Newsletter Tip – ECS Documents the Question Word!

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 – ECS Documents the Question Word!* in our American Data CARES library. This handout covers the locations where this is feature is handy and the quick setup for this feature. 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 automatic Precede functionality. Please check out our other videos and documentation for more great information about ECS!

Why You Should Utilize This Feature

A while back American Data added a new word property that allows ECS to automatically document the Question word for staff. Initially this was thought to be a safety mechanism in the event staff forgot to select the Question word first. After implementing this feature it turned into being a time-saver for staff! With the use of this feature staff no longer spend time clicking on the Question words and instead move directly to the responses decreasing the amount of clicks in half!

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. Therefore, staff is instructed to always select a Question (or 'Button') word first. Staff are taught the importance of these words… they pull the information to other areas for review (e.g. chart reviews, reports, tasks, etc.).

Testing: Are You Already Using This Feature?

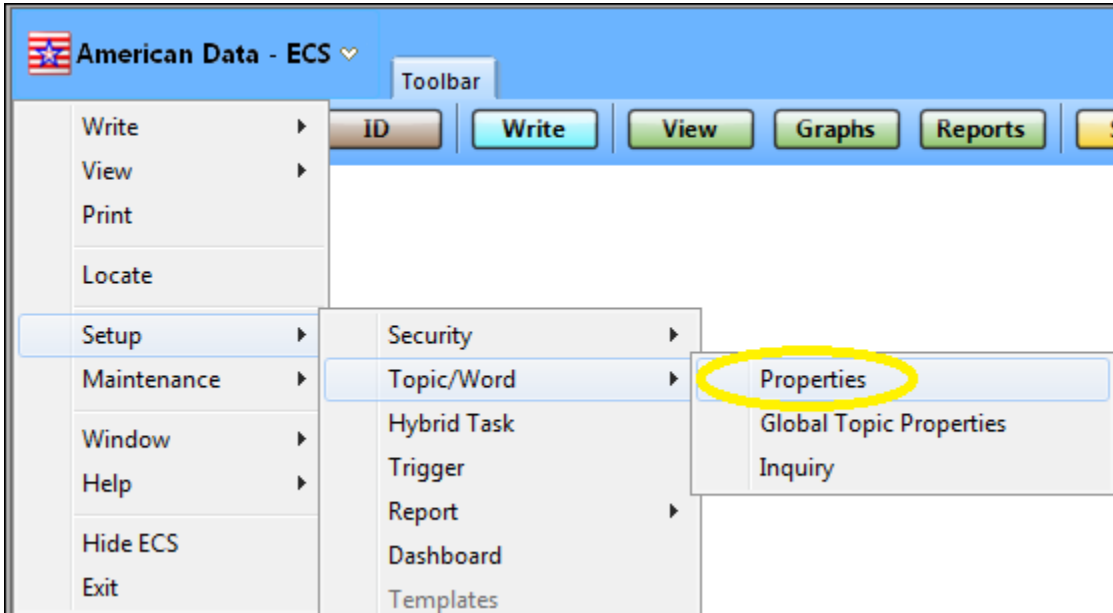Not sure if Precedes are already set up in ECS? Here's how you can check:

- Write ⇨ Select client name / OK ⇨ Topic (select Care Plans/ADL or equivalent) / OK ⇨ Chart some of the "answer words" on the screen – don't select any 'heading/question' words.

When the charting appeared in the text box, did it put the heading/question word in from of it? If so, your system already uses the 'Precede' feature.

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.

