



UHN

Toronto General
Toronto Western
Princess Margaret
Toronto Rehab
Michener Institute

DIETITIAN - TIP SHEET

- **Need Help?** For assistance with computer issues, Contact **HelpDesk, ext. 4357 (HELP)** or Email: **Helpd@uhn.ca**
- **Account Access:** Your personal EPR account will be available within 48hrs following training. Contact Helpdesk, ext. 4357, prompt 1 for Clinical Systems, prompt 1 for EPR Support

LOGGING IN TO THE EPR



1. Double-click on EPR Icon
2. Enter ID and password
3. Click "OK" button to proceed

PATIENT SEARCH OPTIONS

- Last name, First name → **Super, Cilia**
- Last name → **Rehab**
- MRN → **2003085**
- OHIP → **o987654339**
- Visit → **v40734000004**
- Wildcard (use the dash "-") → **Re-, J-**












VIEWING PATIENT INFORMATION

1. Click **Patient Search** Icon and type in patient search criteria.
2. Select the **correct patient** by double clicking over their name
3. Double click over the **correct visit** and click **Yes** to the **Audit Trail Warning**
4. Click **View Scanned Documents** (to view discharged patient charts)

HEIGHT AND WEIGHT ASSESSMENTS

- Select the **Assessments** tab, then click on **Height & Weight** from the assessments block
- Document the correct date and time of the assessment
- Enter Height in cm. If you are entering in feet and inches instead, you must follow the numbers with the symbol for feet (') and the symbol for inches("). For example, 5'10"
- Enter the height again to confirm the correct value (these two figures must match)
- Select the method you used to take the measurement and if necessary a reason or explanation.
- Enter Measured Weight in kg. If you are entering in pounds, you must follow the number with 'lbs' (150lbs).
- Enter the weight again to confirm the correct value (these two figures must match)
- Enter Weight Method and/or an explanation if required, then Choose **'Accept'**
- Go to the Patient Care tab and select the **Height/Weight** section (refresh to reflect updates)

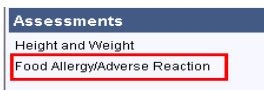
PATIENT DASHBOARD ICONS

Description	Icon	Detail
Allergies/Adverse Reactions		Displays the yellow warning icon if the allergies are documented for the patient on the current admission/visit
		Displays greyed-out icon if allergies for the patient are documented as “No Known” allergies
		Displays the blue mandatory action icon if allergies have not been documented on current admission/visit
Height and Weight		Displays the blue mandatory action icon if historical data is present but not documented on the current admission/visit
		Displays the white supplementary icon if height and weight has been documented on the current admission/visit
Preferred Language		Displays the white supplementary icon if preferred language is not English. Displays no icon if preferred language is English
Behaviour Safety Alert		Displays the yellow warning icon if Behaviour Safety Alert is documented.
Advanced Care Planning		Displays the white supplementary icon with a checkmark if patient has Power of Attorney (POA) and document is photocopied and put in chart.
		Displays the white supplementary icon with an empty square if patient has Power of Attorney (POA) but did not bring hard copy of document.

FOOD ALLERGY ASSESSMENT

Food allergy assessment will need to be documented before any diet orders can be placed on the patients chart.

1. Under the Assessments block **{Select} Food Allergy/Adverse Reaction.**



2. **Enter the date and time** that the assessment was done

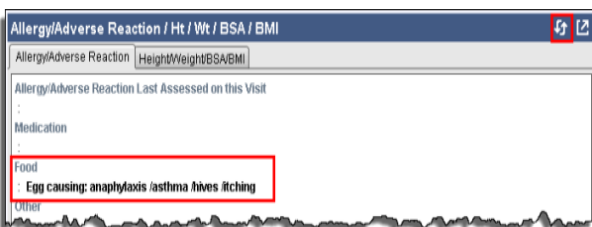
2. Choose the source the information came from.

2. The next screen will allow you to **{choose}** to **Document a Food Allergy/Adverse Reaction.**

Note: If the patient does not have food allergies, choose No Known Food Allergy/Adverse Reaction.

You can only document one food allergy at a time.

