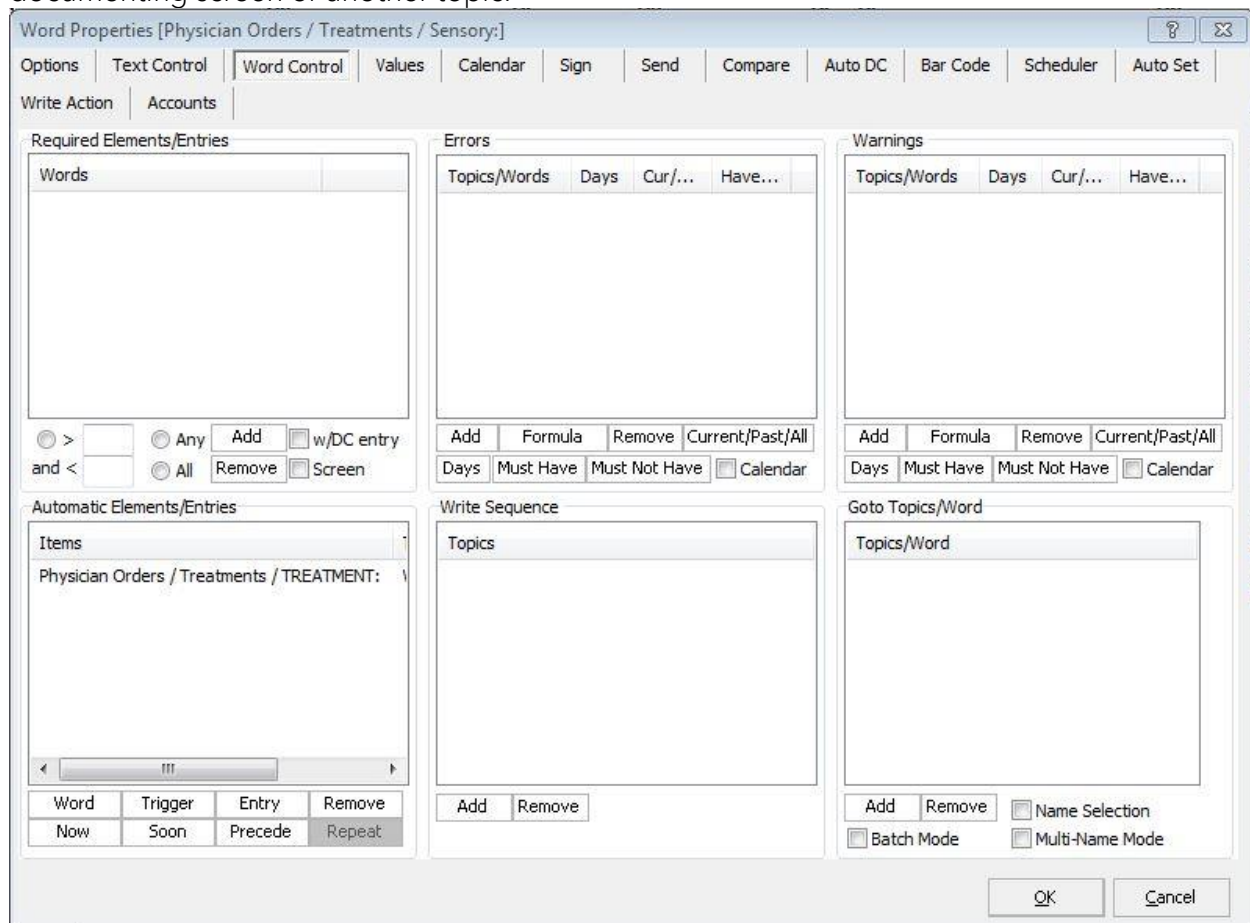


Word Properties – Word Control

Word Properties – Word Control tab

The Word Control tab allows words in the system to control the documentation process. A word can require the use of other word(s) in the same entry. A word in an order can be setup with errors or warnings based on formulas or the use of other word(s). Words can be setup to automatically document items within the same topic or in other topics, to flip users to other topics for documentation upon saving their entry, or to jump users to another area of the documenting screen or another topic.



