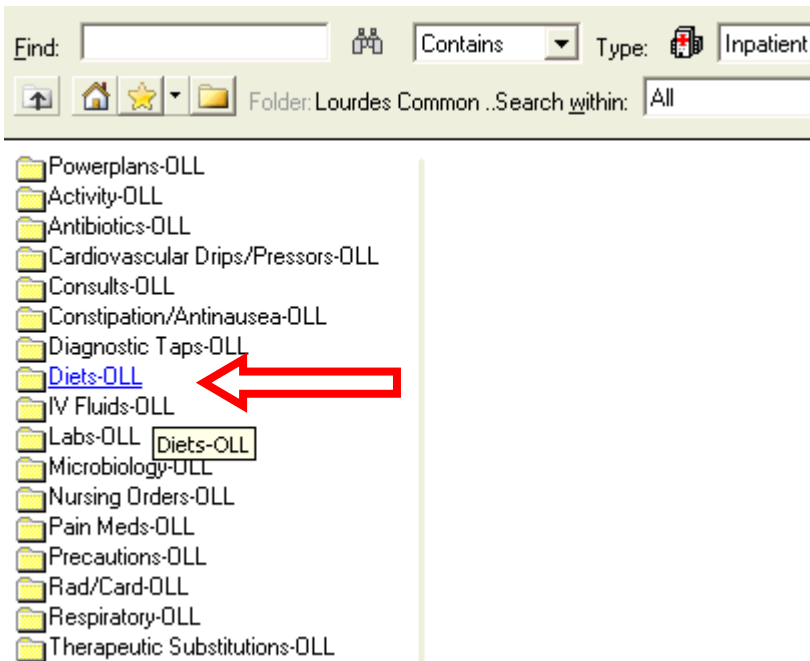## *Ordering Diets:*

Under Menu, Select Orders, then left click **+ Add**

There are two ways to search for a Diet.

1) Search under your ***Favorites*** list   OR
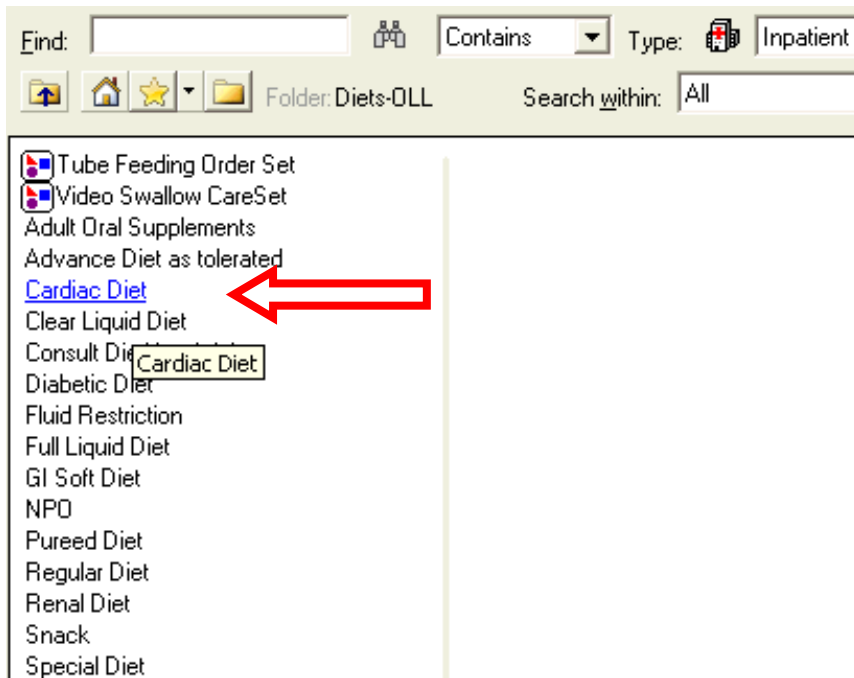
2) Search as a single order in the **Find:**   cell.

1) Search under your ***Favorites*** list:

Left click Diets-OLL to highlight and select it.

