



Newsletter Tip – Label It!

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 – Label It!](#) in our American Data CARES library. This handout covers the locations where this 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 *prompt 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 in the documenting screens this means your system was installed prior to creation of this functionality or the ECS system administrator was unaware how to set this up. When users are documenting information in a resident's chart, they often have specific popups appear. Examples of these include calendars (for selecting dates), clocks (for selecting times), text boxes (for entering free text), number pad (for entering numerical data), and calculators (for entering calculations). These popup can be clearly labeled to assist end users with understanding what they are entering with the popup. When these are labeled you can be assured the end user understands what information they are to enter into the chart.

Testing: Are You Already Using This Feature?

Not sure if in-screen popups are already setup in ECS? Here is how you can check:

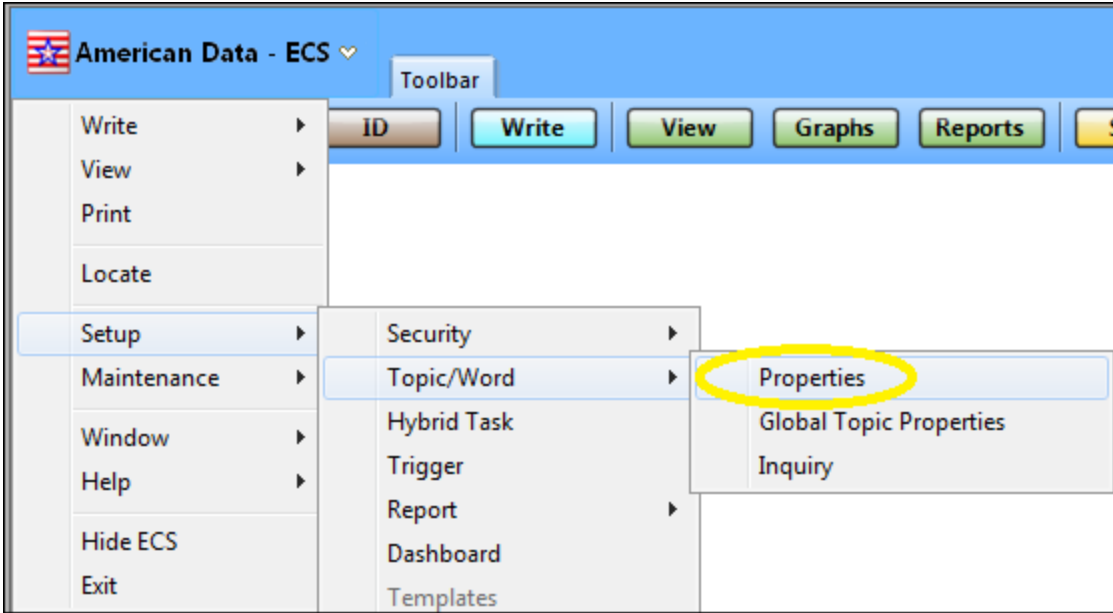
- Write ⇒ Select client name / OK ⇒ (select Face Sheet/Status or equivalent) / OK ⇒ Chart
ADMISSION DATE:(original)

When the calendar popped up did the calendar specify the user is to enter the Admission Date? If so, your system already has some popups labeled! Please be aware that some of the items in your system may contain these setups while others may not.