The screenshot shows the 'Word Properties' dialog box for 'Physician Orders / Treatments / Sensory:'. The 'Word Control' tab is selected. The interface includes several sections for configuring word properties:

- Required Elements/Entries:** A list box for 'Words' with controls for '>', '<', 'Any', 'All', 'Add', 'Remove', 'w/DC entry', and 'Screen'.
- Errors:** A list box for 'Topics/Words' with columns for 'Days', 'Cur/...', and 'Have...'. Controls include 'Add', 'Formula', 'Remove', 'Current/Past/All', 'Days', 'Must Have', 'Must Not Have', and 'Calendar'.
- Warnings:** A list box for 'Topics/Words' with columns for 'Days', 'Cur/...', and 'Have...'. Controls include 'Add', 'Formula', 'Remove', 'Current/Past/All', 'Days', 'Must Have', 'Must Not Have', and 'Calendar'.
- Automatic Elements/Entries:** A list box for 'Items' showing 'Physician Orders / Treatments / TREATMENT:'. A table below lists 'Word', 'Trigger', 'Entry', and 'Remove' options:

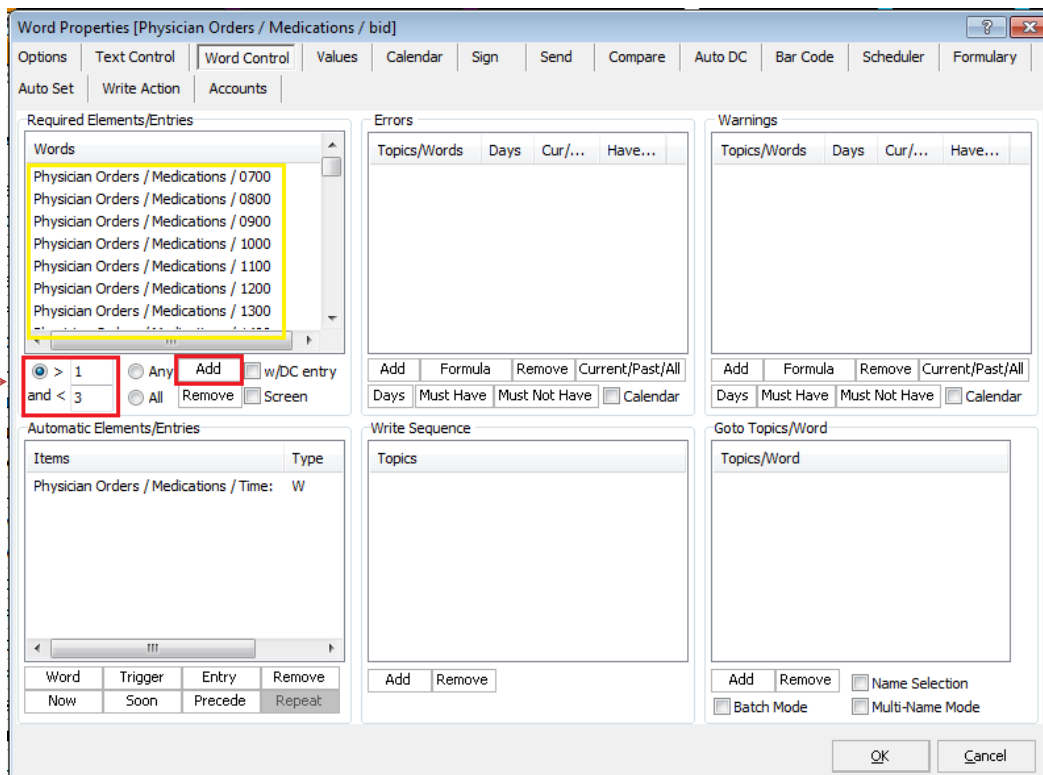
Word	Trigger	Entry	Remove
Now	Soon	Precede	Repeat
- Write Sequence:** A list box for 'Topics' with 'Add' and 'Remove' buttons.
- Goto Topics/Word:** A list box for 'Topics/Word' with 'Add', 'Remove', 'Name Selection', 'Batch Mode', and 'Multi-Name Mode' options.

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.

