Word Properties Overview

Word Properties is a lengthy topic to address because there are many properties and they may be used in various combinations to produce desired effects. In short, the properties of a word define how it looks and functions in screens/features. If dates or times are required with an entry, calendars and clocks may appear in the documenting screen. Text boxes may be formatted to obtain data in a way (e.g., phone numbers may need to be entered (xxx)xxx-xxxx). Words may have values defined; the values may be anything from dollar amounts to scores to acuity levels to bar codes. Information may be set to automatically document when a word is selected, information may be required, calendar functions set, electronic sign patterns established, and scheduler properties defined. Words may also have properties for the compare feature to automatically compare values and provide alerts to users.

These and many more functions are established within word properties. Each word may have its own unique setup to make the electronic charting system most efficient for the end-user. There are multiple tabs in the word properties screen; each tab designates properties for a particular feature or group of features. The Word Properties screen contains the following tabs:

- Options
- Text Control
- Word Control
- Values
- Calendar
- Sign
- Send
- Compare
- Auto DC
- Bar Code
- Scheduler
- Formulary
- Auto Set
- Write Action

Word Properties will be covered through a series of handouts, with each handout containing information and examples for each tab.

Word Properties – Options tab

Many options exist on the Options tab. These properties can be broken into two categories:

1) Aesthetic options for the word appearance, such as Short Name, Button, Alignment, Height/Width, Picture, Font, and Frame.
2) Functionality options for how the word will function in the system, such as Long Name, Question/List, Entry Break, Information, Calendar, Alarm, Actions, etc.
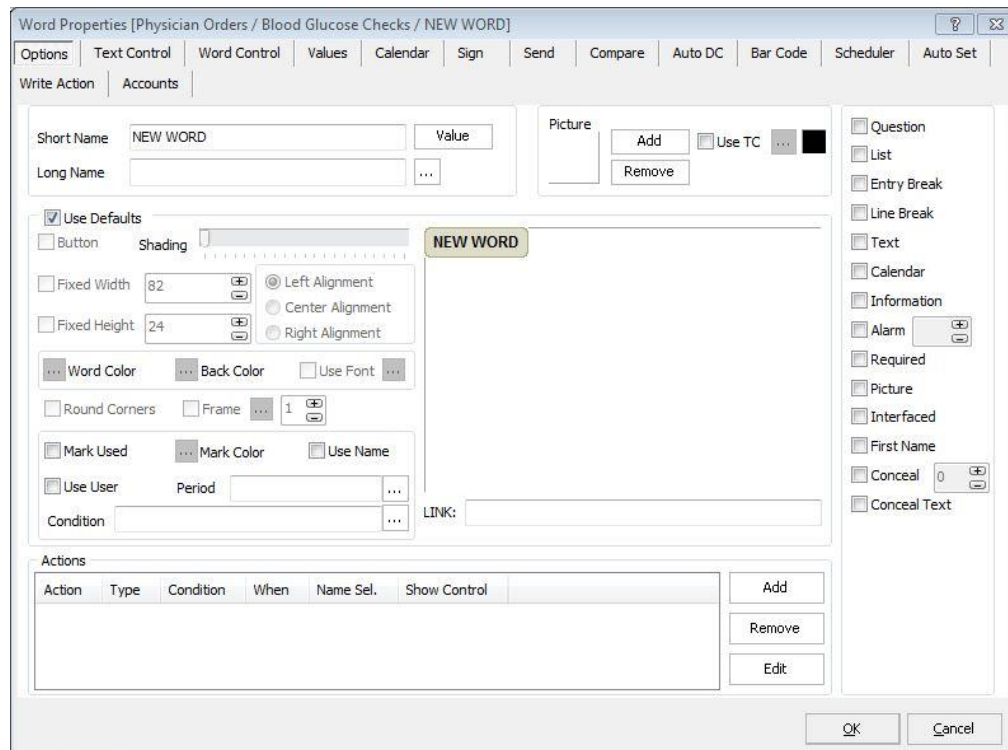
Short Name