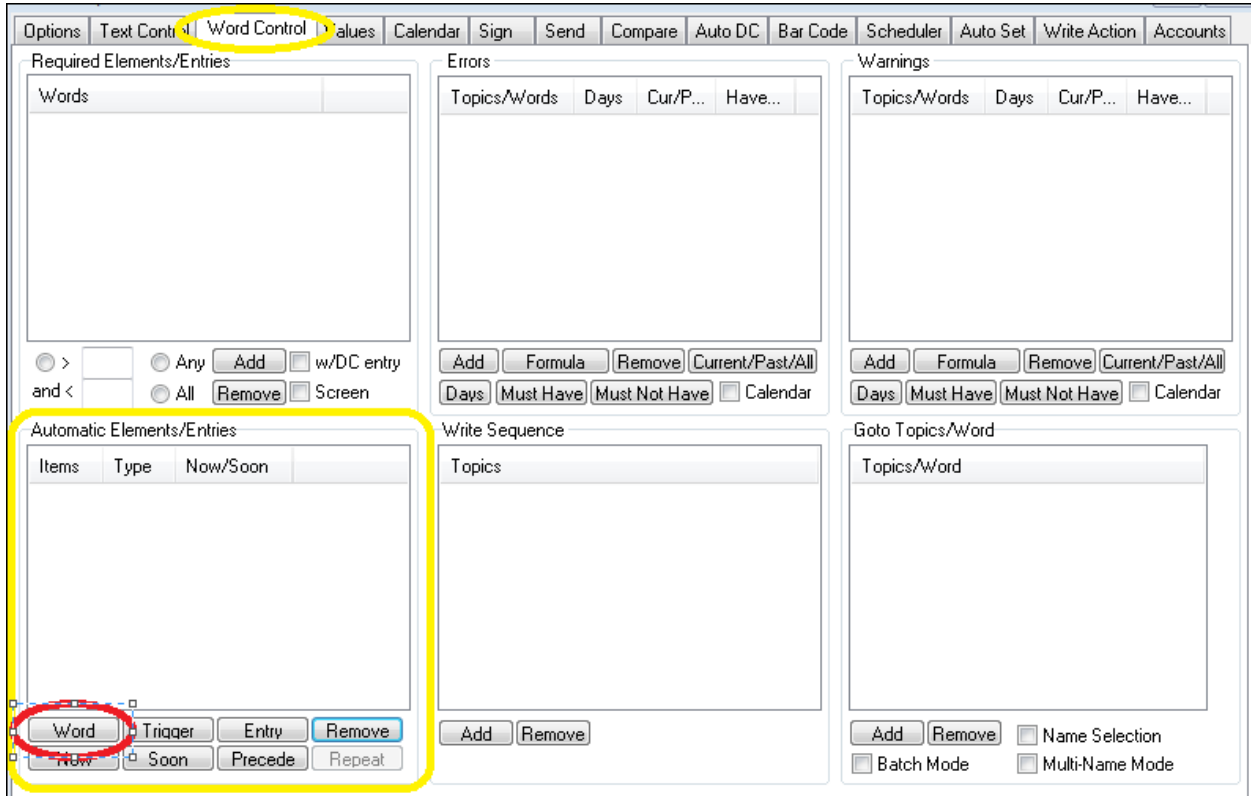1. American Data – ECS ⇨ Setup ⇨ Topic/Word ⇨ Properties

