

Klotz Student Health Center

Fall 2007 Peer Nutrition Counselor Program Guide



Klotz Student Health Center Peer Nutrition Counselor Program Guide (Spring 2007)

Welcome to the Klotz Student Health Center! We are happy to have you work and learn with us. As a Peer Nutrition Counselor (PNC), you provide a valuable service to our patients. This guide is designed to provide health center information and to supplement your course syllabus. The Peer Nutrition Counseling Program is a collaboration between the Klotz Student Health Center and the Family and Consumer Sciences Department. The PNC program is part of the Health Promotion Department. The health center provides the office space, scheduling, and other support you will need to provide nutrition counseling to patients. The health center is not involved in grading.

The Health Information Management (HIM) Department screens and schedules PNC patients. Examples of PNC patient visits include: weight loss or gain, healthy eating, vegetarian diets, and school projects. PNC patients can be students, staff, or faculty. But the vast majority of patients are students. PNC patients (students, faculty, and staff) can see a PNC for one visit or can have as many follow-up appointments during the semester as deemed necessary. One Registered Dietitian works at the health center. Typically, the dietitian sees more advanced cases than PNCs. PNC students may refer patients to the dietitian. In addition to counseling appointments, PNCs are invited to provide nutritional information at health center health fairs and other outreach events. The Klotz Student Health Center is the main location for PNC activities. Some PNCs also see clients at the USU Fitness Center and Moorpark Junior College.

Health Center Information

The Klotz Student Health Center website is www.csun.edu/studenthealthcenter. Please review the website at your convenience to become more familiar with health center services.

The health center hours are as follows:

Monday-Wednesday: 7:30am-5:30pm

Thursday: 9:00am-5:30pm

Friday: 7:30am-4:00pm urgent care only

Class Meeting

The PNC class meets once a week for 1-1/2 hours in the Klotz Student Health Center Conference Room. If, at the time your class is scheduled to begin, the conference room door is closed and you hear people inside, please do not open the door. Let a staff member know.

PNC Contact Information

At the beginning of the semester, PNCs will provide contact information including current address and telephone number to the PNC liaison for use in the event the health center needs to make contact. The e-mail address should be a csun.edu email address. You may also contact Information Technology Resources at (ITR) at 818-677-1400 or walk-in to the Help Desk in the Oviatt Library Room 34. Instructions for getting a CSUN e-mail account can be found at csun.edu/itr.

Security

Personal

Security of all health center employees and students is paramount. To ensure your safety, maintain a professional relationship with patients. Do not give your personal information to patients. If, for any reason, you are uncomfortable meeting with a patient, inform a staff member immediately.

Belongings

Place personal belongings in a desk drawer or cabinet while you are in the health center. If you are in the Health Promotion Workroom or other area of the health center, please remember not to leave belongings unattended.

Emergency Evacuation

The Klotz Student Health Center periodically conducts emergency evacuation drills. Should a drill occur, an emergency evacuation will be announced over the health center intercom system. If you are in the counseling office, closing the door behind you, proceed with your patient to the nearest stairway and exit through the front or rear exit. A building warden will conduct a room to room search to be sure the entire building is evacuated before the drill can be completed.

Parking

PNCs should park in regular student lots on campus. Unfortunately, the Klotz Student Health Center cannot provide parking for PNCs. Parking in the health center parking lot requires a special permit. Occasionally, Campus police do patrol the lot and issue tickets.

Nametags and Lab Coats

Nametags must be worn at all times PNCs are working for the Klotz Student Health Center. At the end of the semester, please leave your nametags with a Health Promotion staff member.

Lab coats are provided for your use while at the Klotz Student Health Center. Lab coats are kept on the back of each PNC office door. Please wear your lab coat when counseling patients.

Office Hours

The instructor will determine the number of hours that PNCs must work in order to meet class requirements. Like other health care providers in the health center, *PNCs are expected to be in the health center during office hours - even if no appointments are scheduled.* Although most of your appointments will be scheduled in advance, occasionally a patient will walk in or be referred from the clinic during your office hours. During health center business hours, PNCs are welcome to use a PNC office when it is not being used by other PNCs or other Klotz staff.