This is where the name on the word is defined or abbreviated (30 character limit). This is what the user will see when in the documenting screen.
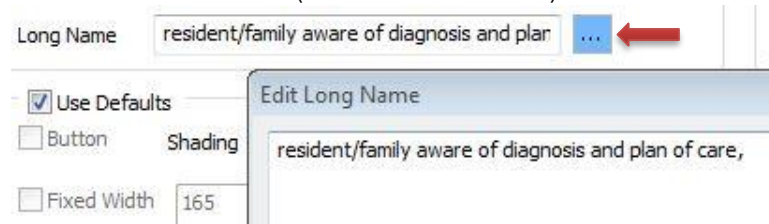

Word: aware of dx and care plan,

Long Name

This is where the word name is defined when it is abbreviated in the short name. If you click on the picklist box to the right of the long name field, it will pop open a box to allow more text to be entered or edited (255 character limit). This name is what will appear in the charting.

Charting: **resident/family aware of diagnosis and plan of care,**

Value

This word property allows the text charted after a word in one area of the system to be pulled to a button on a documenting screen in a different area. Many facilities have to assign "other" items to a CNA's assignment sheet. This can be charted in the CNA Setup (Access) screen and can in turn, be pulled to be viewed and charted in the CNA charting screen. For example, the nurses "assign" things to be charted by the CNAs. The nurse can click on any of the "Other" options in the assignment folder and type in what they want the aide to do. In the CNA Charting screen, this word property can be used to pull in what the special assignment is. When the CNA goes to chart, they can click on the button with the assignment pulling to it.

Assignment: **Other 2:**   Make sure he has hearing aids in and turned on. **AM shift**

What pulls to button:

| Other 2: Make sure he has hearing aids in and turned on. | Completed | Not Completed |

Click **Value** and then click on the picklist box next to Value. Click on **Word Values**. In the Value Setup box, click the drop down arrow and set the word value to Text, set the columns to AA-AA. Place a checkmark in the box by "Consider effective date" if the entry is pulling from the calendar. Click **OK**.
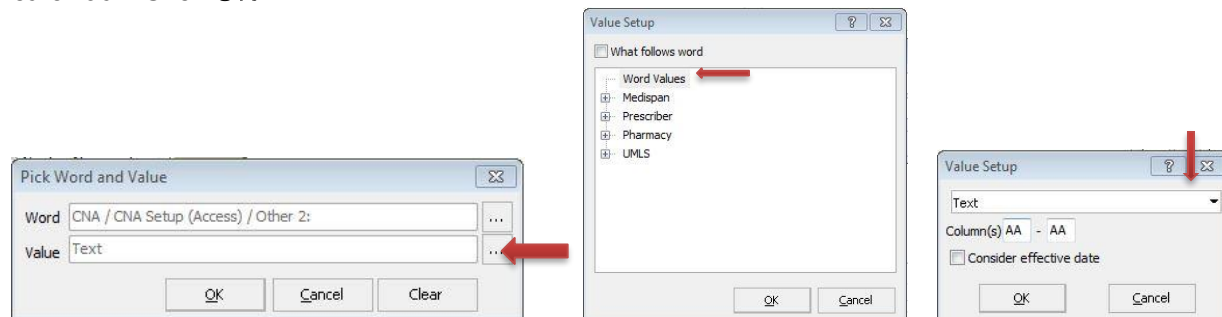
Use Defaults

A system-wide default setting for words in ECS is found in **File > Setup > System Settings > Grid**. When a new word is created in the system it is designed with the default setting. If the system administrator wishes to alter the look of the word, clear the **Use Defaults** checkbox. The user is then able to establish individual text/font options, alter the size and shape of the word, and apply 3-D properties to the word.

