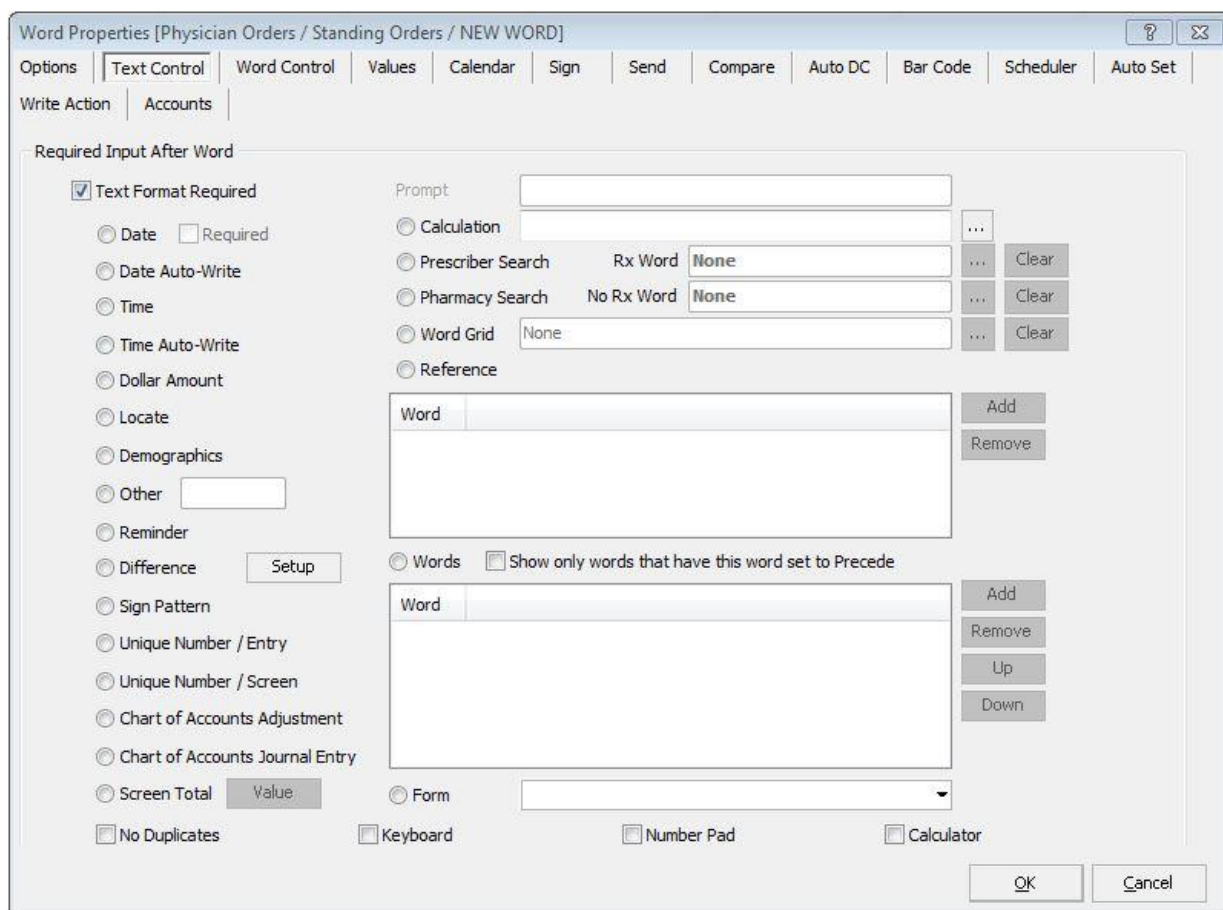


Word Properties

Text Control Tab

The Text Control tab allows words in the system to provide prompts for the end user and to format text in particular ways. For example, this is how calendars are linked to words to pop up for capturing dates. There are several items that may be linked to a word. For example, if staff is using touch-screen technology a number pad pop up might be desired when users click on the 'BLOOD PRESSURE' word. Prompts may be added to all pop-ups, which can provide more instructional information.



Word Properties [Physician Orders / Standing Orders / NEW WORD]

Options | **Text Control** | Word Control | Values | Calendar | Sign | Send | Compare | Auto DC | Bar Code | Scheduler | Auto Set

Write Action | Accounts

Required Input After Word

Text Format Required

Date Required

Date Auto-Write

Time

Time Auto-Write

Dollar Amount

Locate

Demographics

Other

Reminder

Difference

Sign Pattern

Unique Number / Entry

Unique Number / Screen

Chart of Accounts Adjustment

Chart of Accounts Journal Entry

Screen Total

No Duplicates

Keyboard

Number Pad

Calculator

Prompt

Calculation

Prescriber Search Rx Word

Pharmacy Search No Rx Word

Word Grid

Reference

Word

Words Show only words that have this word set to Precede

Word

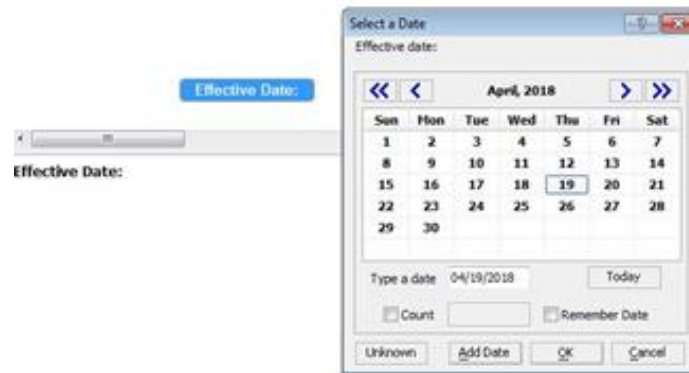
Form

Text Format Required

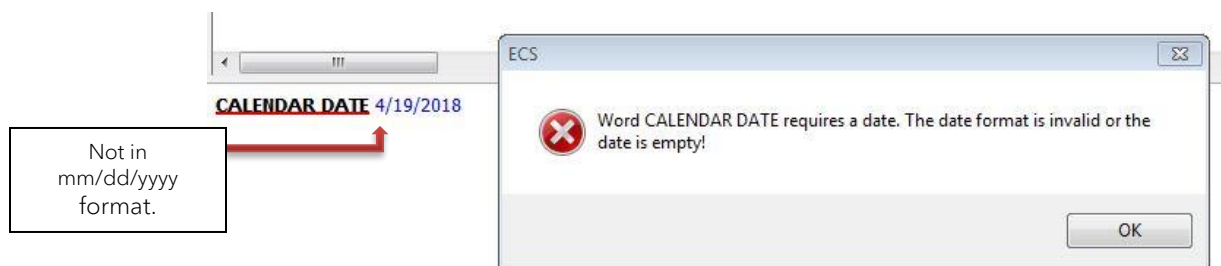
When words are created, they are given properties to define how the word functions in ECS. The "Text Format Required" property requires that information be formatted a way. For example, if the user is to specify a date of service when documenting a word, the word could have the properties "Text Format Required" and "Date." Only when this property is selected, the formatting options become active.

Prompt: The prompt may be used in conjunction with any of the options. Information listed here appears in the title bar of the text box explaining to the user what information is desired.

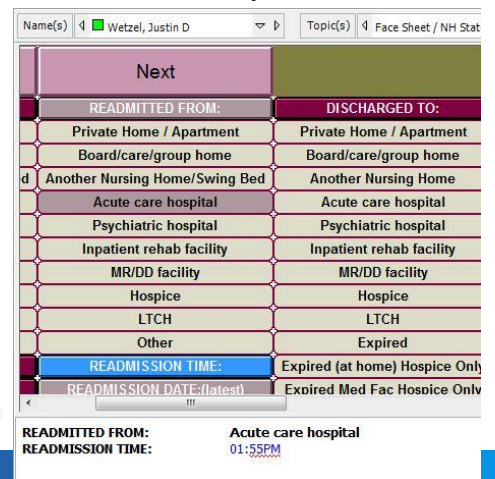
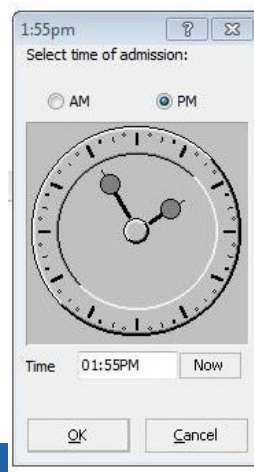
- **Date:** Select this option to have a Calendar appear when documenting. This allows users to select date(s). The date is formatted to appear [mm/dd/yyyy], which is the format required for dates to flow to the calendar.



