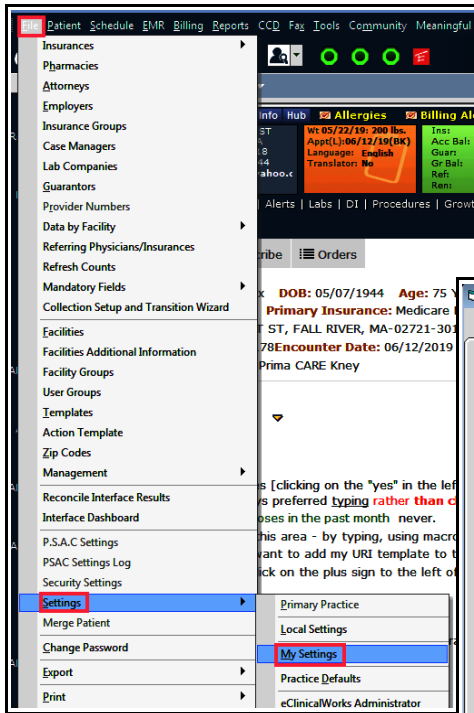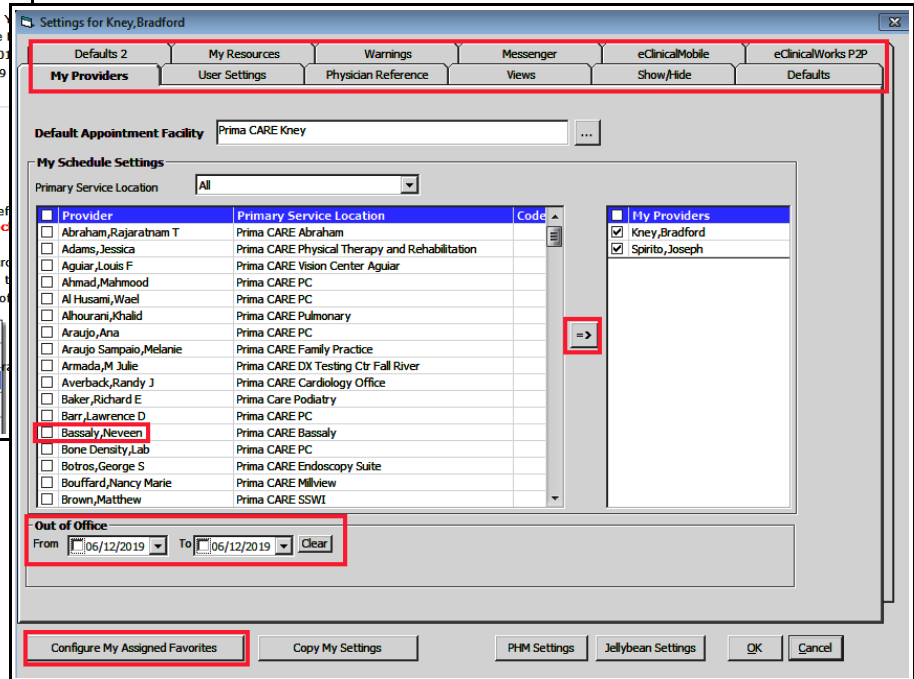# Adding and Changing User Settings in ECW 11

There are many settings in ECW 11 that can be individualized by the user. To get to these settings pages, choose File → Settings → My Settings. As you can see, there are 12 tabs in "My Settings", each with many options.


From the "My Providers" screen, you can select providers who you wish to appear in you resource schedule. In this example, check off the box next to Dr. Bassaly, and then move her name into your "My Providers" tab by clicking on the arrow.

