

Implementing IDDSI Terminology

Updating the terms in your Diet/Supplement topic to reflect the latest best practice standards.

Navigate to your Diet/Supplement Topic

• Log in to ECS and use your Easy Access screens to navigate to "Physician's Orders," and then to "Diet/Supplement." OR

- Log in to ECS and use your toolbar to select the "Physician Orders" tab, and then the "Diet/Supplement" folder.
- 2. Go to the toolbar at the top of the screen and choose "setup."

Real American Data ECS m							
	Toolbar	Easy - [Main Access]	Setup Topic/Words				
Hide Easy Setup	>	ID Write	Triggers	Automatic	Sign	Schedule	Calculate
Start Continue View		Start Continue	View	Calculate	Receipts	Aging	Ledger

- Select the existing words that you no longer plan to use. You may hold 'ctrl' or 'shift' on your keyboard to select several at once. Right-click on your selection and choose "Move" from the options that appear.
- Scroll to an open area near the right side or bottom of your screen and click to place the 'old' words out of the way (it is important not to delete or overwrite them).
- Choose the existing word with the most similar meaning to the new word that you would like to use, and right click on it. Choose "Copy/Auto-set" from the options that appear. The illistrations below (Created by USTIRG; Last revised July 2021) may be helpful when identifying which words to use.





- Right-click in an empty cell where you would like to place your new word and select "Paste" from the options that appear.
- When the *Auto Set* box appears, choose "Auto Set" from the bottom. This will automatically place your new word into the same tasks, reports, and MDS triggers that the original word was in.

Auto Set		?	×
	Section/Topic/Word	x	Y
Mentor Word Actual Word	Physician Orders / Diet/Supplement / Clear Liquid Physician Orders / Diet/Supplement / Clear Liquid	AB AB	AE AZ
	Back Auto Set Custom Set	<u>C</u> an	cel

• Once your new word has been created, double-click on it. This will open the *Word Properties* screen.

Word Properties [Physician Orders / Diet/Supplement / Clear Liquid]									
Options Text Control Word Control Values Calendar Sign Write Action Accounts	Send Compare A								
Short Name Clear Liquid Value Long Name	Picture Add Remove								
Use Defaults Button Shading)								
Fixed Width 82 Image: Conter Alignment Fixed Height 24 Image: Conter Alignment Right Alignment Right Alignment									

- Remove the old name from the box next to "Short Name" and replace it by typing in the new term.
- Complete the same steps for remaining words.