Button

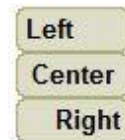Select this checkbox to create a 3-dimensional look for the word.

Shading

Move the shading bar to adjust the amount of 3-dimensional depth.

Fixed Width/Fixed Height

To adjust the height or width of a word, select the appropriate checkbox and adjust the number of pixels.

Alignment

The text displaying on a word may be left justified, centered or right justified.

Word Color

Defines the text color on the word. If you include a word with colored text in an order that will appear on an Electronic Sign task, the entire order will display in that color, which is why the "prn" words on the MAR are in blue. That way all of the PRN orders on the MAR or TAR will be indicated by their blue color.
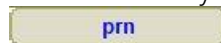
## Back Color

Defines what the background color is for the word.

## Round Corners

This option rounds the corners of words.

Frame

Words may have frames drawn around them in a documenting screen. This effect helps the word pop out on the screen or can be used to identify words that may be linked to something, for example MDS questions. Select the color for the frame using the pick list box and then determine the size (width) of the frame by # of pixels.
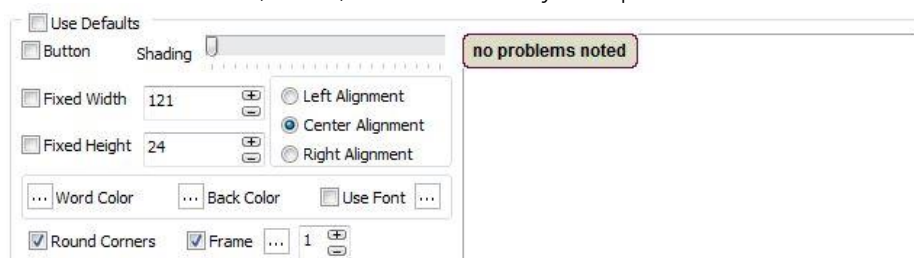
Use Font

Place a check here to indicate you want to use custom font options. Then click on the picklist box to choose the font type, style, and size for the word. You can also select for a word to be underlined, although it will not appear that way in the documentation.
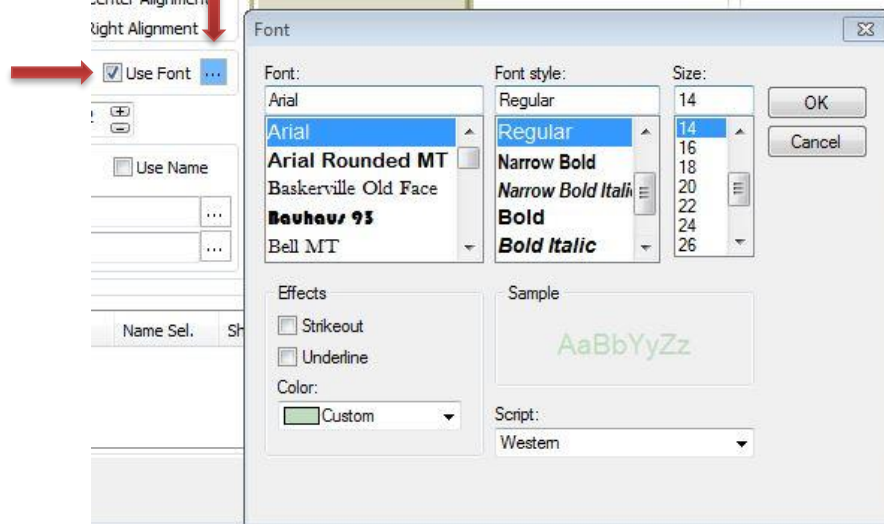
Mark Used

Select this option to alter the color of a word after it is used in a documenting screen. You can use this with the Use Name, Use User, Period and Condition settings. For example, the CNA access buttons all use the mark used feature based on formulas on whether particular items were assigned to each resident or not. Then their buttons will appear to be color coded based on what has been already charted on or not assigned.