In the "My Providers" screen, you can also set a date range for being out of the office. Unfortunately, all this does is provide a warning to other users that you are out of the office when they try to assign a telephone encounter to you. This function does nothing to redirect labs/DI/script requests/clinical messages/assigned documents.
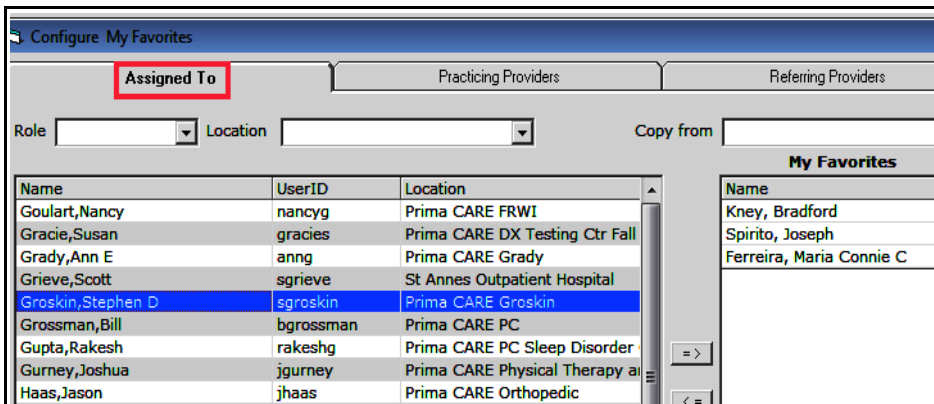

"Configure My Assigned Favorites" opens 3 tabs. The "Assigned To" tab creates a list of people to whom you often assign TE, lab/DI results, and prescription refills. "Practicing Providers" and "Referring Providers" tabs create lists that can be used when faxing (these lists should work for P2P as well, but currently this function appears to be broken).
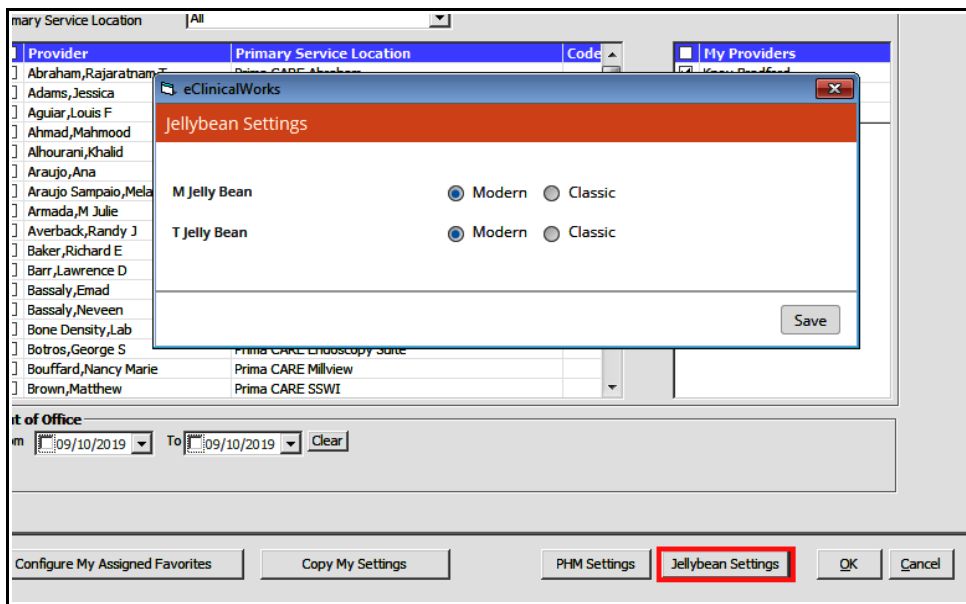
Under "Jellybean Settings", choose the modern view for both the "M" and "T" jellybeans.

