

AFTER-HOURS FORMULA ACCESS STANDARDIZATION – ORDER ENTRY

HIGHLIGHTS

- ▶ New order available for staff to order formula between **17:00-09:30**
- ▶ Formulas are available in the after-hours area in ready to serve containers, frozen aliquots, or to mix from powder (Only a subset of calorie concentrations are available)
- ▶ **STEP 1:** Use **After Hours Formula (Pediatric or infant)** to select a feed
- ▶ **STEP 2:** After placing order, an entry must be made using **Transport Tracker** to alert Porter Services where to access the formula and to transport to patient



KEY POINTS TO REMEMBER

- ▶ The formula room is closed after 1700H
- ▶ Between 17:00-09300 an order for “**After Hours Formula**” must be placed
- ▶ Assign the unit clerk or designate to enter a **Transport Tracking** request to have a porter access formula from the Shaughnessy D106 Formula Room (Max: 3 containers of formula at one time)
- ▶ After hours formula orders DO NOT continue as the standard feed order

SUPPORTING DOCUMENTS

- ▶ [Procedure – Ordering and Accessing Formula Overnight \(1700H – 0930H\):](#)