



Dietary Orders Job Aid

Dietary Orders using Order Entry Console

STEP	ACTIONS
1.	In the New Order field, type “diet” and select “Dietary Oral.” <ul style="list-style-type: none"> Click on the Additional Order Details button, a pop-up “Diet Restrictions” screen appears.
2.	Select the diet, diet restrictions, and supplements in the pop-up screen. Multi selections are allowed in the Diet Restrictions field. <ul style="list-style-type: none"> Based on the National Dysphagia Diet standard, only compatible diet combinations are accepted. If supplements need to be added, click the New Row button. Make selections for the Diet Supplement, Days of the Week, and Meal Periods (all required fields). <p>Click Save.</p>
3.	Complete the order details to the left of the Scratchpad , then click the Add to Scratchpad button.
4.	Click Sign .
5.	To view/print the order details of the dietary oral order, use the Doctors Orders Report.
NOTE:	If Dietary Oral orders are entered using the Admission Order Group, the dietary oral order will require editing in order to add additional order details. <ul style="list-style-type: none"> Double click the Dietary Oral order on the Scratchpad. Click on the Additional Order Details button, a pop-up Diet Restrictions screen appears. Continue with step 2-5.
DIETARY NOTES:	<ul style="list-style-type: none"> Calorie diets are suited for diabetics, weight reduction and metabolic syndrome. They are lower in fat and have little to no concentrated sugars, so ordering a low-fat diet, no concentrated sweets or carb-controlled diet is not necessary and redundant. The primary healthy eating style described in the <i>Dietary Guidelines</i> is limited in saturated fats, and thus, dietary cholesterol (about 100-300 mg across various calorie levels). Therefore, ordering a Low Cholesterol diet is not necessary.



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Dietary Orders using Client Profile – Physicians Orders

The screenshot displays the 'myAvatar 2020 - Additional Order Details - Diet Orders - Oral' window. On the left, a sidebar shows the 'Client Profile' section with options like 'Create Order', 'Renew/DC/Val', 'View/Change', 'Order Notes', and 'Hold/Resume'. The main area shows a 'Diet Restrictions' list with checkboxes for 'Regular Diet', '1200 Calorie', '1500 Calorie', and '1800 Calorie'. Below this is a table with columns: Supplement ID, Diet Supplement, Portion Size, Days of the Week, Meal Periods, Routine or PRN, and Comments. At the bottom, there are buttons for 'New Row', 'Delete Row', 'Save', 'Close/Cancel', 'Copy/Paste Row', 'Copy Cell', and 'Paste Cell'. The 'Order Code' field contains 'Dietary Oral' and the 'Additional Order Details' button is highlighted with a red box. A red arrow points to this button from the 'Online Documents' section on the left.

STEP	ACTIONS
1.	In the Client Profile/Physician Orders: <ul style="list-style-type: none"> Enter Dietary Oral in the Order Code field. Select the Additional Order Details.
2.	Select the diet, diet restrictions, and supplements in the pop-up screen. <ul style="list-style-type: none"> If supplements need to be added, click the New Row button. Make selections for the Diet Supplement, Days of the Week, and Meal Periods (all required fields). Click Save .
3.	Complete Routine or PRN required field. <ul style="list-style-type: none"> Add Frequency, Special/Additional Instructions, Make Order Open-Ended, Duration Days, Stop Date if needed to complete the order.
4.	To view the diet order prior to filing: <ul style="list-style-type: none"> Select the Preview Order Notification button and a preview screen appears.
5.	Select File Data when the Dietary Oral order is complete.
6.	To view the diet order before closing Client Profile/Physician Orders: <ul style="list-style-type: none"> Go to Client Profile. Check "Dietary Oral" box under Check To Filter By Order Type. Select Display Order List/Select Existing Orders for Detail Display. Place a check for the order to be viewed and click the OK button. A Client Profile – Order Details report displays. The diet restrictions and supplements will appear together with the general order information. To view/print the order details after closing Client Profile/Physician Orders, use the Doctors Orders Report.
NOTE:	If the Admission Order Group is used with Auto-filing , it is suggested that the Dietary Oral order be ordered outside of the Admission Order Group in order to assign the diet, diet restrictions and supplements.
DIETARY NOTES:	<ul style="list-style-type: none"> ➤ Calorie diets are suited for diabetics, weight reduction and metabolic syndrome. They are lower in fat and have little to no concentrated sugars, so ordering a low-fat diet, no concentrated sweets or carb-controlled diet is not necessary and redundant. ➤ The primary healthy eating style described in the <i>Dietary Guidelines</i> is limited in saturated fats, and thus, dietary cholesterol (about 100-300 mg across various calorie levels). Therefore, ordering a Low Cholesterol diet is not necessary.



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