Left click to highlight and select the appropriate choice.
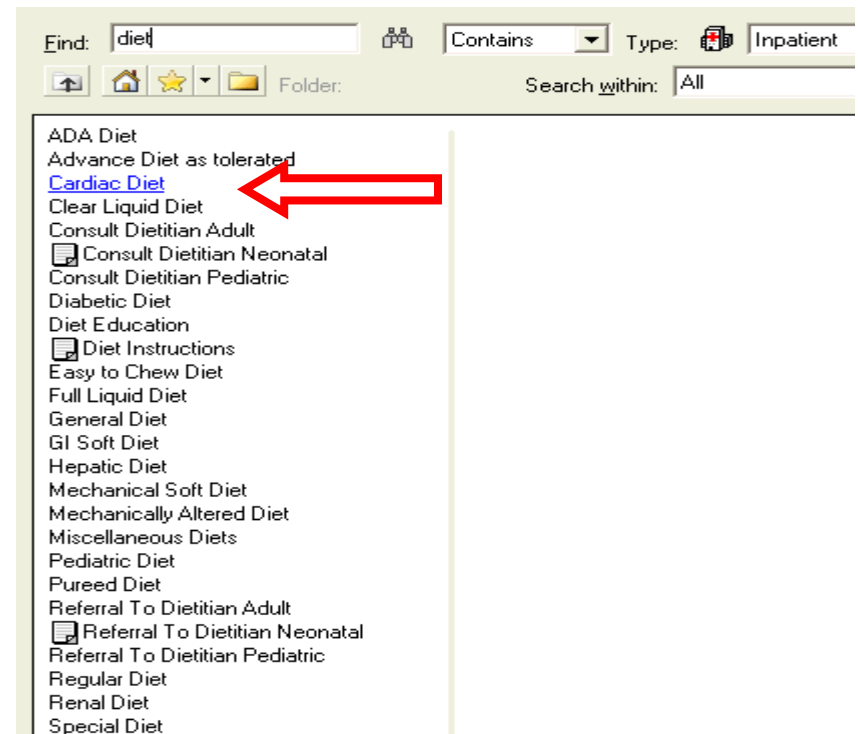
In this example, Cardiac Diet is selected.

2) To search for Diet in the **Find:** cell.

Type in *"diet."*

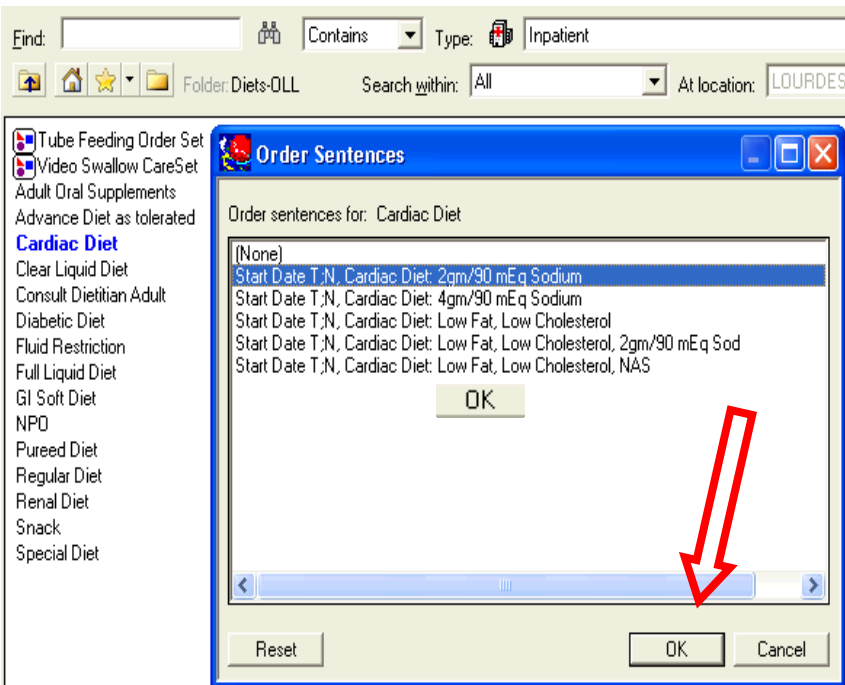Left click on appropriate choice to highlight and select it.

