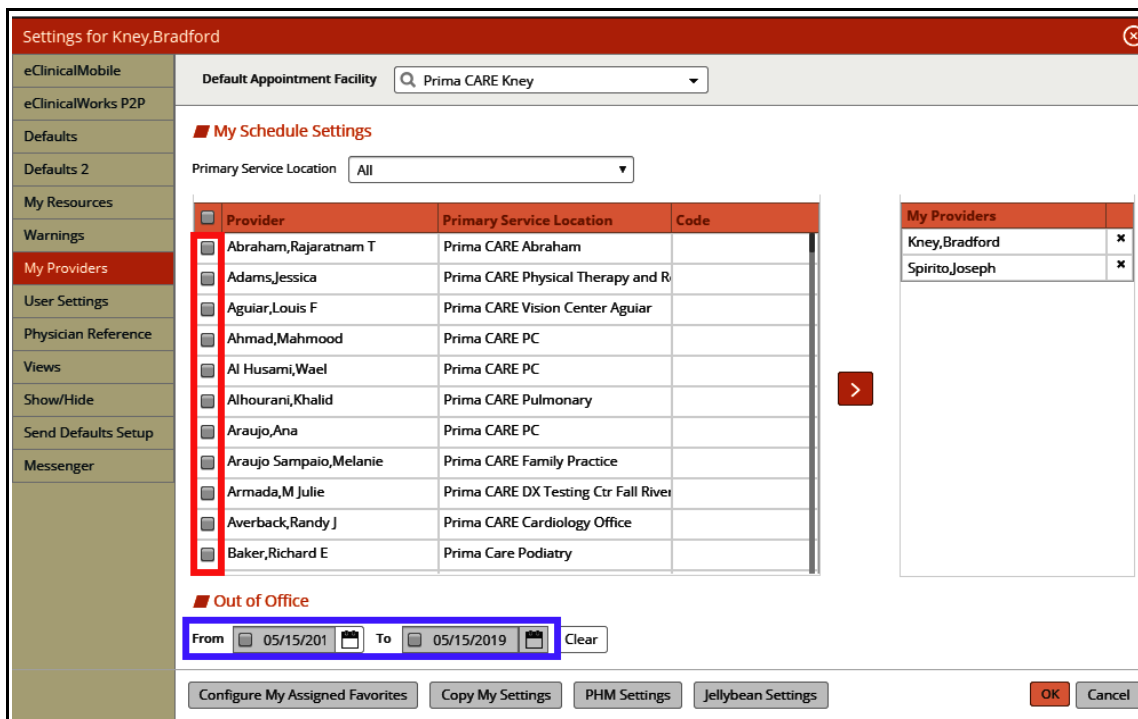
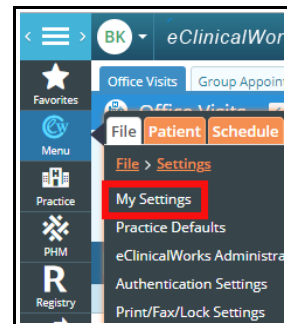


Adding and Changing User Settings in ECW 11e



There are many settings in ECW 11e that can be individualized by the user. To get to these settings pages, click on the 3 white horizontal bars at the top left of the page to open the side navigation bar. Then choose Menu → File → Settings → My Settings.



Each tab of the left navigation bar opens a busy set of options. In the “My Providers” page, you can set the providers with whom you work. You can also sign “Out of Office” for a period of time. When someone tries to send you a telephone encounter, a pop-up will notify them that you are out of the office. If they send you a clinical message, NO pop-up/alert will be given. Labs, X-rays, and prescriptions will still come into your queue – so if you are away, someone needs to check these periodically for results that require urgent attention.

