



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Clinical Nutrition Service-WR

Subject: Monthly Statistics Data on Dietitian's Activities

Original Date: Version 1 August 2010

Effective: August 2012

Reference: : 028010-05 Version-7

Replaces Number: NUT-01-01-05 Version-6

Targeted Employees/Departments: Clinical Dietitians

1. Purpose:

1.1 To establish a well-defined policy and procedure on how to complete statistical data report.

2. Definitions:

2.1 MRN: Medical Record Number

2.2 ACC: refer to ambulatory Care Center

2.3 MFMU: Maternal Fetal Medicine Units

2.4 Inpatient: as define by this DPP, refer to all admitted patient who referred for Clinical Dietitian consultation.

2.5 Outpatient: as define by this DPP, refer to patient who seen by Clinical Dietitian at:

2.5.1 ACC (Clinic-1 & Clinic-2)

2.5.2 Oncology Center

2.5.3 Cardiac Center

2.5.4 Protocol Clinic

2.5.5 Business Clinic

2.5 MFMU

2.6 Direct Services: types of activities performed including patient care, on patients attended either in the ward, outpatient clinics.

2.7 Indirect Services: types of activities performed excluding patient care.

3. Policy Statements:

3.1 Clinical Dietitian shall complete monthly statistical data report on patients attended either in the ward, outpatient clinics including indirect services.



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4. Procedures:

4.1 Every patient both In-patient and Out patient attended must be recorded via electronic system.

4.1.1 In-patients:

4.1.1.1 The first time a patient is seen, enter the following:

4.1.1.1.1 Ward where the patient was seen

4.1.1.1.2 MRN of the patient

4.1.1.1.3 Diet of the patient

4.1.1.1.4 Use “N” (New) for when the patient is seen the first time

4.1.1.1.5 Use R (Review) for when the patient is followed-up

4.1.1.1.6 At the end of the month, count the amount of new and follow-ups that were done per patient.

4.1.1.1.7 Add the total new and follow-up of patients seen per month.

4.1.2 Out-patients:

4.1.2.1 For the outpatient clinics' activity report, it has to be filled as well as a statistic form in shared folder under statistics folder, enter the following:

4.1.2.1.1 Booked National Guard Patients (N.G.)

4.1.2.1.2 Did Not Attend (DNA) National Guard Patients (N.G.)

4.1.2.1.3 Walk-in National Guard Patients (N.G.)

4.1.2.1.4 Total National Guard Patients (N.G.) seen

4.1.2.1.5 Total New Patient (N.P.)



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4.1.2.1.6 Total Follow Up Patient (FU)

4.1.2.1.7 Booked Non National Guard Patients (N.G.)

4.1.2.1.8 Did Not Attend (DNA) Non National Guard Patients (N.G.)

4.1.2.1.9 Walk-in Non National Guard Patients (N.G.)

4.1.2.1.10 Total Non National Guard Patients (N.G.) seen

4.1.2.1.11 Total Patient (N.G & Non N.G) seen

4.3 The nature of consultation must be identified neither Nutritional Assessment, Review, Re-assessment, Diet Counseling

4.4 The In-direct services should be documented including Departmental meetings, trainings, menu planning, ward rounds, discharge planning meeting, and committee meetings.

4.5 All completed statistic reports should be handed in on before 1st day of the month to the Chief Clinical Nutrition Services for analysis and completion of departmental monthly report.

5. Equipments/Forms:

5.1 Clinical Nutrition Departmental Form – electronic system

6. Related References:

None

7. Appendices:

None

8. Recommendations:

None