

Klotz Student Health Center

Peer Nutrition Counselor Program Guide

Fall, 2012



Words of Wisdom from Former Peer Nutrition Counselors

"This is a great experience. So to be most efficient make a folder/binder to organize your handouts/ patient information."

"Don't feel intimidated. You are qualified and knowledgeable. Be organized and give it your all. It is a great experience."

"Don't get worked up. The first patient is nerve-racking but often that is fun. Don't stress."

"Set up a table with flyers and the Omron fat analyzer to advertise your services and get more patients! Good luck and have fun."

"Always act professional with your patients. Remember, your patient can be anyone from campus (working for Sundial or something else. Enjoy =)"

"You will really like this class, and this class is the best way for applying your knowledge."

"This is a great way to apply everything you have learned. Don't stress, you know more than you think you do. Get ready to work hard."

"You will really enjoy this class. Just take your camera with you everywhere that way you will have pictures to put in your portfolio. =)"

"The more work you put in, the more you'll get out of it. Amazing experience! =)"

"Become very familiar with Excel and Word. You're going to need."

"The most important is to make the patient comfortable and create a relaxing environment. Also, it is very important to your patients and understand their points."

Klotz Student Health Center Peer Nutrition Counselor Program Guide

Welcome to the Klotz Student Health Center! We are happy to have you work and learn with us. As a Peer Nutrition Counseling (PNC), you provide a valuable service to our patients. This guide is designed to supplement your course syllabus and to help familiarize you with the PNC program at the Klotz Student Health Center (SHC). If you have any questions, please let us know how we can help make this an enjoyable and rewarding experience for you.

The PNC program is a collaboration among FCS, the SHC, and the Health Promotion (HP) Department. The SHC provides office space, scheduling, and other support you will need to provide nutrition information to patients. The SHC is not involved in your classroom or grading.

Patients can schedule appointments online or by calling the Health Information Management (HIM) Department. Typical appointments include: weight loss or gain, healthy eating, vegetarian diets, and various school projects. Patients can be students, staff, or faculty. (Most all patients are students.) Patients may see a PNC for one appointment or have multiple follow-up visits during the semester. In addition to counseling appointments, members of HP will invite PNCs to provide nutritional information at 'Care'avans (mini-health fairs) and other campus events. PNCs assigned to the SHC may see patients in the SHC and/or the Living Well Lounge (LWL), located in the University Student Union (USU). Klotz Student Health Center "Alive and Well" Peer Health Educators staff the lounge.

Health Center Information

The SHC website is www.csun.edu/studenthealthcenter. Please review the website at your convenience to become more familiar with SHC services.

Klotz Student Health Center Hours:

Monday-Wednesday: 8:00am-5:00pm

Thursday: 9:00am-5:00pm

Friday: 8:00am-5:00pm (primarily urgent care)

Living Well Lounge Hours: (Tentative)

Monday-Thursday: 10:00am-2:00pm

Friday: 10:00am-12:00pm

Security

Personal

Security of all SHC employees and students is paramount. To ensure your safety, maintain a professional relationship with patients. Do not give personal information to patients. If, for any reason, you are uncomfortable meeting with a patient, inform a staff member immediately – before or during an appointment.

Belongings

If you bring personal belongings to the SHC or LWL, place them out of sight, in a desk drawer or cabinet. Do not leave belongings unattended. Forms you need for appointments should be in the PNC rooms so that you do not have to leave the room.

Access Codes

Security doors are located throughout the SHC to limit patient access to certain areas. If you are located behind security doors, you'll be given information on how to gain access.

Emergency Evacuation

The SHC conducts emergency evacuation drills periodically. Should a drill occur, an announcement will be made over the SHC intercom system. Your safety is our primary concern. Do not take time to gather belongings or turn off equipment. Leave the office with your patient, close the door behind you, and proceed to the nearest exit or stairway. Exit through either the front or rear of the building. A building warden will conduct a room-to-room search to be sure the entire building is evacuated before the drill can be completed.

If the USU evacuates, follow the instructions of USU staff.

Parking

Unfortunately, the SHC cannot provide parking for students. Parking in the lot behind the SHC requires a special permit. Occasionally, Campus Police do patrol the lot and issue tickets.

Nametags and Lab Coats

You will be issued an SHC nametag at the beginning of the semester. Nametags must be worn at all times you are working at the SHC. Please keep the badge secure. At the end of the semester, please leave your nametag with your instructor or an HP staff member.

Lab coats are available in the counseling offices for your use while at the SHC. Please wear your lab coat when counseling patients.