Note: All remaining steps for ordering a diet are the same.

Selecting Cardiac Diet brings up an order sentence window.

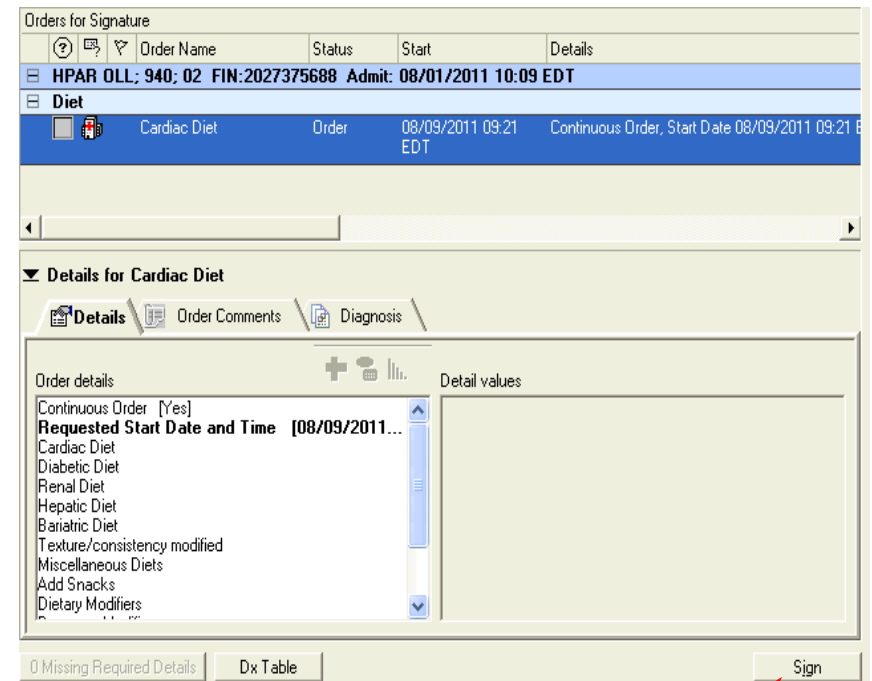Select the appropriate Cardiac Diet.

Left click on OK at bottom right.

Then left click Done at lower right on next screen.

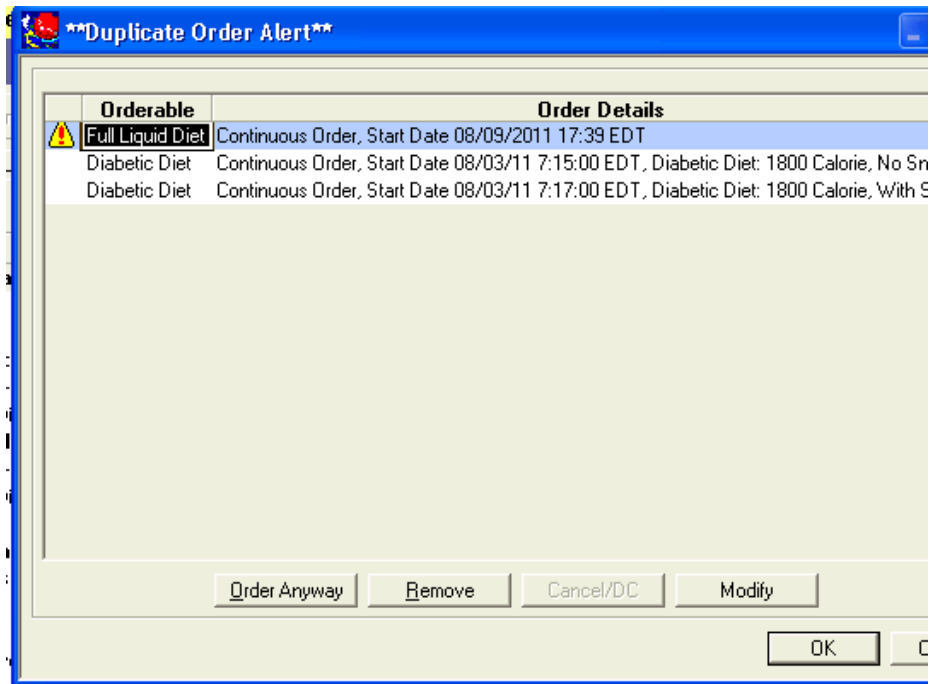**Note: Cancel any previous diet orders.**

Double check order is correct.

