Name of Policy:	**Outpatient meal service**	
Policy Number:	3364-104-318	
Department:	Food & Nutrition	
Approving Officer:	Director, Food & Nutrition	
Responsible Agent:	Food & Nutrition Management	
Scope:	Food & Nutrition	**Effective Date: 6/1/2022** Initial Effective Date: 4/2008

_____ New policy proposal
_____ Major revision of existing policy
__X__ Minor/technical revision of existing policy
_____ Reaffirmation of existing policy

(A) Policy Statement

Food and Nutrition Services provides meals, per physician order, to patients in outpatient service areas on an as-needed basis.

(B) Purpose of Policy

To assure that patients are able to receive meals when healthcare services require extended stays or patient's condition requires nourishment. Patients in Emergency Room/Department and Recovery, upon request, will receive meal trays.

(C) Procedure

1. Upon physician order for meal, nursing staff will verify order and obtain patient's meal choice from outpatient room service menu. Staff will complete a requisition with patient information and meal request.
2. Nursing staff will phone Food & Nutrition Services (FNS) at extension 2328 to request the meal. Nursing staff will state the patient's name, medical record number, location (ER, Recovery Room), and diet order with meal choice.
3. The meal will be delivered within an hour or less. Tray Passer will deliver tray to nurse's station in correct location. At time of delivery, the written requisition will be given to the Tray Passer to take back to FNS department.
4. Nurse will take tray to patient. Patient name and medical record number or date of birth is used to identify correct meal tray to patient.

Approved by: /s/ 5/16/22 Joshua Krupinski Date Director, Food & Nutrition *Review/Revision Completed By:* *Food & Nutrition*	**Review/Revision Date:** 6/05 6/2/2008 7/1/2011 7/1/2014 4/1/2017 4/23/2019 5/16/2022 **Next Review Date:** 5/1/2025