3. **{Select}** one **food allergen** from the list of foods and **{click} OK.**
Note: If there is not a food allergen to select from the common list, a partial search should be done to see if there is an existing allergen available in EPR. Free texted allergies are not checked for compliances and therefore must be used as a last option to document allergies.
4. The next mandatory field requires you to **{select}** one **most severe symptom** that the patient presents and **{click} OK.**
5. **{Select}** any **additional symptoms** the patient may present in the **Addt'nl Symptom** field. Here you can document multiple symptoms. **{Click} OK.**
8. You now have the opportunity to document another food allergy. To do this, follow steps 1-7. If there are no other food allergens, **{click} OK** twice.



DIET ORDER ENTRY

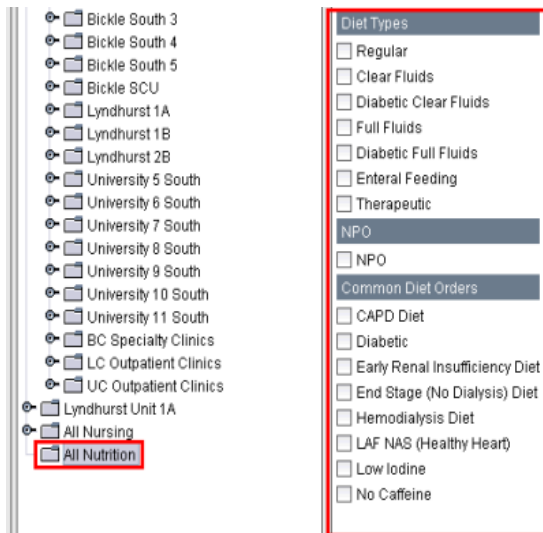
Allergy assessment **MUST** be entered **PRIOR** to placing a diet order.

Note: If a diet order is entered without having done the allergy assessment first, a mandatory alert will come up. It is important that you **do not bypass the alerts** (which is done by clicking on the Return button) but instead close the task. Once a nurse has done the allergy assessment you will then be able to place the diet order.

1. From the Patient Shortcuts, **{select} Order Entry.**
2. **{Select}** the appropriate **Order Type.**
Note: UHN does not use verbal/written or telephone/written.
3. The **date and time** will automatically populate to the current date and time to the minute. If this needs to be changed, use the drop down menu to do so.
4. **{Select}** the physician/clinician who placed the order by clicking on the drop down arrow. If the person is not listed in the drop down field, use a partial search.
5. **{Click} OK.**



6. **{Click}** on the **All Nutrition folder.**



7. **{Select}** the appropriate **diet** from the **Diet Types** block.
Note: Common Diet Orders will allow you quick access to commonly used diet orders (i.e. CAPD diet has been built to include :80g Protein, No Added Salt, 40 mmol phosphorous)
8. Once you select the diet order **{click} Add Order.**
9. The next screen will bring you to the **Typical Orders** screen.
10. **{Select}** the appropriate **consistency.**

DIET ORDER ENTRY—CONT'D

Order Profile **Typical Orders**

Food Allergies: **Egg causing: anaphylaxis /asthma /hives /itching**
 *** Please call Food/Nutrition Services when ordering ***
 *** after 0630 for lunch same day, 0915 for dinner same day and ***
 *** 1215 for breakfast next day to ensure immediate meal ***

☐ Regular full qmeal starts now
☐ Regular dental soft qmeal starts now
☐ Regular pureed qmeal starts now
☐ Regular minced qmeal starts now
☐ Dysphagia Pureed, Honey Consistency
☐ Dysphagia Pureed, Nectar Consistency
☐ Dysphagia Minced, Honey Consistency
☐ Dysphagia Minced, Nectar Consistency
☐ Dysphagia Soft, Honey Consistency
☐ Dysphagia Soft, Nectar Consistency
☐ Dysphagia Pureed, Regular Liquids
☐ Dysphagia Minced, Regular Liquids
☐ Dysphagia Soft, Regular Liquids