Settings for Kney,Bradford

- Popup Drug Interaction Window when Interaction is: Severe Moderate Mild None
- Provider/Resource Selection in office Visits and Encounters Lookup: Pick List Drop-down
- Enable Centralized Resource Scheduling(Facility Based): Yes No
- Apply My Facility to Filter Encounters: Yes No
- ICD Association for the Procedure Codes Entered in EMR Billing: None One All
- Copy Treatment Notes for an Assessment in Carets: Yes No
- Automatically get the Diagnosis in the Outgoing Referral: Yes No Use Practice Defaults
- Enable UpToDate in Progress Notes Right Panel:
- Latest Fax in Fax Inbox Arrives at: Top Bottom
- Enable Signature Pad in Fax Preview Window: Yes No
- Enable ServerXMLHTTP Object: Yes No
- Popup instruction window when ordering Labs/Xrays/Procedures: Yes No
- Load Picklist by Facility: Yes No
- Automatically add previously associated assessment when Rx is Continued or refilled from Right panel (Medication Summary Screen): Yes No
- Show only billable visits on resource schedule: Yes No
- Show Plug-In Reminder at Login: Yes No

Display style for Structured data elements in process Notes:

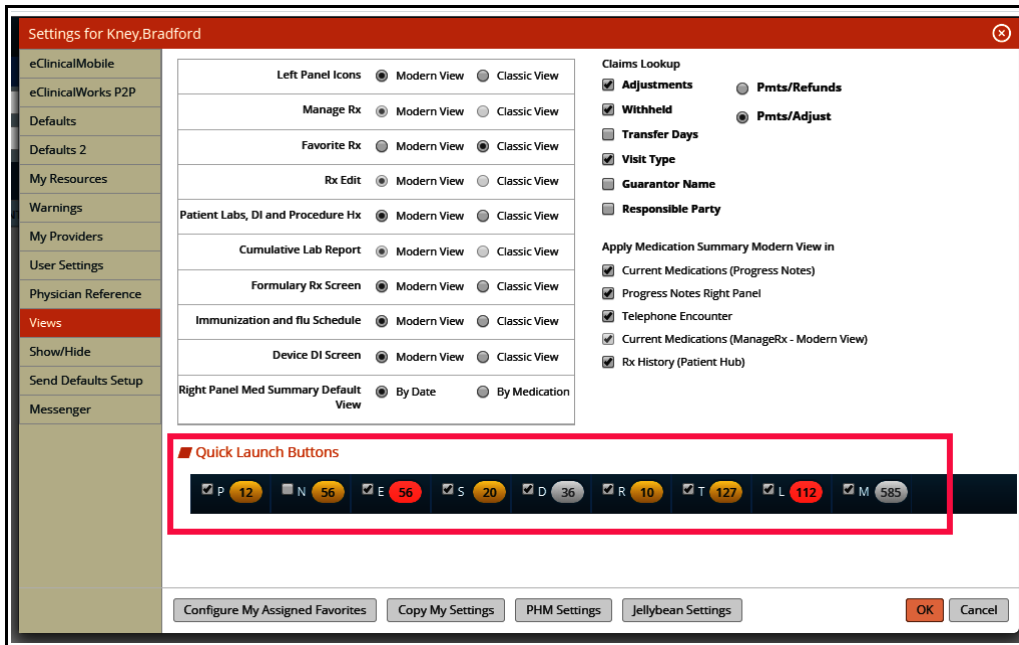
I want to highlight just a few options in “User Settings”:

- **Popup Drug Interactions:** I think moderate is a reasonable setting for drug interactions. Choosing “None” makes it more likely you might miss a significant interaction, especially when a patient is on a medication from another provider with which you are not that familiar.
- **Automatically add previously associated assessment:** If you are seeing a patient for a URI, and he requests a refill of amlodipine during the visit, when you refill the medication, the diagnosis of hypertension (if amlodipine was first prescribed under that diagnosis) will be added to the visit. If you find this annoying, you can change this option to “No”.
- **Show only billable visits:** Some users find it helpful to see cancellations and no shows on the schedule, but others find it distracting. You have the option to show these visits or not.
- **Default Right Panel:** I prefer to see DRTL by default, though many users prefer to see the Overview tab. Use the dropdown list to change your default right panel screen.
- **Configure My Assigned Favorites:** Clicking on this button opens a screen where you can choose favorites for those to whom you assign tasks, for practicing providers, and for referring providers.

