

	Tip Sheet: Allergies	Site: HSN	Revision #: 002	Doc #: SEQUENTIAL
	Approved By: EMR Project	Approved Date: October 4, 2024		Link To SharePoint location HSN

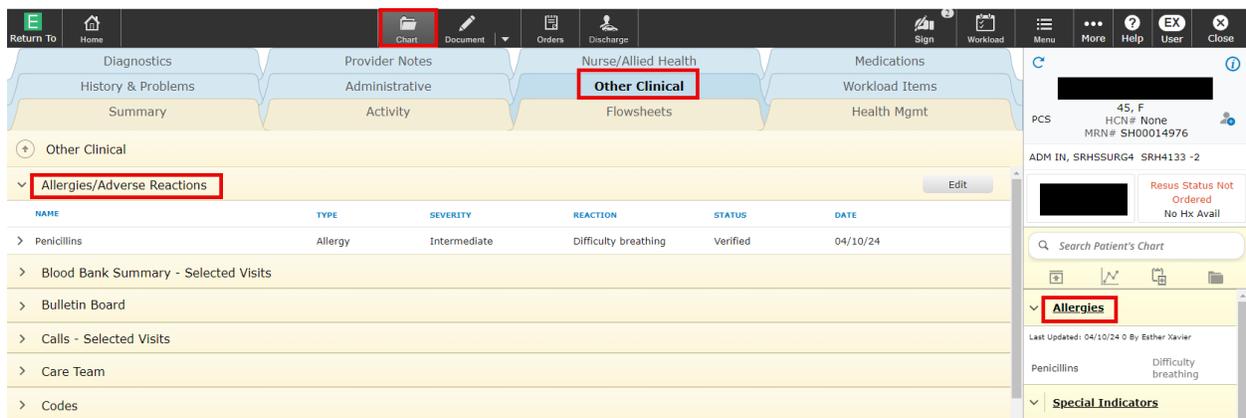
Allergy Documentation

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.

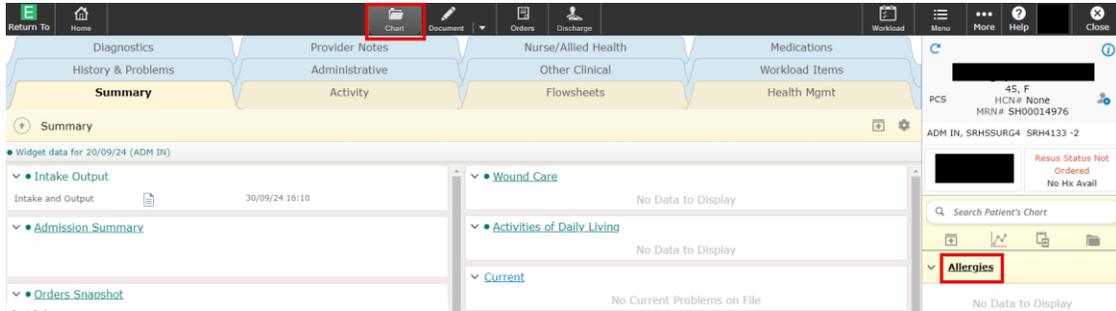


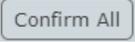
Part 2: Confirm and Verify Allergies

- 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 ‘confirm’ 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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2. Click  under each allergy OR you can check all at once by clicking  at the top of the column

Comment



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



Part 3: Add Allergies

Step 1: 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 2:

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



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



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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 will not provide accurate interaction checking 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.



