Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Document Allergies

June 24, 2022

This Quick Reference Guide (QRG) reviews the steps for documenting patient allergies.

Common Buttons & Icons

No Known Allergies	**No Known Allergies** buttons
No Known Medication Allergies	**No Known Medication Allergies** button
+	**Add** icon
Up	**Up Folder** icon
Add Comment	**Add Comment** button

OK	**OK** button
OK & Add New	**OK & Add New** button
Mark All as Reviewed	**Mark All as Reviewed** button
	Home icon
	Refresh icon
Complete Reconciliation	**Complete Reconciliation** button

Document Allergies

- **From the workflow page:**

STEP 1: Navigate to the **Allergies** component.

NOTE: If the patient has no known allergies, you can click No Known Allergies. If the patient has a food or environmental allergy but no known medication allergies, click No Known Medication Allergies.

STEP 2: Click the **Add** icon. The Allergies screen opens.

STEP 3: Click the appropriate allergy type folder.

NOTE: You can click the Up Folder icon to return to the base folders.

STEP 4: Double-click the substance you wish to add.

STEP 5: Click the **Reaction(s)** field.

STEP 6: Click the **Common Allergic Reactions** folder.

STEP 7: Double-click the appropriate reaction.

STEP 8: Click the **Severity** drop-down arrow.

STEP 9: Click the appropriate severity level.

STEP 10: Click the **Category** drop-down arrow.

NOTE: Substances in the Multum Allergy Category need to be categorized as a drug.

STEP 11: Click the appropriate category.

NOTE: You can add comments to document the history of an allergy. It is important to note that comments can never be deleted. To add a comment:

- Click Add Comment. The Comments window opens.
- Enter your comment in the field.
- Click OK.

STEP 12: Click **OK.**

NOTE: If you need to add more than one allergy, click OK & Add New.

STEP 13: Click **Mark All as Reviewed** to indicate the rest of the patient's allergies were reviewed, if needed.

NOTE: If you click the Home icon to return to the Provider View workflow page, you may need to refresh the Allergies component for the updated allergy documentation to display.

Modify an Allergy

➢ **From the Allergies screen:**

STEP 1: Right-click the allergy you wish to modify.

STEP 2: Click **Modify** [the substance].

STEP 3: Update the appropriate fields.

NOTE: If you need to cancel or resolve an allergy, click the Status drop-down arrow; then click the appropriate status. If you cancel an allergy, you can document why in the Reason field.

STEP 4: Click **OK.**

Complete Reconciliation

Once you have reviewed a patient's allergies and updated information as necessary, it is important to document that the reconciliation has been completed.

➢ **From the Allergies screen:**

STEP 1: Click the **Home** icon.

STEP 2: Click the Allergies section's **Refresh** icon.

STEP 3: Click **Complete Reconciliation** after verifying that the existing documentation is correct.