Office Hours

Although most of your appointments will be scheduled in advance, occasionally a patient will walk in to the SHC or be referred from the clinic during your office hours. Like other SHC health care providers, *PNCs are expected to be in the SHC or the LWL during their scheduled office hours - even if no appointments are scheduled.*

Remember to leave the PNC office ready for the next PNC. Log off the computer. Put food models, books, papers, etc. back in place. *Leave the office a few minutes early so that the next PNC can start on time.* This means you should end your last 60-minute appointment at approximately 50 minutes and your last half-hour appointment at 25 minutes.

You are welcome to use a PNC office when it is not being used by other PNCs or other SHC staff. Please notify an HP staff member first.

The SHC is open during spring break. However, PNCs do not have office hours during spring break.

Office Keys

The PNC office in the SHC will be opened by staff each morning and locked again at the end of the day. The doors will remain unlocked during the day. If the office you are scheduled to work in is not open, please see any of the following individuals:

Sharon Aronoff – Room 236
 Marianne Link – Room 237
 Mickey Runkle – Room 245
 Lynne Landeta – Room 239
 Emilia Tayahua – Room 241

The office in the LWL is open and unlocked during LWL business hours.

Absences or Delays

If you will be late or miss your office hours, please contact the SHC as soon as possible so that patients can be notified. Please call the following: 1.) Contact the Health Information Management (HIM) Department at 818-677-3669 and ask them to reschedule or cancel your appointments. Make note of the time you called and the person with whom you spoke. 2.) Call one of the HP staff. You can ask HIM to transfer you. If no one answers, leave a message.

If you know in advance that you will miss your appointments, with the consent of your instructor, you may arrange for another PNC to see your patients. Please notify someone in HP for this and any other changes.

Appointments

Your instructor will determine the number of appointments that you must keep in order to meet class requirements. SHC appointments consist of personal counseling and information requests for class projects. Appointments are booked on the hour and on the half hour. New patient visits are one-hour appointments. Follow-up appointments and information sessions (information only, non-medical appointments) are 30 minutes. All patients scheduled in Point n Click receive an email reminder of the appointment the day before the appointment. All appointments scheduled in Point and Click must be charted, including information sessions.

Walk-Ins

Living Well Lounge

If a student walks in to the LWL without having an appointment, the PNC can log off the computer completely and allow that student to use the portal to schedule the appointment. Be sure the student logs off the computer completely! The graduate assistant in the LWL can also schedule appointments.

Student Health Center

If a student walks in to the SHC without having an appointment, the front desk will likely schedule the appointment. If not, the PNC should find a staff member to schedule the appointment.

Students may not use personal laptops or other electronic devices to schedule appointments at the health center or LWL. Please do not advertise appointments on Facebook or other social media.

Note: *PNCs may not make appointments with friends or family members. If a friend or family member would like to schedule a PNC appointment, they should schedule that appointment with a PNC they do not know. Also, if a patient requests you to verify their appointment for extra credit, please notify an HP staff member. SHC policy prohibits patients from making medical appointments solely for extra credit.*

Registered Dietitian (RD)

Ellen Bauersfeld is the staff RD. Typically, the dietitian sees more advanced cases than PNCs. PNCs may refer patients to the RD. PNCs will attend an orientation with Ellen before their first PNC

appointment. Ellen can provide great insight into the PNC process. If you would like to contact Ellen during the semester, please call her at x6638.

Patient Check-in

PNC patients who will be seen in the SHC must check in at the first floor reception desk, where they will be directed to the second floor waiting area. Once you notice on Point and Click that your patient has checked in, go to the waiting area to meet them. Call out the patient's first name only, introduce yourself by first name only and title (e.g., Sally, Peer Nutrition Counselor) and escort them to the office.

PNC patients who will be seen in the LWL will go directly to the LWL. PNCs check in patients at the LWL.

Media Requests

Please refer all media requests including Daily Sundial interviews, journalism class projects, broadcast journalism and any other media requests to Sharon Aronoff at x6328 before proceeding with the appointment.

HIPAA

HIPAA stands for the Health Insurance Portability and Accountability Act of 1996. This is a law to protect patients' privacy in the health care field. The legislation made sure there were standards to safeguard the privacy of personally identifiable health information, and that there is enough security for the systems that store and maintain the information. We must ensure that patient information is not left on someone's desk or that we do not have conversations about patients that might jeopardize their confidentiality. For example, discuss patients only with HP professionals, your instructor, and in the PNC class. Do not discuss a patient with anyone who does not have a need.