Please remember, the health center closes at 5:30 pm Monday through Thursday. On Fridays, the health center closes at 4:00 pm. PNCs must leave the health center by these times unless arrangements are made with a *Health Promotion* staff member. The building is alarmed after hours.

The health center is open during spring break. However, PNCs are not required to see patients during spring break.

If PNCs will be away from the health center for an event, please let the PNC liaison know as soon as possible, to ensure that no appointments are scheduled for that day.

Appointments

Your instructor will determine the number of appointments that you must keep in order to meet class requirements. Even if you work off-site, at Moorpark Junior College or the Fitness Center in the University Student Union, you will still see patients for at least one hour/week in the Klotz Student Health Center. Klotz Student Health Center visits consist of personal counseling and information requests for class projects. PNC appointments are booked on the hour and on the half hour. New patient visits are one hour appointments. Follow up appointments are ½ hour.

Rarely, a scheduling problem may occur where a new patient is scheduled that overlaps two PNCs. (For example, PNC-1 works from 9-10. PNC-2 works from 10-11, but HIM scheduled a new patient from 9:30-10:30.) If this happens, we will try to contact the patient to reschedule. If we cannot contact the patient, PNC-1 should see the patient. If the appointment cannot be completed within the ½ hour, PNC-1 should schedule a follow-up appointment with the patient. PNC-2 will not be involved with the patient.

Please refer all media/journalism requests including Daily Sundial interviews, journalism articles, broadcast journalism and any other media requests to Sharon Aronoff. Any other class projects can be considered regular office visits. *Remember*. All appointments scheduled in PyraMED must be charted, including class projects.

Registered Dietitian

Ellen Bauersfeld is the dietitian on staff. It is recommended that you schedule a meeting with Ellen before your first PNC appointment. Ellen can provide great insight into the PNC process and introduce you to the PNC counseling rooms. Ask the PNC professor how to arrange a meeting.

Absences or Delays

Health care providers at the health center are expected to be at the health center and ready to start appointments on time. If you will be late or miss your appointments, you must contact the health center as soon as possible so that patients can be notified. 1.) Contact the Health Information Management (HIM) Department at 818-677-3667. Make note of the time you called and the person with whom you spoke. 2.) Call one of the Health Promotion staff. (You can ask HIM to transfer you.) We will notify your instructor.

If you know in advance that you will miss your appointments, with the consent of your instructor, you may arrange for another PNC to see your patients. Please remember to let a Health Promotion staff member know so that changes can be made to the PyraMED scheduling system if necessary.

Patient Check-in

PNC patients check in at the first floor reception desk, where they will be directed to the second floor waiting area. Once you see your patient has checked in on PyraMED, go to the waiting area to meet them. Call out the patient's first name only, introduce yourself by first name only and escort them to your office.

Office Keys

The location of the keys to the PNC office will be provided to you during the tour. Please keep the office unlocked while you are keeping office hours. These keys must remain in the health center.

HIPAA

HIPAA stands for the Health Insurance Portability and Accountability Act of 1996. That's a big name for a law to protect patient's privacy in the health care field. The legislation made sure there were standards to safeguard the privacy of personally identifiable health information, and that there is enough security for the systems that store and maintain the information. We have to make sure that information doesn't wind up on someone's desk out in the open, by accident, or that we don't have conversations in the halls about patients (that might jeopardize confidentiality).

What's the difference between privacy and security?

Privacy is your individual rights about the use and disclosure of your personal information. It includes the right to decide when, how and how much your personal information is communicated

to others. HIPAA privacy rules give you rights as a patient to get access to and control the use of your personal health information.

Security is about the specific efforts taken to protect your privacy and ensure the integrity of your personal health information. It is more about the ability to prevent unauthorized breaches of privacy such as losing data or destroying it by accident or stealing it or sending it to the wrong person. Physical safeguards to security include the way computers and fax machines are configured to prevent accidental or intentional exposure of your health information to someone who might not be authorized to see it. It also includes things like locks and keys, fire extinguisher systems and other protections for the ways we store information either by paper or electronically.

