

ECW Blast #1 - Introduction

Recently, a few doctors have asked me to send out periodic short emails highlighting useful functions, tricks, updates, and problems with ECW. I tried to send the first email a few days ago, but the PrimaCARE email server was down, and the email did not go through for many recipients. If you would like to receive these emails, please send me back a very brief post expressing that interest (this will also confirm to me that the transmission worked). If you do not want to receive these emails, please send me back a post stating that, and I will delete your name my list. If you know of other ECW users not on the recipient list that you think would like to get the emails, please let me know, and I will add their name to my list (the list I have is not complete, and does not have any NP/PA on it).

I plan to send out these short emails at least a few times per week (sometimes they will be very short, and sometimes a longer pdf will be attached) - with things I have learned over the past few months. Some of these tricks may be well known, but I suspect many users are unaware of the many hidden shortcuts and functions in ECW. I have learned a lot from the trainers, but even more from other users (like Dr. Thorpe and Dr. Campbell). ECW is a very complex program, with many ways to do that same task. This flexibility can be daunting to a new user (and we are all new users!).

So - the first hint/trick.

Problem:

I have many templates that I made public because I want my staff to have access to them - but a public template can be altered inadvertently by another user. If I make the template private, than no one can see it but me - it will be invisible to my staff, making it less useful in my office.

Solution:

Make your template public, but LOCK it. No one can alter it, and it remains visible to all users, and still works like any unlocked template when merged or copied into a visit. If you need to change it next week or next month - open the locked template, click on the little box next to "Templates" at the bottom of the note, and "Save Notes As Template". Rename it as XXX-version2 or something like that - make your changes - delete the old locked template and save the update, then LOCK it.

The next short “blast” email will be about making little physical exam components that can be copied or merged into ANY open note - very handy when the exam in a template doesn't include some unexpected exam components (for example, you need a complete shoulder exam for a patient who is being seen for FU HTN).

Brad Kney , MD

I apologize for this duplicate email if you received the earlier version of this blast.

Note that all previous newsletters, as well as all of the upcoming tips will be posted at my website – the link is http://www.drkney.com/html_pages/ecw.htm – just copy this address into your browser window, and you will see all the previous tips/newsletters. You can also go to www.drkney.com and click on the sidebar address [ECW newsletters, updates and “blasts”](#). You can also get to this link via the PrimaCARE website when you look up my office – there is a link to my website from the PrimaCARE website.