


<b>Name of Policy:</b> <u>Patient card file</u> <b>Policy Number:</b> 3364-104-306 <b>Department:</b> Food & Nutrition <b>Approving Officer:</b> Director, Food & Nutrition <b>Responsible Agent:</b> Food & Nutrition Management <b>Scope:</b> Food & Nutrition Services	  <b>Effective Date:</b> 6/1/2022 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

The Food and Nutrition Services Department will maintain an electronic patient card file on designated patients through the C-Bord system.

**(B) Purpose of Policy**

To establish a patient identification system that ensures accurate nutritional care by documenting in a single location the patient’s diet prescription, food preferences, allergies, food-drug interactions and location in the hospital.

**(C) Procedure**

1. The patient diet order system is interfaced with C-Bord.
2. The most current diet order for all patients is automatically listed in card file. This order includes the following information.
  - Patient name, medical record number, birth date
  - Room and bed number
  - Diet order
  - Allergies as entered in the electronic medical record.
3. Patient preferences/special needs/nourishments and food-drug interactions will be documented in card file and transferred to subsequent orders as needed. These are kept on record for future admissions.

<b>Approved by:</b>  <u>/s/ Joshua Krupinski</u> <u>5/16/22</u> Director, Food & Nutrition                      Date  <hr/> <i>Review/Revision Completed By:</i> Food & Nutrition	<b>Review/Revision Date:</b> 6/05 6/2/2008 7/1/2011 7/1/2014 7/1/2017 4/23/2019 5/16/2022  <b>Next Review Date:</b> 5/1/2025
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