Under "User Settings", I suggest setting drug interactions to "Moderate" - any level of drug interactions produces a lot of clinically useless alerts, but occasionally this function has caught an interaction of significance that I had overlooked. So a bit of annoyance balanced against patient safety seems to me to be worth it.
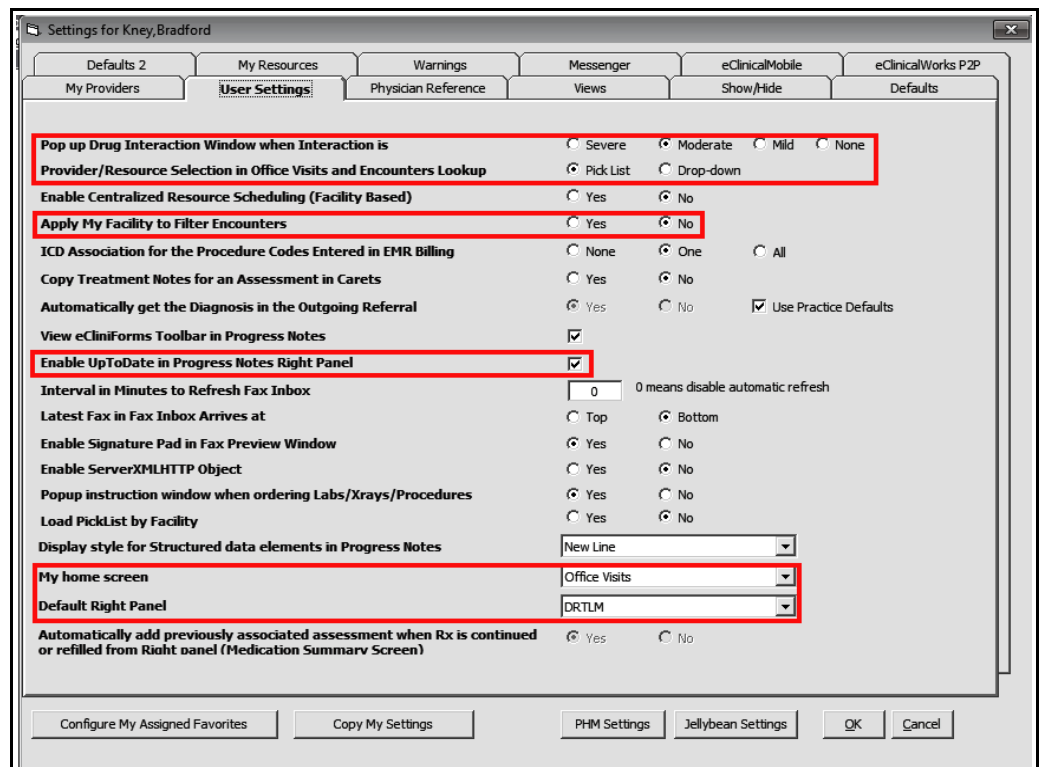
Setting the office visit and encounters lookup choice to "Pick List" makes searches a bit easier.

Set "Apply My Facility to Filter Encounters" to "No" - otherwise you will not be able to see encounters for thousands of patients.

I have yet to meet a provider who does NOT want UpToDate enabled.

Setting defaults for your home screen (the screen that appears when you open ECW) and which right panel is open by default are minor issues – but setting my preferences saves me some clicks. There appears to be a typo in this screen – DRLTA is the name of the tab, not DRLTM.
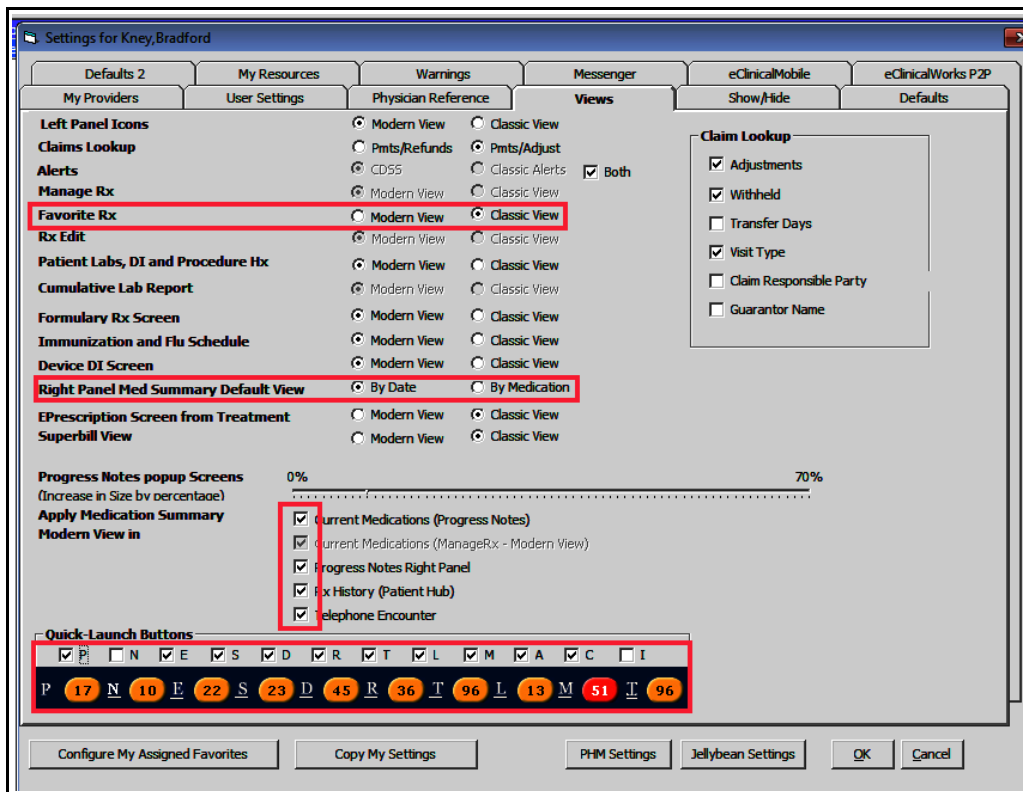
Settings I want to highlight in "Views" include the appearance of the screen for your favorite medications, how the patients medications are sorted in the right panel, and which view you prefer for the medication summary. At the very bottom, you can choose which jellybeans you want to see at the top of your screen.