Technical security includes hardware and software that collect, store and transmit your personal health information. This might be things like passwords, identifications, digital signatures, firewalls, virus protection and encryption.

PNCs store chart notes in the black PNC notebook. This notebook should remain in the PNC cabinet at all times except when someone is filing a chart note, using it for class, etc. Please note: No information that can identify a patient may leave the Klotz Student Health Center in any form: hard copy, email, cd, thumb drive, etc.

Training

All Klotz Student Health Center personnel, including Peer Nutrition Counselors are required to complete HIPAA training. Online HIPAA training is available. You will be provided login information and instructions. This training should take one to two hours to complete. You should attempt to complete the course within the first two weeks of the semester. Upon completion, please print out the certificate. Keep the original and make a copy for the PNC Liaison.

Confidentiality Agreement

All Klotz Student Health Center personnel, including Peer Nutrition Counselors are required to sign a Confidentiality Agreement. The PNC will keep a copy of the agreement. The original will be filed in the Health Information Management Department.

Health Promotion Department Workroom

The Health Promotion Workroom is available for use by Health Promotion staff, student assistants, and peer educators. You are welcome to use the workroom before and after seeing your patients or attending your class meeting. In order to accommodate so many individuals, procedures have been developed.

1. The green cabinet in the corner of the workroom is available for PNC use. The top drawer is reserved for the Klotz Wellness Coach, but all other drawers are available.
2. Supplies are available in the workroom and the Health Promotion counseling rooms. These supplies are for your use when counseling or working a health center event. Please do not remove supplies from the health center without notifying a Health Promotion staff member.
3. There are two computers in the workroom. Charting takes priority on these computers. PNCs or other student workers may be asked to leave a computer if it is needed for charting. Please note: When printing, please use the "HP Printer." If color printing is required, print drafts on the HP printer first, then use the color printer for the final printout. Add paper to the printers when needed.
4. The photocopy machine requires a code. ***This semester the code is 2005.*** Add paper to the bottom drawer when needed.
5. The refrigerator and microwave are for your personal use. Please be sure to clean up after yourself. Try not to leave food in the refrigerator for more than a day or two.

6. If chart notes or other confidential information needs to be disposed of, be sure to use the shredder. Try to only shred one or two pages at a time to avoid jamming.
7. You are welcome to read any magazines and books or watch any videos or DVDs in the workroom. Please keep volume low.
8. If any equipment malfunctions in the workroom, please do not try to fix it. Notify a staff member to save time.
9. Friends and personal business belong outside the workroom and the health center.

Educational and Marketing Materials

Each semester, PNCs create new or updating existing materials. The health center uses a standard logo and has standards for creating materials and. Consult Sharon Aronoff, Health Educator for advice before creating or releasing materials.

Body Fat Analyzer

A portable, hand-held Omron body fat analyzer is available for use by PNCs. It should be kept in the desk in the Health Promotion B office.

Where Do I Direct My Questions?

PNCs should direct questions to the following:

- General questions: Marianne Link Room 243, 818-677-3690, marianne.link@csun.edu.
- Charting and PyraMED questions: Amy Reichbach, Room 244, 818-677-3683, amy.reichbach@csun.edu
- Materials (brochures, etc.): Sharon Aronoff Room 239, 818-677-6328, sharon.aronoff@csun.edu
- Equipment problems, password change prompts etc.: Any Health Promotion staff member. Do not go to the health center IT staff member for help unless directed to do so.
- Per HIPAA regulations, only authorized personnel may enter the Health Information Management Department.

CHARTING

PyraMed is a computer program that manages/stores patient information at the Student Health Center. As a PNC, you will need to use PyraMed to check in a patient, make an appointment for a patient and document your counseling session. The PNC professor has daily access to PyraMed and will check student appointments on a daily basis.