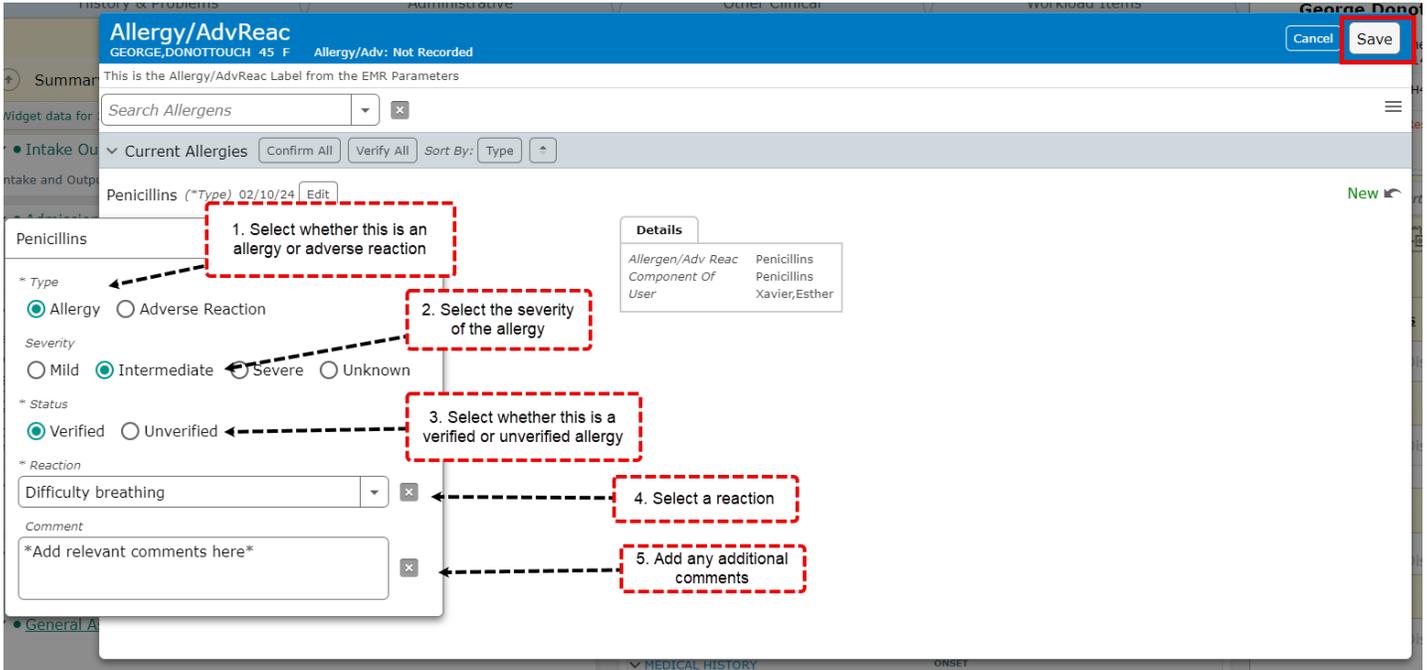
- ◆ The “Free Text” option should only be used if there are no other matching menu options.



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



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

Step 4: Click "Save"

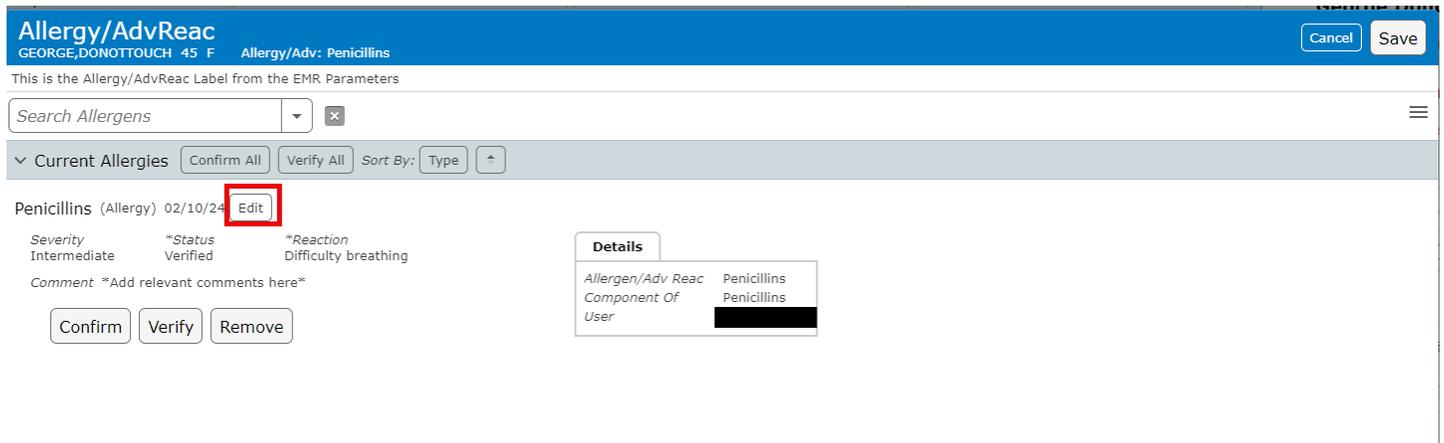
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Part 4: Edit Allergies