I suggest hiding custom drug dosages in the "Rx Edit" screen. These are a holdover from when we first started using ECW, and everyone created their own dosages for medications – often not linked to NDC codes. I prefer to see only the Overview Overview, DRTLA, and History tabs in the right panel – some providers like to see their template list there as well. I have never found order sets to be very useful.
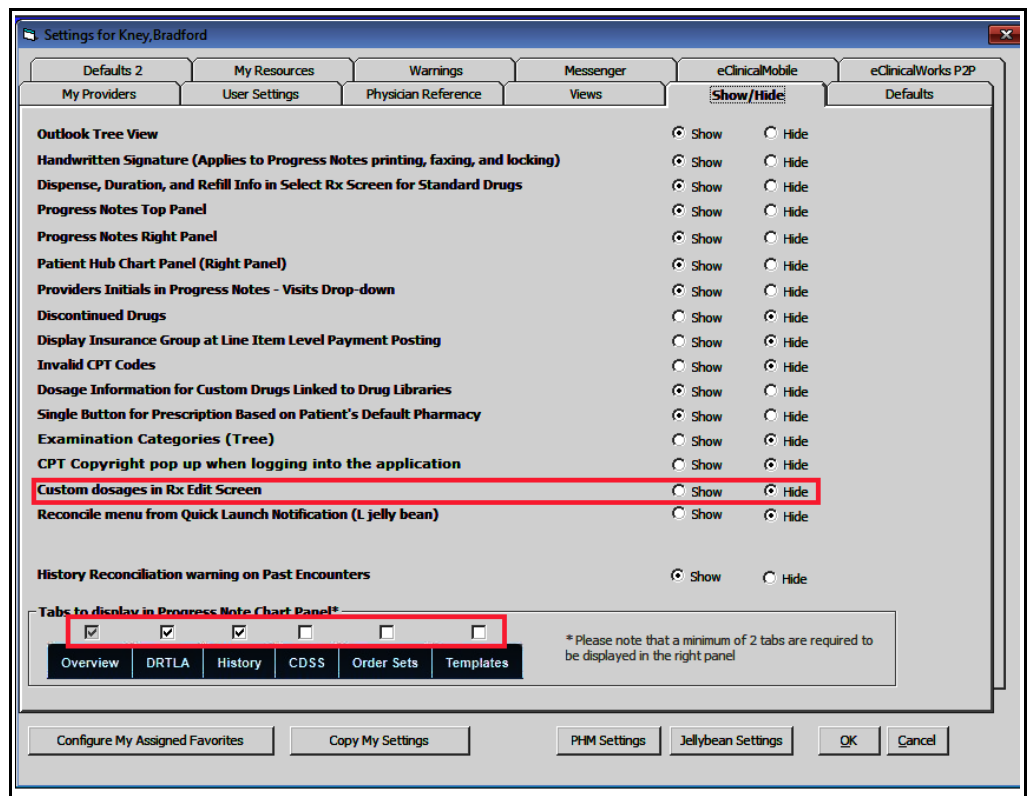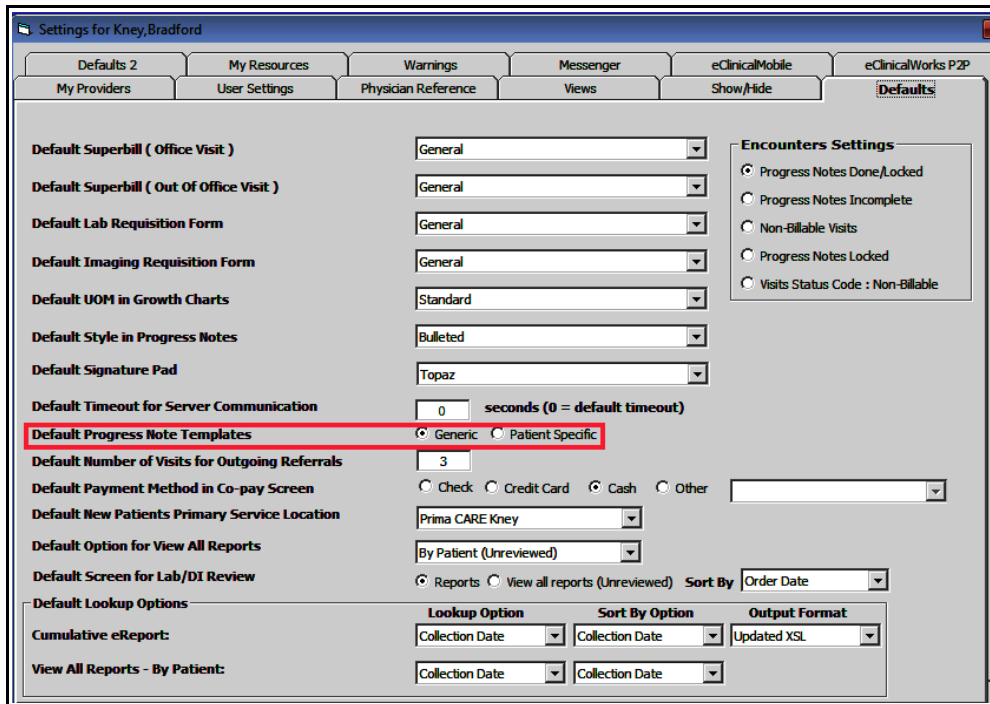
I rarely use patient specific templates – and I use general templates for every visit – so it makes sense for the template screen to default to "Generic".