Modifications may be made under Details tab.

Left click Sign to complete the order.

Left click on Sign to complete order.

Ordering Diets (cont'd):

You may get a duplicate alert when ordering diets.

Select the appropriate diet in the list above and click

"Remove".

In the above example a NEW diet "Full Liquid Diet" was being placed. The system found 2 additional "Active" diet orders. It generated a "Duplicate Order Alert" window.

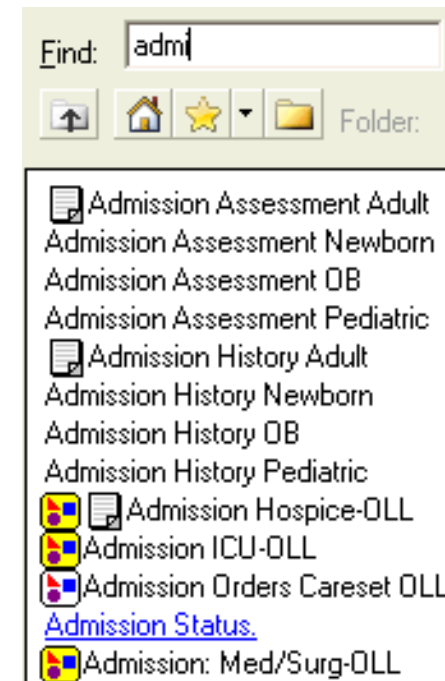Please only have 1 active diet per patient. Discontinue all others.

An Admission Status order places the patient in the appropriate billing status, as either an inpatient, observation, amb surg, etc.

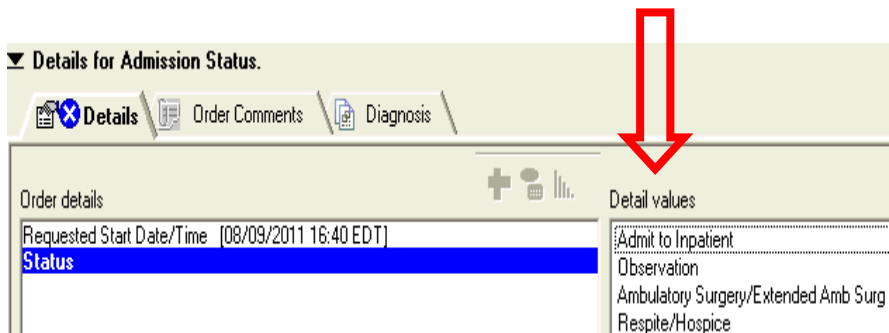### An Admission Status must be ordered on all patients !!!

In the Add Orders window, type the first few letters of Admission Status in the Find: cell.

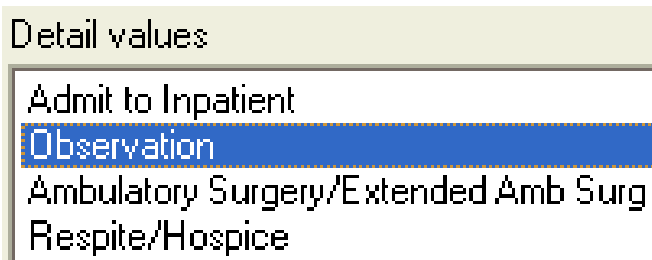Left click on Admission Status to select it.

Left click Done found at the bottom right.

Left click to select the appropriate Admission Status under Detail Values on the right.

Observation is selected in the example below.

This automatically populates Observation on the left side.

Left click **Sign** to complete the order.