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# Dietary

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**Login at** <http://web.quickrounds.net>

## New Patient Order

1. Choose **Dietary Mode** located on the top left portion of the home screen
2. Click on **Add a Patient** - fill out screen - click **Save and Order**
3. Fill out **assessment** and all areas below- choose products click  check quantities
4. Click **Save and Order**

## Monthly Product Refill Request

1. Choose **Dietary Mode** located on the top left portion of the home screen
2. Click on **Monthly Product Refill**
3. Check patients in-house status- D/C patients that no longer require product
4. Review all formulas, rates, and plastic delivery mode for accuracy
5. Check insurance status for coverage - Medicare A, B, or ineligible

## Shortage Request

1. Choose **Dietary Mode** located on the top left portion of the home screen
2. Click **Patient** then click **Shortage Request** at the top of the screen
3. Pick quantities and choose reason
4. Click **Order** - your order has been placed

**For more assistance contact our  
customer service department  
1.800.638.2870**