

Adjusting Send Properties

Send Property Inquiry

ECS has many features that enhance communication among staff between departments and throughout the facility. Messages may be sent using alarms/reminders, internal communication, or e-mail. All communication setup occurs at the topic or word property level. It may become easy to lose track of all your communication settings.

To see all areas in ECS that are setup to send out notifications, access the Send Property Inquiry feature in ECS. This is accessed via **American Data - ECS > Maintenance > Send Property Inquiry**. There may be a slight delay as the computer searches.

- Sort by clicking the column heading. All columns may be sorted.
- Print by clicking the screen (this puts the focus on the screen), holding CTRL + P will prompt with a printer selection.
- This Send Property Inquiry is an informational tool only. None of the send properties can be adjusted or removed from within this screen.

AL Resident Assistant	Weight	WEIGHT	Group	NH - DON
CNA	Weight	WEIGHT	Group	NH - DON
Quality Assurance	Weight/Vitals Change	DBP > 115:	Group	NH - DON
Quality Assurance	Weight/Vitals Change	SBP < 90:	Group	NH - DON
Quality Assurance	Weight/Vitals Change	5% wt loss in 30 days:	User	Gregory, Teri R
Quality Assurance	Weight/Vitals Change	SBP > 210:	Group	NH - DON
Quality Assurance	Weight/Vitals Change	3# wt gain in 7 days:	Group	Dietary Manager/RD
Quality Assurance	Weight/Vitals Change	5# wt loss in 7 days:	Group	Dietary Manager/RD
Quality Assurance	Weight/Vitals Change	Elevated Pulse:	User	Gregory, Teri R
Quality Assurance	Weight/Vitals Change	Low Pulse:	User	Gregory, Teri R
Quality Assurance	Weight/Vitals Change	3# wt loss in 7 days:	Group	Dietary Manager/RD
Quality Assurance	Weight/Vitals Change	5# wt gain in 7 days:	Group	Dietary Manager/RD
Quality Assurance	Weight/Vitals Change	Elevated Pulse:	Group	NH - DON

Topic Properties - Send Tab

The Send Tab is used to establish automated communication. E-mails of new medication orders may be automatically sent to the physician, reports may be automatically generated upon completion of documentation (e.g., face sheet report), and nursing supervisors may be automatically notified of any fall or incident.

Sending information electronically is becoming more common. ECS has several methods available for sending information. The most popular of these methods is Internal Communication. This method is popular because it is the most efficient form of communication, and the data never leaves the EMR (therefore no encryption is needed).

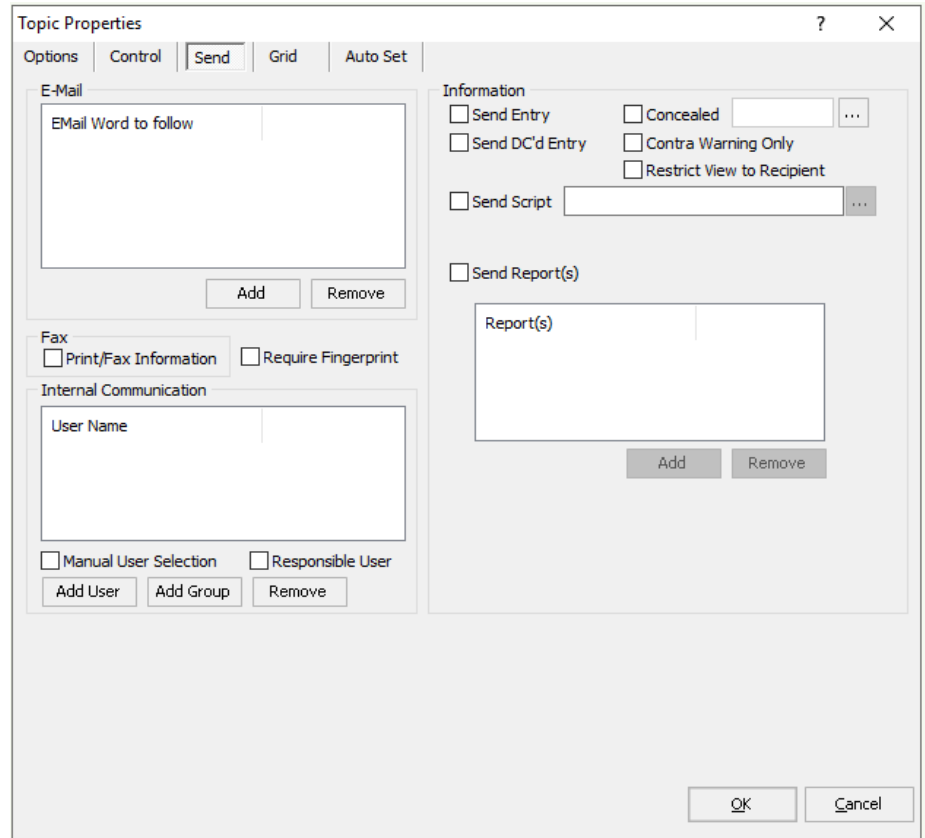
To navigate to a topic to adjust the send properties, click onto **Toolbar > Setup icon >** navigate to the appropriate section > right click onto the topic and select **Properties**.