Required Elements/Entries

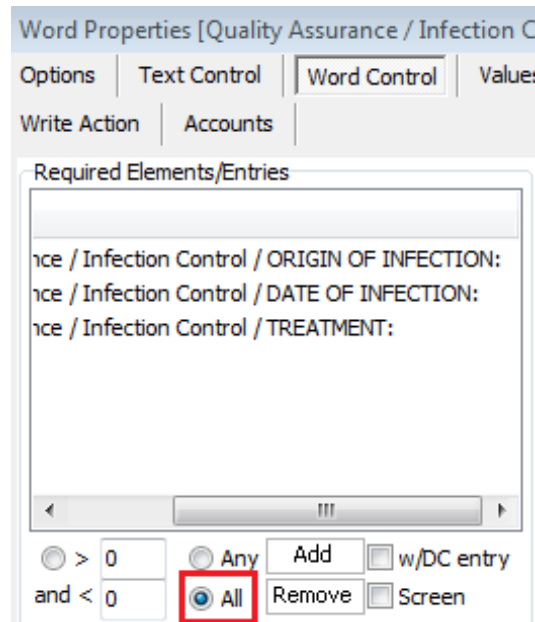
This box will display the words you have selected to be required when a specific word is charted. You can add or remove words from the required words list by clicking the buttons underneath. Required information may be dependent upon what has been documented. For example, when writing a medication order for Tylenol to be taken twice a day, the user is required to select two times from the list because the word "bid" has two times required in its setup. When writing an order for Tums to be taken four times per day, the user is required to select four times from the list because the word "qid" has four times required in its setup. Use the **Add** and **Remove** buttons to add/remove words to/from the list.

- Use ">" and "<" to define how many of the listed words are required (e.g. >1 and <3 would establish that two of the listed words are required). OR



The screenshot shows the 'Word Properties' dialog box for 'Physician Orders / Medications / bid'. The 'Required Elements/Entries' section is active, displaying a list of words. The 'Any' radio button is selected, and the 'Add' button is highlighted. The 'and < 3' option is also visible. The 'Automatic Elements/Entries' section shows 'Physician Orders / Medications / Time: W'.

- Choose "Any" or "All" to establish any of the listed words be used OR all the listed words be used, as required. For example, when documenting an infection, on the site word for "eye" it is requiring that the origin, date of infection, and treatment ALL also be documented in the same entry.



- Select the **w/DC entry** checkbox to require a word be documented upon discontinuing an entry, such as a reason for discontinuing a physician order.
- Select the **Screen** checkbox to allow adding words above that are either "entry break" words or would presumably be written in a separate entry as the selected word when documenting on the screen. It means that one word can require the use of other words even if those words will be in a different entry. Example: The word "Admitted from" and "Discharged to" can be set to require that "Occupancy Status" also be documented, even though the occupancy will be saved as a separate entry.

Errors

Contraindication errors are designed to prevent words from being documented that would directly contradict another word previously documented. They can also serve the purpose of not allowing certain documentation to be saved unless other documentation has occurred first or not at all.

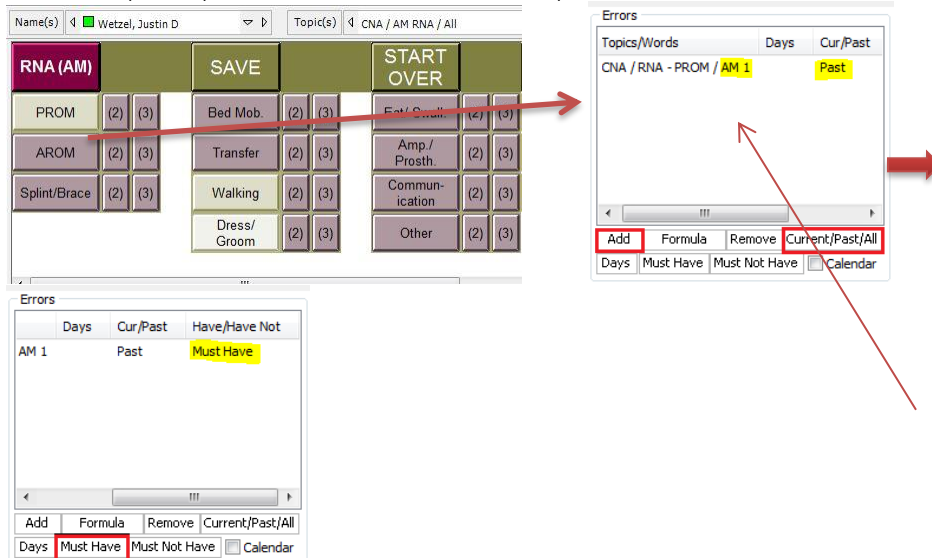
Some examples of these include: not allowing a medication order with a route of "by mouth" to be saved on a resident that has "NPO" documented as their diet; not allowing CNAs to document restorative minutes on residents who do not have a restorative plan; allowing a medication order to save only after all requirements have been met for facilities using a Script interface.