- **Required.** Select this checkbox to ensure that the user uses the correct date format. If for some reason the user changes the date that is selected from the calendar prompt, upon saving, ECS will present an error pop-up letting the user know the date format is invalid.

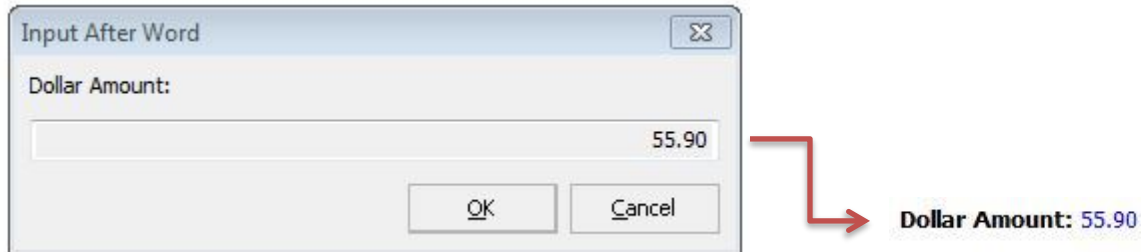


- **Date Auto-Write:** Select this for *today's* date to automatically document right after the word that is clicked. (Rather than having a calendar pops up to pick a date.) This is useful for words that always need the current date attached, so there is no room for user error.
- **Time:** Select this to have a Clock pop up when documenting. This allows users to select time(s). The time is formatted to appear hh:mm AM/PM or hh:mm (for military time).
- **Time Auto-Write:** Select this option for the current time to automatically document right after the word that is clicked (rather than having a clock pop up to pick a time). This is useful for words that will always need the current time

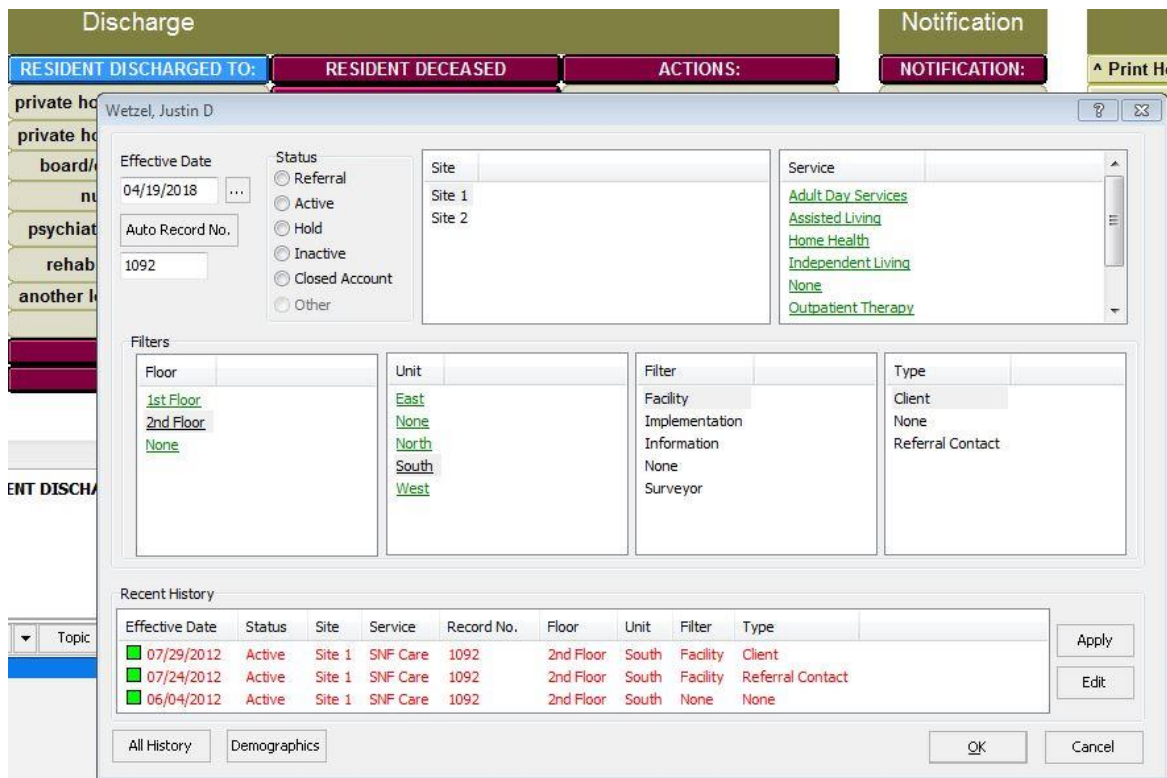


attached, so there is no room for user error.

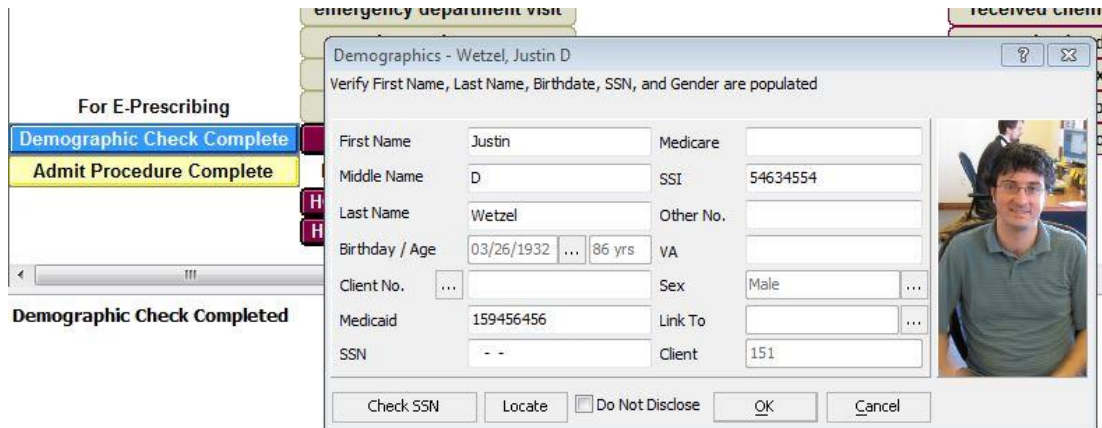
- **Dollar Amount:** Select this to have an accounting (dollar) format required when documenting. This is useful when dollar amounts are to be entered and formatting of 00.00 is desired.



