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.

STEP 1: Within the patient's order profile, right-click the **diet order** and select **Cancel/Reorder**.
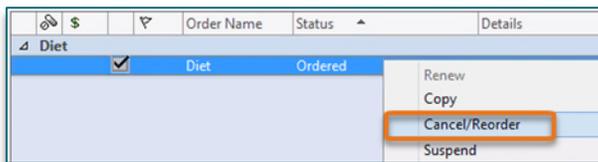
STEP 2: Enter the ordering provider's name.

STEP 3: Change the **Diet Type** to the appropriate diet.
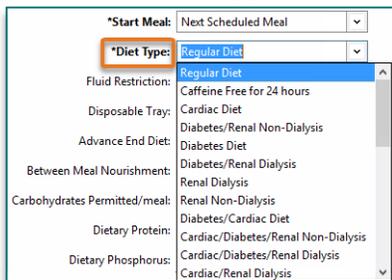
STEP 4: Change the **Start Meal** time if needed.
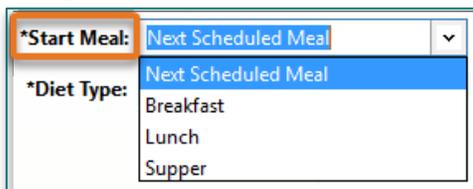
NOTE: The Start Meal time will default to Next Scheduled Meal.

STEP 5: 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.**