- Use the **Add** button to add topics and/or words to the list. Use the **Remove** button to remove topics, words, or formulas from the list.
-
- Use the **Formula** to create/link a formula to require certain conditions.
-
- Use **Days** to designate the number of days to search for data.

- Use **Current/Past/All** to define whether the error should look at the current entry, a past entry, or the entire record.
-
- Use **Must Have** and **Must Not Have** to define whether another word should or should not appear in the record.
-
- Use the **Calendar** checkbox if the word being used needs to also be on the Calendar, for example, an “in-house” occupancy status.

Example: CNA Restorative buttons

For CNAs to document and save restorative minutes, a plan for the specific restorative area must be written for the corresponding shift. Focusing on the PROM word (first AM option) in the AM RNA topic, the Errors box is setup to require that the “AM 1” word from the CNA/RNA-PROM topic is present (Must Have) in the past documentation (Current/Past).



The screenshot shows the RNA (AM) interface with buttons for PROM, AROM, and Splint/Brace. The Errors box is configured with the following settings:

Topics/Words	Days	Cur/Past
CNA / RNA - PROM / AM 1		Past

Buttons: Add, Formula, Remove, Current/Past/All
 Days: Must Have, Must Not Have, Calendar

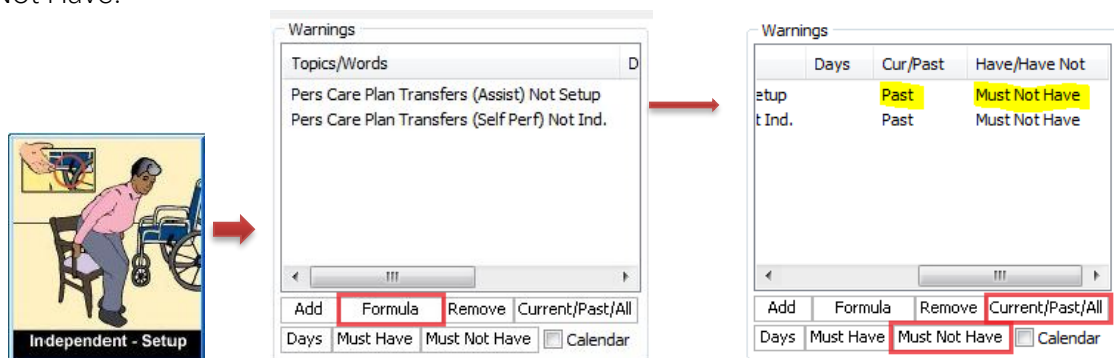
RNA/ PROM	Order	Reps	Freq.	Shift	Days/Wk
PASSIVE ROM:					
RUE	LUE	5 reps	1x/day	AM 1	1 x / wk. Sunday
RLE	LLE	10 reps	2x/day	AM 2	2 x / wk. Monday
Neck	Shoulder	15 reps	3x/day	AM 3	3 x / wk. Tuesday
R Wrist	L Wrist	20 reps	4x/day	PM 1	4 x / wk. Wednesday
R Hand	L Hand		5x/day	PM 2	5 x / wk. Thursday
Fingers			6x/day	PM 3	6 x / wk. Friday
R Ankle	L Ankle		7x/day	NOC	every day Saturday
R Elbow	L Elbow				
R Knee	L Knee				
R Hip	L Hip				

Warnings

Contraindication warnings are very similar to errors in that they are designed to prevent words from being documented that would directly contradict another word previously documented, however a warning provides just that - a warning, and the user can override the contraindication, where with an error they cannot. (See Errors for setup information)

Example: CNA ADL charting

When CNAs document assistance levels for daily ADL charting, if a resident is care planned to need assistance at a different level than what is being charted, a contraindication warning will pop up and the entry can still be saved if desired. The example below is set-up like the error example above, only using a formula looking at items from the care plan and being set to "Must Not Have."