What's the difference between privacy and security?

Privacy is your individual rights about the use and disclosure of your personal information. It includes the right to decide when, how and how much your personal information is communicated to others. HIPAA privacy rules give you rights as a patient to get access to and control the use of your personal health information. Protect all personal medical information at the SHC as you would like your personal medical information to be protected.

Security is about the specific efforts taken to protect your privacy and ensure the integrity of your personal health information. It is more about the ability to prevent unauthorized breaches of privacy such as losing data or destroying it by accident or stealing it or sending it to the wrong person. Physical safeguards to security include the way computers and fax machines are configured to prevent accidental or intentional exposure of your health information to someone who might not be authorized to see it. It also includes things like locks and keys, fire extinguisher systems and other protections for the ways we store information either by paper or electronically.

Technical security includes hardware and software that collect, store and transmit your personal health information. This might be things like passwords, identifications, digital signatures, firewalls, virus protection and encryption.

No information that can identify a patient may leave the Klotz Student Health Center or Living Well Lounge in any form: hard copy, email, CD, flash drive, etc.

Klotz Student Health Center Forms

All SHC staff, including PNCs are required to read and sign a Confidentiality Agreement. PNCs will receive a copy of the agreement. The original will be filed in HIM. In addition, PNCs will be asked to complete a Volunteer form. This form is filed in Human Resources.

PNC Work Areas

HP equipment and supplies are available for your use.

1. Supplies are available in the LWL and the HP offices. These supplies are for your use when counseling or working an SHC event. Please do not remove supplies without contacting an HP staff member.
2. The photocopy machine requires a code which will be provided to you.
3. If any equipment malfunctions, please notify a staff member.
4. If you need to dispose of any confidential information, see an HP staff member for shredding.
5. Food models are available for PNC use in the counseling rooms. Contact an HP staff member if you would like to use models for class projects. A portable, hand-held Omron body fat analyzer is available for use by PNCs in each PNC office. When not in use, it should be kept in the desk or cabinet.
6. The SHC and LWL are professional work environments where confidentiality and privacy are of the highest concern. *Friends and personal business do not belong in these locations.*

Educational and Marketing Materials

The SHC has standards for marketing and educational materials. Sharon Aronoff, Health Educator will provide more information during the semester. Unless directed by your instructor and approved by Sharon, PNCs will not create and distribute PNC marketing/educational materials.

Where Do I Direct My Questions?

- Point 'n Click questions: Lynne Landeta, 818-677-3660, lynne.landeta@csun.edu
- All questions: Sharon Aronoff, 818-677-6328, sharon.aronoff@csun.edu; Marianne Link, 818-677-3690, marianne.link@csun.edu; and Janis Martin (818) 677-3685, janis.martin@csun.edu.
- Nutrition questions: Ellen Bauersfeld, RD (818) 677-6638.
- ***Do not go to the SHC IT staff for help with computers or other equipment unless directed to do so by SHC staff or your instructor.***

Point 'N Click Electronic Health Record

Point 'n Click Electronic Health Record

Point and Click is the computer program that manages/stores patient information at the Klotz Student Health Center. Your instructor has access to Point n Click and will check your progress on a regular basis. Per health center policy, PNCs are to write chart notes within 24 hours of seeing a patient. All patient notes are to be input into Point and Click within 72 hours of patient visits. *Although the PNC has 24 hours to write the SOAP note, the Word document should be prepared immediately after the visit (or as soon as possible) while the visit is still fresh in the PNC's memory.* A delay in posting a chart note into Point n Click is against SHC policy and can result in citations by the AAAHC accrediting agency.

PNCs will receive training before seeing patients. You are encouraged to practice. When you come in for your first office hours, please see one of the HP staff. During this visit, we will help you to:

- Review the PNC appointment process
- Log on to the system
- Change your password
- View patient visits

I. CHARTING PROCESS OVERVIEW

An overview of the charting process is provided here. Detailed instructions are provided below.

The following table illustrates the timeline for documenting SOAP notes.

Patient Appointment	Word Doc emailed to Professor by: (24 hours)	Final document approved by professor: (72 hours)
Monday	Tuesday	Thursday
Tuesday	Wednesday	Friday
Wednesday	Thursday	Monday
Thursday	Friday	Tuesday
Friday	Monday	Wednesday

Note: If a circumstance arises where a PNC cannot meet the above timeline, the PNC must inform an HP staff member.

