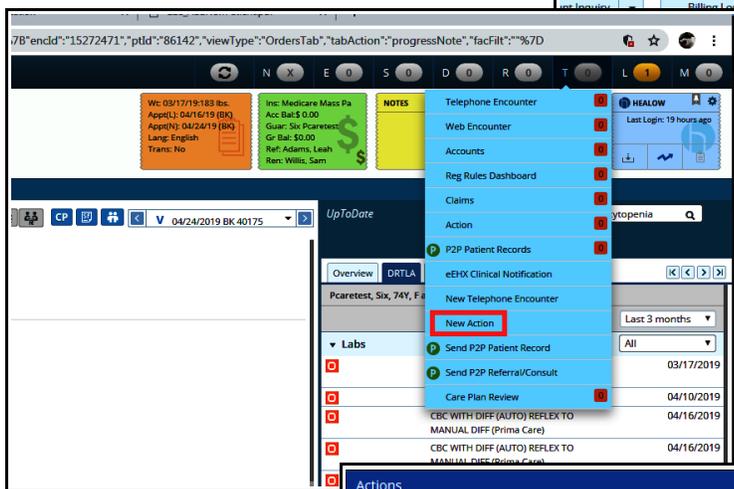
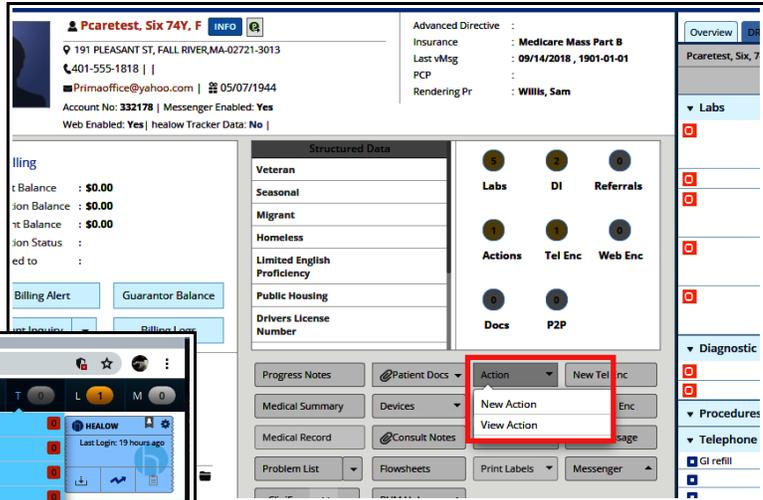


Creating a New Action in ECW 11e

Actions are short messages that can be set to activate now or in the future, or can be set to recur at regular intervals. You can attach patient documents, encounters, and specialty forms to an action.

I know of 2 ways to open an action. The method I use most often is to start from the Hub. The small advantage of this method is that the patient name automatically populates the action.



The second method is to hover over the “T” of the the T jellybean – and choose “New Action”. In this case, you need to search for and add the patient name to the action.

The items marked with a red asterisk are required. The other items do not need to be completed if you choose not to.

Actions

Name* Pcaretest, Six Info Hub

Action Type

Subject*

Created By Kney,Bradford

Creation Date 04/24/2019 08:59:50

Assigned To*

Facility Prima CARE Kney

Start Date 04/24/2019

Due Date* 04/24/2019

Status*

Priority*

Notes

Recurrent Action

Recurrent Action Use existing attachments for recurrent action

Last Due* 04/24/2019 08:59:50

Last Done* 04/24/2019 08:59:50

Recurrent Pattern

Frequency*

Hour(s) Day(s) Week(s)

Month(s) Year(s)

Range of Recurrence

No End Date

End After Occurrences

End by 04/24/2019

1D 2D 3D 1W
2W 3W 4W 5W
2M 3M 4M 6M

Merge Template OK Cancel

Actions

Name* Pcaretest,Six Info Hub

Action Type

Subject* Freetext here or use dropdown

Created By

Creation Date

Assigned To*

Facility

Start Date

Due Date*

Status*

Priority*

Notes

Insurance Demographics

Name

General -testing

Pharmacy Order Call -

Inactive insurance

MVA Action

Miscellaneous

WCOMP Action

result notification

Make Appointment

Referral completed

referral FU

Glucometer readings

Reminder

Self Pay

New Patient

Merge Template

Once the patient name has been entered, the next field to be populated is the subject. You can freetext into the box, or use the dropdown list of options.

