	Tip Sheet: Allergies	Site: HSN	Revision #: 002	Doc #: SEQUENTIAL	
Health Sciences North Horizon Santé-Nord	Approved By: EMR Project	Approved Da October 4, 20	te: 24	Link To SharePoint locat	ion HSN

## **Allergy Documentation**

## This tip sheet will outline how to:

- 1) View Allergies
- 2) Confirm/Verify Allergies
- 3) Add Allergies
- 4) Edit Allergies
- 5) Remove Allergies

## **Part 1: View Allergies**

To view the existing allergies, navigate to the "Patient Reference Panel" or the "Other Clinical Tab > Allergies/Adverse Reactions" in the chart.

E A Return To Home	Cha	t Document   ▼	E & Orders Discharge		(加) Sign Workloa	: : 	enu More	P EX User	× Close
Diagnostics	Provider No	tes	Nurse/Allied Health		Medications		ŧ.		()
History & Problems	Administrat	ive	Other Clinical		Workload Items	7			
Summary	Activity		Flowsheets		Health Mgmt	P	CS HC	45, F N# None SH00014976	-
Other Clinical						AC	M IN, SRHSSUF	G4 SRH4133	-2
✓ Allergies/Adverse Reactions					Edit	î l		Resus St	atus Not
NAME	ТҮРЕ	SEVERITY	REACTION	STATUS	DATE			No Ha	Avail
> Penicillins	Allergy	Intermediate	Difficulty breathing	Verified	04/10/24		ې Search Patie	nt's Chart	
> Blood Bank Summary - Selected Visi	ts						•		
> Bulletin Board						~	Allergies		Â
> Calls - Selected Visits						Las	t Updated: 04/10/24	0 By Esther Xavier	
> Care Team						Pe	nicillins	Difficult	/ 19
> Codes						~	Special Ind	icators	

## Part 2: Confirm and Verify Allergies

- Allergies must be reviewed, updated and confirmed on each new visit and may be edited at any time
- **Confirm:** This step is to be completed by users *as early as possible* in the patient's visit. If the patient has had previous hospital visits, allergies will auto-populate in the patient's chart. In this case, users must 'confirm' these allergies after reviewing them with the patient
- Verify: Within Expanse, allergies will be marked as 'verified' by default when confirmed and saved.
- The **priority** between the two functions is for users to '<u>confirm</u>' allergies
- 1. Select the patient from your Patient Care Status Board and navigate to the Chart. Once in the chart, navigate to find the "Allergies" overlay in the Patient Reference Panel.

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		Return To Home	Chart Documer	nt ▼ Orders Discharge	U Worklos	ad Menu	••• ? More Help	Close
		Diagnostics	Provider Notes	Nurse/Allied Health	Medications	C		0
		History & Problems	Administrative	Other Clinical	Workload Items			
		Summary	Activity	Flowsheets	Health Mgmt	PCS	45, F HCN# None MRN# SH00014976	20
		(*) Summary			•	ADM IN	, SRHSSURG4 SRH4133 -	·2
		Widget data for 20/09/24 (ADM IN)					Resus St	atus Not
		<ul> <li>✓ ● Intake Output</li> </ul>		✓ ● Wound Care		^	Orde No Hx	ered c Avail
		Intake and Output	30/09/24 16:10	No Data t	o Display		anch Batiant's Chart	
		✓ ● Admission Summary		✓ ● Activities of Daily Living			Les (**)	-
				No Data t	o Display	+	<u>122</u> 14	
				~ Current		~ A	lergies	
		✓ • <u>Orders Snapshot</u>		No Current Pro	oblems on File		No Data to Display	
2.	Click	Confirm under each	h allergy OR you can <sup>Com</sup>	check all at once by ament Confirm Verify Re	Confirm All	at t	he top of t	he column:

3. Click Save (Note: The allergen will update to reflect the date of confirmation in addition to the documenting user's name)

Details	
Allergen/Adv Reac	Penicillins
Component Of	Penicillins
User	Xavier,Esther

## Part 3: Add Allergies

<u>Step 1</u>: Select the patient from the Status Board and navigate to the Chart. Once in the chart, navigate to find the "Allergies" overlay in the Patient Reference Panel.

<u>Step 2</u>:

A) If your patient has either "No Known Allergies" or you are unable to assess - you can select "NKA" or "Unobtainable".

Allergy/AdvReac GEORGE,DONOTTOUCH 45 F Allergy/Adv: Not Recorded	Cancel Save
This is the Allergy/AdvReac Label from the EMR Parameters	
Search Allergens	NKA Unobtainable
✓ Current Allergies	
No data to display	

B) If the patient has known allergies, begin to search for an allergen in the search bar.