Overview of the Charting Process

1. PNC sees patient.
2. Within 24 hours, PNC prepares a SOAP note (see Writing SOAP Notes below) as a Microsoft Word document. *It is critical that no identifying patient information be included in the note (or leaves the SHC or LWL).* Identifying information includes first and last names, student/staff identification numbers, appointment date/time or similar information. PNCs will use an alphanumeric code to identify patients.

Using a CSUN email address, PNC emails the SOAP note (Word document) to the PNC Professor.

3. The PNC professor will revise the SOAP note if needed.
4. The PNC Professor emails the revised SOAP note back to the PNC. The PNC professor may request additional revisions. If so, the PNC follows the same procedure for emailing the second SOAP note.

- When the professor determines the SOAP note is complete, the instructor will approve the note and forward it to the SHC to be scanned into the Point n Click electronic health record.

II. WINDOWS and POINT AND CLICK INSTRUCTIONS

To determine if the computer is on, press the “Enter” key. If no image appears on the monitor, turn on the computer.

Logging on and off Windows

The Windows logon screen is the first screen you will come to when you log on to the computer. This login information is case sensitive. (If you need help with your Windows logon, see a Health Promotion staff member. If you need to remember your ID and password, contact the CSUN ITR Help Desk at 818-677-1400.

To log in to Windows:

- Enter your CSUN User ID. This is the ID you use to log on to the CSUN Web Portal.
- Enter your password.
- Be sure CSUN is selected on the third input line.
- If you are away from the computer, it will lock. Use the logon procedure 1-3 to unlock the computer.
- Remember to log off Windows when you are done using the computer. If you do not, the next PNC will not be able to use the computer.** To log off, click on “Start” in the lower left portion of the screen then click on “Log Off.”

Logging on and off Point n Click (PnC)

You will be assigned the Login Name and a password so that you can access PnC. This login information is case sensitive. (If you need help with your PnC login, see a Health Promotion staff member.)

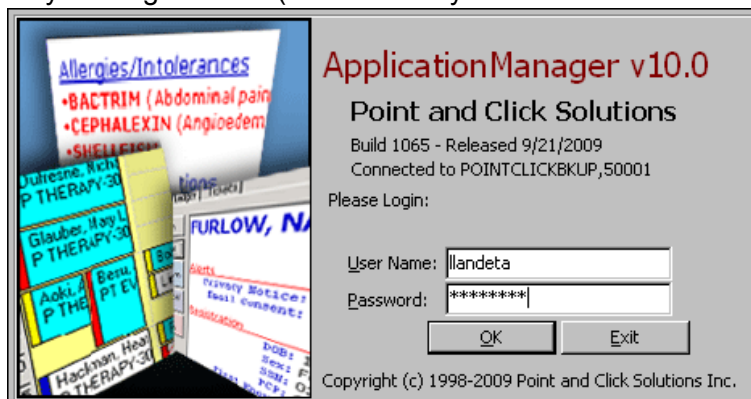
To log onto PnC:

- From the Desktop, click on the PnC icon (Turquoise Arrow).



PointnClickProduction.lnk

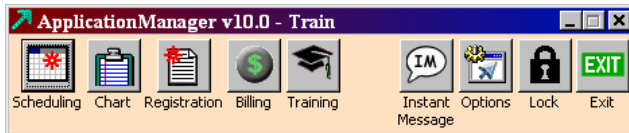
- Enter your Login Name (first initial of your first name and last name).



- Enter your Password. (Will be provided to you.)
 - Change your password. The system will ask for your old password, enter the Password you created in a) above. Create a new password (again, a combination of at least 8

