Document Code:	DPOTMH–CSSD-DIET-SOP001
Revision Number:	0
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Document Type:	Standard Operating Procedure
Page Number:	1
Department/Section:	Dietary
Document Title:	**DIET LIST VIEWING & PRINTING (COMPUTER)**

B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100

DR. PABLO O. TORRE MEMORIAL HOSPITAL

PURPOSE:

To be able to prepare patient's food and to identify patients admitted in stations.

OBJECTIVE:

To ensure that the food prepared for the patients are correct and updated.

RESPONSIBLE PERSON:

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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	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Revision Number:	0
		Effective Date:	07-30-2020
		Document Type:	Standard Operating Procedure
		Page Number:	2
DR. PABLO O. TORRE MEMORIAL HOSPITAL		Department/Section:	Dietary
		Document Title:	**DIET LIST VIEWING & PRINTING (COMPUTER)**

APPROVAL:

	Name/Title	Signature	Date
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Reviewed:	**GEORGE ANTHONY S. ANG, RN** Accreditation Standard Internal Auditor		7/22/2020
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Recommending Approval:	**NOEL P. GARBO** Corporate Strategic Support Division Officer		7/24/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/7/2020
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		12/28/2020

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	Revision Number:	0
B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Effective Date:	07-30-2020
	Document Type:	Standard Operating Procedure
	Page Number:	3
DR. PABLO O. TORRE MEMORIAL HOSPITAL	Department/Section:	Dietary
	Document Title:	**DIET LIST VIEWING & PRINTING (COMPUTER)**

EQUIPMENT NEEDED: N/A

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.

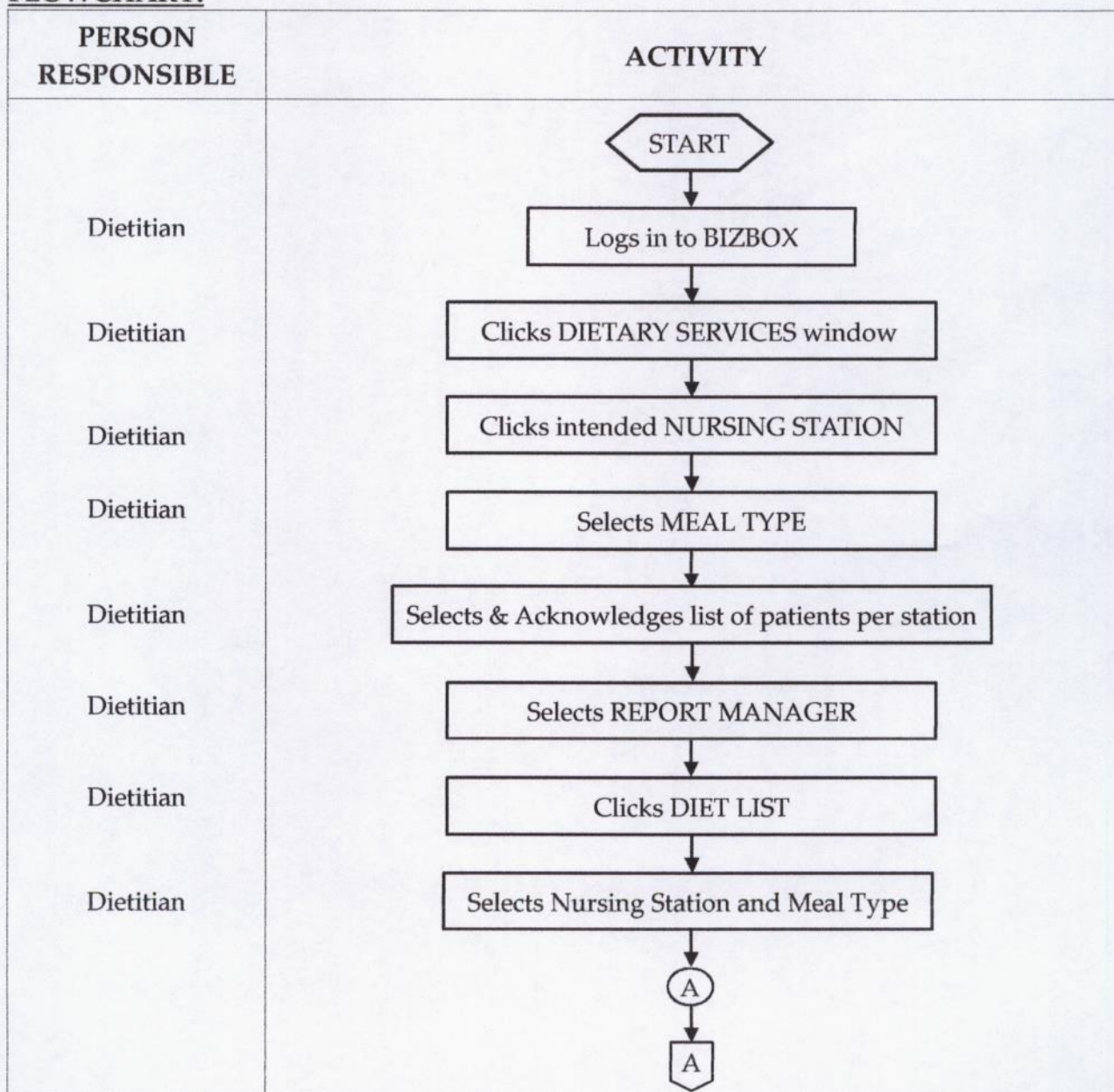12. The Dietitian then prints the Diet List.

	Document Code: DPOTMH–CSSD-DIET-SOP001
	Revision Number: 0
	Effective Date: 07-30-2020
B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	**Document Type:** Standard Operating Procedure
	Page Number: 4
DR. PABLO O. TORRE MEMORIAL HOSPITAL	**Department/Section:** Dietary
	Document Title: **DIET LIST VIEWING & PRINTING (COMPUTER)**

FLOWCHART:

PERSON RESPONSIBLE	ACTIVITY
	START
Dietitian	Logs in to BIZBOX
Dietitian	Clicks DIETARY SERVICES window
Dietitian	Clicks intended NURSING STATION
Dietitian	Selects MEAL TYPE
Dietitian	Selects & Acknowledges list of patients per station
Dietitian	Selects REPORT MANAGER
Dietitian	Clicks DIET LIST
Dietitian	Selects Nursing Station and Meal Type
	A
	A

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DR. PABLO O. TORRE MEMORIAL HOSPITAL (B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100)	Effective Date:	07-30-2020
	Document Type:	Standard Operating Procedure
	Page Number:	5
	Department/Section:	Dietary
	Document Title:	**DIET LIST VIEWING & PRINTING (COMPUTER)**

Role	Flowchart
	A → (A)
Dietitian	Selects Nursing Station and Meal Type
Dietitian	Clicks RUN REPORT
Dietitian	Clicks PRINTER ICON
Dietitian	Selects desired printer
Dietitian	Prints Diet List
	END