

January 6, 2025

Modified diets do not cross to the MyDining program used by the dietary departments, which can lead to a delay in new diets being implemented. When a patient's diet order needs to be changed, clinical staff will need to place a new diet order.

## **Cancel/Reordering a Diet Order**

Selecting **Cancel/Reorder** is the fastest way to discontinue the current diet order and order the new diet order in the same order window.

**<u>STEP 1</u>**: Within the patient's order profile, right-click the **diet order** and select **Cancel/Reorder**.



- **<u>STEP 2</u>**: Enter the ordering provider's name.
- **<u>STEP 3</u>**: Change the **Diet Type** to the appropriate diet.



**<u>STEP 4</u>**: Change the **Start Meal** time if needed.

*Start Meal:	Next Scheduled Meal					
*Diet Tuner	Next Scheduled Meal					
Diet Type:	Breakfast					
	Lunch					
	Supper					

- **<u>NOTE</u>**: The Start Meal time will default to Next Scheduled Meal.
- **<u>STEP 5</u>**: Click **Orders for Signature**.
- STEP 6: Click Sign.

## **Duplicate Order Alert**

- If the Cancel/Reorder process is not used and a second diet order is placed, the Duplicate Order Alert will display.
- > The original diet order has to be highlighted in the alert and **Cancel/DC** selected.
- Click OK.
- NOTE: The Duplicate Order Alert populates when entering an order that already exists in the patient chart. The alert displays a list of the duplicate orders (most recent first) and options for addressing them. Duplicate Order Alert is an efficient way to cancel the previous diet order if Cancel/Reorder workflow was not used.

der Name	Status	Start								
t (	Order Ordered	01/06/2025 12:54 EST 01/05/2025 12:53 EST	Start: 01/06/202 Start: 01/05/25	25 12:54 EST, I 12:53:00 EST,	NPO, RD/DT Regular Die	<b>Details</b> 'R can start/sto t, RD/DTR can s	p nutrition tart/stop i	suppleme nutrition su	ents per d uppleme	i nt
		Order Anyway	Remove	Cance	el/DC	Modify				
			Order Anyway	Order Anyway Remove	Order Anyway Remove Cance	Order Anyway Remove Cancel/DC	Order Anyway Remove Cancel/DC Modify	Order Anyway Remove Cancel/DC Modify	Order Anyway Remove Cancel/DC Modify OK	Order Anyway Remove Cancel/DC Modify OK Canc

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.