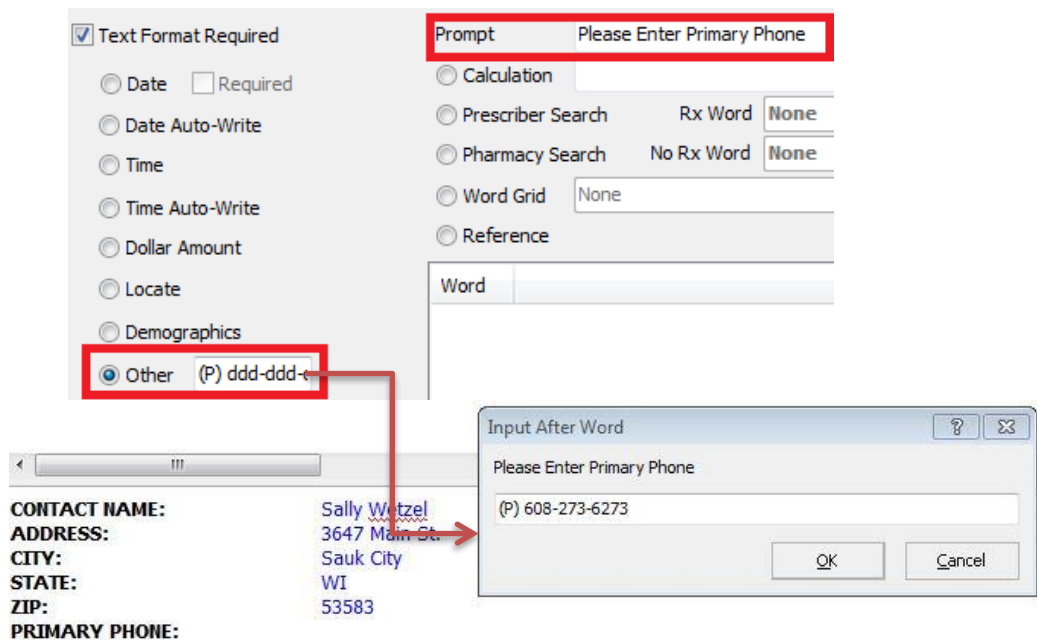
- **Locate:** Select this checkbox so that when a user clicks on the word in the documenting screen, the Locate screen appears. This allows the user to make changes to a resident status or unit filter directly from the documenting screen. For example, this property could be setup on the RESIDENT DISCHARGED TO: word in the LOA/Rm Change/DC/Transfer topic and the Locate screen will appear prompting the user to change the resident's new status.



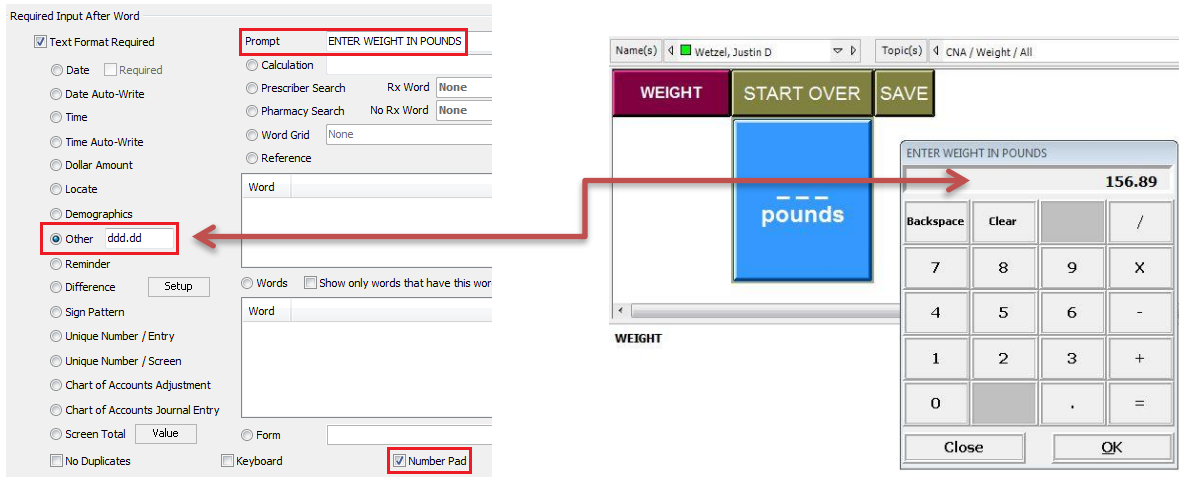
- Demographics:** Select this option to have the client's demographic screen appear when documenting. This may be set on words that require a change or verification in demographic data, for example "Demographic Check Complete" may have this property, so when a facility using a Script interface (to send orders to the pharmacy electronically) admits a new resident, the user inputting the admission note can verify and update the resident demographics.



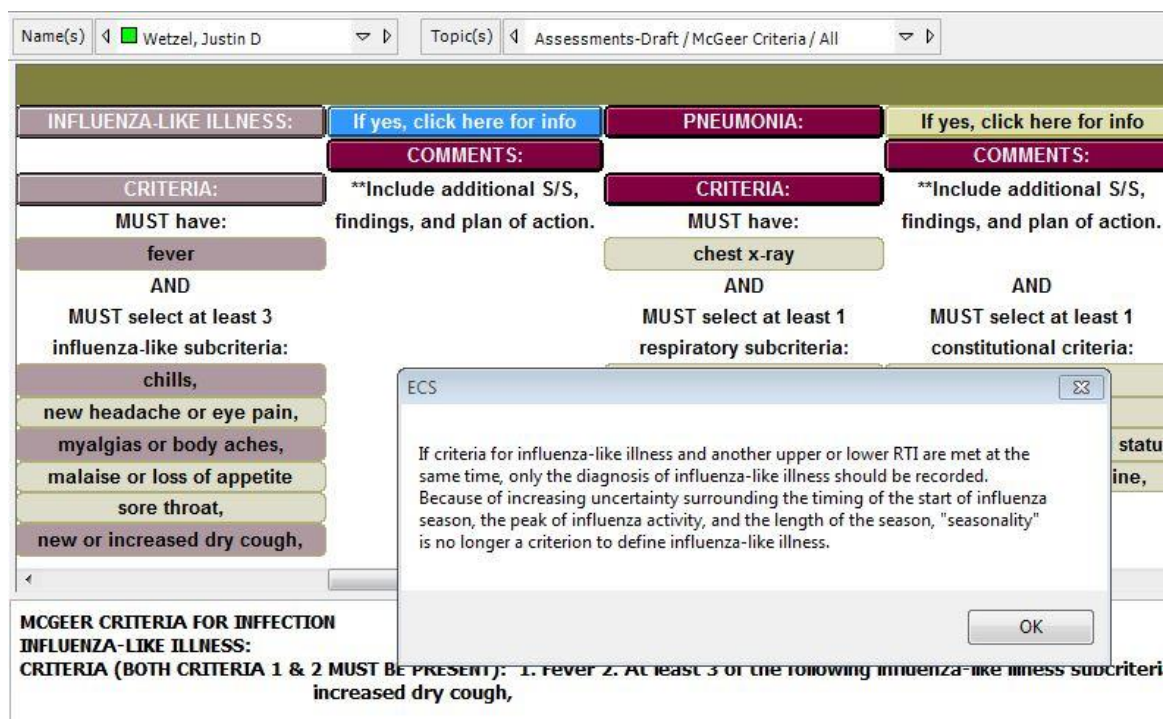
- Other:** This option will pop up a box where a user can enter in text so something can be further specified or be formatted in a certain way, such as a phone number, zip code, or a state abbreviation. The prompt screen may be formatted using characters and can be used when free-typed data needs to be entered in a way. An example of this is formatting for a telephone number: (P) ddd-ddd-dddd.



The Other option can also be used in conjunction with a Keyboard, Number Pad, or Calculator pop-up, so that desired number input formatting can be required. A prompt could also be entered to provide instructions to the user. For example, weights may be required to be obtained to the nearest hundredth, so entering in a (ddd.dd) format would always require two digits after the decimal.



- **Reminder:** Select this to show the prompt in the form of a pop-up. An example of this can be found in the McGeer Infection Criteria topic, where if a resident meets the criteria for possible infection, they can click on a word that will pop up further information to direct them further.