E-mail

Information documented from a topic may be e-mailed. This is where ECS finds the e-mail address to which to send the data. Link the Question Word(s) (e.g., ADMINISTRATOR EMAIL) in this area, NOT the actual email address.

- Use **Add** to add words to the list.
- Use **Remove** to remove words from the list.

This will only work if your facility already has the capability of sending external emails setup (this requires an outgoing mail server).



Internal Communication

Usernames and/or groups listed here automatically receive information when a user documents in the topic. This information never leaves ECS.

- Use the **Add User**, **Add Group**, and **Remove** buttons to add/remove users/groups.
- Select the **Manual User Selection** checkbox to allow the information to be sent to a user specified by the person documenting in the screen.
- Select **Responsible User** if your facility is using this feature to state that only the user who has claimed responsibility for the resident should receive the message.

Information

This is where the exact information sent is defined:

- **Send Entry**: send the documented entry.
- **Send DC'd Entry**: sends the discontinued entry.
- **Concealed**: specify whether any concealed words within the entry should also be sent. Most times, concealed words are only utilized within the Physician Orders > Medications topic, but they could be found in other locations as well.
- **Contra Warning Only**: sends only entries that were saved after the user received a contraindication warning (such as in CNA charting if they document something different than the care plan).

- **Restrict View to Recipient:** used to send confidential information to users. This will work only when the Manual User Selection checkbox is selected.
- **Send Script:** allows the user to develop a specific scripted message which sends when an entry is made within the topic. This is used most often if wanting to strip out any of the protected health information which, by default, sends in any email sent out of ECS.
- **Send Reports:** sends the linked reports after information is documented in the topic.

Word Properties – Send Tab

The Send Tab is used to establish automated communication. E-mails of new medication orders may be automatically sent to the physician, reports may be automatically generated upon completion of documentation (e.g., face sheet report), and nursing supervisors may be automatically notified of any fall or incident.

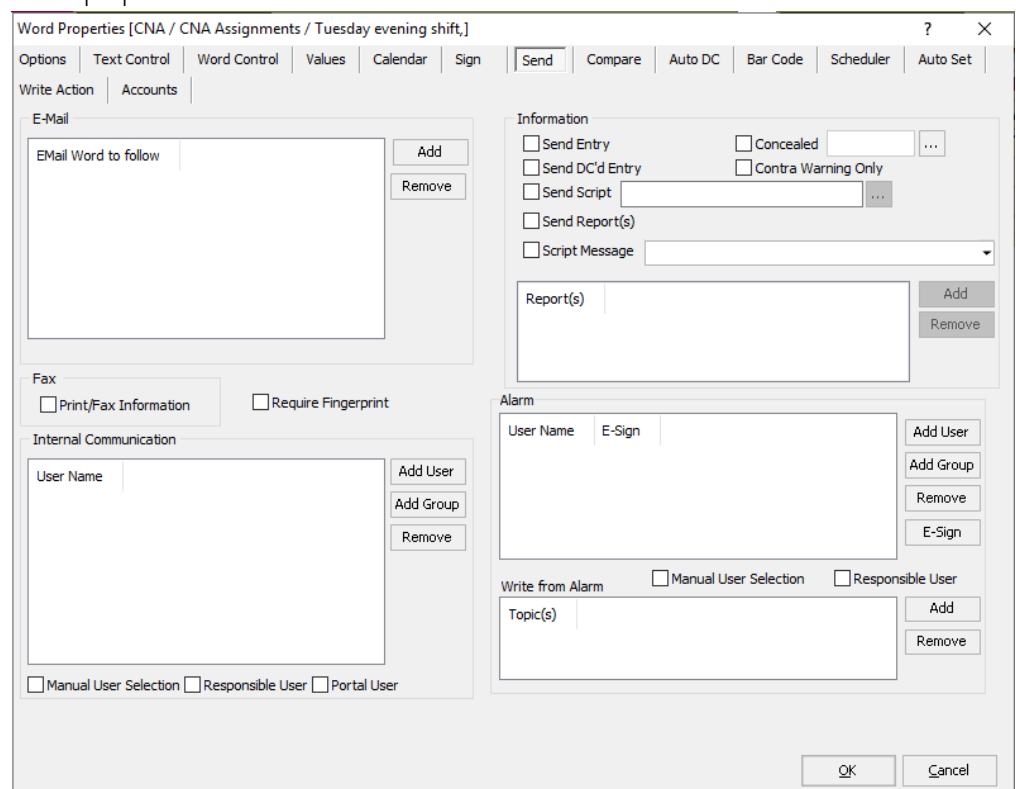
Sending information electronically is becoming more common. ECS has several methods available for sending information. The most popular of these methods is Internal Communication. This method is popular because it is the most efficient form of communication, and the data never leaves the EMR (therefore no encryption is needed).