Another example, perhaps there are four things that must be charted on certain clients in a particular screen during a shift. All four words are set to Mark Used, Use Name, and Period=today. If one of them is charted, then the next time that any user goes to that screen for the client, that word will appear used. This will continue so that it is easy to tell if all of the required things have been charted. If Use User was selected as well, then each item would appear only as Mark Used to the user who originally charted on that day.

This is also useful for grids that contain many words that must be addressed. The alteration in color of used words quickly signifies which words the user has selected.

Mark Color

When this setting is selected, the color of the word changes in a documenting screen when it is clicked. This helps the user see which words have been documented already. When this checkbox is selected, the picklist box for Mark Color will be activated. Click on the picklist box to select the desired color the word will change to after being selected.

Use Name

This is meant to be used in conjunction with Mark Used and Period. You can make a word appear to be mark used still when you return to the screen at a later time. If Mark Used is selected along with this option, then the next time that ANY user goes to that screen for that client, that word will appear used.

Use User

This is meant to be used in conjunction with Mark Used and Period. You can make a word appear to be mark used still when you return to the screen at a later time. If Mark Used is selected along with this option, then each item would appear only as Mark Used to the user who originally charted on that day (or whatever the period is set to).

Period

This is meant to be used in conjunction with Mark Used and Use Name and/or Use User, if desired. This can be set to any combination of days, hours, and minutes you want. For today, select the **Today** checkbox. You do not always need to enter in a Period, especially if you use a conditional formula set to a period of days or hours.

Condition

Within this field you can create a formula, link it to the Mark Used section and set the word to be "mark used." The word will appear only as if it was used if the conditions of the formula are met. For example, you can create a formula for lunch that is "If Any: CNA/Lunch/LUNCH/Today" and link it to the Mark Used area in the Lunch word. Then, if the person's lunch consumption was already charted that day, the word Lunch would appear to be used and the CNA would know not to choose it again. If there is a condition linked, it will be highlighted in the list when you select the picklist box so it is apparent which formula is selected.

A basic example of the mark used feature can be seen in most any documenting screen, as various words are clicked on to formulate an entry, they will turn a purple color:

Example: CNA Access button

Another example would be a button on a CNA screen, such as Bath, which is an assigned item. It has Mark Used and Use Name (to make it resident specific), a Mark Color of purple selected, and a Conditional formula:
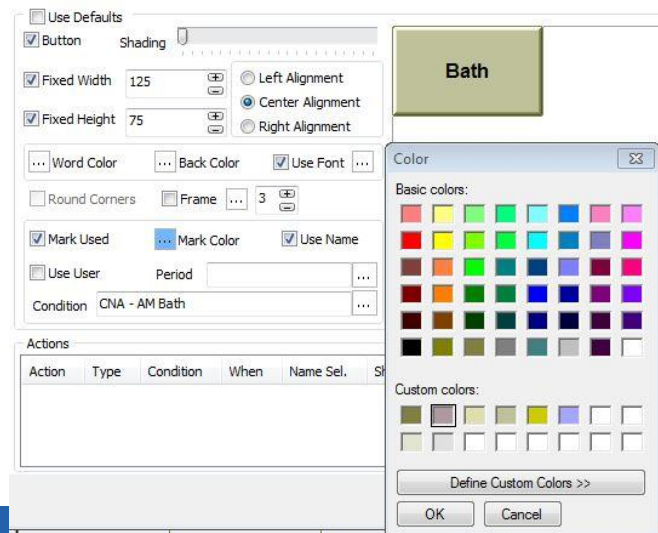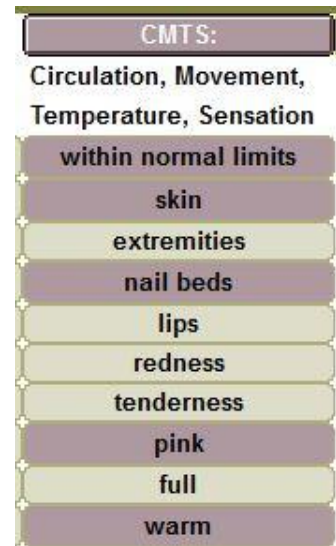
The formula is set up to basically say if a bath hasn't been assigned to the client today OR if a bath was already charted on the client today OR if it has been documented that the client is off the unit today, then the Mark Used color should take effect.
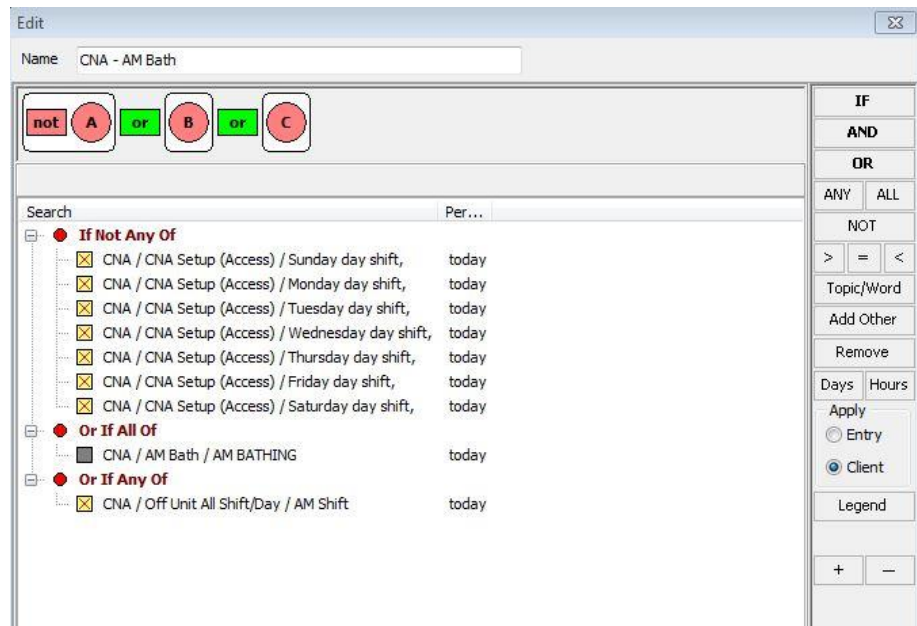
Bath Assigned:

BATH/SHOWER
--From: Friday day shift,
   03/08/2013

Bath Completed:

AM BATHING   Supervision with Setup
BATH GIVEN: tub bath given,

Actions

Write tasks, view tasks, reports, calendars, electronic sign tasks, etc., may all be linked to a word in the system. This increases the efficiency of the system. In a physician orders topic for example, creating an instruction word "^ Check MAR" and linking the "Meds All" electronic sign task allows the user to double-check the electronic MAR with one click after documenting a medication order.

Actions are often linked to easy access buttons so users can run a report or load a write task with a click of a button. To link a task or report to the actions area, click **Add**. An Action Details box will pop up.
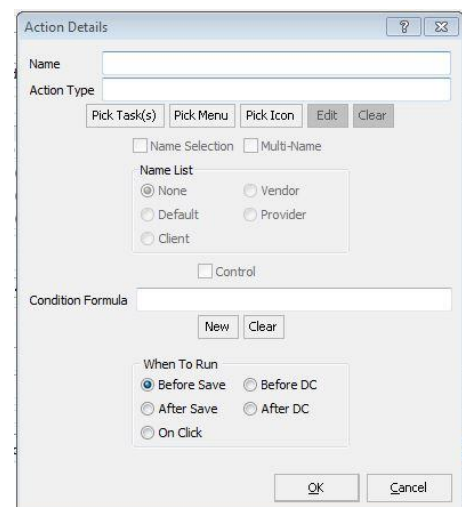
Select the type of action you want to link:

Pick Task(s) – provides a link to many different types of tasks in ECS. Once a type is selected, the list of available tasks is displayed.