- **Difference:** Select this property to calculate the difference between the values of words. This word first looks for starting and ending words in the current entry being

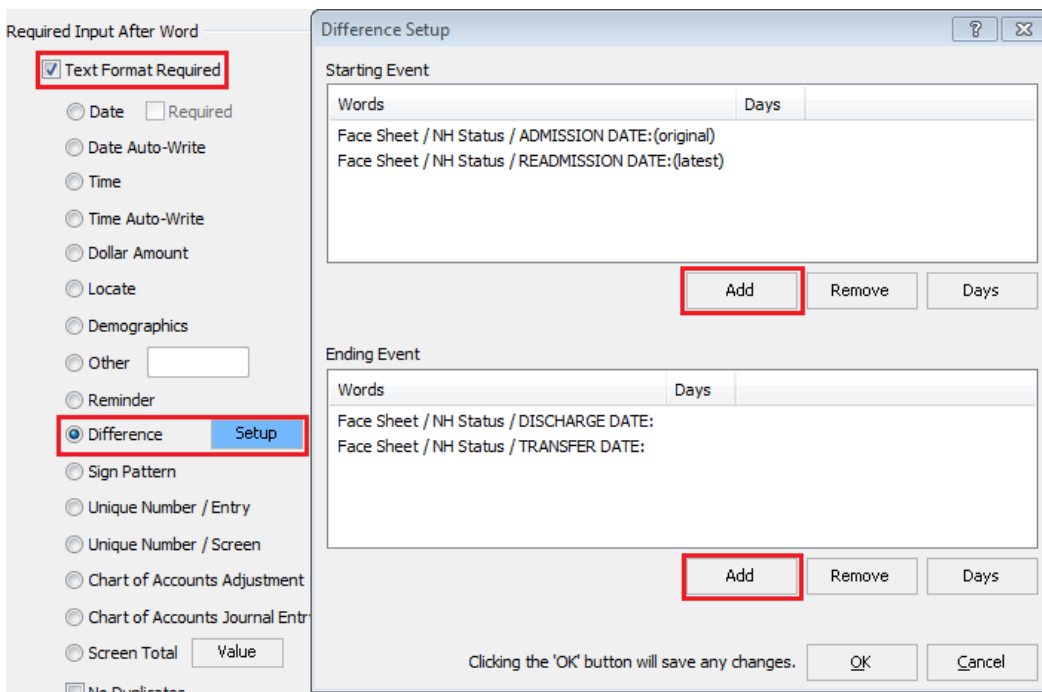
written. If one or both words are not found, it will search past records and use the last entry documented for each. This can be one of three things:

- o **A time interval** (the difference, in minutes, between a start time and an end time). For example, if a user wanted to calculate the total minutes a particular event was attended, words could be setup to document a date and time of arrival, then to document the date and time of departure, along with a word to calculate the total minutes using this “difference” option.

Arrived	08:55
Date	02/13/2018
Departure	13:30
Difference	275
Date	02/13/2018

- o **A difference in value** (the value of one word subtracted from the value of another word)
- o **A date interval** (the number of days between one date and another date)

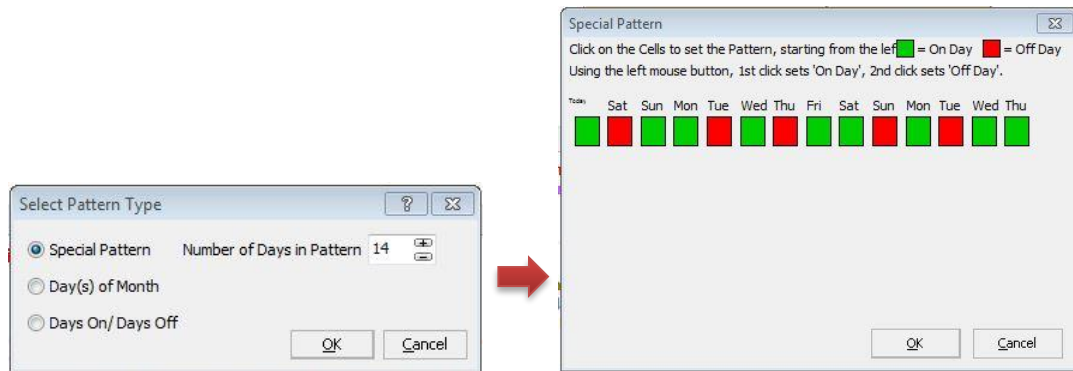
For example, if a user wants to calculate the total number of days of a resident’s stay, the difference feature can be setup to look at ADMISSION DATE: and READMISSION DATE: words as the starting events and then the DISCHARGE DATE: and TRANSFER DATE: words can be the ending events. Once the discharge or transfer is documented, the word setup to calculate total days using the difference option will search for the admission/readmission date word and calculate the total of days between dates, once the discharge/transfer date is documented.



ADMITTED FROM:	Acute care hospital
ADMISSION TIME:	05:02PM
ADMISSION DATE:(original)	09/23/2001
TRANSFERRED TO :	Acute care hospital
TRANSFER TIME:	09:01AM
TRANSFER DATE:	04/20/2018
TOTAL DAYS OF STAY:	6053

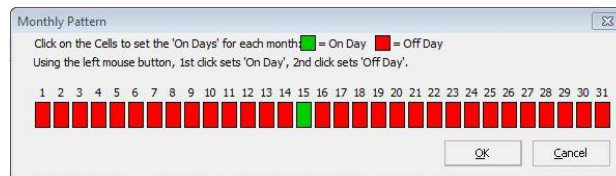
Total days of stay will not calculate until the entry is ...

- **Sign Pattern:** Select this to have the Establish Pattern box appear when documenting. This allows users to create unique patterns for the Electronic Sign when documenting. There may be times when a physician orders a medication to be given in such a pattern that there is not a word on the screen that will create such a pattern. This Sign Pattern allows the user to define the pattern. There are three options for patterning.
 - **Special Pattern:** Select the total number of days for the patterning and then select the days "on." For example, a med order that is to be given for 14 days with some days on and some days off.



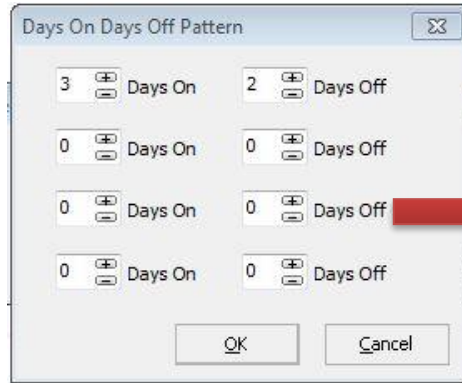
Frequency: **pattern:** (911627A) Administer 1 day, hold 1 day, administer 2 days, hold 1 day, administer 1 day, hold 1 day, administer 2 days, hold 1 day, administer 1 day, hold 1 day, administer 2 days.

- **Day(s) of Month:** To select a specific day(s) of the month, such as the 15th or the 10th and 20th, use this option. Simply selecting 1x/month or 2x/month, will only allow a user to select a weekday such as 1st Thursday.



Frequency: **pattern:** (N17) Administer on the 15th.

- **Days On/Days Off:** For example, a pattern of 3 days on/2 days off is ordered for a medication. The user can select "Days On/Days Off" and enter in the pattern. It will follow the pattern until it hits a "0" and then it will start at the beginning again. If the pattern is entered as follows:



Days On Days Off Pattern

3 Days On 2 Days Off

0 Days On 0 Days Off

0 Days On 0 Days Off

0 Days On 0 Days Off

OK Cancel

This pattern will be open on the MAR to be given for 3 days, closed for 2 days, and then it starts over with 3 days open, since there are no other values entered.

Frequency:

pattern: (9003002B) Administer 3 days, hold 2 days.

- Unique Number/Entry:** Select this to generate a "Unique Number" when documenting. Every time the word is documented, a new "unique" number is documented in progression starting from "1". For example, this can be used to specify an invoice or work order number. The benefits to this include guaranteeing no duplicate numbers and increasing efficiency in assigning numbers. When this property is assigned, the program automatically documents the number.