The Details – Setup

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

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

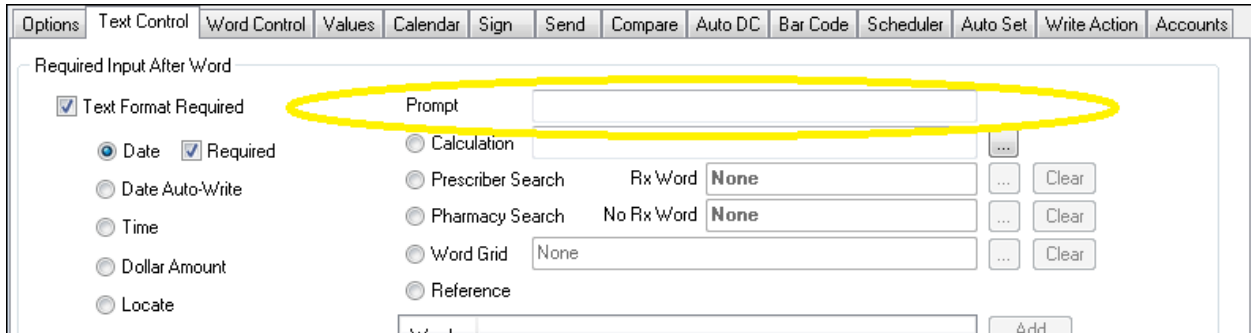


🕒 **SHORTCUT** – Select the Setup icon instead of navigating the drop-down menu

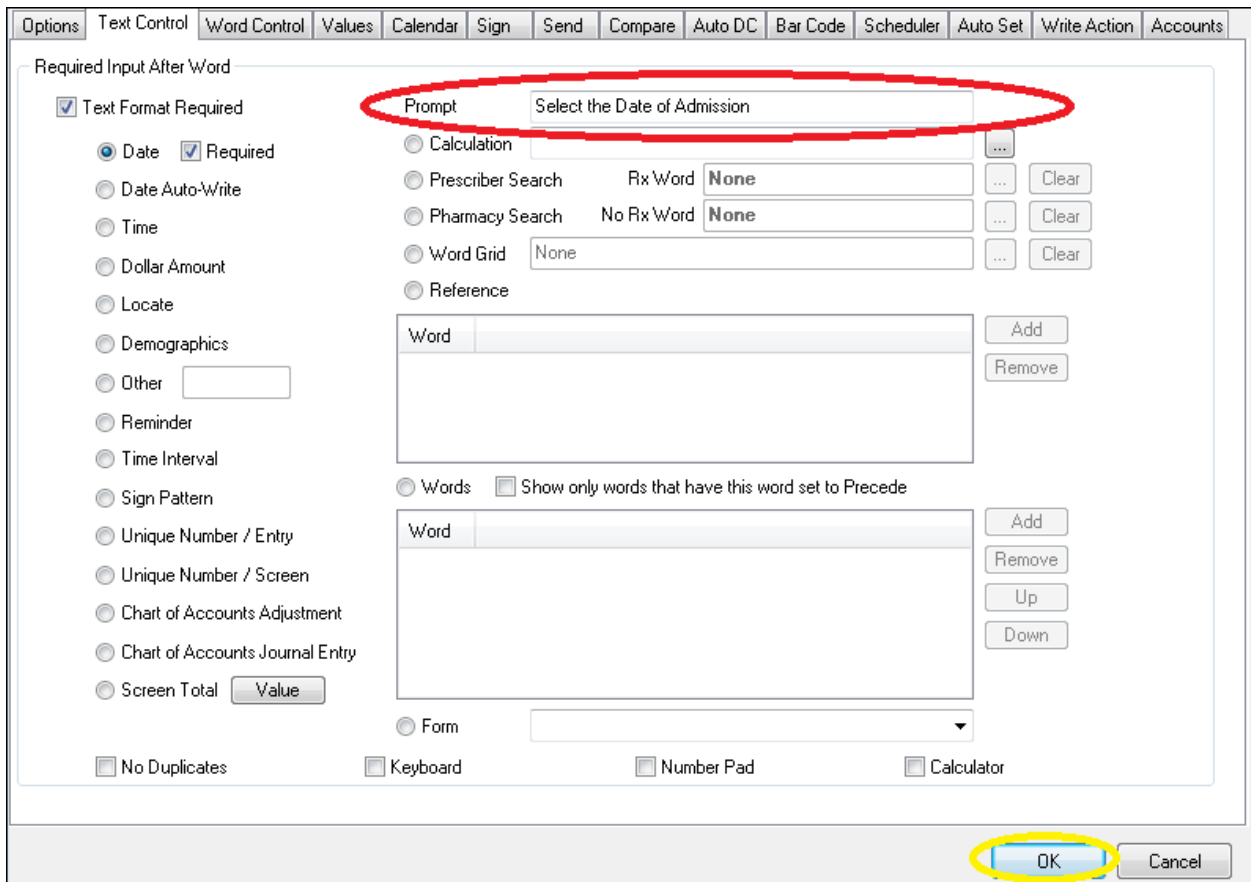
1. Select the desired Section (Face Sheet) then double-click on the desired Topic (Status).
2. Double-click on **ADMISSION DATE:(original)**.