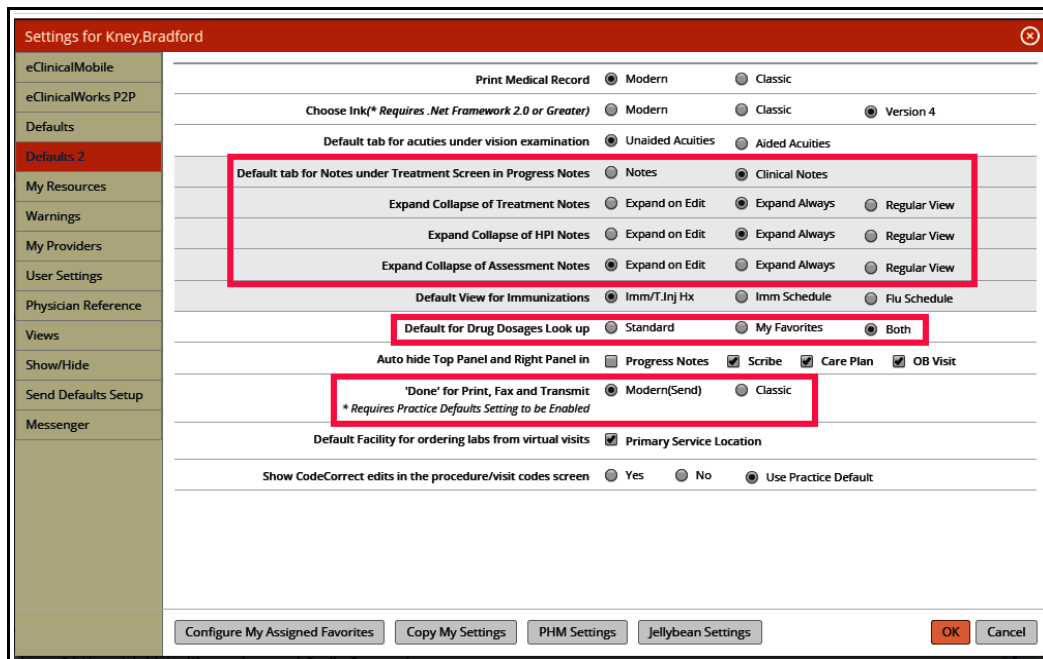
Copy From:

Assigned To | Practicing Providers | Referring Providers

Location	Name
Prima CARE Abraham	Kney, Bradford

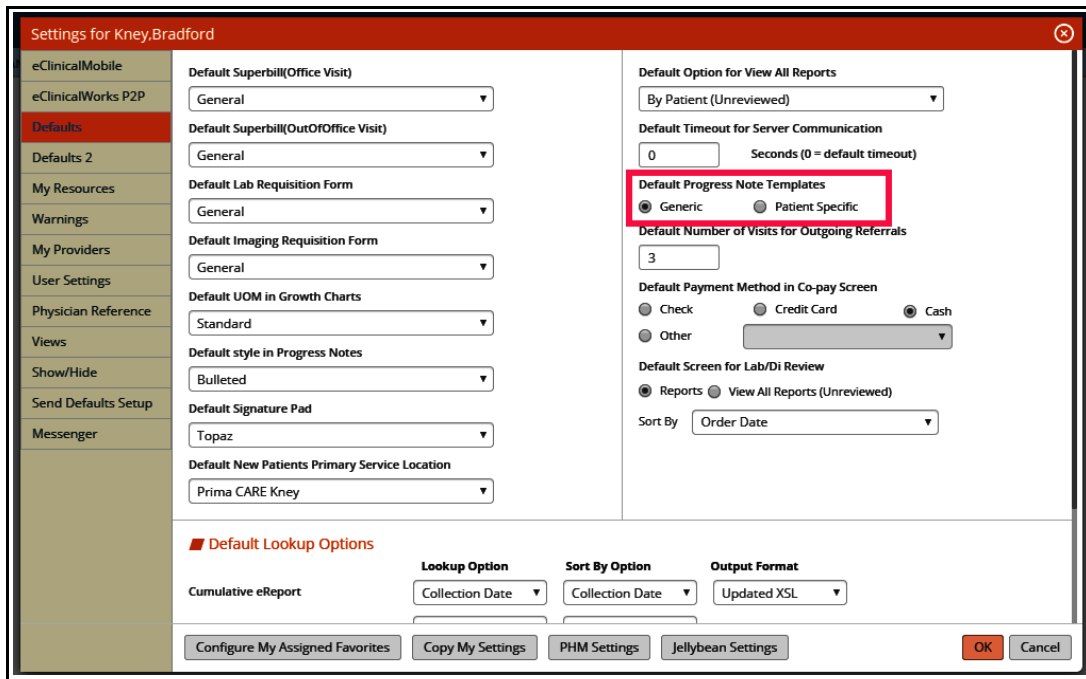


I don't change much in the “Views” screen – but eliminating some of the jellybeans you don't use can unclutter your screen a little.