Under "Defaults 2" there are a few really important settings. ALWAYS default to "Clinical Notes" - I have seen a few providers whose default was "Notes" in the treatment section, so everything they wrote in that area was published to the portal. Use the "Notes" section for instructions for the patient, and the "Clinical Notes"
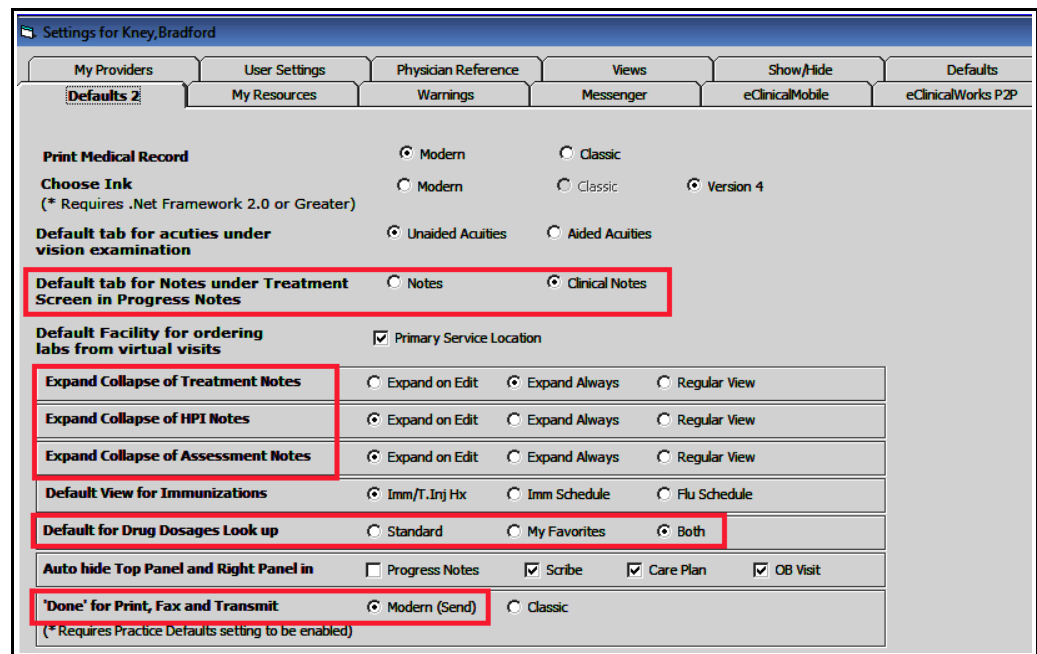

