Icon Descriptions

ECS may navigate in three different ways and a combination of these methods may be utilized as well. The three ways to navigate throughout ECS is via the icons accessed on the toolbar, utilizing the American Data – ECS dropdown menu, or through easy access screens. Not all icons below will be displayed for each user as the available icons depends on the user group rights.

Below is a description of each of the icons located on the Toolbar.

Hide	This icon will hide the screen that is showing. An abbreviated authorization screen will appear where only the user who used "Hide" will be able to log back in using their password. This feature is used if needing to leave the screen for a short period of time and wish for no one to be able to access or view the screen. This is a HIPAA complaint method for hiding user's work. Any work that is in progress will remain until the user logs back into ECS. However, keep in mind that no other user can login to ECS while it is on the hide screen, so do not utilize this feature on shared devices.
Easy	This will open the Access screen linked to the user group's setup. It acts a central dashboard for all the tasks the user needs to be able to complete in ECS. Access screens may be customized for each role within the facility. For example, a nurse manager's screen would appear different than a HUC's access screen. The Access screens must be setup at the facility before a user can utilize them.
Setup	This allows users who have rights to the behind-the-scenes setup of ECS. The system is setup on a three-dimensional grid (like a spreadsheet) and users can create their own menus of words and phrases that can be used to document notes. This allows the user access to the word grids so setup changes may be made.
ID	This opens the Demographics screen. Everything that is written in the system must be done after selecting a Client, Vendor, or Provider. To add or edit the demographics of a Client, Vendor, or Provider; click onto this icon. Client is utilized for the clients, residents, or inmates that are being served by the facility. Vendor is utilized for tracking of all vendors in the Accounts Payable module. Provider is utilized for tracking of all employees at the facility. This allows a facility to utilize the Human Resources module in ECS.
Write	Click this icon to open the Write screen which is utilized to document notes into the medical record. A screen will load allowing a user to

	either select More > Tasks or Topic to determine where they would like to document their note.
Triggers	This icon opens a documenting screen which allows for a different way of determining which topics may need to be addressed on a resident. Triggers can be setup to suggest care plans or to track the admission assessment requirements more easily.
Automatic	This presents the user with three options: Do automatic triggers, Write multiple names, or batch writing. Do automatic triggers allows for any automatic triggers (that search for charting and if its missing will automatically enter documentation on the resident's record) to be selected and run. Write multiple names allows for an entry to be made that documents on all selected clients. This can only be done on clients who have the exact same entry to be made. This works well for activity attendance, admission standing orders, or annual vaccination entries. Batch writing allows a user to select a group of clients with the same type of entry, but with a slight variation within the entry to document it more easily. For example, if a billing personnel is documenting each resident's social security checks. Each resident has a check, but the amount varies.
Sign	This opens the Electronic Sign screen, which is used most for MARs, TARs, and To Do Lists. Some facilities may also utilize this option for CNA flowsheet charting.
Schedule	This feature allows for scheduling of providers' work schedules or clients' appointments. This schedule is not to be utilized for employee scheduling.
To Do	This is a legacy icon that was utilized for managing a list of tasks for staff. This has now been updated and is managed via the Sign icon in the to do list tasks.
Calculate	This icon will open the clinical calculator. This is used most frequently for dietary calculations such as BMI or BEE.
View	This opens the view screen allowing for users to investigate the record and view documentation. Once in this screen a user must select either Topic or Tasks to determine what they would like to view. Once all data is selected, the user will need to click "Go" to view the information. This is also the screen utilized for editing entries.
Graphs	This opens a list of all the graph reports available to the user.
Reports	This opens a list of all the reports available to the user. This may include face sheets, care plans, diagnosis lists, nurses' notes, vital sign reviews, etc.
Calendar	This opens a list of all the calendar reports. Calendars display "events" for each day of a selected period. These reports are used frequently in the accounts receivable module to tie out requirements prior to completing billing.
Start	This option allows the user to start a new MDS assessment.

Continue	This option allows the user to continue an MDS assessment that is in progress.
View	This option allows the user to view an MDS assessment, whether it is in a held status or has been completed.
Start	This option allows the user to start a new form (i.e., MDS-RCA for the state of Maine).
Continue	This option allows the user to continue a form that is in progress.
View	This option allows the user to view a form, whether it is in a held status or has been completed.
Calculate	This will open the Calculate screen which is utilized to produce the billing for each client.
Receipts	This will open the Receipts/Adjustments screen. This is used to process payments received. Billing needs to first be completed via the Calculate icon before charges will display in this screen.
Aging	This icon is used to view invoices produced by the system and to look at aging accounts that have a history beyond the current billing period.
Ledger	Open this icon to look at transactions during a time period.
Checks	This icon will open the Payables/Adjustments screen and is used to start the process of posting payments.
AP Aging	Use this icon to view invoices whose payments have been cleared.
Journals	Click this icon to view the journal reports.
Forms	Click this icon to open the financial form selection screen. There are multiple different form types available including UB04, 1500 (08/05), and 1500 (2014).
Electronic	Click this icon to create an electronic claim file of one of the form types generated in the Forms icon.
Reports	This opens a list of all financial reports available to the user. This may include self-pay bills, charges documented vs. posted, cash posted, and billing summary reports.