Step 1: 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 2: Select the “Edit” button beside the allergen



Allergy/AdvReac
 GEORGE,DONOTTOUCH 45 F Allergy/Adv: Penicillins Cancel Save

This is the Allergy/AdvReac Label from the EMR Parameters

Search Allergens x

Current Allergies Confirm All Verify All Sort By: Type ↑

Penicillins (Allergy) 02/10/24 Edit

Severity: Intermediate *Status: Verified *Reaction: Difficulty breathing

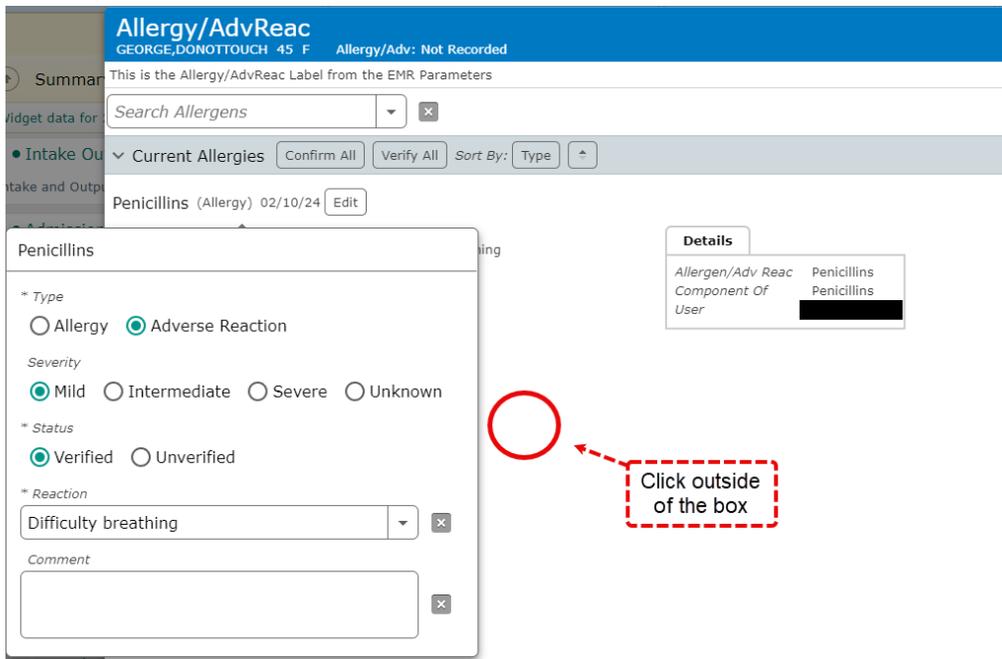
Comment: *Add relevant comments here*

Confirm Verify Remove

Details

Allergen/Adv Reac	Penicillins
Component Of	Penicillins
User	[REDACTED]

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 Recorded

This is the Allergy/AdvReac Label from the EMR Parameters

Search Allergens x

Current Allergies Confirm All Verify All Sort By: Type ↑

Penicillins (Allergy) 02/10/24 Edit

Penicillins

* Type
 Allergy Adverse Reaction

Severity
 Mild Intermediate Severe Unknown

* Status
 Verified Unverified

* Reaction
 Difficulty breathing x

Comment
 x

Click outside of the box

Details

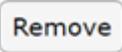
Allergen/Adv Reac	Penicillins
Component Of	Penicillins
User	[REDACTED]

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Part 5: Remove Allergies

Step 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.

Step 2: Select the  button beside the appropriate allergen

Penicillins (Allergy) 04/10/24 

Severity: Intermediate *Status: Verified *Reaction: Difficulty breathing

Comment





Step 3: Enter Removal Reason

Penicillins (Allergy) 04/10/24

Severity: Intermediate *Status: Verified *Reaction: Difficulty breathing

Comment

Remove Reason

Details

Allergen/Adv Reac: Penicillins

Component Of: Penicillins

User: [REDACTED]

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