



EMR Quick Reference Guide

Orders – Ordering a Food Chart

1. Select **Orders**, then click on **Add**
2. In the search box type **“Food”**, select either **Food Chart** or **Food Chart (scheduled Meal Times)**

The screenshot shows the EMR interface. On the left, the 'Orders' menu is open, and the 'Add' button is highlighted with a red box. In the center, the 'Diagnoses & Problems' section is visible. On the right, a search dropdown is open for the term 'Food', and 'Food Chart (Scheduled Meal Times)' is highlighted with a red box. The patient information at the top right includes: Name: Stoeff, DOB: 04/03/1986, Age: 33 Years, Weight: 90kg, and Date/Time: 04/03/2019 13:07.

3. Complete the Details window at the bottom of the screen and **Sign** the order

The screenshot shows the 'Details for Food Chart' window. The 'Requested start date and time' is set to 04/02/2019 09:00. The 'Duration' is 0900. The 'Frequency' is 'Scheduled Meal Times'. The 'Sign' button is highlighted with a red box. The window also includes fields for 'Stop date and time', 'PRN', and 'Special instructions'.

4. **Refresh** the page and your **Food Chart** is now ordered and tasks will drop to the Activity window on **Care Compass**

| Order Name | Status | Details |
|---|---------|---|
| Food Chart | Ordered | 02/04/2019 09:06:00, Scheduled Meal Times, 7, day(s), Stop Date 09/04/2019 09:59:00 |
| Restraint Education | Ordered | 06/03/2019 08:45:00, Stop Date 06/03/2019 08:45:00 |
| Restraint Prevention Evaluation | Ordered | 06/03/2019 08:45:00, Stop Date 06/03/2019 08:45:00 |
| Restraint Debriefing | Ordered | 06/03/2019 08:44:00, Stop Date 06/03/2019 08:44:00 |
| Restraint Inhibit Type 1 | Ordered | 05/03/2019 12:02:00, Wrist Restraint |
| Restraint Medical Review Check - Nurse... | Ordered | 05/03/2019 12:02:00, Stop Date 05/03/2019 12:02:00 |
| Vital Signs Adult | Ordered | 04/03/2019 15:38:00, 4 hourly |

