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	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
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	Department/Section:	Dietary Department
	Document Title:	DIET LIST VIEWING & PRINTING (COMPUTER)

PURPOSE:

1. To be able to prepare patient's food and to identify patients admitted in stations.
2. To ensure that the food prepared for the patients are correct and updated.

SCOPE:

Applies to all Dietary Department Staffs


PERSON RESPONSIBLE:

Dietitians

GENERAL GUIDELINES:

1. All admitted patients shall be written on the diet list.
2. All admitted patients shall have a diet indicated in the diet list for food distribution.
3. The patient's diet shall be printed for easy access and reference.


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	9/3/21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	09/03/2021
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/14/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021


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PROCEDURE:


1. The Dietitian logs in to the bizbox.
2. After logging in, he/she clicks the Dietary Services window.
3. The Dietitian chooses the Nursing Station.
4. After choosing the station, he/she chooses the Meal Type.
5. The Dietitian clicks Breakfast, Lunch, or Dinner whichever is appropriate in the meal.
6. After the meal selection, he/she selects all the box of patients listed in each station.
7. The Dietitian clicks the Acknowledge Posted Diet button and presses OK.
8. After which, he/she clicks the Report Manager Window.
9. The Dietitian then clicks the Diet List.
10. The selection of the desired Nursing Station follows after.
11. The Dietitian clicks Run Report.
12. The Dietitian then prints the Diet List.

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KEY TASKS	PERSON RESPONSIBLE
1. Logs in to the bizbox.	Dietitian
2. Chooses the Nursing Station.	Dietitian
3. Clicks Breakfast, Lunch, or Dinner whichever is appropriate in the meal.	Dietitian

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma Pamela Garilao</i>	9/7/21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	09/03/2021
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/16/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021

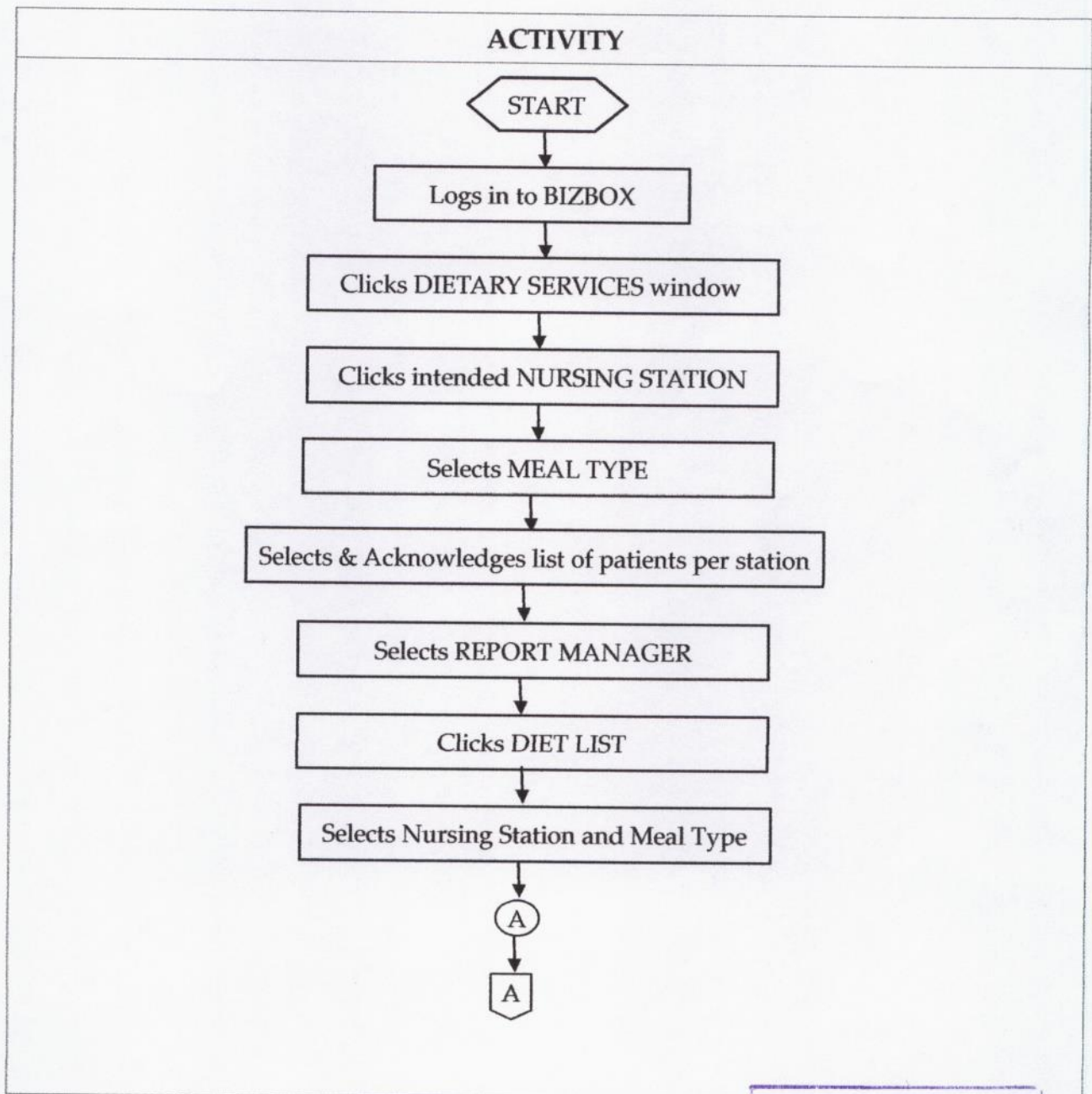
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Bacolod City,
Negros Occidental,
6100

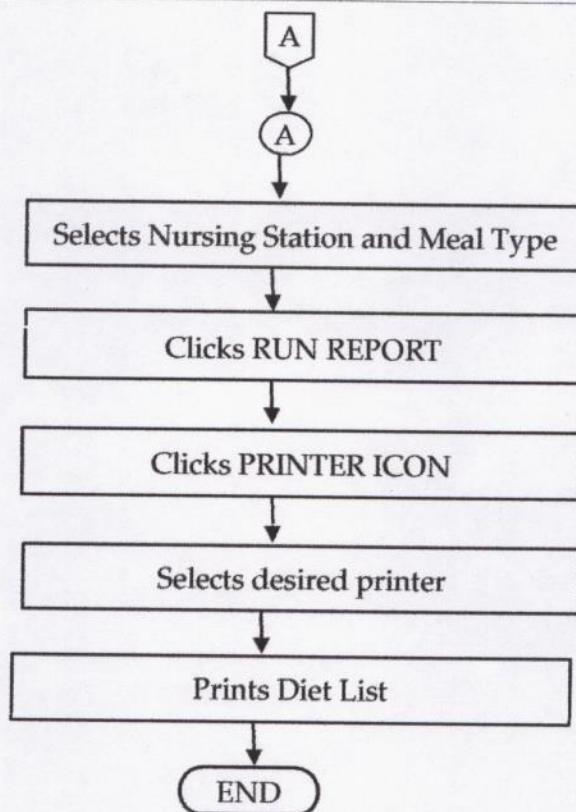
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>No. Maecelo Garilao</i>	9/7/21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	09/03/2021
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/12/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021

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