Work Order Number: 0000066

Work Order Number: 0000067

Work Order Number: 0000068

- Unique Number/Screen:** This property is maintained by American Data's financial department.
- Chart of Accounts Adjustment:** This property is maintained by American Data's financial department.
- Chart of Accounts Journal Entry:** This property is maintained by American Data's financial department.
- Screen Total:** Select this Screen Total option to see the total score of an assessment/tool that adds up scores, before saving the entry. For example, when documenting a fall risk assessment, the user can calculate the total score and then can distinguish the appropriate risk category to document for the client selected. To set this screen total feature up, the items you are scoring must have a value set up on them on the Values tab of those word's properties. Then on the word set up to do the screen total, you must set up the value field.

Set-up of the scored items in the assessment.

- none (0 pts)
- 1-2 conditions (2 pt)
- 3 or more conditions (4 pts)

Word Properties [Assessments-Draft / Fall Risk / none (0 pts)]

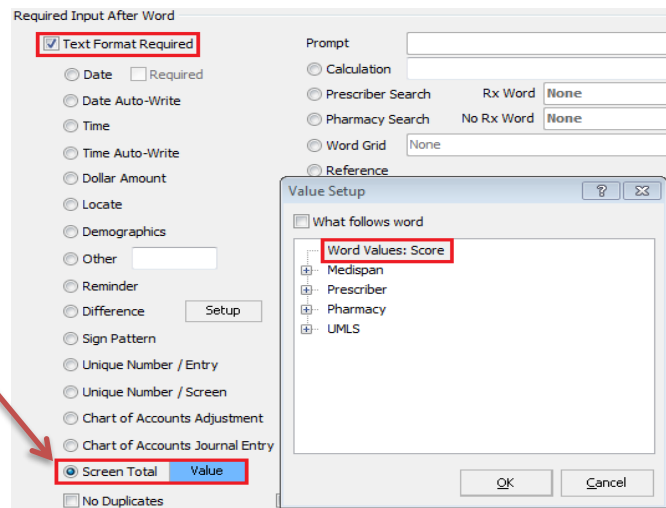
Options | Text Control | Word Control | Values | Calendar

Write Action | Accounts

Site: All Service: All

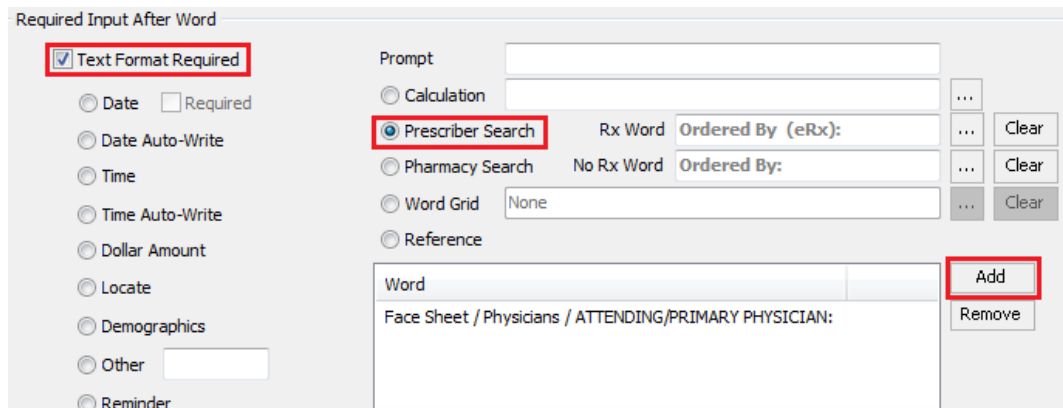
	AA Value	AA Date	AB Value	AB Date	F
Graph					
Scale					
Score	0				
Dollar					
Time					

Setups on the TOTAL SCORE: word



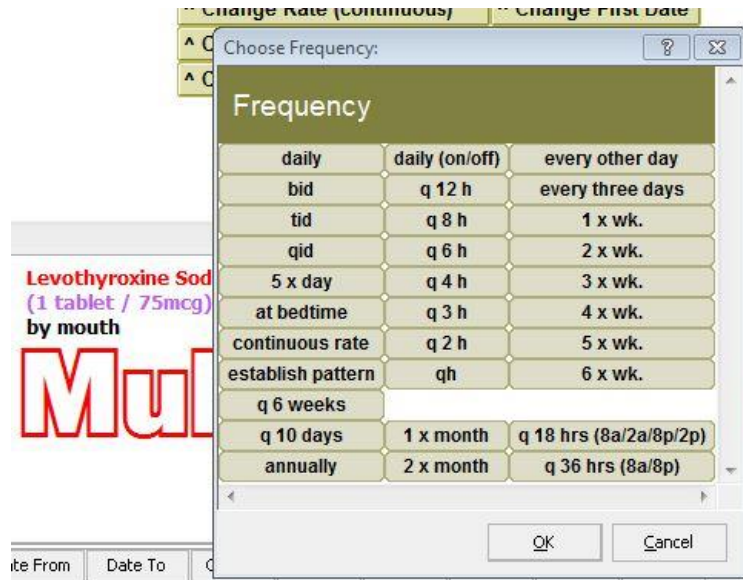
- **Prescriber Search:** This option will allow a list of physicians to pop up when writing medication orders.
- **Pharmacy Search:** This option will allow a list of pharmacies to pop up when writing medication orders.

Staff at Script facilities can use these text controls to combine pharmacy and prescriber search screens. This will help you avoid the need for two separate pharmacy/prescriber screens - one for eRx and one for non-eRx - when using Script v2017071 via the Prescribers' Connection interface. These types of setups will most likely be completed by American Data staff.



- **Word Grid:** This option allows for a section of the screen to pop up for users to select words from. This can be seen when entering in medication orders using templates.

Sample of writing a medication order and receiving a Frequency word grid pop-up.

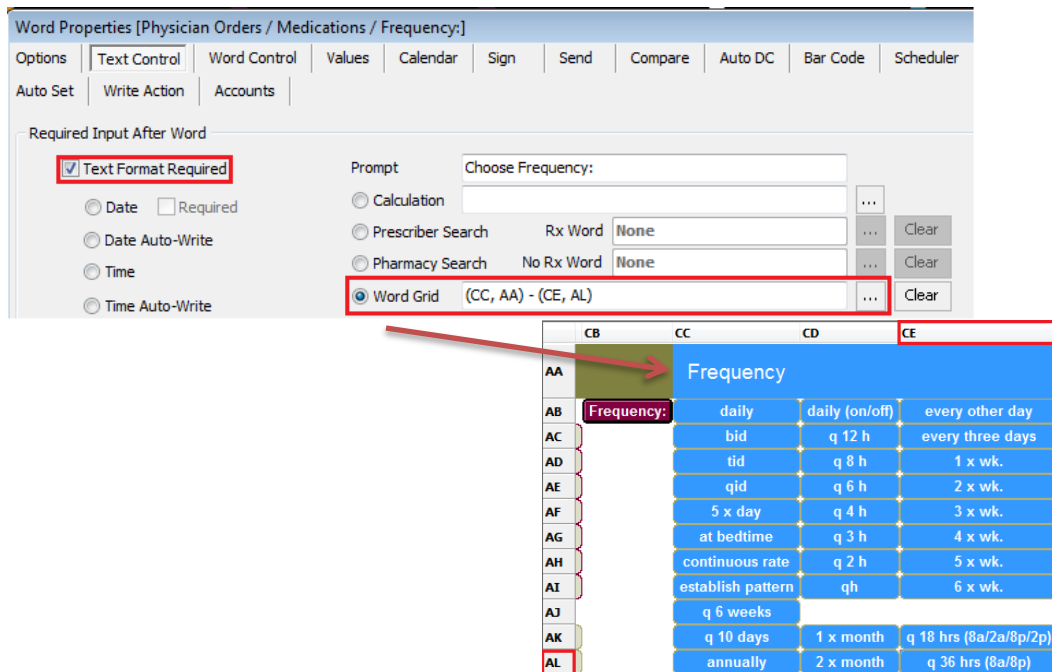


Levothyroxine Sod (1 tablet / 75mcg) by mouth

Frequency		
daily	daily (on/off)	every other day
bid	q 12 h	every three days
tid	q 8 h	1 x wk.
qid	q 6 h	2 x wk.
5 x day	q 4 h	3 x wk.
at bedtime	q 3 h	4 x wk.
continuous rate	q 2 h	5 x wk.
establish pattern	qh	6 x wk.
q 6 weeks		
q 10 days	1 x month	q 18 hrs (8a/2a/8p/2p)
annually	2 x month	q 36 hrs (8a/8p)

To set this up, a user needs to click the picklist box next to the Word Grid field, navigate to the desired tab, double-click into desired topic, click on upper most word you wish to be included (CC,AA) and then hold the Shift key and click on the lower most word (CE,AL). This will highlight your entire section. Bear in mind if you need to add an additional frequency word, you will also need to readjust your word grid setup to accommodate the new addition.

