



Newsletter Tip – Defined Review

Welcome to American Data CARES, the online resource for all your ECS needs. This handout may be read independently or in conjunction with the corresponding video [Newsletter Tip – Defined Review](#) in our American Data CARES library. This handout covers the locations where the feature is handy and the quick setup for it. If after reviewing this material, you need further assistance, please contact cares@american-data.com or 800-464-9942.

Thank you for taking the time to learn more about the [automated review functionality](#). Please check out our other videos and documentation for more great information about ECS!

Why You Should Utilize This Feature

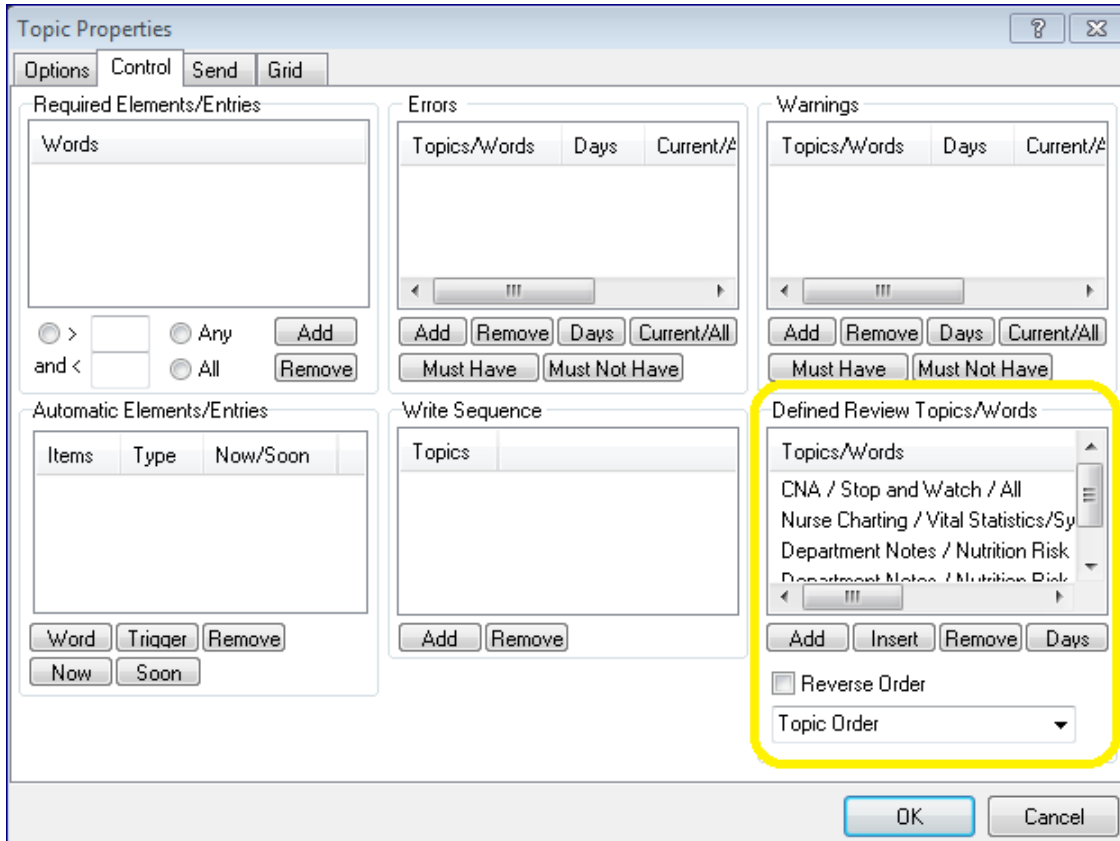
If your ECS system does not already have this feature setup this means your system was installed prior to creation of this functionality or the ECS system administrator was unaware how to set this up. Help staff complete thorough documentation by automatically presenting previously documented data. For example, when documenting vital signs it would be helpful to have the past vital signs appear as a review. Nursing staff utilize this to evaluate baseline data. You have control over what data automatically displays and when. You may only wish to have the past 7 days or the past 30 days of vital signs appear in the Defined Review; the choice is YOURS. You also have the option of sorting the defined review in reverse chronological order. This is helpful for nursing staff when there is a large amount of data being displayed for review; the most current data is listed FIRST!

Testing: Are You Already Using This Feature?