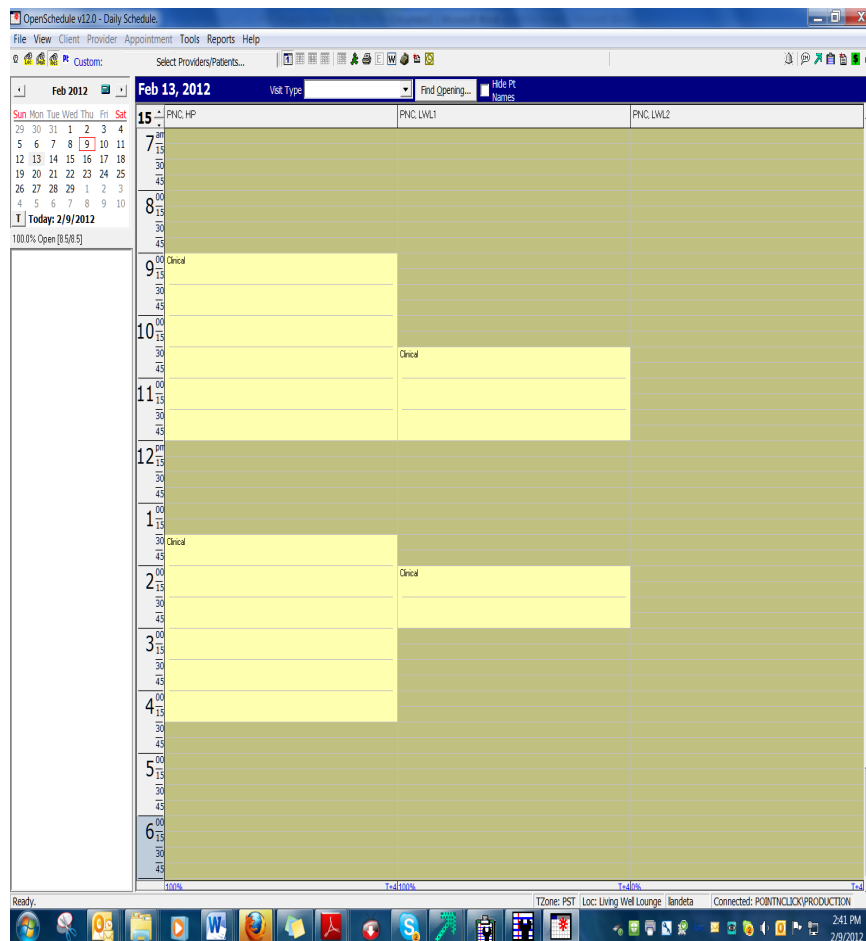
alphanumeric characters). Click OK when done. Remember your password and keep it in a secure place. Do not share your password with anyone.

4. If you are asked to enter a Location, select Health Promotion if you are in the Klotz Student Health Center; select Living Well Lounge if you are in the Living Well Lounge.
5. If you see a box labeled "Tips", you may uncheck the box so that you do not receive daily tips on how to use Point n Click. Most of these tips will not apply to your use of Point n Click.
6. Single click on "Enter."
7. You will see a horizontal bar with icons.

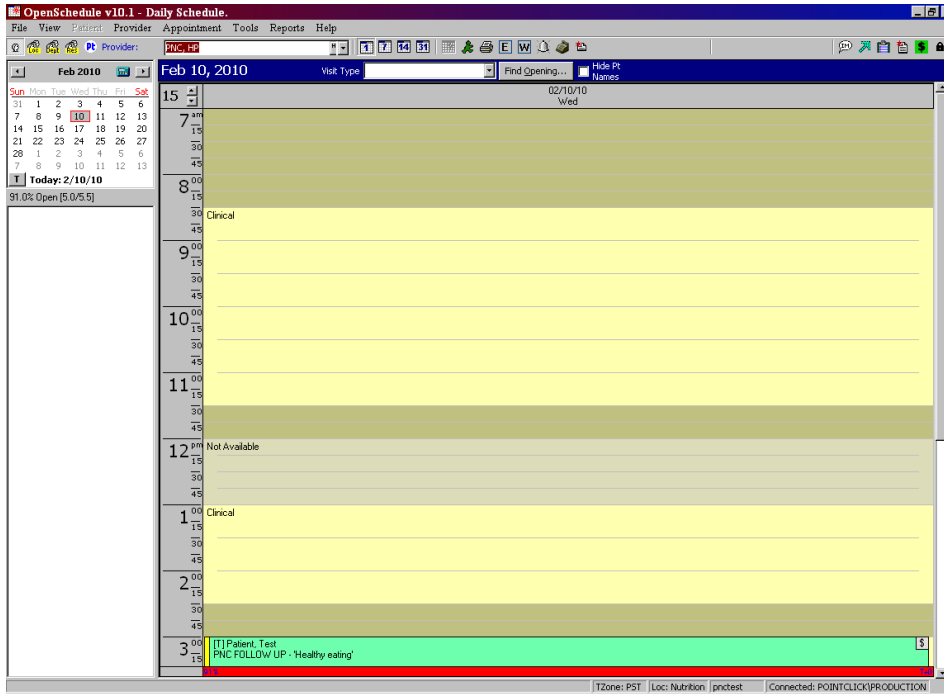


APPOINTMENTS

- To view appointments, click on the Scheduling icon. This will take you to the Open Schedule screen. When your schedules have been entered into the system, you will see two columns on this screen: PNC, HP (for PNCs working in the health center) and PNC, LWL (for PNCs working in the Living Well Lounge in the USU).



