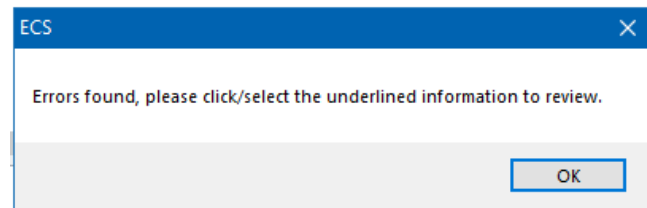


Word Properties – Required Words

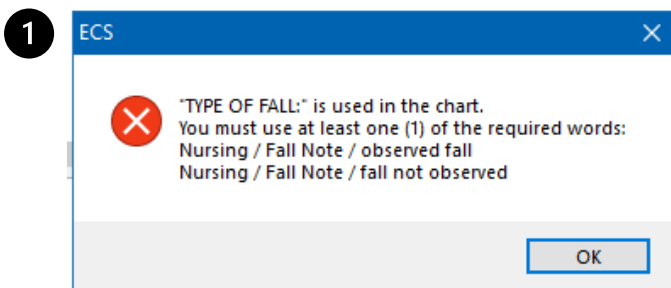
Why can't I save my entry?

In ECS you may attempt to save an entry and be presented with one of the following errors. This document will help you to understand the error and adjust either charting or word setup so that your entry can be saved.

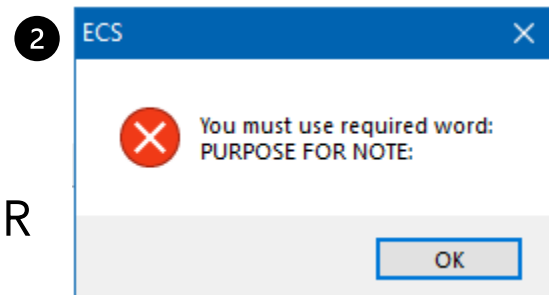
Upon saving an entry with unmet requirements, ECS will first let you know that there is a problem:



Upon clicking the underlined word in the entry, you will get a more specific picture of what the issue is. There are 2 error formats that can be caused by unfulfilled word requirements:



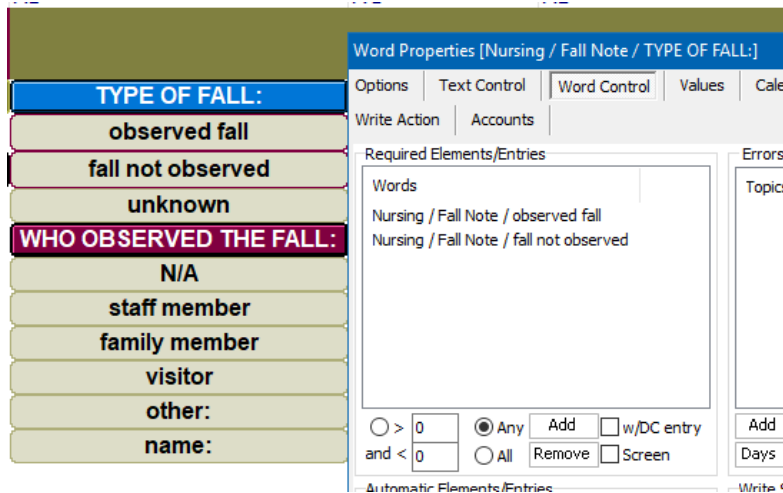
OR



If your error looks like #1 above:

- First, verify your documentation. In example #1, the facility has required that if the word "TYPE OF FALL" is used, the user must also document if the fall was observed or not observed. If one of these options is appropriate and you have omitted it, simply add the appropriate word to your entry and click "save."
- If none of the options listed are appropriate, or they do not make sense, some setup changes may be necessary:
- To make adjustments, click "Toolbar" at the top of your screen, and then choose "setup." This will open your current write screen in "setup" mode, so that changes can be made.
- Locate the first word in the error on your screen. In this case, it would be "TYPE OF FALL."

- Double-click on this word to view its' properties, and then choose the "word control" tab at the top of the Word Properties box.
- The top left box on the Word Control screen is labeled "Required Elements/Entries" and is in control of requirements for that word.



- In this example, the word "TYPE OF FALL" requires the use of either "observed fall," or "fall not observed" in the entry. However, if we look to the left at the available options, we see that "unknown" has been added as an option. In this case, if a user clicked on "Unknown" and did not use either of the other options, they would get an error when trying to save, as the requirement would not be met.
- To repair this, choose the "Add" button from just below the box, and select the word "unknown" to add it to the list of acceptable options.
- You should also verify the following options while you are here.
 - Any - Placing the radio button next to "Any" will allow any of the options included in the box to satisfy the requirement.
 - All - Placing the radio button next to "All" will require that the user uses all of the listed word buttons in their entry (most commonly used if the facility wants to require that several heading words are included in a note).
 - > and < - Placing the radio button next to "greater than" will force a user to select a certain number of responses that is more than the top number and less than the bottom number (this is used for a medication given twice per day, to force a user to choose at least 2 administration times, but not more than 2).
 - w/DC entry - A check here will require that these words are used when an entry is discontinued (such as requiring a reason when a med is discontinued)
 - Screen - A check here will allow you to require responses that are separated from the question word by an entry break (contact clinical support for assistance with this option).

If your error looks like #2 above:

- First, verify your documentation. If the word listed in the error is available on your screen and appropriate to your entry, you may add it to your note and save the entry. If not, continue the following steps.
- At the top of the screen, click on "Toolbar" and then "Setup," to open the write screen that you are looking at in "setup" mode.
- Find the word that is listed in your error.
- Double-click on it to open the "Word Properties" screen.
- In the list of choices on the right side of the box, there is one called "Required."
Uncheck this box and click "OK."
 - Required - This checkbox means that anytime that an entry is written in this topic, it must contain this word. This property is less commonly used, as it will cause issues if you utilize hybrid tasks or writebacks that only write specific words in the topic. It is only appropriate if the word is truly to be used every time that a user documents anything in this topic.

Notes

- If setup changes are necessary, you will need to reload the topic and then re-write your entry for changes to take effect.
- This handout addresses the most common issues with word requirements. If your issue has not been addressed here, please reach out to clinical support at clinical@american-data.com or 800-464-9942.