To navigate to a topic to adjust the send properties, click onto **Toolbar > Setup** icon > navigate to the appropriate section > double click into the topic > find the word interested in setting up send properties on > right click and select **Properties**. Once in the Word Properties, navigate to the **Send** tab.

E-mail

Information documented from a topic may be e-mailed. This is where ECS finds the e-mail address to which to send the data. Link the Question Word(s) (e.g., ADMINISTRATOR EMAIL) in this area, NOT the actual email address.

- Use **Add** to add words to the list.
- Use **Remove** to remove words from the list.



This will only work if your facility already has the capability of sending external emails setup (this requires an outgoing mail server).

Internal Communication

Usernames and/or groups listed here automatically receive information when a user documents in the topic. This information never leaves ECS.

- Use the **Add User**, **Add Group**, and **Remove** buttons to add/remove users/groups.
- Select the **Manual User Selection** checkbox to allow the information to be sent to a user specified by the person documenting in the screen.
- Select **Responsible User** if your facility is using this feature to state that only the user who has claimed responsibility for the resident should receive the message.

Information

This is where the exact information sent is defined:

- **Send Entry:** send the documented entry.
- **Send DC'd Entry:** sends the discontinued entry.
- **Concealed:** specify whether any concealed words within the entry should also be sent. Most times, concealed words are only utilized within the Physician Orders > Medications topic, but they could be found in other locations as well.
- **Contra Warning Only:** sends only entries that were saved after the user received a contraindication warning (such as in CNA charting if they document something different than the care plan).
- **Restrict View to Recipient:** used to send confidential information to users. This will work only when the Manual User Selection checkbox is selected.
- **Send Script:** allows the user to develop a specific scripted message which sends when an entry is made within the topic. This is used most often if wanting to strip out any of the protected health information which, by default, sends in any email sent out of ECS.
- **Send Reports:** sends the linked reports after information is documented in the topic.
- **Send RX Warnings:** users can send medication/allergy/indication contraindication warnings from the Medi-Span formulary. This is used to automatically notify DON, administrators, and any other staff of the warning. After selecting the Send RX warnings checkbox, select **Levels**, and define which warning levels you would like to send. To send specific warning levels, check the boxes interested in sending. Then adjust warning levels by sliding the various hashmarks. Notice the severity level is indicated by the color in the box to the right and the description next to the box.

Alarm

Alarms are another method for sending information to users. These are typically reminders for staff. Alarms may be preset by the system supervisor or manually set by the end user.

To create an alarm word, select the **Alarm** checkbox on the **Options** tab of Word Properties. Next, specify the number of minutes before the alarm is sent. If you want the alarm sent immediately, place a "1" in this box. Now, navigate to the Send tab and determine who will be



notified of the alarm. Simply add **User(s)/User Group(s)** into this box. If the user who documents the alarm is the one to receive it, all that is needed is the **Alarm** check under the Options tab and how many minutes until the user receives it. If nothing is specified on the Send tab, then the user who documents the alarm is the one who will receive it.

Write From Alarm can be used if you want to setup the alarm to prompt documentation in a topic other than the origin of the alarm. This allows a facility to customize where its follow up/additional documentation should be located. For example, the "Fall" word in Nursing/Falls is an alarm word. However, follow up documentation should be in the Nurses Note (via Follow Up button) topic. The user can now set up the fall word to prompt this move in documentation.