1. You are now on the Open Schedule page.



2. Look to the top left corner of this page. Click on the little yellow icon labeled Dept. In the drop down box located to the right of the yellow icons, select PNC or enter PNC. You should see PNC in the box next to "Pt Department:"
3. Check the schedule to determine when a PNC is available (Clinical). Be sure you are checking the correct provider. PNC HP or PNC LWL.

The screenshot displays the 'OpenSchedule v12.0 - Daily Schedule' application. The interface includes a menu bar (File, View, Client, Provider, Appointment, Tools, Reports, Help) and a toolbar with various icons. The main area shows a calendar for February 2012, with the current date set to February 9, 2012. The schedule is presented in a grid format with columns for PNC HP, PNC LWL1, and PNC LWL2. The time slots range from 7:00 AM to 6:00 PM. A yellow highlight is visible in the 9:00 AM slot for PNC HP. A red horizontal line is drawn across the schedule at approximately 3:00 PM. A blue box with the text 'Test One' is overlaid on the 3:00 PM slot for PNC HP. The status bar at the bottom shows 'Ready', 'TZ: PST', 'Loc: Living Well Lounge', 'bandeta', 'Connected: POINTCLICK/PRODUCTION', and the time '3:00 PM 2/9/2012'.

4. You will see the current day's schedule for each PNC (HP and LWL). The calendar defaults to the current date. If necessary, select the correct date from the calendar to the left.
5. To view appointment details, double click on an appointment.
 - Click on Visit Type etc. A new appointment will default to a 60 minute appointment and a PNC Follow-up appointment and Information Session will automatically default to a 30 minute visit.
 - View a Reason in the "Reason" box (e.g., Weight Management).
 - Click on "Cancel" to leave this screen. You will return to Open Schedule and see the patient's name on the schedule.

OpenSchedule v10.1 - New Appointment

Appointment Type: Patient Non-Patient Class

Patient Details

Patient: patient, test

Patient #: N0005467 DOB: 09/11/1966

Alerts: Non-Compliant - [Agreement to Treatment];
Non-Compliant - [Privacy Notice]

Coverage: ELIG Eligible Student [from 01/19/10 to 05/21/10]

NoShow Rate: 5% [2 of 41]

Schd Cmnt: Difficult Patient

Future Appts

Future Appts	Provider
02/10/10 12:00 PM	LANDETA, LYNNE ...
02/10/10 12:45 PM	LANDETA, LYNNE ...
02/10/10 03:00 PM	PNC, HP

Ref/Case#

Appointment Details

Provider(s) PNC, LWL1

Visit Type: PNC FOLLOW UP 30

Location: Living Well Lounge

Dept.: PNC

Date/Time: 02/10/2010 Wed T 03:00 PM

Reason Code: (none) Call Back #

Reason: Weight Management

Additional

Private

- In Open Schedule on the left side of the screen, you can view the history on this specific appointment. You will see information on the visit type, date and time of the appointment, with whom and who created the appointment.
- If your PnC session is complete, click on the X in the upper-right portion of the screen or select File, Exit to log out. Exit in the same way from the horizontal bar that appears.

Checking in a Patient

In the Lounge, you will check in your own patient and escort them to the office. At the health center, all patients must check in at the front desk and be directed to the second floor waiting room where you will greet them. If your patient has checked in, the bar to the left of the patient's name will change to red. If your patient was not checked in, check the patient in using the following procedure.

- In Open Schedule, on the date of the appointment, right click on the patient and select "Check in". The Check in box appears. Confirm the appointment and click OK. The side bar (next to the patient appointment) will turn red. If you check in the wrong patient, let a staff member know.
- Do not make any other status changes, such as Start Time, Check Out, etc.

III. CHARTING YOUR PATIENT VISIT NOTES

First you will create a Word document that contains your patient (SOAP) notes. This document must be approved by your instructor. Once approved and final, the instructor will send to Student Health Center for scanning Point-n-Click electronic health record.