The diagram illustrates the configuration of a warning. It starts with an icon for 'Independent - Setup' showing a person in a wheelchair. An arrow points to a 'Warnings' dialog box. The dialog box contains a list of topics/words: 'Pers Care Plan Transfers (Assist) Not Setup' and 'Pers Care Plan Transfers (Self Perf) Not Ind.'. Below the list are buttons for 'Add', 'Formula', 'Remove', and 'Current/Past/All'. The 'Formula' button is highlighted with a red box. An arrow points from the 'Warnings' dialog box to a table showing the warning configuration.

Topics/Words	Days	Cur/Past	Have/Have Not
etup		Past	Must Not Have
t Ind.		Past	Must Not Have

Below the table is a control bar with buttons for 'Add', 'Formula', 'Remove', and 'Current/Past/All'. The 'Current/Past/All' button is highlighted with a red box. Below the control bar are checkboxes for 'Days', 'Must Have', 'Must Not Have', and 'Calendar'. The 'Must Not Have' checkbox is checked and highlighted with a red box.

Name(s) Yankee, David H Topic(s) CNA / AM Transfers / All

DEVICES SAVE START OVER

None Walker Gait Belt Slide Board Trapeze

ECS

The word: Independent with Setup is potentially contraindicated with the following formula(s):

Pers Care Plan Transfers (Assist) Not Setup
 Pers Care Plan Transfers (Self Perf) Not Ind.
 Do you wish to save anyway?

Yes No

AM TRANSFERS ASSISTIVE DEVICE(S): In w:

Name(s)	Topic	Tasks	Date From	Date To	Control	Go	Edit	Next	Full	More...
Yankee, David H	07/18/1971	46 Yrs	M	Site 1	East	104-1				
08/2017	09:44AM	JEK	TRANSFER: with the help of 1 person not bearing my weight transfer me with a gait belt							

Automatic Elements/Entries

Words, triggers, and/or entry tasks can be linked to this area to automatically document or run when users document the word in an entry. For example, a fall could trigger for a temporary care plan to be automatically written on a resident and automatically write an order for follow-up charting on the To Do List.

- Click on **Word** to add a word, **Trigger** to add a trigger, **Entry** to add in an entry task, and **Remove** to remove a highlighted item from the setup.

Automatic Elements/Entries

Items

- Nurse Charting / Falls and Incidents / INCIDENT
- Nurse Charting / To Do List / INCIDENT FOLLOW
- Nurse Charting / To Do List / am
- Nurse Charting / To Do List / pm
- Nurse Charting / To Do List / noc
- Nurse Charting / To Do List / x 3 days
- TCP Pers. (Falls)

Word Trigger Entry Remove

Now Soon Precede Repeat

- Use **Now/Soon** to determine whether the automatic documentation is to occur immediately (now) or upon saving the entry (soon). Words from other topics and triggers may only be set to "Soon." Only words from the same topic may be set to either "Now" or "Soon."