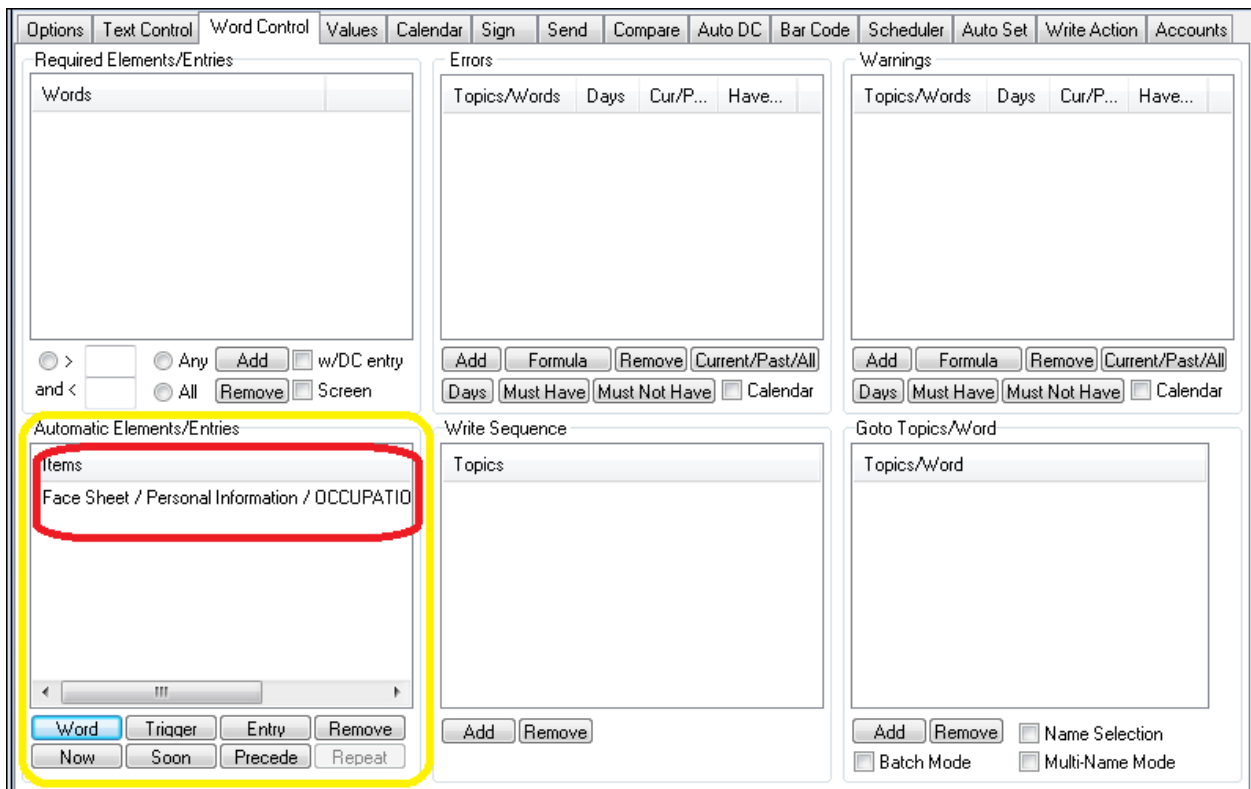🕐 **SHORTCUT – Select the Setup icon instead of navigating the drop-down menu**

2. Select the desired Section (Face Sheet) then double-click on the desired Topic (Personal Information).
3. Double-click the first occupation listed (business).