Creating your Word Document Notes

1. While you are seeing your patient, it is good practice to take notes on a notepad or laptop.
2. To help PNCs identify patients, an alphanumeric code will be used and should be included at the very beginning of the "Subjective" portion of the SOAP note written in Word. The code will be divided as follows: four digit appointment time (in military time), patient initials, and four-digit appointment date. *For example*, if John Doe had an appointment at 9:30 on February 15, the code would read 0930jd0215. If Susan Smith was seen at 12:00 on February 6, the code would read 1200ss0206.
3. For your Word document, use the SOAP template provided on the class website (www.csun.edu/~lisagor). This template is also located at the end of this document. Weekly Printouts, Week Two. It is strongly recommended that you write complete notes when you see your patient, using the SOAP template that is provided. Make sure all sections are filled out.

a. Subjective

Document information that is relevant to the current visit that you obtain by talking to the patient. This may include patient identification, main complaint, history of present illness, past medical history, family history, systems review, social and/or sexual history information.

b. Objective

Record your **physical** findings, including general appearance, vital signs and findings of system exam. Only record what you can see, hear, touch, smell or taste along with age, etiology, chart, family information and lab tests. (This is **objective** data.)

c. Assessment

Asses the patient condition based on subjective and objective findings including your diagnosis or presumptive diagnosis, health maintenance issue and other observations.

1. Enter the Stage of Change at which you assess your patient to be.
2. Enter the Complaint (reason why client made appointment for PNC):
 - Client desires to become a vegan/vegetarian: vegetarianism
 - Client is member of athletic team on campus: sports nutrition
 - Client wants to eat healthy diet but does not want to follow vegetarian diet: healthy eating
 - Client wants to change weight – gain or lose: weight loss/gain
 - Client wants to prevent further wt gain or weight loss: weight management
 - Client concerned about his/her high blood pressure: high blood pressure
 - Client is concerned about decreased frequency of stools: constipation
3. Enter the Diagnosis (ICD 9 or temp code^{1, 2} - Use to categorize client's nutritional problems):
 - Recent unplanned weight loss likely due to medical problem: abnormal weight loss
 - Recent unplanned weight gain – cause not specified: abnormal weight gain
 - Client has BMI 30-39: obesity
 - Client has BMI >39: morbid obesity
 - Client states has anorexia nervosa
 - Client has a lack of appetite and does not want to eat: anorexia
 - Client appears to eat a variety of nutritious foods in needed quantities (based on Food Pyramid): healthy eating
 - Client needs to improve nutritive content of diet for sports performance: sports nutrition
 - Client is vegetarian and needs to change food intake to obtain nutritious diet: vegetarian
 - Client states has high cholesterol, triglycerides, LDL: hyperlipidemia mixed
 - Client states has high cholesterol: hyperlipidemia
 - Client states is anemic or has iron deficiency: iron deficiency
 - Client states has high blood pressure: hypertension, unspecified
 - Client states has heartburn or gastric ulcer: heartburn
 - Client states has lactose intolerance: lactose intolerance
 - Client states has Type 2 diabetes: diabetes with no complications

¹ ICD International Classification of Diseases, 9th edition

² For ICD9 code numbers, see: <http://www.medilexicon.com/icd9codes.php>

d. Plan

Formulate a plan including diagnostics, therapeutics, consultants and referrals, anticipatory guidance, patient education, health promotion, disease prevention and follow-up instructions.

SOAP Template for Note Taking During Client Visit Updated 2010

Patient Code: _____ Date: _____

Pt. seen at:

Student Health Center / Moorpark College / Student Rec Center/ Other _____

Ht: _____ inches = _____ cm (Ht. in inches x 2.54 = cm)

Current Wt: _____ lbs = _____ kg (Wt. in lbs/2.2 = kg)

BMI: _____

Gender: F/M

Date of Birth: ____ / ____ / ____

Usual body wt: _____ lbs, _____ kg

% wt. change if any? _____

Total Energy Expenditure: BMR x activity factor

The Academy of Nutrition & Dietetics (AND) EAL Recommendation is to use the Mifflin-St Jeor Equation (M-SJ) as the most reliable method for determining Basal Metabolic Rate (BMR) for men and women.

BMR Formulas using the Mifflin-St. Jeor Equation:

Female:

BMR = (10 x weight in kilograms) + (6.25 x height in centimeters) - (5 x age in years) - 161.

Male:

BMR = (10 x weight in kilograms) + (6.25 x height in centimeters) - (5 x age in years) + 5.