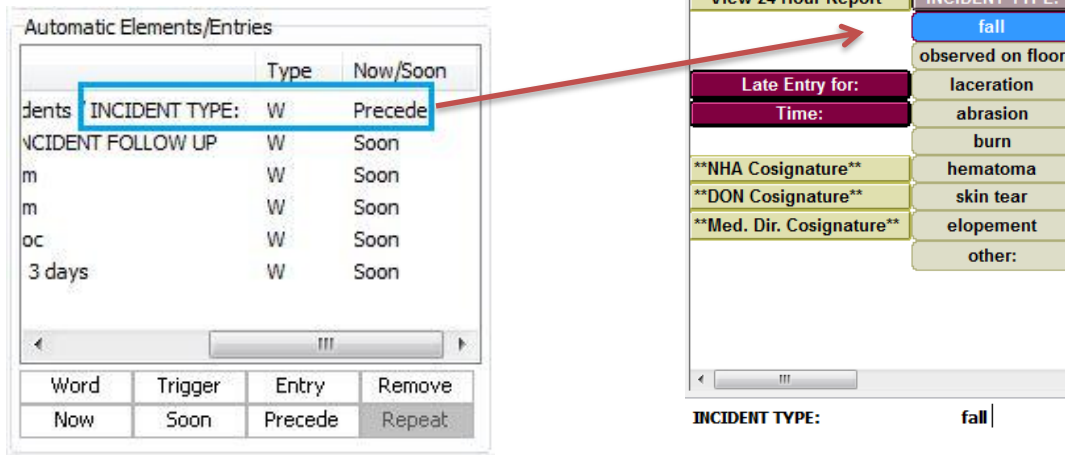
Incidents / INCIDENT TYPE: W Precede

st	INCIDENT FOLLOW UP	W	Soon
st	am	W	Soon
st	pm	W	Soon
st	noc	W	Soon
st	x 3 days	W	Soon
		T	Soon

Word Trigger Entry Remove

Now **Soon** Precede Repeat

- The option **Precede** allows linked words to document BEFORE the designated word (the word that the setup is in). For example, the canned phrase "fall" could be set up with the header word "INCIDENT TYPE" set to Precede when documented. This decreases the instances where users forget to document the header or "question" word and allows for faster documentation.

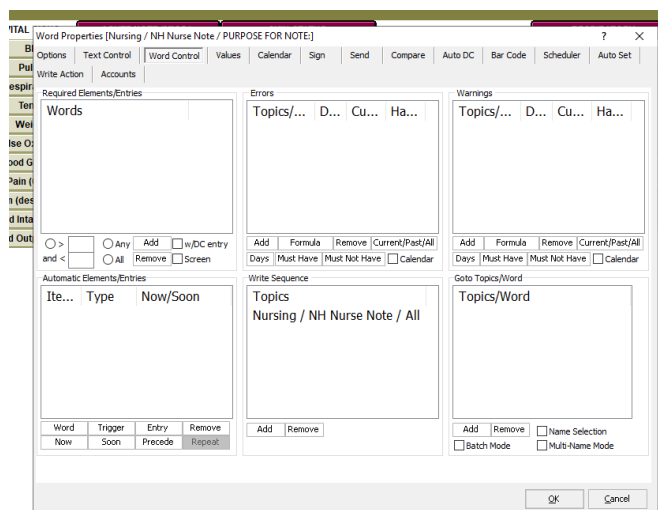


- Click **Repeat** so that any time the word is clicked on, the Precede word will document. This can be useful when documenting certain assessments or entering in certain orders where each item needs to be listed separately. For example, when an OT treatment plan is documented, if more than one treatment is needed, they will just list consecutively, however if Precede/Repeat is used, each treatment will be separate.

Write Sequence

Topics can be linked/sequenced to flip on Sign from one topic to the next. For example, PRN Analgesics could have Pain Assessment in the Write Sequence. This would present the Pain Assessment topic to the user every time he or she documented in the PRN Analgesics topic.

- Click on **Add** to add a topic, navigate into the **Tab** and select the **Topic**. Repeat the process if you want to have a second or third topic.



Go To Topics/Word

Words with this Goto property are used as quick buttons for navigating the user through the Write Screens. The use of GoTo topics/words decrease the amount of in-screen scrolling. Goto topics/words take the user to the designated coordinates in the word grid. Whichever GoTo item you select will display in this box. You can Add or Remove an item from the list by using the buttons below. For example, in the PHQ-9 Assessment and your resident can not answer the questions there is a button that says staff assessment. If you click on the staff assessment button it jumps to the staff assessment instead of having to scroll.

- Click on Add, navigate to the Tab, select the topic you want to GoTo and OK.
- Click on Add, navigate to the Tab, select the topic and double-click into the topic to link a word you want to goto.