Note: Words within a grid setup may not be moved to a different area of the screen without being re-linked.



Word Properties [Physician Orders / Medications / Frequency:]

Options: Text Control | Word Control | Values | Calendar | Sign | Send | Compare | Auto DC | Bar Code | Scheduler

Auto Set: Write Action | Accounts

Required Input After Word

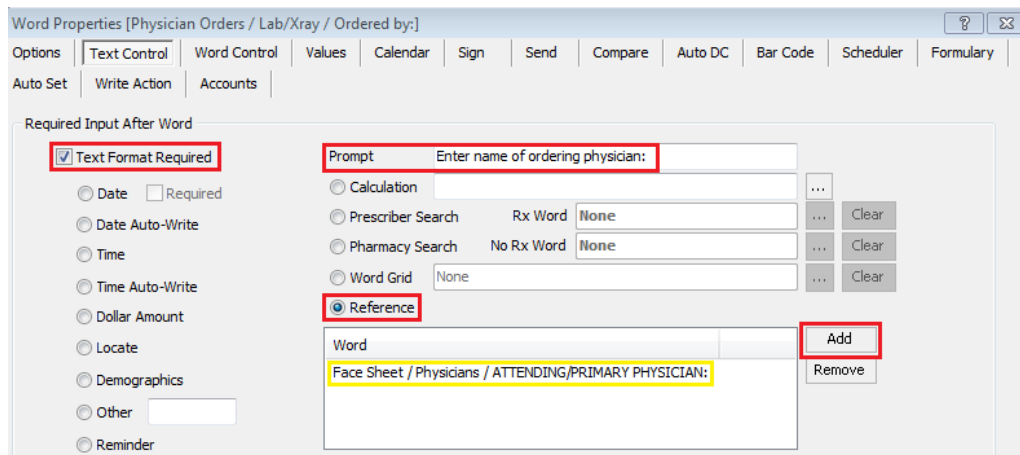
- Text Format Required
- Date Required
- Date Auto-Write
- Time
- Time Auto-Write

Prompt: Choose Frequency:

- Calculation
- Prescriber Search Rx Word: None
- Pharmacy Search No Rx Word: None
- Word Grid (CC, AA) - (CE, AL)

	CB	CC	CD	CE
AA		Frequency		
AB	Frequency:	daily	daily (on/off)	every other day
AC		bid	q 12 h	every three days
AD		tid	q 8 h	1 x wk.
AE		qid	q 6 h	2 x wk.
AF		5 x day	q 4 h	3 x wk.
AG		at bedtime	q 3 h	4 x wk.
AH		continuous rate	q 2 h	5 x wk.
AI		establish pattern	qh	6 x wk.
AJ		q 6 weeks		
AK		q 10 days	1 x month	q 18 hrs (8a/2a/8p/2p)
AL		annually	2 x month	q 36 hrs (8a/8p)

- Reference:** This is used to link other areas of the chart to a word in a different topic, in the form of a pop-up list. An example of how this is used is within the Physician Orders section. Facilities are required to document the physician who ordered the medication in every order and may wish to include the ordering physician in other orders such as labs so that staff can know who to notify with results. The list of attending/primary physicians can be linked to an "Ordered by:" word and it will provide the end user with the already documented primary care physician, or users can search through the list if the ordering physician is different from the primary. To do so, click **Add** and add the appropriate words.



Word Properties [Physician Orders / Lab/Xray / Ordered by:]

Options | Text Control | Word Control | Values | Calendar | Sign | Send | Compare | Auto DC | Bar Code | Scheduler | Formulary

Auto Set | Write Action | Accounts

Required Input After Word

Text Format Required

Date Required

Date Auto-Write

Time

Time Auto-Write

Dollar Amount

Locate

Demographics

Other

Reminder

Prompt Enter name of ordering physician:

Calculation

Prescriber Search Rx Word None

Pharmacy Search No Rx Word None

Word Grid None

Reference

Word

Face Sheet / Physicians / ATTENDING/PRIMARY PHYSICIAN:

Add

Remove

After setting up the reference word for the physician and clicking the "Ordered by:" word, the following Reference Word Search window appears. By default, the primary physician already documented will show up highlighted in the list (if the Consult topic physicians were also linked to the Reference pop-up, there may be multiple physicians highlighted in the list to select from), and the user can just click OK.

Name(s) Topic(s)

Start Date Diagnosis Save

one-time draw/Xray date: stop date: Reason/Diagnosis: Ordered by: ^ Check Lab Schedule
 (required if one time draw) (for recurring labs/optional) (Call physician with results) ^ Daily Lab List

first draw date: Add Reason/Diagnosis:

(required if recurring)

Lab: Ordered by:

Enter name of ordering physician:

Search

Found Words

Word	Section/Topic
Dr. James Black	Face Sheet / Physicians / All

Selected Word:

OK Cancel

If a different doctor is needed, or no match was found, you can start typing in the name of the doctor (ex.: an outside consult) and a list will appear OR the text that was just typed in can be used if that particular physician name word is not in ECS.

Enter name of ordering physician:

Search

Found Words

Word	Section/Topic
Dr. James Black	Face Sheet / Physicians / All
Dr. Adrian Booker	Face Sheet / Physicians
Dr. Dan Smith	Face Sheet / Physicians
Dr. Ethan Wildes	Face Sheet / Physicians
Dr. Hugh O'Connor	Face Sheet / Physicians
Dr. Jack Cameron	Face Sheet / Physicians
Dr. James Black	Face Sheet / Physicians
Dr. JoAnne Deratto	Face Sheet / Physicians
Dr. Martin January	Face Sheet / Physicians
Dr. Mary Smith	Face Sheet / Physicians
Dr. Samantha Berns	Face Sheet / Physicians
Dr. Susan Thomas	Face Sheet / Physicians
Dr. Thomas J...	Face Sheet / Physicians

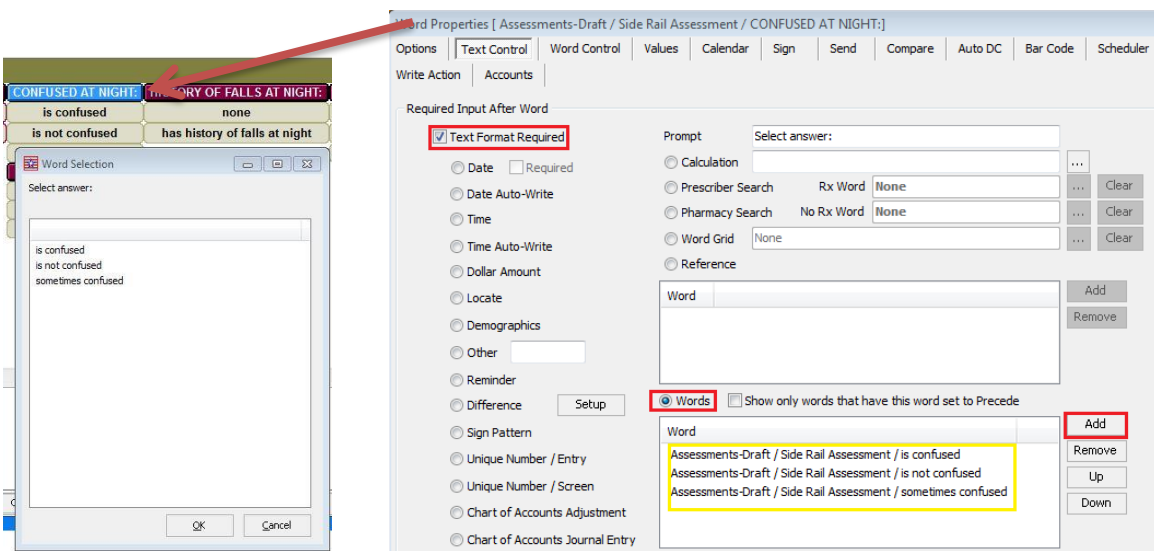
Selected Word:

OK Cancel

User can select a physician name from list and click OK. If the physician does not appear in the list of words, the name can be completely free texted in the search field and then when the user clicks OK, it will be inserted into the order.