Not sure if Defined Reviews are already setup in your ECS? Here is how to check:

- Select the American Data – ECS logo, Setup, Topic/Word, Properties.
- Choose the Nurse Charting tab.
- Right-click on Vital Statistics/Symptoms and choose **Properties**.
- Select the Control tab.

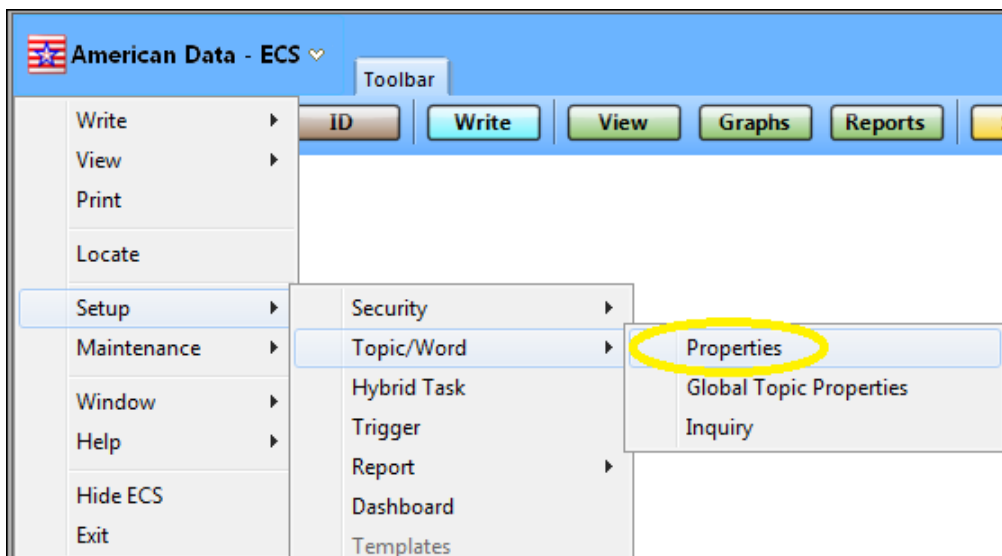
Look in the bottom right-hand corner of the form. There is a window titled Defined Review Topics/Words. If you have links listed here you are using Defined Review (see screen shot next page)! If this window is empty your system is likely not setup with Defined Reviews.



The Details – Setup

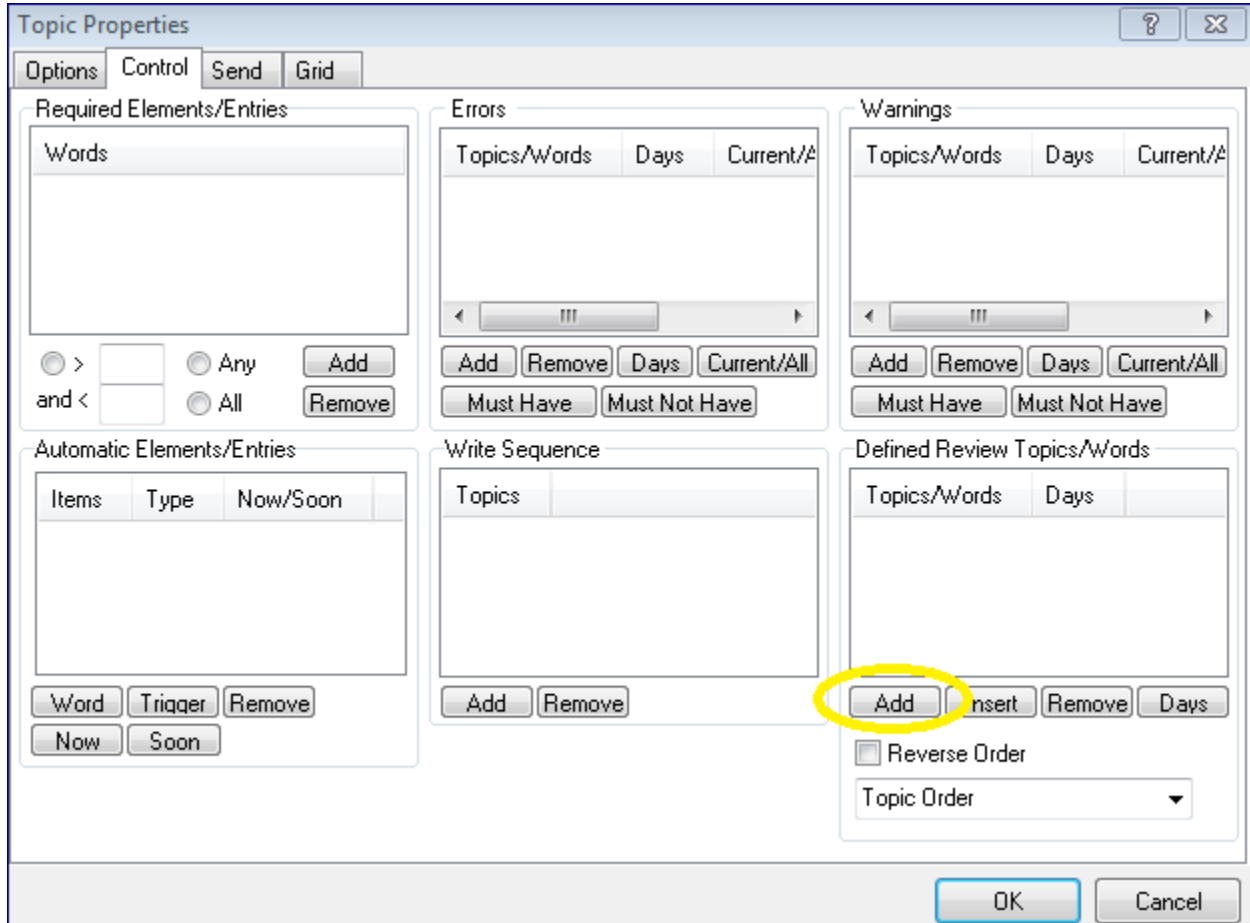
The good news is the setup for this functionality is super easy! The ECS System Administrator who has rights to topic/word setup is the perfect person for the task of implementing this functionality.