section for your assessment and treatment plan. Expanding or collapsing the views in HPI, assessment, and treatment sections is a personal preference. Try out various options and find the one you like the best. I prefer to see both my favorite medications AND the standard medications when writing prescriptions. The last highlighted item refers to what button you see for sending prescriptions – since most scripts are sent electronically, choose the "Modern (Send)" view.

I don't have any suggestions for the remaining tabs – I have never altered any of the defaults in those areas.
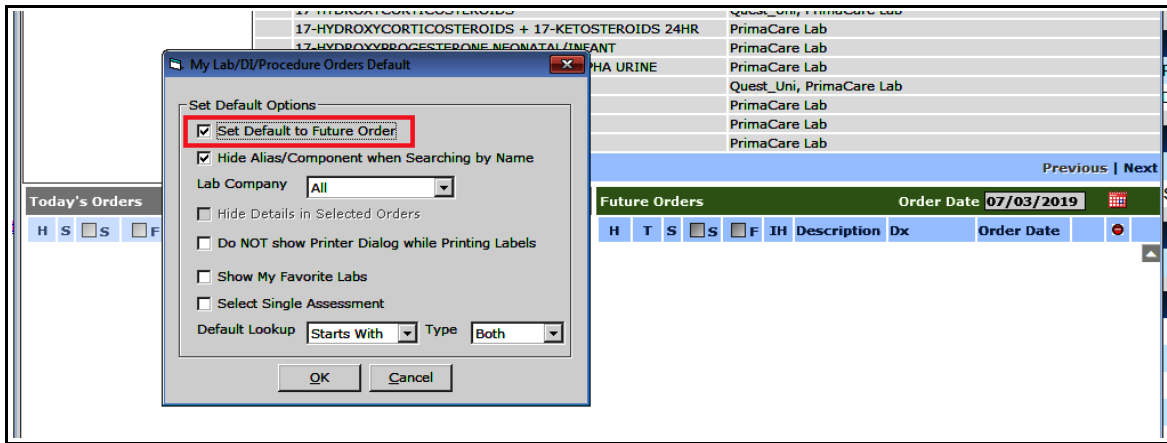
A setting that is important, but not found in "My Settings", is the default area for lab/DI orders. ECW drops lab and DI into "Today's Orders" by default. Change this for both lab and DI to "Future Orders". The workflow established for Prima CARE requires that all lab and DI orders be entered in the "Future Orders" folder even if the order is for the current day.
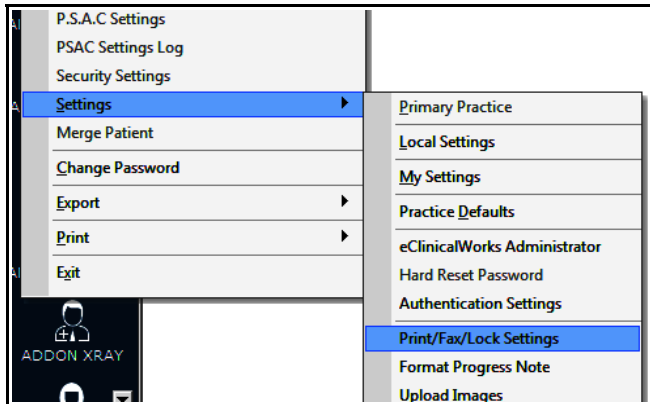
The last setting to check is the Print/Fax/Lock setting. Go to File → Settings → Print/Fax/Lock Settings.

Change all tabs to "Modern I", then hit "Save". You will need to sign in again before this setting takes effect.

Brad Kney, MD
July 8, 2019
updated 9/10/19