4. Select the Word Control tab. In the **Automatic Elements/Entries** area select the **Word** button. Select the OCCUPATION Question word and click **OK**.
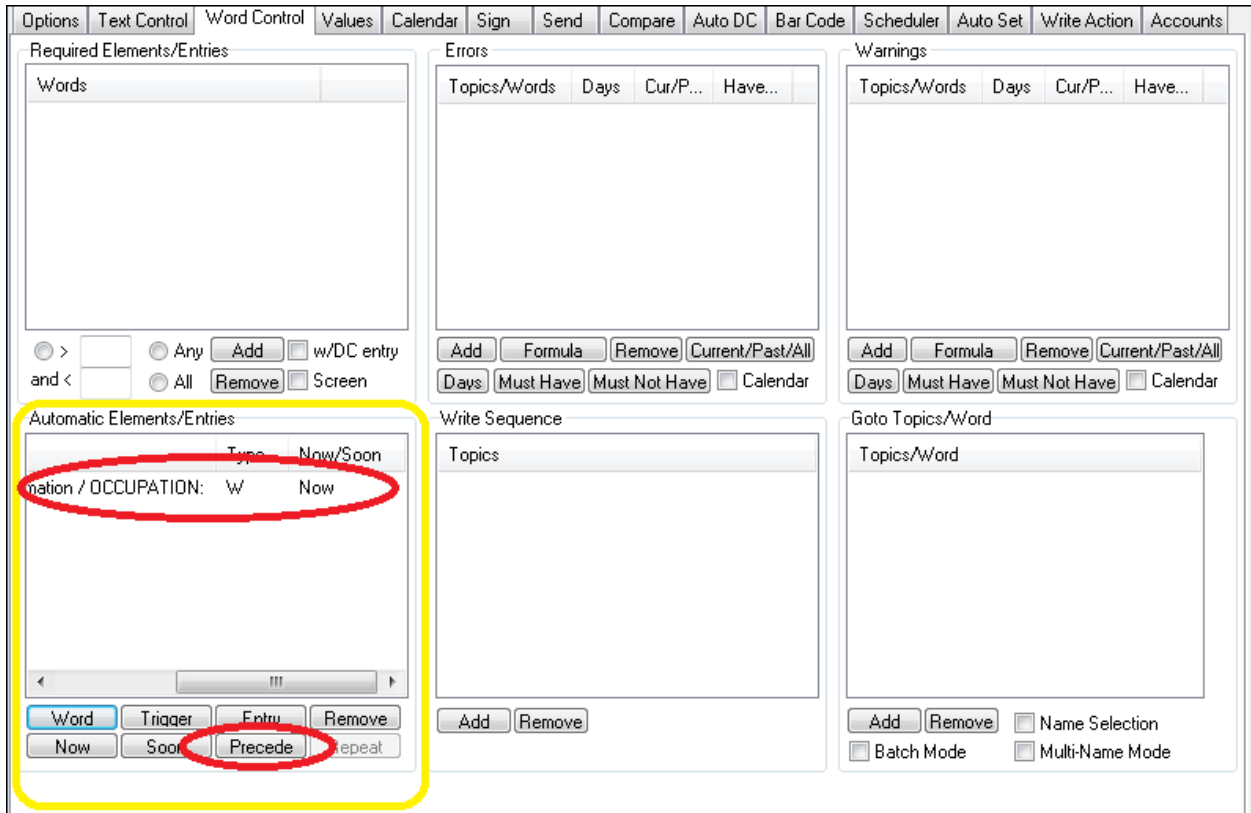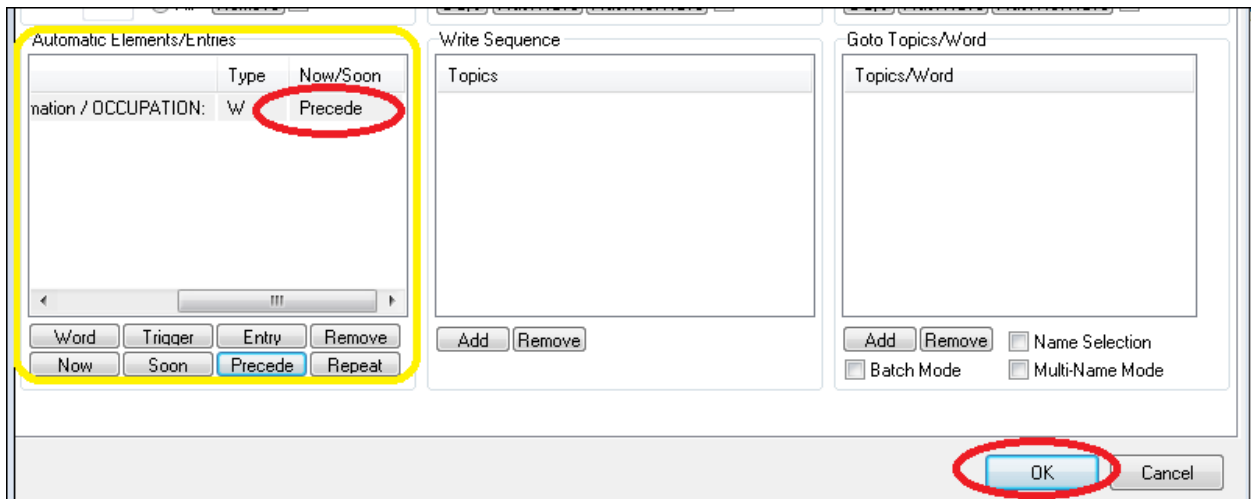
5. Scroll to the right and you will see the word is set to 'Now'. You want to change this to 'Precede' so the word OCCUPATION automatically documents in front of the response 'business'. To do this, highlight the link by clicking on it, then click the **Precede** button below.

6. Click **OK** to save the change.

🕐 **SHORTCUT – Use Global Setup to make this change to ALL the Occupations at one time! To use Global setup follow the steps above but first highlight all the occupation choices then right-click on them to enter word 'Properties'.**

Locations for Enhancement

While this feature can be implemented in ALL documenting screens (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
    - Status topics, Room number folders, Contacts, Personal Information
    - Do not set this up in topics like Physician or Church as there is a more efficient method for these topics introduced in another video
- Nurse Charting
    - All topics are appropriate for this feature
- Department Notes
    - All topics are appropriate for this feature
- Care Plans
    - All topics are appropriate for this feature
- Therapy
    - Initial Evaluation, Progress Notes, Re-evaluation (Monthly) and Discharge topics are appropriate for this feature