PNCs have will have completed online training on HIPAA and are expected to follow all the privacy rules in HIPAA. Protect all personal medical information at the health center as you would like your personal medical information to be protected. *Remember, no information that can identify a patient may leave the Klotz Student Health Center in any form: hard copy, email, CD, thumb drive, etc.*

Per health center policy, PNCs are to write chart notes within 48 hrs of seeing a patient. Health center policy requires that all patient notes be completed and in Pyramed within 72 hours of patient visits. *Although the PNC has 48 hours to write the note, to ensure that the chart gets into PyraMed within 72 hours, the Word document should be prepared immediately after the visit (or as soon as possible) and emailed to the professor.* This will give the PNC professor time to make corrections and send them back to you. Also, charting immediately after a session is easier because the session is fresh in your memory. Although not a HIPAA violation, delays in posting chart notes in PyraMed can result in citations by the AAAHC accreditor.

The PNC professor has daily access to PyraMed and will check student appointments on a daily basis.

The following table illustrates the deadlines for completing the SOAP note to the PNC professor and for entering the corrected SOAP note into the PyraMed system.

Patient Appointment	Word Doc emailed to Professor by: (48 hours)	Final Version entered in PyraMed (72 hours)
Monday	Wednesday	Thursday
Tuesday	Thursday	Friday
Wednesday	Friday	Monday
Thursday	Monday	Tuesday
Friday	Tuesday	Wednesday

CHARTING PROCESS

An overview of the charting process is provided here. Detailed instructions are provided below.

1. After seeing the patient, the PNC prepares and proofs a SOAP note (see SOAP Notes below) using Microsoft Word software, (following training by Lynne Landeta, PyraMed instructor and the PNC professor).
2. *It is critical that no identifying information be included in the note.* Identifiers include first and last names, student/staff identification numbers, appointment date/time or any other information which could be used to identify a patient. To help PNCs identify patients, an alphanumeric code will be used and should be included at the very beginning of the "Subjective" portion of the SOAP note written in Word. The code will be divided as follows: four digit appointment time (in military time), patient initials, and four-digit appointment date.

For example, if John Doe had an appointment at 9:30 on February 15, the code would read 0930jd0215. If Susan Smith was seen at 12:00 on February 6, the code would read 1200ss0206.

3. When the SOAP note is complete, the PNC emails the SOAP note (Word document) to the PNC Professor as an attachment. (It is recommended that PNCs use a CSUN email account.)
4. The PNC professor will make corrections to the SOAP note if needed.
5. The PNC Professor emails the corrected SOAP note to the PNC. This will be the final SOAP note for entry into PyraMed. (NOTE: If extensive corrections are needed, the PNC professor may request the PNC to resubmit a second [corrected] SOAP note. If so, the PNC follows the same procedure for emailing the second SOAP note.)
6. The PNC enters the corrected SOAP note into PyraMed using the instructions below.
7. The PNC prints the PyraMed chart note and makes a copy.
8. The PNC paperclips the original to the copy and files both in the black (formerly red) PNC notebook in alphabetical order according to the PNC's last name, not the patient's. The black PNC notebook is for clients seen at Klotz Student Health Center. When clients are seen at Moorpark and CSUN Fitness Center, use the binder for that site.)
9. The PNC Professor will sign (including RD credential) all pages of the original chart note in the "Additional Provider" signature line and enter the "Date" in **black ink** on every page. The date of the note should be the date the note is signed. Occasionally, a chart note will print out in multiple pages, with little or no information on a page – *all pages must be signed*. The PNC professor turns the original chart note into HIM and places the documents in the covered plastic bin labeled incoming charts. This bin is located just inside the HIM double door.

SOAP NOTES

Do not print any hard copies from PyraMed until you are completely done with your final version and all corrections are applied and fully completed.

I recommend that you handwrite everything when you see your patient, using the template that is provided. Make sure all the sections are filled out.

The best SOAP sample will be provided, so that you have a model to follow. Make sure you go over that note and understand the type of questions that you might want to ask your client on the first visit.

