From the Office of Health Informatics

Quick Reference Guide (QRG)
Document Allergies

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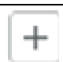
This Quick Reference Guide (QRG) reviews the steps for documenting patient allergies.

Common Buttons & Icons

No Known Allergies	No Known Allergies buttons
No Known Medication Allergies	No Known Medication Allergies button
	Add icon
Up	Up Folder icon
Add Comment	Add Comment button

OK	OK button
OK & Add New	OK & Add New button
Mark All as Reviewed	Mark All as Reviewed button
	Home icon
	Refresh icon
Complete Reconciliation	Complete Reconciliation button

Document Allergies

- **From the Workflow page:**

STEP 1: Navigate to the **Allergies** component.

NOTE: **If the patient has no known allergies, click No Known Allergies. If the patient has a food or environmental allergy but no known medication allergies, click No Known Medication Allergies.**

STEP 2: Click the **Add** icon. The Allergies screen opens.

STEP 3: Click the appropriate allergy type folder.

NOTE: **Click the Up Folder icon to return to the base folders.**

STEP 4: Double-click the substance to add.

STEP 5: Click the **Reaction(s)** field.

STEP 6: Click the **Common Allergic Reactions** folder.

STEP 7: Double-click the appropriate reaction.

STEP 8: Click the **Severity** dropdown arrow.

STEP 9: Click the appropriate severity level.

STEP 10: Click the **Category** dropdown arrow.

NOTE: **Substances in the Multum Allergy Category need to be categorized as a drug.**

STEP 11: Click the appropriate category.

NOTE: **Comments can be added to document the history of an allergy. It is important to note that comments can never be deleted. To add a comment:**

- **Click Add Comment. The Comments window opens.**
- **Enter the comment in the field.**
- **Click OK.**

STEP 12: Click **OK**.

NOTE: **If more than one allergy needs to be added, click OK & Add New.**

STEP 13: Click **Mark All as Reviewed** to indicate the rest of the patient's allergies were reviewed, if needed.

NOTE: **If the Home icon is selected to return to the Provider View workflow page, the Allergies component may need to be refreshed to display the updated allergy documentation.**

Modify an Allergy

➢ **From the Allergies screen:**

STEP 1: Right-click the allergy to modify.

STEP 2: Click **Modify**.

STEP 3: Update the appropriate fields.

NOTE: **If an allergy needs to be cancelled or resolved, click the Status dropdown arrow; then click the appropriate status. The reason for cancelling an allergy can be documented in the Reason field.**

STEP 4: Click **OK**.

Complete Reconciliation

Once the patient's allergies have been reviewed and updated as necessary, it is important to document that the reconciliation has been completed.

➢ **From the Allergies screen:**

STEP 1: Click the **Home** icon.

STEP 2: Click the Allergies section's **Refresh** icon.

STEP 3: Click **Complete Reconciliation** after verifying that the existing documentation is correct.