Next, assign the action to someone, and add a due date. The due date is the same as the creation date by default, but can be changed to any date in the future.

Actions

Name* Pcaretest,Six Info Hub **Recurrent Action**

Action Type

Subject* Testing

Created By Kney,Bradford

Creation Date 04/24/2019 08:12:16

Assigned To* Kney, Bradford

Facility Prima CARE Kney

Start Date 04/24/2019

Due Date* 05/16/2019

Status*

Priority*

Notes

Recurrent Action

Recurrent Action

Last Due* 04/24/2019

Last Done* 04/24/2019

Recurrent Pattern

Frequency* 0

Hour(s)

Month(s)

Range of Recurrence

No End Date

End After 0

End by 04/24/2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
28	29	30	31	1		

Actions

Name* Pcaretest,Six Info Hub **Recurrent Action**

Action Type

Subject*

Created By Kney,Bradford

Creation Date 04/24/2019 08:12:16

Assigned To* Kney, Bradford

Facility Prima CARE Kney

Start Date 04/24/2019

Due Date* 04/24/2019

Status* In Progress

Priority*

Notes

Recurrent Action

Recurrent Action

Use existing a

Last Due* 04/24/2019

Last Done* 04/24/2019

Recurrent Pattern

Frequency* 0

Hour(s)

Day

Month(s)

Year

Range of Recurrence

No End Date

End After 0

Occ

End by 04/24/2019

The status needs to be set – typically this is set to “In Progress” when the action is started. When the action comes due, and whatever needs to be done is completed, change the status to “Completed” and it will disappear from your T jellybean. Unlike clinical messages, completed actions can easily be viewed at any time in the future.

Actions

Name* Info Hub

Action Type

Subject*

Created By

Creation Date

Assigned To*

Facility

Start Date

Due Date*

Status*

Priority*

Notes

Free text here
Add a timestamp if you need to - Kney,Bradford 04/24/2019 09:28:22 >
Or choose the ellipsis and add a macro or an existing message

Now, type in whatever message you want the recipient to see. You can timestamp this note, and you can also add a macro, or some other previously saved message.

Actions

Action View > Action Notes

Punctuation

Free text here
Add at timestamp if you need - Kney,Bradford 04/24/2019 08:41:56 >
Or choose the ellipsis and add a macro or an existing message

- ANA SILVA
- Appt
- CCM
- Claim with no insurance
- Deceased Patient Notification
- DMC DOT
- DMC No Show Physical Letter
- DMC PPD
- DMC Sports/Work/School Phy
- mary pavao

Actions

Info Hub

Recurrent Action

Recurrent Action Use existing attachments for recurrent action

Last Due*

Last Done*

Recurrent Pattern

Frequency*

Hour(s) Day(s) Week(s)

Month(s) Year(s)