*After entering your handwritten notes, **DON'T BOTHER WITH PYRAMED NOW**. Use a Word Document to enter everything on the template and e-mail that to me within 24-48 hours of seeing the patient. Afterwards, I will make any corrections and return the document to you. **Then** you can start entering the data into PyraMED. This will be your "final version" that should be printed out and signed by you and put in the Red Book to await my signature on Wednesday of each week.*

Subjective

Document information that is relevant to the current visit that you obtain by talking to the patient. This may include patient identification, main complaint, history of present illness, past medical history, family history, systems review, social and/or sexual history information.

Objective

Record your **physical** findings, including general appearance, vital signs and findings of system exam. Only record what you can see, hear, touch, smell or taste along with age, etiology, chart, family information and lab tests. (This is **objective** data.)

Assessment

Asses the patient condition based on subjective and objective findings including your diagnosis or presumptive diagnosis, health maintenance issue and other observations. You will also enter the STAGE OF CHANGE at which you assess your patient to be.

Plan

Formulate a plan including diagnostics, therapeutics, consultants and referrals, anticipatory guidance, patient education, health promotion, disease prevention and follow-up instructions.

COMPUTER and PYRAMED INSTRUCTIONS

To determine if the computer is on, press the "Enter" key. If no image appears on the monitor, turn on the computer.

Logging on and off Windows

The Windows logon screen is the first screen you will come to when you log on to the computer. This login information is case sensitive.

To log in to Windows:

1. Enter your CSUN User ID. This is the ID you use to log on to the CSUN Web Portal.
2. Enter your Password.
3. Be sure CSUN is selected on the third input line.
4. If you are away from the computer, it will lock. Use the logon procedure 1-3 to unlock the computer.
5. *Remember to log off Windows when you are done using the computer. If you do not, the next PNC will not be able to use the computer.* To log off, click on "Start" in the lower left portion of the screen then click on "Log Off." Click "Logoff" to confirm logoff.

If you need help with your Windows login, see a Health Promotion staff member. If you need to remember your ID and password, contact the CSUN ITR Help Desk at 818-677-1400.

Logging on and off PyraMed

You will be assigned the Login Name (usually user's first initial and last name) and a password so that you can access PyraMed. This login information is case sensitive.

To log in to PyraMed:

1. From the Desktop, click on the PyraMed icon.
2. Enter your Login Name.
3. Enter your Password.
4. Single click on "Enter."
5. The first time you log in to PyraMed, change the password you were assigned to a new password (a combination of at least 6 alphanumeric characters, e.g., "1voice"). To do this, click on "File" in the top left of the screen. Click on "Change Password" and follow the instructions. Remember your password and keep it in a secure place. You are not to share your password with anyone.
6. When finished, remember to log out of PyraMed, by clicking on "File" then clicking on "Quit."
7. *When you are done using the computer, remember to also log off Windows. Otherwise the next user will be locked out.*

If you need help with your PyraMed login, see a Health Promotion staff member.

Checking in a Patient

All PNC patients should check in at the first floor reception desk and be directed to the second floor waiting room by the receptionist. If your patient was not checked in, you must check the patient in using the following procedure.

1. Single click on "Workplace" in the gray bar at the top left of the screen. Then single click on "HP Front Desk". This screen will provide a list of your scheduled patients for the day. Initially these names will be in red.
2. You check in a patient by clicking your mouse into the "Check-in" column in the blank box next to the patient's name. As you do so, the current time will be displayed and the row which includes the patient's name, visit type, etc. will turn black.
 - If you check in the wrong patient, double click your mouse into the "Check-in" column in the blank box next to the patient's name on the "Check-in" column. A pop-up message will appear. Click on "Clear Time". If you manually enter a time, you must use "military time" and PyraMed will change it to standard time.

Scheduling an Appointment for a Patient

If your patient needs a follow-up appointment, you can ask the patient to call the health center at 818-677-3666 to schedule the appointment. Or, if it is convenient, you can schedule the appointment yourself in PyraMed.