Lab: Ordered by: Ordered by: Ordered by:	BASIC METABOLIC PANEL x 1 lab/Xra Dr. James Black Dr. Jack Cameron Dr. John Smith	Primary (auto highlight) Selected from list Free texted from Search box
---	---	---

- Words:** Use this area to link a set of "words" that you would like to prompt the user to pick from when this word is used. For example, a "bank" of words can be created, and a user can determine which words need to pop up for certain questions, thus helping to eliminate screen clutter. In the example picture below, answers to the question "CONFUSED AT NIGHT:" can be set to pop up in the form of a list when a user documents that word:



The image shows two screenshots from the American Data software. The left screenshot shows a 'Word Selection' dialog box for the word 'CONFUSED AT NIGHT'. It lists several possible answers: 'is confused', 'is not confused', 'sometimes confused', 'none', and 'has history of falls at night'. The right screenshot shows the 'Word Properties' configuration screen. Under 'Required Input After Word', the 'Words' option is selected. A list of words is shown, including 'Assessments-Draft / Side Rail Assessment / is confused', 'Assessments-Draft / Side Rail Assessment / is not confused', and 'Assessments-Draft / Side Rail Assessment / sometimes confused'. The 'Add' button next to the 'Words' list is highlighted with a red box.

Select the **Words** options and then click **Add** next to the Words box to add the appropriate words. The answer words that will now pop up in list format could then be moved away from a user's view to declutter the screen or make space for other words:



Another option when setting up a Words list, is to place a checkmark in the box next to "Show only words that have this word set to precede" so instead of pulling in all of the possible options to the list, just the header word can be pulled in and the list will show any words that are set to Precede that header (see Word Properties - Word Control handout for setting up precedes). The purpose of this is so if more words need to be created for possible answer options, as long as those new words are copied and pasted from the existing list of words, they will automatically show up in the pop-up list:

Copied and pasted, to keep the same Word Control tab properties.

CONFUSED AT NIGHT:

is confused

is not confused

sometimes confused

****new word****

Word Properties [Assessments-Draft / Side Rail Assessment / is confused]

Options | Text Control | **Word Control** | Values | Calendar | Sign | Se

Write Action | Accounts

Required Elements/Entries

Words

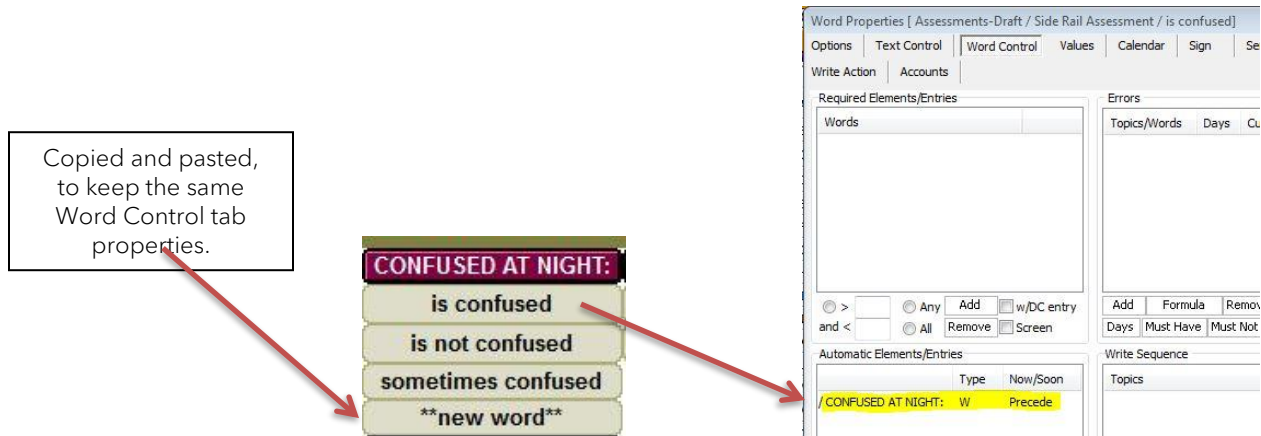
Errors

Topics/Words | Days | Cu

and < | > | Any | Add | w/DC entry | Remove | Screen

Automatic Elements/Entries

	Type	Now/Soon
/CONFUSED AT NIGHT:	W	Precede



The new word (**new word**) that was copied, shows up in list automatically because it is set to precede the question word.

Name(s) | Wetzell, Justin D | Topic(s) | Assessments-Draft / Side Rail Assessment / All

ASSESSMENT | **MENTAL STATUS:** | **COMATOSE/UNRESPONSIVE:** | **CONFUSED AT NIGHT:**

DATE: | alert/oriented x3 during day | is comatose/unresponsive | is confused

is not alert/oriented x3 | is not comatose/unresponsive | is not confused

sometimes confused

****new word****

CONFUSED AT NIGHT:

