



Republic of the Philippines  
Department of Health  
Center for Health Development Davao Region  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
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25 September 2019

**HOSPITAL MEMORANDUM**

No. 285 s. 2019

**TO: ALL CONCERNED**

**SUBJECT: IMPLEMENTATION OF THE DIET LIST FEATURE ON THE  
HOSPITAL INTEGRATED SYSTEM (HIS) FOR THE DIET  
PRESCRIPTIONS OF ADMITTED PATIENTS**

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As of **SEPTEMBER 25, 2019 (WEDNESDAY) at 1:00 PM**, the Diet List Feature, as part of the Nutrition & Dietetics Service (NDS) Module, will be deployed and integrated with the Hospital Information System (HIS). All wards must print their respective Diet Lists through the HIS.

The status of deployment will be under the pilot testing period until **SEPTEMBER 30, 2019, 11:59 PM**. This is for the purpose of verifying the system to run under a real-time operating condition before going into full implementation on **OCTOBER 1, 2019, 12:01 AM**.

This is part of the initiative to gradually improve the process of updating patient meals, admission status, and meal census of patients.

With this advancement, the following policies must be strictly adhered to as of deployment:

**1. PRINTING OF THE DIET LIST IN THE WARD**

- The Diet List must be generated from the HIS and must be printed by the nurse-on-duty (NOD)
- The Food Service Workers must collect the Diet Lists from the wards by 5:15 AM
- The Diet List should be prepared in duplicate copies (Original Copy – NDS; Second Copy – Ward)
- The Diet List must be properly signed by the Nurse-on-Duty who prepared it
- Printing of the Diet List will be done by the NOD (in the wards) until further notice

**2. UPDATING OF PATIENT'S RELIGION**

- All patients currently admitted with no religion and wrong religion must be gradually updated
- The NOD must refer the updating of religion to the Admitting Section
- Putting the updated religion on the remarks for Diet Prescription is highly discouraged

**3. REQUIRED ENTRIES: DIET PRESCRIPTION, HEIGHT, AND WEIGHT**

- The Diet Prescription may now be compounded (ex. 'Low Salt' may go together with 'Low Fat', 'Renal Diet', or 'Diabetic Diet' as LOW SALT, LOW FAT, RENAL DIABETIC DIET)
- As a requirement for the Nutrition Screening process, it is important to input the height (kg) and weight (cm) upon admission of the patient in order to automatically formulate the BMI, which categorizes the patient by nutritional status on the ND dashboard. This

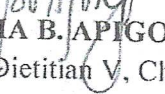
#### 4. UPDATED CUT-OFF TIMES FOR MEAL UPDATES

- Cut-off times for updating meals (changes and admissions) will be as follows:
  - BREAKFAST 5:00 AM
  - LUNCH 10:30 AM
  - DINNER 3:30 PM


Attached is the process flow for the inpatient meal procedure from the admission of the patient to the discharging of the patient.

Thank you for your cooperation.

Sincerely,

  
**GUILLERMA B. APIGO, RND, MPA, MBA-HRM**  
Nutritionist-Dietitian V, Chief Dietitian

APPROVED BY:

  
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