	Device dita Norma		0	
Lactam penicillin G penicillin G benzathine penicillin G procaine penicillin V Penicillins				r. 19
Ou Penicillamine Penicillanic Sulfone BL B	eta-			No
for [penici]				NKA Unobtainable = 4413
This is the Allergy/AdvReac La	bel from the EMR Parameters			149,
Allergy/AdvRead	F Allergy/Adv: Not Recorded			Cancel Save ne
History & Problems	Administrative	Other Clinical	Workload Items	George Donotto

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#### Best practices when searching for an allergen:

- Type a few letters to begin, and scroll through the options (*Tip: less is more in MEDITECH*)
- For "food" related allergens, you can type "FOOD-" at the beginning of your search to bring up more options
- For "environmental" related allergens, you can type "ENV-" at the beginning of your search to bring up more options
- For "contrast" related allergens, you can type "Contrast-" at the beginning of your search to bring up more options

#### Best practices when using the Free Text Option:

• **DO NOT USE** the "Free Text" option unless absolutely necessary. This option <u>will not provide accurate interaction checking</u> for dietary/pharmacy/providers correctly and poses a risk to patient safety. The "Free Text" option often appears due to spelling errors, so please ensure that allergens are recorded accurately.

Allergy/AdvReac GEORGE,DONOTTOUCH 45 F Allergy/Adv: Not Recorded	Cancel Save
This is the Allergy/AdvReac Label from the EMR Parameters	
	NKA Unobtainable =
No Results Found       Free Text     Incorrect       penicilliti     spelling	

• The "Free Text" option should only be used if there are no other matching menu options.

Allergy/AdvReac GEORGE, DONOTTOUCH 45 F	Allergy/Ad	v: Not Recorded	Cancel Save
This is the Allergy/AdvReac Labe	I from the EM	1R Parameters	
cinnamon	-	) 🗵	NKA     Unobtainable
No Results Found			
Free Text			
cinnamon			

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#### Step 3: Once you select an allergen, fill out all the necessary information

Thistory & Problems	Administrative		Workiddu Items	George Dong
Allergy/AdvReac GEORGE,DONOTTOUCH 45 F Allergy/Adv	: Not Recorded			Cancel Save
Summar This is the Allergy/AdvReac Label from the EMR	Parameters			
Nidget data for Search Allergens	×			≡
• Intake Ou 🗸 Current Allergies Confirm All Verify	y All Sort By: Type			
Penicillins (*Type) 02/10/24 Edit Penicillins  Penicillins  1. Select whether this allergy or adverse rea  * Type  Allergy O Adverse Reaction Severity Mild O Intermediate O Severe O Unknow	2. Select the severity of the allergy	Details Allergen/Adv Reac Penicillins Component Of Penicillins User Xavier,Esther		New 🖛
* Status	3. Select whether this is a verified or unverified allerg	y		
Difficulty breathing		4. Select a reaction		
*Add relevant comments here*		5. Add any additional comments		
• <u>General A</u>		V MEDICAL HISTORY	ONSET	

**Note:** If there are multiple reactions to a single allergen, the <u>most severe</u> reaction should be documented in the "Reaction" field while additional reactions can be documented in the comments.

Step 4: Click "Save"

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## Part 4: Edit Allergies

<u>Step 1:</u> Select the patient from the Status Board and navigate to the Chart. Once in the chart, navigate to find the "Allergies" overlay in the Patient Reference Panel.

Step E. Select the East Satton Seslae the anerger
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Allergy/AdvReac GEORGE,DONOTTOUCH 45 F Allergy/Adv: Penicillins	Cancel Save
This is the Allergy/AdvReac Label from the EMR Parameters	
Search Allergens	=
✓ Current Allergies Confirm All Verify All Sort By: Type ♦	
Penicillins (Allergy) 02/10/24 Edit	
Severity *Status *Reaction Intermediate Verified Difficulty breathing	Details
Comment *Add relevant comments here*	Allergen/Adv Reac Penicillins
Confirm Verify Remove	User

Step 3: Edit information as required, and then click "outside of the box", and click "Save"

	Allergy/AdvReac GEORGE,DONOTTOUCH 45 F Allergy/Adv: Not Ref	corded				
Summar	This is the Allergy/AdvReac Label from the EMR Parameters					
/idget data for :	Search Allergens					
• Intake Ou	✓ Current Allergies Confirm All Verify All Sort By: Type +					
take and Outpu	Penicillins (Allergy) 02/10/24 Edit					
Penicillins		ling	Details			
* Type	Adverse Reaction		Allergen/Adv Reac Component Of User	Penicillins Penicillins		
Severity  Mild  * Status	◯ Intermediate ◯ Severe ◯ Unknown	$\bigcirc$				
Verifie     * Reaction	d O Unverified		lick outside of the box			
Difficulty I	preathing 🔹					
	×					
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# Part 5: Remove Allergies

<u>Step 1:</u> Select the patient from your Patient Care Status Board and navigate to the Chart. Once in the chart, navigate to find the "Allergies" overlay in the Patient Reference Panel.

<u>Step 2:</u> Select the	Remove	button besid	le the approp	riate allergen			
		Per	nicillins (Allerg	y) 04/10/24 E	dit		
		S Ir	<i>everity</i> ntermediate	* <i>Status</i> Verified	*Read Diffici	<i>ction</i> ulty breathing	
		C	omment				
			Confirm	Verify	nove		
<u>Step 3:</u> Enter Rem	oval Reason						
p	Penicillins (Alle	rgy) 04/10/24					
	<i>Severity</i> Intermediate	*Status Verified	*Reaction Difficulty bre	athing	(	Details	
	Comment					Allergen/Adv Reac Component Of	Penicillins Penicillins
	Remove Re	ason				User	
	Entered ir	n error			×		

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