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	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	PATIENT'S CARD PREPARATION

PURPOSE:

1. To identify patients appropriate diet by the use of patient's card.
2. To synchronize preparation of patient's meal according to their needs.

SCOPE:

Applies to all Dietary Department Staffs

RESPONSIBLE PERSON:


Clinical Dietitians

GENERAL GUIDELINES:


1. All admitted patients shall be given diets based on the Attending Physician's prescription.
2. The rule "No prescription, no diets" shall be always observed.

PROCEDURE:

1. The Dietitian checks the patient's diet from each station from the computer.
2. After checking, the dietitian prints the computer generated diet list.
3. The dietitian checks if the patient's name, room number and diet are in the diet list.
4. If data are complete, proceed in writing the diet card. For incomplete data, dietitian calls the station and asks the nurse on duty.
5. The dietitian uses the color coded cards for patient's diet.
6. The dietitian writes room number, patient's name and the prescribed diet.

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7. The dietitian protects the card by having it placed inside a plastic cover.
8. The dietitian then gives the card to the food service worker and places the card on the tray.

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	Name/Title	Signature	Date
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Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	7/28/2022
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Engineering and General Services Division Officer	<i>[Signature]</i>	8/1/2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division	<i>[Signature]</i>	8/1/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		



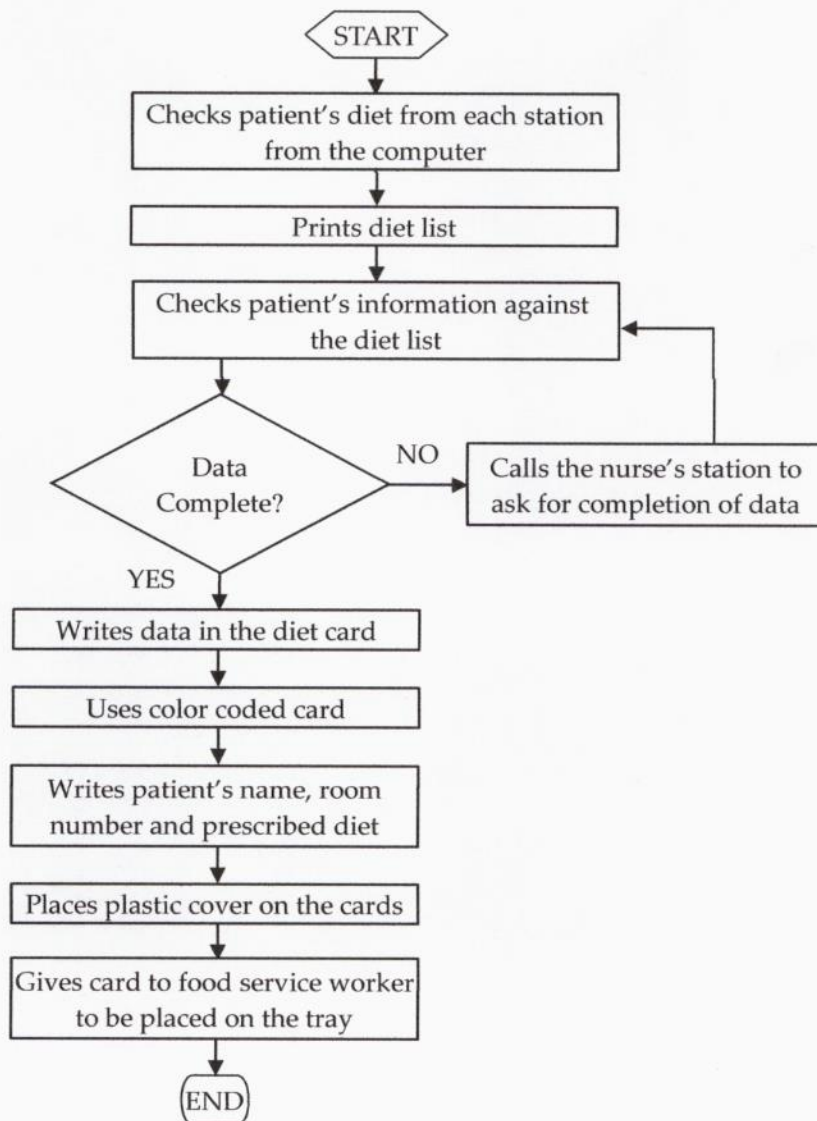
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FLOWCHART

ACTIVITY



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KEY TASKS	PERSON RESPONSIBLE
1. Checks the patient's diet from each station from the computer.	Dietitian
2. Prints the computer generated diet list.	
3. Checks if the patient's name, room number and diet are in the diet list.	
4. Calls the station and asks the nurse on duty for incomplete data.	
5. Uses the color coded cards for patient's diet.	
6. Writes room number, patient's name and the prescribed diet.	
7. Protects the card by having it placed inside a plastic cover.	
8. Gives the card to the food service worker and places the card on the tray.	



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