American Data – ECS ⇒ Setup ⇒ Topic/Word ⇒ Properties





SHORTCUT – Select the Setup icon instead of navigating the drop-down menu

1. Select the desired Section (Nurse Charting).
2. Right-click on the desired Topic (Vital Statistics/Symptoms) and choose **Properties**.
3. Select the Control tab.
4. In the bottom right-hand corner of the screen is a window titled Defined Review Topics/Words. Click the Add button to browse for topics/words.



5. Add the desired topics and/or words.
 - To add **words** to the defined review browse to the desired section (Nurse Charting) and double-click on the desired topic (Vital Statistics/Symptoms). Holding the Ctrl key on your keyboard, select the desired Question Words (BLOOD PRESSURE:, PULSE:, TEMPERATURE:, RESPIRATORY RATE:) then choose **OK**.
 - i. You can choose words from the same topic or different topics
 - To add **topics** to the defined review browse to the desired section (Diagnosis) and select the desired topic(s) (Medi-Span ICD-10 Dx) then choose **OK**.
-  **NOTE: Using words in the Defined Review narrows down the information that automatically pulls to the user.**
-  **NOTE: To further streamline the data being pulled, you have the option of designating the number of look-back days for each topic and word. Highlight the topic/word and select the Days button.**

-  **NOTE: To have the Defined Review display the data in reverse chronological order place in Reverse Order.**
 -  **NOTE: You may sort the Defined Review information in a number of ways. By default Topic Order is selected. This means all data is grouped in the Defined Review via topic. You may wish to change this to chronological or selected order by using the drop-down selection and making the desired change.**
6. Once all selections have been made click **OK** to save the setups.

Potential Locations for Defined Review

American Data recommends most topics have Defined Reviews established because it enhances the charting experience. Bringing relevant data to the fingertips of the clinician during the process of documentation improves care. In the most general sense, each topic can review itself. This allows users to see what was charted previously for that topic.

It may be more helpful to share where American Data has found NOT to use Defined Review. American Data recommends not using defined reviews in topics that have images documented. Examples of these topics include resident pictures and scanned images. Another location where defined review may not be helpful is in the CNA ADL charting screens. To encourage users to document the care provided without reviewing what others provided can be beneficial in obtaining accurate data.

The Defined Review feature can be updated or changed at any time without changing the documentation saved in the charts. This function is a data mining or recall function of data that already exists in the chart, think of it like pulling an ad-hoc report each time a user documents.