1. Single click on "Workplace" in the gray bar at the top of the screen.
2. Single click on "Schedules."
3. Single click on "PNC" in the "Providers List."
4. Go to the calendar in the middle of the PyraMed scheduling screen, single click on the desired calendar day.
5. Go to the "Daily Availability" grid to the right of the calendar. This grid is in 5 minute increments. Single-click on the desired appointment time.
5. Choose the "Visit Type" from the drop down menu. Select "PNC-Follow Up – PT" for follow up appointments.
6. At the bottom of the window, you will see the "Request Chart?" box checked. Uncheck this box.
7. Single click on the tab "Confirm Appointment".
8. After confirming the appointment, you will see a letter followed by dashes corresponding to the patient's appointment time on the "Daily Availability" grid.

Documenting Your Session with a Patient in PyraMed

Do not document your patient visit in the PyraMed system until your professor has approved your notes in the Microsoft Word document. Because you will be charting on a different day than when you saw the patient, you must first login to PyraMed using the login provided to you.

1. Single click on "Workplace" in the gray bar at the top of the screen.
2. Single click on "Schedules."
3. Double click on the calendar day of the patient's appointment. You will see the PNC appointment list for that day. Single click on your patient's name.
4. Single click the "Code" tab at the bottom of the appointment list. This will bring you to a new screen.
5. Single click once on the "Chart Note" tab. Enter the patient's height (in inches) and weight (in pounds). Open your corrected Word document. Copy and paste your SOAP notes into the corresponding boxes. (Do not use the mouse to cut and paste. Use the headers at the top of the screen.) Be sure the code that you used to identify your patient has been removed from the Word document.
6. Single click on the "Complaints" tab. Single click on the complaint that best describes your client – see list below in PyraMed Charting. The information you clicked on will show in one of the boxes on the right.
7. Single click on the "DX" tab. Single click on the Nutritional Counseling Folder. Single click on the DX that best describes your client (see list below). The information you clicked on will show in one of the boxes on the right.
8. Single click on the tab labeled "PROC." Single click on the "Clinical Visits" folder.
9. For a patient you believe is being seen for the first time click on "Extended Visit". For a patient you have seen before click on "Intermediate Visit." The information you clicked on will show in one of the boxes on the right.
10. Please read your document carefully for spelling and grammatical errors. **DO NOT SAVE THIS DOCUMENT UNTIL YOU ARE CERTAIN NO FURTHER CHANGES WILL NEED TO BE MADE. BY LAW, NO FURTHER CORRECTIONS CAN BE MADE TO THE PYRAMED DOCUMENT ONCE IT HAS BEEN SAVED.** If you are certain your document is correct and final, click on "Save" button on the bottom right of the SOAP Notes screen.
11. Click the "Print" button. If you are in the PNC office your document will print there. If you are in the workroom, your document will print in the workroom printer. You must immediately go to the printer to pick up the notes (so the information you have printed will remain confidential).
12. Sign your name on the "Provider Signature" line and enter the "Date" in black ink on every page. The date of the note should be the date you sign the note. Occasionally, a chart note will print out in multiple pages, with little or no information on a page - you must sign every page.
13. Make a photocopy of the signed chart note and place the photocopy in the black PNC notebook in the filing cabinet in the PNC office in alphabetical order according to the PNC's last name. The professor will read these notes, sign them and take them to HIM (medical records) for filing.
14. *Note: Destruction of documents that contain identifying information must be done by means of shredding. A shredder is located in the workroom.*

PyraMed Charting Coding

There are 3 sections that need to be coded: Complaints, DX (diagnosis), and PROC (procedure).