To determine your total daily energy needs (TEE), multiply your **BMR** by the appropriate activity factor, as follows:

1. If you are sedentary (little or no exercise): Calorie-Calculation = BMR x 1.2
2. If you are lightly active (light exercise/sports 1-3 days/week): Calorie-Calculation = BMR x 1.375
3. If you are moderately active (moderate exercise/sports 3-5 days/week): Calorie-Calculation = BMR x 1.55
4. If you are very active (hard exercise/sports 6-7 days a week): Calorie-Calculation = BMR x 1.725
5. If you are extra active (very hard exercise/sports & physical job or 2x training): Calorie-Calculation = BMR x 1.9

TEE = _____ kcal

PNC name: _____

Patient Code Number: _____ **Date of visit:** _____

ICD 10 Code: _____

Site of Visit: _____
 Complaint/Reason patient stated for visit: _____
 Pt. Visit: (Indicate whether New or Follow Up) _____

Motivational interviewing to begin:

Pt. goals (What brings you to my office today?) _____

Family history or medical conditions? _____

Meds, vitamins, minerals, herbals? _____

Wt Hx

Subjective:

Food intake: In this box, comment on things that patient has talked about related to client's food intake. (Examples might be: eating patterns are stable, incorporating extra servings of vegetables per recommendations; reduced butter intake considerably; eliminated fatty afternoon snack, replaced with a vegetable/protein snack.)

Nutrition and health awareness/management: (E.g. nutrition knowledge has slightly increased, patient is feeling positive about progress thus far; patient wishes she had had more time for counseling, recommended she continue counseling next semester.)

Physical activity/exercise: Put information that patient has shared regarding this.

Food availability/access to food: Add any comments from or discussion regarding this, including who prepares foods, affordability, etc. Current living situation that could affect food intake; different on the weekend?

Client Self-Reported Health History and Lab Results: In the Subjective section, provide narrative comments patient reports regarding this: E.g. Patient reports she redid her lab tests per physician request but has not received updated results. E.g. Maternal grandmother has/had Type II Diabetes.

Educational tools/materials: List any handouts PNC provided and discussed with the patient.

Objective:

Patient age:
 Gender:
 Date of birth
 Height:
 Weight:
 BMI:
 BF:
 Medications:

Estimated caloric needs: Show Mifflin St Jeor Equation calculations, as described in PNC Handbook: (The following are example calculations:

$$\begin{aligned} \text{BMR female: } & (10 \times \text{weight kg}) + (6.25 \times \text{height cm}) - (5 \times \text{age in years}) - 161 \\ & (10 \times 58 \text{ kg}) + (6.25 \times 163 \text{ cm}) - (5 \times 53 \text{ yrs}) - 161 \\ & (580) + (1019) - (265) - 161 = 1173 \text{ calories} \end{aligned}$$

$$\text{TEE: } 1173 \text{ BMR} \times 1.5 \text{ Activity Factor} = 1760 \text{ calories}$$

Lab Values: (Only documented results from the lab, not what patient may have told PNC)
E.g. GLUC: 115; Total Cholesterol: 214; LDL: 123

Assessment/Diagnosis: (Must provide a written assessment that assimilates the information gleaned from patient visit and chart information, if any. Only factual; keep it simple.)

****Remember that we address *Nutrition diagnoses that are actual nutrition problems, NOT potential ones; these are NOT medical diagnoses.***

E.g. Patient is obese, as evidenced by a BMI of 30.2.

E.g. Patient appears more focused on incorporating healthier habits. Has taken big strides towards accomplishing planned goals. Would benefit from further instruction and guidance. Patient needs measurable goals and ongoing dietary journal to track progress.

Patient is in the *Preparation Stage*; intends to take action within the next 30 days.

Now, from above assessment, prioritize your nutrition-related facts/issues, and develop a **PES** statement:

Problem: (E.g. Excessive energy intake *as related to....*) (Note the nutrition-relationship) RT

Etiology: (E.g. Overconsumption of evening snacks while watching TV; poor nutrition knowledge...*as evidence by...*)

Signs/Symptoms: (E.g. BMI of 30.2; BF or 28.2%, pt interview, or "self-report of intake patterns and weight change over the past 4 month.")

Here's another example of a possible **PES** statement:

Problem: (E.g. Involuntary weight gain *as related to....*) (Note the nutrition-relationship) RT

Etiology: (E.g. Reduction of physical activity after injury to right foot and increased intake of calories/snacking while watching TV...*as evidence by...*)

Signs/Symptoms: (E.g. "Self-report of change in activity and food intake patterns and weight gain of 20 lbs. over the past 4 months." Additional signs: BMI of 30.2; BF or 28.2%)

Patient is in the (what stage of change?) _____

The Assessment and Diagnoses (PES) point the way to INTERVENTION (What's your plan? Target the CAUSE.)

Plan (This is what you and the patient have agreed that the patient will work on):

Patient agrees to try to: (Here are some examples)

- ✓ Concentrate on portion sizes (How can you make that measurable?)
- ✓ Increase vegetable intake (How can you make that measurable?)
- ✓ By next week, consult with Fitness Center intern to plan regular exercise routine
- ✓ Schedule a follow up appointment