Pick Menu – provides a path to any of the options under the American Data – ECS icon. (e. g.: Write, View, Print, etc.)

Pick Icon – allows the user to link the word to one of the Toolbar icons, such as Easy, Write, View, etc.

Edit – allows the user to change the action name that was previously selected. (For example, if you are changing the report that was already linked previously to now be something different.)

Clear – will clear out previous selections.

Other options

Select the **Name Selection** checkbox if you want the Name Section screen to appear when this action runs. You can select **Default** for a user's default settings on their user profile, **Client** to narrow the list to only the Client Selection screen, or **Provider** to narrow the list to only the Provider Selection screen.

Select the **Multi-Name** mode checkbox to allow a user to document the same information in multiple clients' records at one time. This only functions when the linked action type is a Write task.

Select when you would like the task to run: **Before Save**, **After Save**, or **On Click**. Then click **OK**.

Picture

ECS supports the use of pictures for charting, such as in the CNA module. Click on Add or Remove to add or remove pictures from the setup. Do not size pictures before pulling them into ECS documenting grids. ECS allows for resizing the digital images without distorting them. To link a picture click **Add**, browse to the area where the digital image is saved, select the image, and click **Open**. A JPG file works best. Images may not be increased larger than their original size.
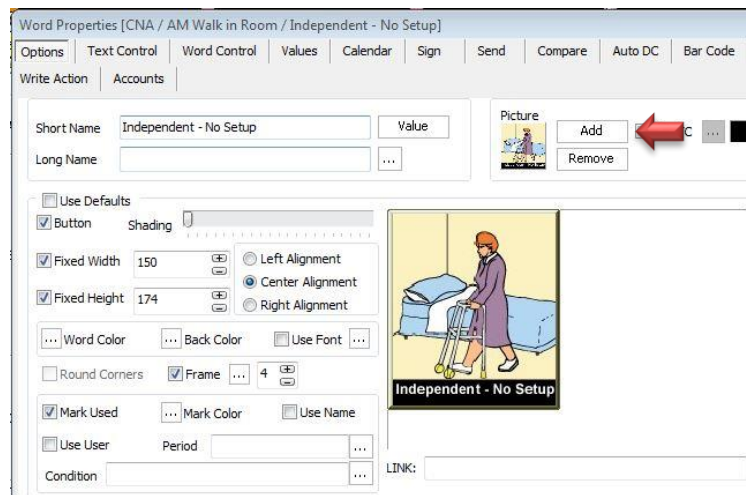
Once the desired image has been selected, it will display what the button will look like. A short name can then be added which is what will document once the word is clicked on.

Link

Placing information in "Link" allows for that information to be accessed while documenting. For example, putting in "www.google.com" calls up the browser while documenting in ECS. Paths for .pdf files and .doc files may also be put in here. Typically, when a link is associated with a word like this, the word is also given the "Instruction" property. In order for this to work on a particular computer, it must have 1) internet access if it is a web page being called or 2) access to the file being called. For example, if calling a file with the path n://docs/1document.pdf, the computer must have access to the "n" drive.
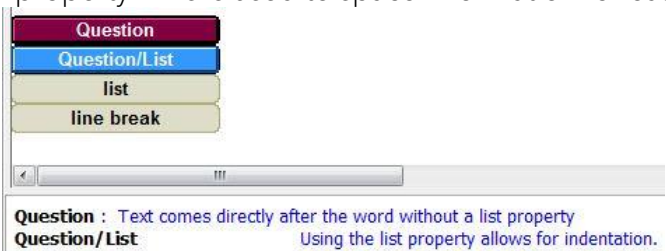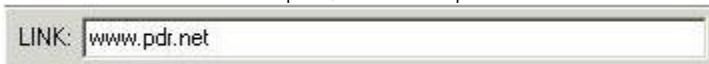

Checkbox Options

Question

Select this checkbox to designate a word as a question word. Question words are the 'heading' to the charting. Button words also typically have the "list" property (select the List checkbox). When this option is selected, the Button checkbox is automatically selected. This gives the word the default button appearance.