1) Complaints (reason why client made appointment for PNC) //coding term

Client desires to become a vegan/vegetarian: //vegetarianism
 Client is member of athletic team on campus: //sports nutrition
 Client wants to eat healthy diet but does not want to follow vegetarian diet: //healthy diet
 Client wants to change weight – gain or lose: //wt loss/gain
 Client wants to prevent further wt gain or wt loss: //wt management
 Client concerned about his/her high blood pressure: //high blood pressure
 Client is concerned about decreased frequency of stools: //constipation

2) DX (ICD 9 or temp code¹ - we use to categorize our client's nutritional problems)

Recent unplanned weight loss likely due to medical problem: //abnormal wt loss
 Recent unplanned weight gain – cause not specified: //abnormal wt gain
 Client has BMI 30-39: //obesity
 Client has BMI >39: //morbid obesity
 Client states has this dx: //anorexia nervosa
 Client has a lack of appetite and does not want to eat://anorexia
 Client appears to eat a variety of nutritious foods in needed quantities (based on Food Pyramid): //healthy eating
 Client needs to improve nutritive content of diet for sports performance: //sports nutrition
 Client is vegetarian and needs to change food intake to obtain nutritious diet: //vegetarian
 Client states has high cholesterol, triglycerides, LDL: //hyperlipidemia mixed
 Client states has high cholesterol: //Hyperlipidemia
 Client states has iron deficiency: //Iron deficiency
 Client states has high blood pressure: //hypertension, unspecified
 Client states is anemic: //iron deficiency
 Client states has heartburn or gastric ulcer: //heartburn
 Client states has lactose intolerance: //lactose intolerance
 Client states has Type 2 diabetes

3) PROC

Extended Visit (new patients)
 Intermediate Visit (follow-up patients)

¹ICD International Classification of Diseases, 9th edition
 (Rev. Lynne Landeta, RNP/ MLINK 2/15/07)

Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00	Ellen		Ellen	Ellen	
9:30	Ellen		Ellen	Ellen	
10:00	Ellen		Ellen	Ellen	
10:30	Ellen		Ellen	Ellen	
11:00	Ellen		Ellen	Ellen	
11:30	Ellen		Ellen	Ellen	
12:00	Ellen		Ellen	Ellen	
12:30	Ellen		Ellen	Ellen	
1:00	Ellen			Ellen	
1:30	Ellen			Ellen	
2:00	Ellen			Ellen	
2:30					
3:00					
3:30					
4:00					
4:30					

Fall, 2007
Peer Nutrition Counselor Information Sheet

Please note: If any of the following information changes, please be sure this form is updated.

Name _____

Name (as you'd like it to read on your nametag)

Email (*CSUN e-mail only*) _____

Telephone _____

Emergency Phone _____

Confidentiality Agreement on File Yes _____ No _____

Human Resources Volunteer Form on File Yes _____ No _____

Office Hours

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Anything else you would like us to know:

SOAP Template

Name: (Code) _____

Date: _____

Pt. seen at: Klotz Student Health Center / Moorpark College / Fitness Center

Ht: _____ inches, _____ cm

Current Wt: _____ lbs _____ kg

BMI: _____

Gender: F/M

Date of Birth: ____/____/____

Usual body wt: _____ lbs, _____ kg

% wt. change if any? _____

Total Energy Expenditure: BMR x activity factor
Use Harris - Benedict (HB) formula for men and women)

BMR Formulas

Women: $BMR = 655 + (4.35 \times \text{weight in pounds}) + (4.7 \times \text{height in inches}) - (4.7 \times \text{age in years})$

Men: $BMR = 66 + (6.23 \times \text{weight in pounds}) + (12.7 \times \text{height in inches}) - (6.8 \times \text{age in year})$

Harris Benedict Formula

To determine your total daily calorie needs, multiply your BMR by the appropriate activity factor, as follows:

1. If you are sedentary (little or no exercise) : Calorie-Calculation = BMR x 1.2
2. If you are lightly active (light exercise/sports 1-3 days/week) : Calorie-Calculation = BMR x 1.375
3. If you are moderatetely active (moderate exercise/sports 3-5 days/week) : Calorie-Calculation = BMR x 1.55
4. If you are very active (hard exercise/sports 6-7 days a week) : Calorie-Calculation = BMR x 1.725
5. If you are extra active (very hard exercise/sports & physical job or 2x training) : Calorie-Calculation = BMR x 1.9

TEE = _____ kcal

Subjective:

Objective:

Plan:

Assessment:

Note: _____