Range of Recurrence

No End Date

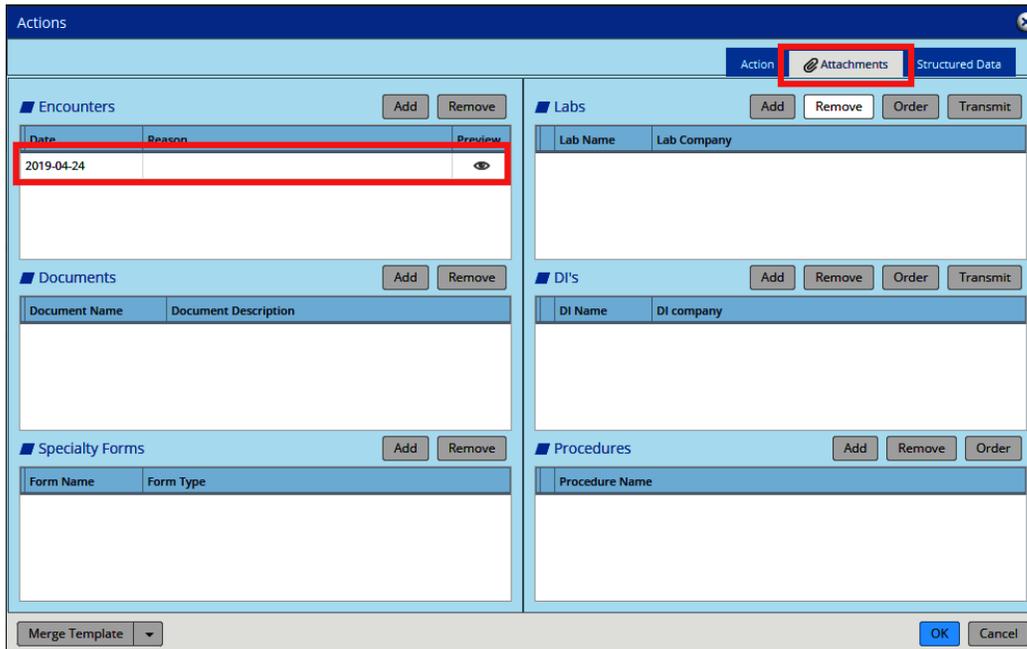
End After Occurrences

End by

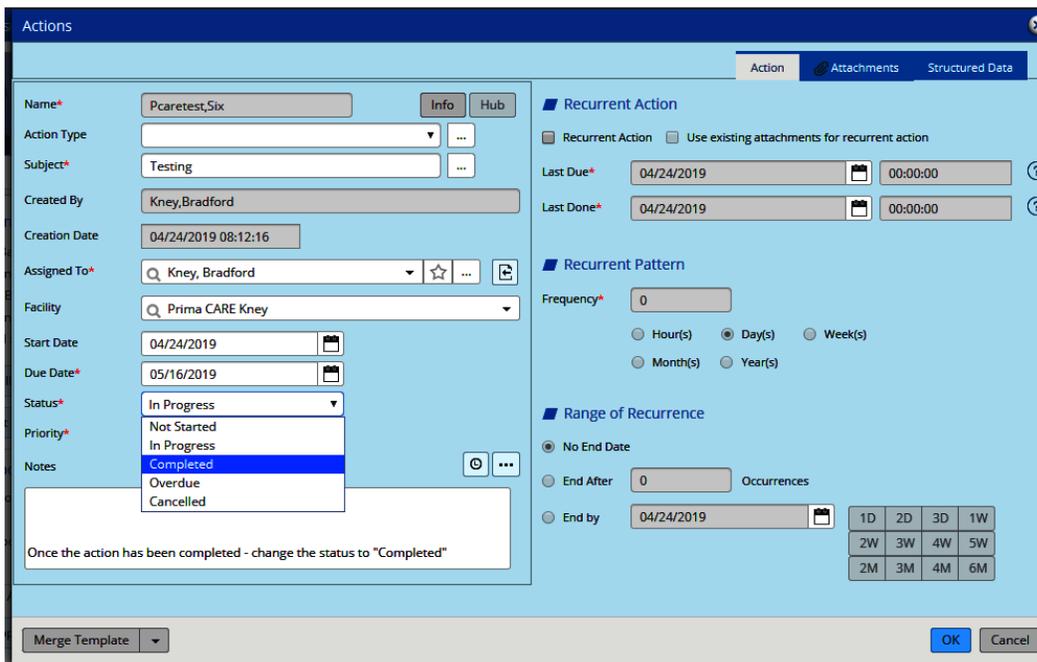
1D	2D	3D	1W
2W	3W	4W	5W
2M	3M	4M	6M

OK Cancel

I don't personally have much use for recurrent actions, but say you have a patient with a volatile INR – you might set up an action to remind someone to make sure that the INR is being done weekly. Or to remind someone to make sure that a patient on clozapine is getting a CBC every week.



Here, I have attached the encounter from 4/24/19 to the action. Clicking on the eye to the right of the encounter date opens a preview of the encounter. I have never done anything with the “Structured Data” tab.



Once you complete the action, it is locked, and no longer shows up in the T jellybean.