	AA	AB	AC	AD
AA	Status	Exit	Next	
AB	^ Face Sheet	ADMITTED FROM:	READMITTED FROM:	DISCHARGED TO:
AC		Private Home / Apartment	Private Home / Apartment	Private Home / Apartment
AD		Board/care/group home	Board/care/group home	Board/care/group home
AE		Another Nursing Home/Swing Bed	Another Nursing Home/Swing Bed	Another Nursing Home
AF		Acute care hospital	Acute care hospital	Acute care hospital
AG		Psychiatric hospital	Psychiatric hospital	Psychiatric hospital
AH		Inpatient rehab facility	Inpatient rehab facility	Inpatient rehab facility
AI		MR/DD facility	MR/DD facility	MR/DD facility
AJ		Hospice	Hospice	Hospice
AK		LTCH	LTCH	LTCH
AL		Other	Other	Expired
AM		ADMISSION TIME:	READMISSION TIME:	Expired (at home) Hospice Only
AN		ADMISSION DATE:(original)	ADMISSION DATE:(latest)	Expired Med Fac Hospice Only
AO		COUNTY ADMITTED FROM:	^ ROOM CHANGE on Readmit	Other
AP				DISCHARGE TIME:
AQ				DISCHARGE DATE:

3. Select the Text Control tab. In the **Prompt** type the label you would like end users to see when this calendar appears while they are documenting.



The screenshot shows the 'Text Control' tab selected in the top navigation bar. Under the 'Required Input After Word' section, the 'Text Format Required' checkbox is checked. The 'Prompt' text box is highlighted with a yellow oval. Below it, there are radio buttons for 'Date', 'Date Auto-Write', 'Time', 'Dollar Amount', and 'Locate'. The 'Date' radio button is selected, and the 'Required' checkbox is also checked. To the right, there are search options for 'Calculation', 'Prescriber Search', 'Pharmacy Search', 'Word Grid', and 'Reference', each with a 'Clear' button. The 'Rx Word' and 'No Rx Word' fields are set to 'None'.



This screenshot shows the same 'Text Control' tab, but the 'Prompt' field now contains the text 'Select the Date of Admission' and is highlighted with a red oval. The 'Date' radio button remains selected. Below the search options, there are two 'Word' lists with 'Add', 'Remove', 'Up', and 'Down' buttons. At the bottom, there are checkboxes for 'No Duplicates', 'Keyboard', 'Number Pad', and 'Calculator'. The 'OK' button at the bottom right is highlighted with a yellow oval.

4. Click OK to save the changes

Location for Enhancement

While this feature can be implemented with ALL in-screen popups (and eventually would be great to get there!) there are some key locations you may wish to implement this first for greatest impact on efficiency. Below the sections are listed in order of priority for recommended implementation.

- Face Sheet
 - All Status topics
 - Date and Time words as these present users with calendar and clock popups
 - All Room topics
 - The Date words as these present users with calendar popups
 - Contacts
 - The words that require users to free text information (Contact Name, Address, City, etc.). These words present users with text box popups.
 - Personal Information
 - The words that require users to free text information (Home address, city, etc.)
These words present users with text box popups.
- Nurse Charting
 - Vital Statistics/Symptoms
 - The Blood Pressure, Pulse, Temperature, Respiratory Rate, O2 Saturation, Height, and Weight words present Number Pad popups
 - Admission/Return
 - The Date and Time words as these present users with calendar and clock popups
 - Discharge/Transfer/LOA
 - The Date and Time words as these present users with calendar and clock popups