Name of Policy:	Diet order processing/fulfillment	
Policy Number:	3364-104-331	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Department:	Food & Nutrition	
Approving Officer:	Director, Food & Nutrition	
Responsible Agent:	Food & Nutrition management	
Scope:	Food & Nutrition Services	Effective Date: 6/1/2022 Initial Effective Date: 8/2002
		cal revision of existing policy n of existing policy

(A) Policy Statement

The Food and Nutrition Services Department will honor diet orders for new admissions and diet changes in timely manner per physician or RD diet order.

(B) Purpose of Policy

To establish a process for providing nutritional services to patients.

(C) Procedure

Food and Nutrition Services will:

- 1. Receive a diet order via the computer system before a meal is sent.
- 2. Requisitions for meals should be made through the Misc. Kitchen Request online tool. Written requisition sent through the tube system is acceptable during computer downtime.
- 3. Changes in diet orders will be sent for the next meal with the exception of "start now" orders for patients who were
 - a. NPO
 - b. Changed from liquid to solid food
 - c. New admissions
- 4. The Diet Clerk refers questions regarding a diet order to a dietitian on duty/call and/or calls the patient unit for clarification.
- 5. New diet orders for patients that were NPO, on liquids or newly admitted, will receive a phone call for menu selections. If the patient is not available to make their selections, a standard meal tray will be delivered for their first meal per *Procedure for New Admission Meal Trays*.

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