; a high level (source) computer language especially convenient for manipulating textual data.
<b>Null</b>	The absence of information.
<b>Nutrition User Manual</b>	The manual provided with the Nutrition and Food Service software, which explains the programs.
<b>Option</b>	List/menu of choices of available programs; a single choice in the list.
<b>Output</b>	Information that comes from the computer after processing.
<b>Password</b>	A code used for gaining access to the computer system; can be referred to as access and verify codes.
<b>Patch</b>	The modification of a program in an expedient way.
<b>Pointer</b>	An address that specifies a storage location where data can be stored or retrieved.
<b>Port</b>	A connection between CPU and another device, by means of which data can enter or leave the computer.
<b>Printer</b>	A device to produce permanent (hard copy) computer output.

<b>Prompt</b>	A message on the display terminal requiring input from the user.
<b>Program</b>	A logically arranged set of instructions defining the operations to be performed by the computer.
<b>Queue</b>	Positioning behind other work; used in directing output work to a printer.
<b>Retrieve</b>	The process of accessing information previously stored by the computer.
<b>Routine</b>	Same as a program.
<b>Sign off</b>	Process of exiting the computer system.
<b>Sign on</b>	Process of entering the computer system.
<b>Site parameter</b>	A setting in a program which is decided upon and then left for the use of the program.
<b>Sizing model</b>	A formula developed to determine the equipment and CPU needs of a service.
<b>Software</b>	A set of computer programs associated with the operation of a data processing system.
<b>Store</b>	To retain data for future use.
<b>Terminal</b>	A device used by a person to send data and to receive data from the computer.
<b>Test account</b>	An account in which the software is first run before it is used live; is used to set up files, train on and practice.
<b>Users</b>	Persons who use the computer system.
<b>User manual</b>	Same as Nutrition and Food Service User Manual if referring to Nutrition and Food Service programs.
<b>Utility</b>	A program which performs many tasks of the computer system; Kernel in VistA. The utility provides data processing support for the software programs.
<b>VACO</b>	VA Central Office, Washington DC.
<b>VAMC</b>	VA Medical Center.
<b>VDT</b>	Video display terminal; same as terminal.
<b>Verify code</b>	Series of letters; part of the security code used for accessing the computer.
<b>Version</b>	Various releases or editions of the Nutrition and Food Service software programs. Newer versions, those with a larger number, replace earlier ones.
<b>VHA</b>	Veterans Health Administration.
<b>VISN</b>	Veterans Integrated Service Networks.
<b>VistA</b>	Veterans Health Information System and Technology Architecture.
<b>Word processing</b>	The use of computers to create, view, edit, store, retrieve, and print text material.