ORDERING SUPPLEMENTS

1. Within the Order Profile tab **{select}** the **Supplement Feeding** field.

#	Supplementary Diet Options
1	house: ensure ____ ctns per day (flavor ____)
2	pudding: ensure ____ cans per day (flavor ____)
3	1.5 cal/ml ensure plus ____ ctns per day (flavor ____)
4	2.0 cal/ml resource 2.0 ____ cans per day
5	protein beverage: Boost Fruit Drink ____ ctns (237ml) per day (flavor ____)
6	protein powder: Resource Beneprotein ____ pkgs (7gm) per day
7	renal beverage: novasource renal ____ cans per day
8	Honey thick ensure ____ ctns per day (flavor ____)
9	Honey thick ensure plus ____ ctns per day (flavor ____)
10	nectar thick ensure ____ ctns per day (flavor ____)
11	nectar thick ensure plus ____ ctns per day (flavor ____)

2. **{Select}** the appropriate **feeding** and **{enter}** the **number of cans and flavor** and proceed with the steps to accept the order.

10. **{Click}** on **Order Summary**.

11. **{Click}** on **Accept Order**.

ORDERING A THERAPEUTIC DIET AND NPO

1. **Follow steps 1-6 in the Diet Order Entry .**
2. On the Diet Types block **{select}** **Therapeutic** and **NPO** and **{click}** on **Add Order**.

Dietary Department Procedure Options

Alerts: _____

alerts: _____

Diet Types

☐ Regular
☐ Clear Fluids
☐ Diabetic Clear Fluids
☐ Full Fluids
☐ Diabetic Full Fluids
☐ Enteral Feeding
☒ Therapeutic
☐ NPO
☒ NPO

3. Unless your therapeutic diet order is available on the Typical Orders tab, you will **{click}** on the **Order Profile** tab.

Order Profile **Typical Orders**

Food Allergies: **Egg causing: a**
 *** Please call Food/Nutrition S
 *** after 0630 for lunch same
 *** 1215 for breakfast next da

4. **{Select}** the appropriate frequency. In most cases it is always "qmeal".
5. **{Select}** the consistency of the food.
6. **{Select}** an option for any modifications that need to be made to the patient diet.

Use no restriction if there are no modifiers necessary.

DIET ORDER ENTRY—CONT'D

- From the Therapeutic options select the diet order(s).

The example below diabetic___; controlled fat___; GI Surgery___; Dairy Free/Milk Allergy has been selected.

Controlled	16	anor
1 diabetic	17	low
2 no added sugar	18	gyn
3 Hi energy/Hi protein		
4 controlled fat		
5 controlled electrolytes		
6 controlled fluid ___ per day		
7 controlled protein ___ per day		
8 GI Surgery		
9 progressive diarrhea		
10 bowel obstruction		
11 low fibre diet		
12 low oxalate		
13 MAOI free		
14 low lactose		
15 Dairy Free/Milk Allergy		

Select therapeutic type(s):
1,4,8,15

- {Select}** the appropriate choices for each diet you have ordered.

1) When: with each meal

2) Consistency: full;

3) Modifier: no restriction;

4) Therapeutic Type: diabetic 1800kcal/250 g CHO; controlled fat Healthy Heart (low cholesterol, low saturated fat, NAS); GI SurgDiet: high fibre;; Dairy Free/Milk Allergy,

- {Click}** OK

COPYING/FUTURE DIET ORDER

In the event that food allergies are updated or reverified, the existing diet must be re-entered. The 'Copy' feature can be used for this purpose.

- In order entry under the Order History tab, **{select}** the **diet order** you want to copy.

Order Type	Procedure	Information	Status	Visit Time	Order Time	Author	Kardex	Specialty
NPO	qmeal start at 16Jul 0000	active	15-Jul-13 11:44	15-Jul-13 13:59	Genetic,TRI...	Nutrition	Q-General M	
Therapeutic full; diabetic 1...	qmeal full; no restriction, di...	active	15-Jul-13 11:44	15-Jul-13 13:59	Genetic,TRI...	Nutrition	Q-General M	

Review Change Discontinue Hold Unhold Copy Rx Order Renew Replace Copy Order Order Summary

- {Select}** the **diet** from the Order Preview (shopping cart) and **{click}** on **Edit**.