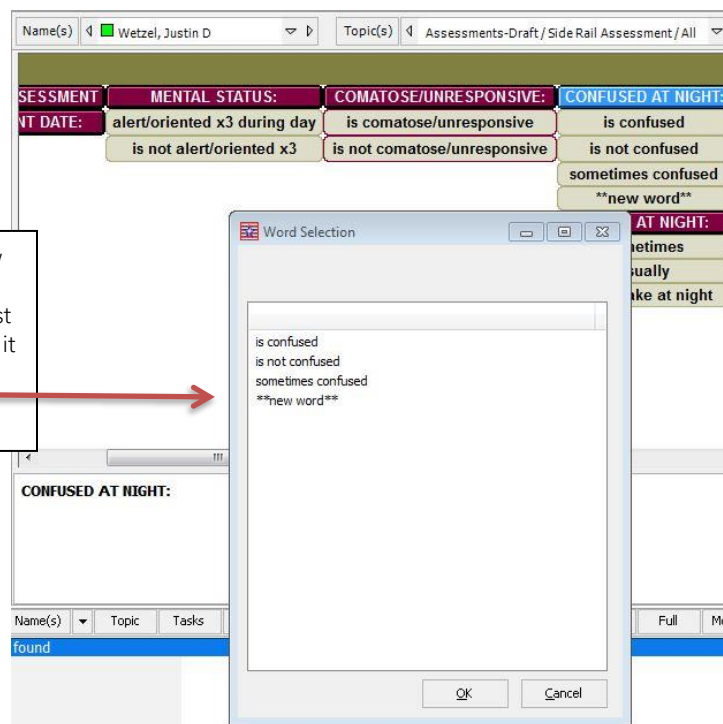
is confused

is not confused

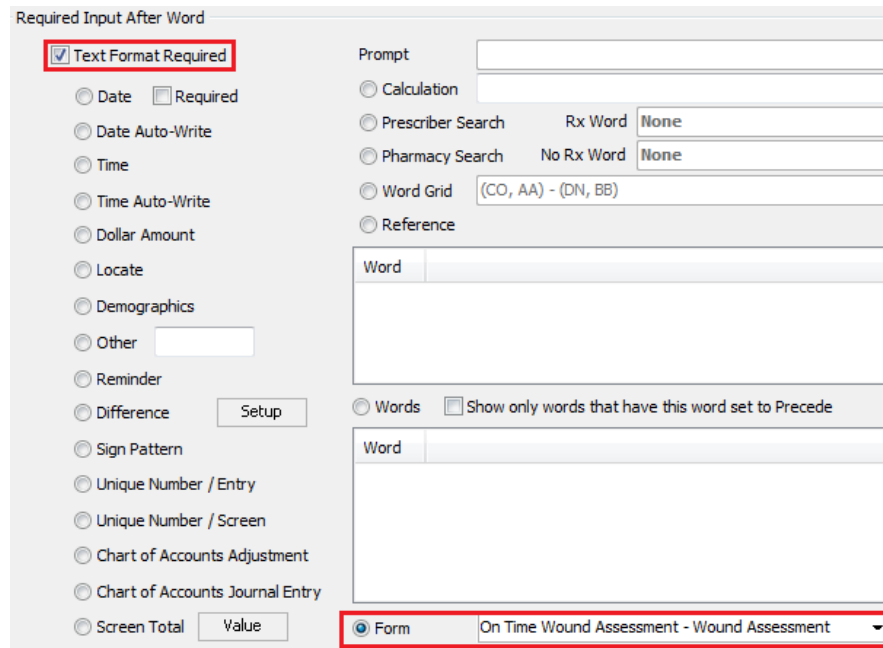
sometimes confused

****new word****

OK | Cancel



- Form:** This area can be used to link a form to a word. For example, in a wound charting topic, an "area" word can be set to pop up a wound assessment form, such as the On-Time Wound form. Another example may be within the Contacts topic, clicking on the CONTACT word could pop up a form to be filled out for each contact instead of clicking on words in the screen.



The screenshot shows the 'Required Input After Word' configuration window. On the left, a list of options includes 'Text Format Required' (checked and highlighted with a red box), 'Date', 'Date Auto-Write', 'Time', 'Time Auto-Write', 'Dollar Amount', 'Locate', 'Demographics', 'Other', 'Reminder', 'Difference', 'Sign Pattern', 'Unique Number / Entry', 'Unique Number / Screen', 'Chart of Accounts Adjustment', 'Chart of Accounts Journal Entry', and 'Screen Total'. On the right, there are sections for 'Prompt', 'Calculation', 'Prescriber Search', 'Pharmacy Search', 'Word Grid', and 'Reference'. Below these are two 'Word' input fields. At the bottom, the 'Form' radio button is selected, and the dropdown menu is set to 'On Time Wound Assessment - Wound Assessment', which is also highlighted with a red box.

In the example image below, when AREA 1: was documented, it popped up a form that prepopulates with charting it finds (vital signs & demographics) and the user can then continue filling out the form. Once the user clicks OK, the form will write back into charting and the user can continue documenting other items in the screen that may not be associated with the form.

Wetzel, Justin D - Wound Assessment

1 - Wound Information | 2 - BWAT | 3 - Other Information | 4 - Tx | 5 - Tx

AHRQ WOUND ASSESSMENT

Resident Information

Name	Justin D Wetzel	Temperature	97.5
Facility	AMERICAN DATA	Pulse	74
D.O.B.	03/26/1932	Respirations	16
MRN	1092	Blood Pressure	136/52
Sex	M	Oxygen Saturation	98
Height	70 inches	Blood Sugar	210
Weight	156 lbs		

Condition

Assessment Date:

Status: New Ongoing

Initial Wound Assessment

Onset Date: 11/05/2015

Classification

Admission In-House Acquired

Initial Stage

Stage 1 Stage 2 Stage 3 Stage 4 Unstageable Deep Tissue Injury (DTI)

Location

Back of Head (1) Right Ear (7)

Vertebrae - Upper (2) Right Scapula (9)

Vertebrae - Mid (3) Left Ear (6) Right Elbow (11)

Sacrum (4) Left Scapula (8) Right Iliac Crest (13)

Coccyx (5) Left Elbow (10) Right Iliac Crest (13)

Left Ear (6) Right Iliac Crest (13)

Left Scapula (8) Right Elbow (11)

Left Elbow (10) Right Elbow (11)

Left Iliac Crest (12) Right Iliac Crest (13)

Left Trochanter (14) Right Trochanter (15)

Left Ischial Tuberosity (16) Right Ischial Tuberosity (17)

Left Thigh (18) Right Thigh (19)

Left Knee (20) Right Knee (21)

Left Lower Leg (22) Right Lower Leg (23)

Left Inner Ankle (24) Right Inner Ankle (25)

Left Outer Ankle (26) Right Outer Ankle (27)

Left Heel (28) Right Heel (29)

OK Cancel

- **No Duplicates:** When this box is checked in conjunction with "Other," ECS does not allow free typing of duplicate information. Example: For accounts payable, when this checkbox is selected, it does not allow duplicate invoice numbers to be paid or documented.
- **Keyboard:** When this setting is selected for a word, a "keyboard" will automatically appear on the screen for the user. This is used with devices that do not have keyboards or number pads and information needs to be typed into a record, for example, in the CNA charting area, a keyboard will pop up if a reason is needed to be documented:
- **Number Pad:** When this setting is selected for a word, a "Number Pad" will automatically appear on the screen for the user. This is

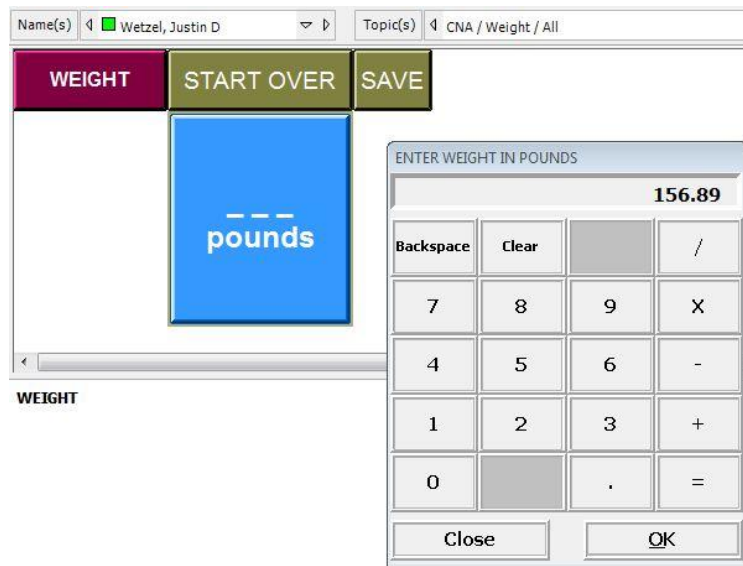
Name(s) | Wetzel, Justin D | Topic(s) | CNA / AM Transfers / All

SAVE	START OVER		
Does not occur on shift	Sleeping/ Resting	Resident Unable	Out of Building
Requested different time	Requested different caregiver	Declined altogether, reason	Declined altogether, no reason

WHY DECLINED?

1	2	3	4	5	6	7	8	9	0	-	=	Backspace
q	w	e	r	t	y	u	i	o	p	[]	Delete
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	Clear
Shift	z	x	c	v	b	n	m	,	.	/	Shift	\
Space Bar											OK	

used with devices that do not have keyboards or number pads and information needs to be typed into a record, or for user prompting or convenience. For example, entering in an amount on a MAR or documenting a weight:



- Calculator:** When this setting is selected for a word, a "Calculator" will automatically appear on the screen for the user. This is used when users must calculate a value, such as converting pounds to kilograms for a dietary assessment. A prompt can also be included to provide instructions to users as to what needs to be done for a calculation. In the example image below, the user needs to type in the resident weight in pounds, then click "/" to divide, then enter in the value of "2.2," and then click "=" and click OK to have that value write into charting:

