

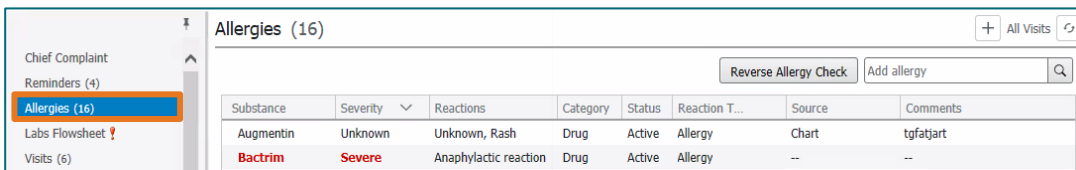
The Allergies component is used to review, add new, and modify allergies. Allergies must be entered correctly into the patient's chart in order to provide the added safety of drug interaction alerts while placing orders.

## Accessing the Allergies Form

It is best practice to access Allergies from the MPage. Using the MPage components saves steps and streamlines the process.

### ➤ Finding Allergies List

- Navigate to the Allergies component of the MPage. A list of the patient's allergies can be viewed and managed here.

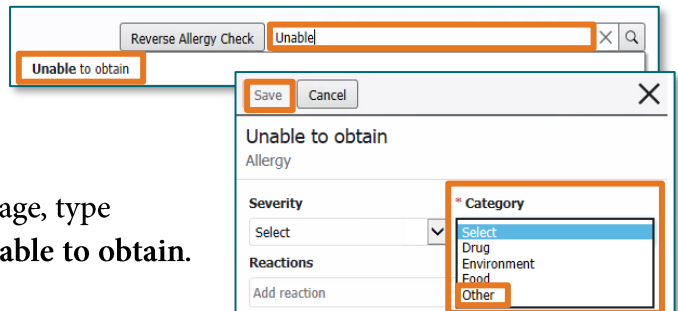


Substance	Severity	Reactions	Category	Status	Reaction T...	Source	Comments
Augmentin	Unknown	Unknown, Rash	Drug	Active	Allergy	Chart	tgfatjart
Bactrim	Severe	Anaphylactic reaction	Drug	Active	Allergy	--	--

### ➤ Documenting Unable to Obtain

If the Allergy History cannot be obtained from the patient or the patient's family for any reason, follow the steps below to document **Unable to Obtain**.

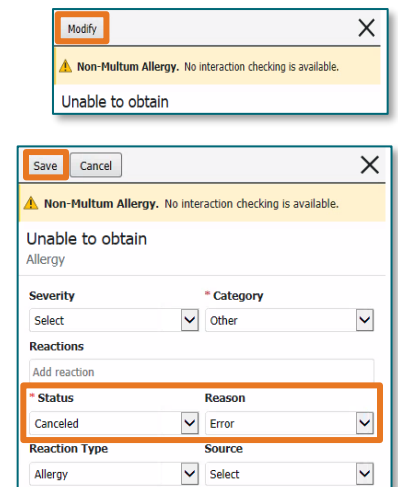
- Navigate to the **Allergies** component on the MPage, type "Unable" into the **Substance** field and select **Unable to obtain**.
- Update the **Category** to **Other** and click OK.



**NOTE:** For the sake of patient safety, please update the allergies list as soon as possible. **Unable to Obtain** must be canceled from the Allergy List once a list of allergies has been obtained.

### ➤ Canceling "Unable to Obtain"

- To remove Unable to Obtain, select the allergy and click the **Modify** button on the details window.
- Change the status to **Canceled** and select a **Reason**. Next click **Save**.
- Now, add the appropriate allergies to the list.




## Documenting Allergies

When a patient has no active allergies documented, the **No Known Allergies** and **No Known Medication Allergies** buttons are available for use.



### ➤ Documenting No Known Allergies

- Select **No Known Allergies**, at the top of the Allergies component, when the patient has no known medication, food, environmental, or other allergies.
- NKA will now appear in the patient's active allergy profile.

**IMPORTANT:** Click the **Complete Reconciliation** button  in the lower right corner of Allergies component to indicate to other caregivers that the allergies list has been reviewed and updated.

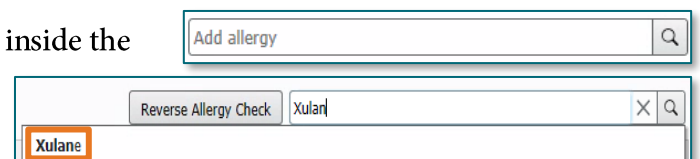
### ➤ Documenting No Known Medication Allergies

When a patient has only non-medication allergies, **No Known Medication Allergies** must be selected AND the non-medication allergies must be added to the patient's chart.

- Click **No Known Medication Allergies** button.
- Proceed with adding all non-medication allergies.

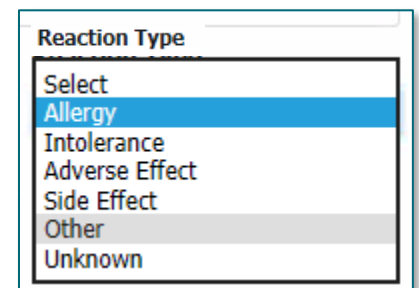
### ➤ Adding Allergies

- Documenting Substance
  - From the Allergies component, single click inside the search field labeled **Add allergy**.
  - Click the substance from the list.

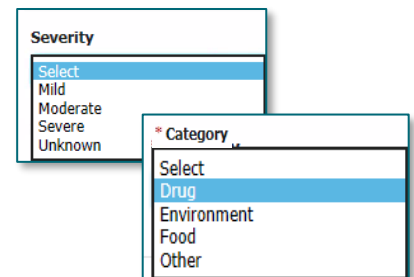
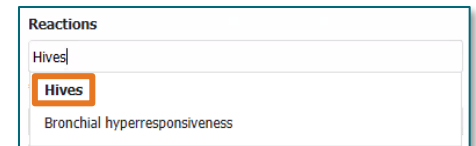


**NOTE:** Use the singular form of substance (i.e. **peanut vs. peanuts**) for better **Substance/Reaction** search results.

- The substance will now display in the Allergies component and at the top of the details window.
- Use the Reaction Type dropdown to indicate:
  - Allergy
  - Intolerance
  - Adverse Effect
  - Side Effect
  - Other
  - Unknown

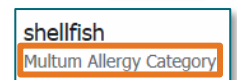


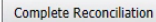
- Documenting Reactions
  - Click in the **Add reaction** search field from the details window and start typing in the reaction.
  - Click on the appropriate reaction from the dropdown.
  - The reaction will now display in the **Reactions** section.
- Document Reaction Severity
  - Choose a **Severity** level from dropdown menu.
- Document Allergy Category
  - Select a **Category** from the dropdown menu.



**NOTE:** There are some food/non-medication allergies that must be categorized as Drug allergies in order for allergy checking to be performed.

- Before selecting a category, check the white space next to the **Substance** field on the **Allergy Form**.
  - If this message displays: the substance is NOT treated like a medication in the system and the category can be selected as appropriate.
  - If this message does not display, the substance qualifies as a **Multum Allergy** category and must be placed under the **Drug** category on the form in order for allergy checking to be available.
- Address other optional fields as appropriate.
- Click **Save** in upper left of allergy detail window to return to the **Allergies** component where you can enter additional allergies and repeat above steps as needed.
- **Mark All as Reviewed** to complete process.



**IMPORTANT:** Click the **Complete Reconciliation** button  in the lower right corner of **Allergies** component to indicate to other caregivers that the allergies list has been reviewed and updated.

## Free Texted Allergies and Reactions

In the past, clinicians were able to enter allergies and reactions using free text functionality. Because allergy checking rules require that the data be entered in a specific format, allergies entered using free text cannot fire alerts. This increases the risk to the patient of allergic reactions. For this reason, please look for and update any allergies/reactions entered using free text.


### ➤ Free Texted Allergies

- Free text allergies are highlighted by a yellow triangle with an exclamation point. If you select the allergy, you will also see the **Free Text Allergy** alert in the details window.

The screenshot shows the 'Allergies (1)' details window. At the top, there is a button labeled 'No Known Medication Allergies'. Below it is a table with columns: Substance, Seve..., Reactions, and Cate. The first row contains 'nuts', 'Moderate', 'Anaphylaxis', and 'Food'. A yellow triangle with an exclamation point is next to 'nuts'. To the right, a 'Modify' window is open, displaying a warning: 'Free Text Allergy. No interaction checking is available.' Below the warning, the details for the allergy are shown: 'nuts', 'Moderate', 'Reactions: Anaphylaxis', 'Category: Food', 'Status: Active', 'Reaction Type: Allergy', 'Source: Patient', and 'Onset Date'.

- To remove a free text allergy...
  - Select the allergy and click the **Modify** button in the details window.
  - Change the **Status** to **Canceled** and select a **Reason**. Click **Save**.

### ➤ Free Texted Reactions

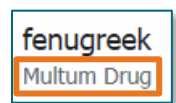
- Free text reactions are shown through a hand holding a pencil icon next to the reaction. 
  - To remove a free texted reaction, click the component header, **Allergies**, to open the Allergies page.
  - Right-click the reaction and select **Delete** or **Cancel**.
  - Place the cursor in the search field all the way on the left. Search for and add a reaction from the results.
- If you are unable to find an allergy or reaction, please ensure spelling is correct and you're using singular tense. If, after checking those things, you still cannot locate the allergy or reaction, please contact pharmacy for support.

## Common Documentation Errors

The most common allergy errors have to do with the documentation of foods that need to be entered as **drug not food**. This is often with things like herbal supplements, but it could be with any allergy entry.

### ➤ Common over the counter herbal drugs:

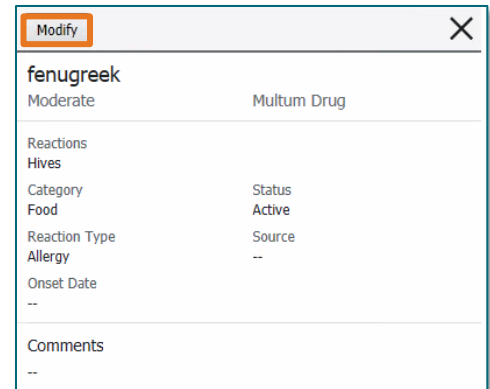
- Caffeine
- Fenugreek
- Cinnamon
- Garlic
- Cranberry
- Soy



- If a food needs to be entered as a drug, the terminology will show **Multum Drug**.
- If an **allergy is listed as Multum Drug**, then this indicates that it needs to be in the drug category. Modify the allergy and change the category to drug if you notice this during allergy review.

➤ **Modify/Cancel an Allergy**

- From the **Allergies** component, click the allergy you want to modify or cancel.
- From the details window, click the **Modify** button.
- Enter or correct the information as applicable.
  - The allergy can be canceled by changing **Status** to **Canceled**.
  - Then select a **Reason** from the dropdown.
- Click **OK** when completed.



The screenshot shows a 'Modify' dialog box with a close button (X) in the top right corner. The dialog contains the following information:

fenugreek	
Moderate	Multum Drug
Reactions	
Hives	
Category	Status
Food	Active
Reaction Type	Source
Allergy	--
Onset Date	--
Comments	
--	

➤ **Allergy Typos**

- Another common mistake is misspelling the drug or allergen causing it to not show up in the search. A simple way to solve this is when searching, only typing in the first few letters.