
PowerChart: How To Enter Allergies

Allergies can be entered for a patient from the Admission Medication Reconciliation PowerForm or anyplace in the chart where the allergy profile can be accessed. Once in the Allergy Profile, use the following information to document allergies for a patient.

Entering “No Known Allergies (NKA)”:

1. In the **Allergy/ ADR Profile** window, click on the **No Known Allergies** button. The **No Known Allergies** window opens. A comment drops into **1. No Known Allergies** field.
2. Click **OK** in the lower right hand corner of the window. The window closes and “No Known Allergies” appears in the **Allergy/ ADR Profile** window.

Adding a codified allergy:

1. In the **Allergy/ ADR Profile** window, click on the **Add** button (blue cross). The **Add Allergy/ Adverse Effect** window opens. Under the **Search** tab, the **Search for** radio button is defaulted to **Substance**.
2. Enter the allergen/substance in the **1. Substance** field. There are three ways to do this from the left side of the screen.
 - From the **Search** tab, enter all or part of the name of the allergen in the **Search** window and press **Enter**. Double click on the appropriate substance. Only select substances from the Multum D vocabulary.
 - From the **Catalog** tab, click on the **Plus (+)** to open the **Common Drug Allergies** folder. Double click on the appropriate substance.
 - From the **My Favorites** tab, click on the **Plus (+)** to open the **Allergy Favorites** folder. Double click on the appropriate substance.
3. “Drug” defaults into the **Category** field. If the category needs to be changed, click on the appropriate category from the drop down list.
4. “Allergy” defaults into the **2. Reaction type** field. If the category needs to be changed, click on the appropriate category from the drop down list.
5. Under the **Search** tab on the left side of the screen, make sure the **Reaction** radio button is selected under **Search for**.
6. Enter the codified symptom in the **3. Reaction Symptoms** field. There are two ways to do this from the left side of the screen.
 - From the **Search** tab, enter all or part of the name of the reaction symptom in the **Search** field and press **Enter**. Double click on the appropriate symptom.
 - From the **My Favorites** tab, double click on the appropriate symptom in the **Allergy Reaction Favorites** folder.

Tip: The “Favorites” folders can be populated by right clicking on a drug or symptom in the **Search** result field and clicking **Add to favorites**. Favorites can be removed by right clicking on a drug or symptom in the **Favorites** folder and clicking on **Remove from favorites**.

7. The selected symptom appears in the **3. Reaction Symptoms** field. The **key symbol** to the left of the symptom name indicates a codified, rather than free text, symptom. To remove a symptom you entered in error, right click on the symptom and click on **Delete**.
8. Repeat step 6 for each additional reaction symptom for the substance.

Tip: *If multiple reaction symptoms are listed, enter allergy details that describe the most significant symptom.*

9. “Active” defaults into the **4. Allergy details – Status field**. If the status needs to be changed, click on the appropriate status from the drop down list.
10. From the **4. Allergy details – Severity** drop down list, select a degree of severity.
 - Mild – minor discomfort, slight nausea, diarrhea, constipation, urinary retention
 - Moderate – side effect is self-limiting (classic drug rash)
 - Severe – anaphylaxis, hives, shortness of breath, Steven-Johnson, acute crisis or distress
 - Unknown – unable to clarify severity of reaction

Tip: *There is no mild or moderate anaphylaxis, only SEVERE.*

11. From the **4. Allergy details – Info Source** drop down list, select a source of the allergy information.
12. From the **4. Allergy details – Onset** drop down lists, select the approximate or exact date of onset.
13. To add a free text comment, under **5. Comments** click on the **Add Comment** button. Enter a comment in the text box and click **OK**.
14. In the lower right hand corner of the window, click **OK** to complete the allergy entry and close the **Add Allergy/ Adverse Effect** window OR click on **Apply**, then **New**, to add another allergy to the patient.
15. In the **Allergy/ADR Profile** window, click on the added allergy, then on the **Reverse Allergy Check** button. If there is an interaction with a drug on the patient profile, the **Decision Support** window displays.

Adding a free text allergy:

1. In the **Allergy/ ADR Profile** window, click on the **Add** button (blue cross). The **Add Allergy/ Adverse Effect** window opens.
2. Click the **Free text** check box to the right of the **1. Substance** field. A window opens stating, “Allergy interaction checking is not performed on free text allergy entries.” Click **OK**.
3. Type the name of the free text allergy into the **1. Substance** field.
4. Follow Steps 5 through 15 under *Adding a codified allergy*.

Adding an allergy to NKA:

1. Complete Steps 1 through 14 in *Adding a codified allergy*.
2. When you click **OK** in the lower right corner of the **Add Allergy/ Adverse Effect** window, a window displays with a statement that starts out, “NKA is currently recorded for this patient...” Click the **Yes** button. NKA will be cancelled and the allergy will be added.

3. Complete Step 15 (Reverse Allergy Checking) in *Adding a codified allergy*

Modifying existing allergy information:

1. In the **Allergy/ ADR Profile** window, right click on the appropriate allergy and select **Modify**. The **Modify** window (identical to the Allergy/ ADR Profile window) displays.
2. Make any necessary changes to the allergy and click the **OK** button.

Cancelling an allergy:

1. In the **Allergy/ ADR Profile** window, right click on the appropriate allergy and select **Cancel**. The **Modify** window (identical to the Allergy/ ADR Profile window) displays.
2. From the 4. **Allergy details - Status** drop down list, make sure **Canceled** is selected.
3. Under 5. **Comments** click on the **Add Comment** button. Enter a reason for cancellation in the text box and click **OK**.
4. Click on the **OK** button.

Replacing a free text allergy with a codified allergy:

1. Follow the steps in *Cancelling an allergy* to cancel the free text allergy.
2. Follow the steps in *Adding a codified allergy* to add the codified allergy.