Cp	Procedure	Order Information	Start Time	Type	Order Set	Advisory	Remove
✓	Therapeutic full; diabetic 1800kcal/250 g CHO; controlled electrolytes: sodium <100 mmol (2.3 gm); GI SurgDiet: high fibre;; Dairy Free/Milk Allergy,	qmeal full; no restriction; diabetic 1800kcal/250 g CHO; controlled electrolytes: sodium <100 mmol (2.3 gm); GI SurgDiet: high fibre;; Dairy Free/Milk Allergy, none	15-Jul sup	new			Edit

COPYING/FUTURE DIET ORDER CONT'D

3. **{Select}** the **Order Profile** tab.

4. **{Select}** the **When** field.

In this example we are going order a future diet to take place 2 days from now so that when the NPO is lifted the patient will receive a diet order with a consistency change. Here we are going to **{select}** **qmeal** and **start at__** and **{click}** **OK**.

5. In the "enter start date/time field **{enter}** the **future date**. In this example we are going to order the diet to change 2 days from now at breakfast so the format used here is **t+2 0700** and **{click}** **OK**


6. The patient in this example will need a new consistency added to the diet order. **{Select}** the **consistency** field and select the appropriate texture modification. In this example we will **{select}** **dysphagia__** and **{click}** **OK**.

7. **{Select}** the **appropriate consistency** (here we selected Pureed,honey consistency).

Note: Remember that you must change the consistency of the supplements if you change the consistency of fluids in a diet.

Free text allergies must be entered into the **comment** field.

HELP

Nursing EPR eManual: Click this icon  to be taken directly to the eManual for EPR step-by-step instructions

Diet Order Entry Chart: http://documents.uhn.ca/sites/uhn/nutrition/epr/appendixa_quick_reference.pdf

Diet Order Entry eManual: http://documents.uhn.ca/sites/uhn/Nutrition/EPR/UHN_EPR_DietOrderEntryManual.pdf

VIEW SCANNED DOCUMENTS


Scanned Documents:

- ◆ Available through View Scanned Documents link in Electronic Patient Record (EPR)
- ◆ Available on all visits that have scanned documents
- ◆ After pick up of Patient Charts, electronic images are available to view within 24 hours
- ◆ For more information http://intranet.uhn.ca/departments/sims/health_records/scanning

Medical Document Viewer

1	All My Documents: Allows you to view all the different document categories available
2	Document Type: Allows sorting and viewing document list by admit details, encounter number and document type
3	Patient Type: Note that patient type (Inpatient, Clinic, Outpatient) is displayed in document list
4	Patient Demographic/Visit Information: Populated with patient information from EPR
5	Document Viewer: Main viewer of patient documents
6	Navigating Arrows: To navigate within document if multiple pages exist
7	Search: Allows for keyword search within PDF documents (only PDF documents with solid blue dots are searchable)
8	Advanced Filter: Custom filter for user defined criteria . User can create a custom filter to search criteria and display specific document


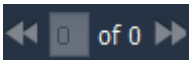







Navigating in Scanned Documents

1. Open Scanned Document from Patient Care tab in EPR
2. **Click** on the dropdown box from the Documents tab to Select Document Type or Encounter # (**same as Visit #**)
3. **Click** on the  to Expand /Compress view
4. Document will be displayed in the **Document Viewer**
5. **Click** on scrollbar within the document if necessary for viewing

****For TRI Documents only ****

Click the "All My Documents _ TRI " dropdown to make selection then follow **steps 2– 5** from above.

VIEW SCANNED DOCUMENTS ICON DESCRIPTION

<u>Icon</u>	<u>Description</u>
	<ul style="list-style-type: none"> ◆ Information icon displays additional information on patient demographic and visit
	<ul style="list-style-type: none"> ◆ Allow user to navigate in document containing multiple pages
	<ul style="list-style-type: none"> ◆ Navigates to previous and next document
	<ul style="list-style-type: none"> ◆ Print to default local printer
	<p>Clicking this magnifying glass displays the following 4 navigation options:</p>
	<div>  <ul style="list-style-type: none"> ◆ Zoom Fit-to-Width ◆ To expand width of document for full view of document </div> <div>  <ul style="list-style-type: none"> ◆ Zoom Fit-to-Height ◆ To expand height of document for full view of document </div> <div>  <ul style="list-style-type: none"> ◆ Rotating Document ◆ Rotate right or left depending on the position of document </div> <div>  <ul style="list-style-type: none"> ◆ Zoom In and Out on Document ◆ Allows for magnification or expansion of document </div>