List
When this is selected, the word is documented on a new line (like pressing ENTER on the keyboard) and the canned phrases are indented 3 inches after it. This is most often used in conjunction with the Question property. This is used to space information for ease of reading.

Write Screen:

View Screen:

Entry Break
This property allows the word to start a new entry. Entries in ECS are like paragraphs. A benefit of this feature is being able to sort through data in a systematic manner.

Line Break
This property allows the word to be documented in the system as if the user pressed the ENTER key on the keyboard. A benefit to this includes spacing the data for ease of reading.

Text
This property allows the word to be documented in the system as if the user typed the word using the keyboard. The benefits to this may include being able to edit the word to make it grammatically correct or person centered. For example, if a word "apply resident's TED hose" is clicked on in the documenting screen (and it does NOT have the word property "Text") and the user attempts to back space off the word "resident's" to type in the actual resident name, the user will remove the entire unit "apply resident's TED hose."

Calendar
This property allows the word to be seen on calendar and graph reports, which are used for tracking information or rescheduling events, based on an effective date. If this checkbox is selected, you will need to make sure to perform the appropriate setups on the Calendar tab in Word Properties.

Information
This property allows the word to be in the word grid, but not documented in the system. The benefits to this may include being able to provide instructions for the user.
Information words also have the capability of automatically documenting information in other topics or launching tasks. For example, in the Physician Orders > Standing Orders topic, most standing orders are actually being written in the Medications topic or Treatments topic, but the words within Standing Orders can be setup to launch those tasks, much like easy access buttons. When a user clicks the information word in a documenting screen, the information word's short name won't document.

Alarm

Alarms may be used in ECS to remind users of events like follow-ups for PRN medication evaluation. This property allows the user to set a time and date for a reminder when the word is documented in the system.

You can configure the alarm to automatically go off after a designated amount of time (e.g., 30, 60 minutes, etc.) To set the minutes, click the + or -next to the Alarm checkbox.
To designate a specific user(s) to receive an alarm, other than the person documenting the alarm, make sure you also make the appropriate selections in the Alarm area on the Send tab in Word Properties.

Required

This property requires the word to be documented when charting. When this property is selected, the information documented in the topic will not save until the users have documented the required word. For example, in the "Med Exceptions" topic the user may always have to click on the word "REASON:" however, when this word is given the required property, it is required every time a user documents in that topic. (This is not necessarily the best option for setting up required words. See more options for this on the Word Control tab.)

Picture

This property allows the user to attach a picture, such as the resident photo or a copy of a scanned insurance card. When this property is selected, the word functions as a browser in the documenting screen to retrieve the picture file.

Interfaced

If information is needed to be exported out of ECS, selecting this checkbox is one way to establish that a word may be exported via an interface file.

First Name

This property allows the client's first name to be documented in the system as if the user typed the name using the keyboard. The benefits to this may include increasing efficiency with documentation.

This property works only when the text property is also selected. This saves time when individualizing charting.

Conceal

This property allows the word to show as hidden in many screens when documented in the system. The words are hidden by default in view screens, the electronic sign, and reports. There are 16 different levels for concealed words. It is adventitious to use the concealed property when the word is needed for a few reports but not necessary for all viewers at all times. For example, this is useful when documenting side effects for medications, because the user is able to decide whether they would like to view the side effects. By concealing the word, there is less clutter in the entry thus making it easier to read.

Concealed Text

This property is used in conjunction with the Conceal property. When this checkbox is selected, the text following the Concealed word is also hidden.