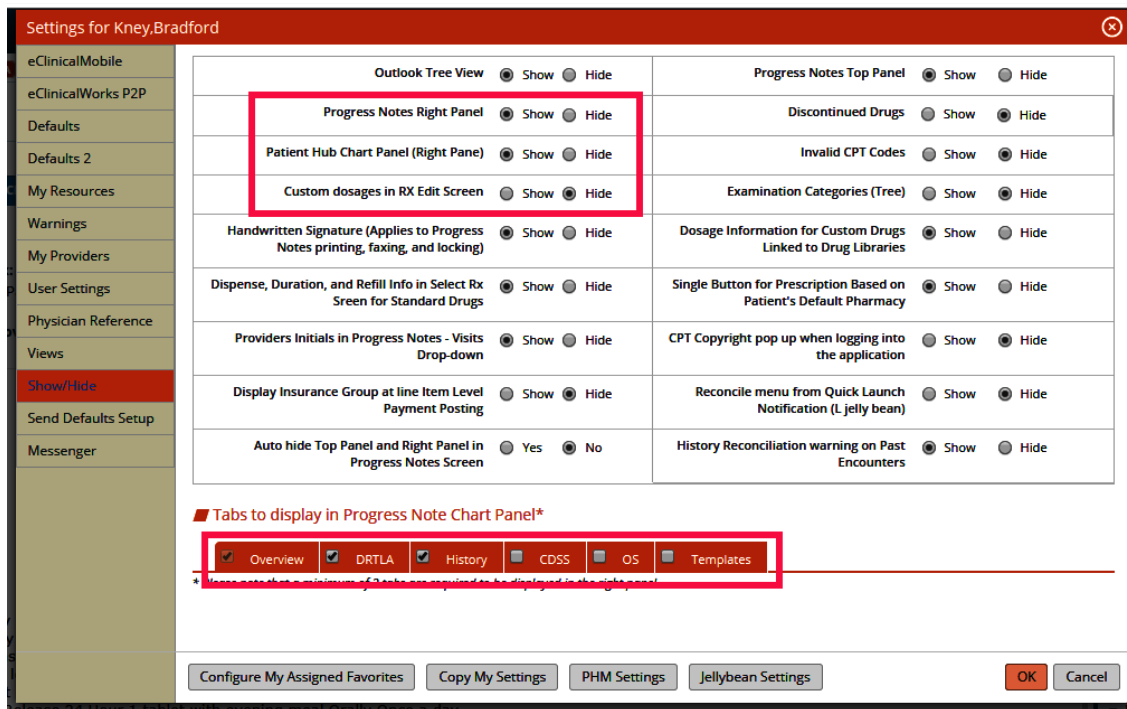


The “Defaults 2” screen has a few choices that do impact your workflow significantly.

- Default tab for Notes: Anything written in “Notes” will appear in the patient summary. I think for most users, choosing “Clinical Notes” as the default makes the most sense.
- Expand/Collapse options: This is a matter of personal preference. I suggest trying different options and determine what works best for you.
- Default for Drug Dosages: I prefer to see both my favorites and the standard choices together.
- 'Done' for Print, Fax and Transmit: I recently discovered that if “Classic” is chosen, the default option for prescribing becomes “Fax” rather than “Send”.



I have seen some providers whose template screen is set to “Patient Specific” - and they have to click on “Generic” to see their templates. Setting the default to “Generic” makes much more sense to me.



I prefer to see the right panel whenever possible, but you can elect to hide it – even when you hide it, you can open it using the olive (in the progress note) or an expansion arrow (in the Hub) if you need to see it. Custom dosages are a mess in ECW, so always hide those. You can choose which tabs to show in the right panel by checking the boxes at the bottom of the Show/Hide page.

Brad Kney, MD
May 22, 2019