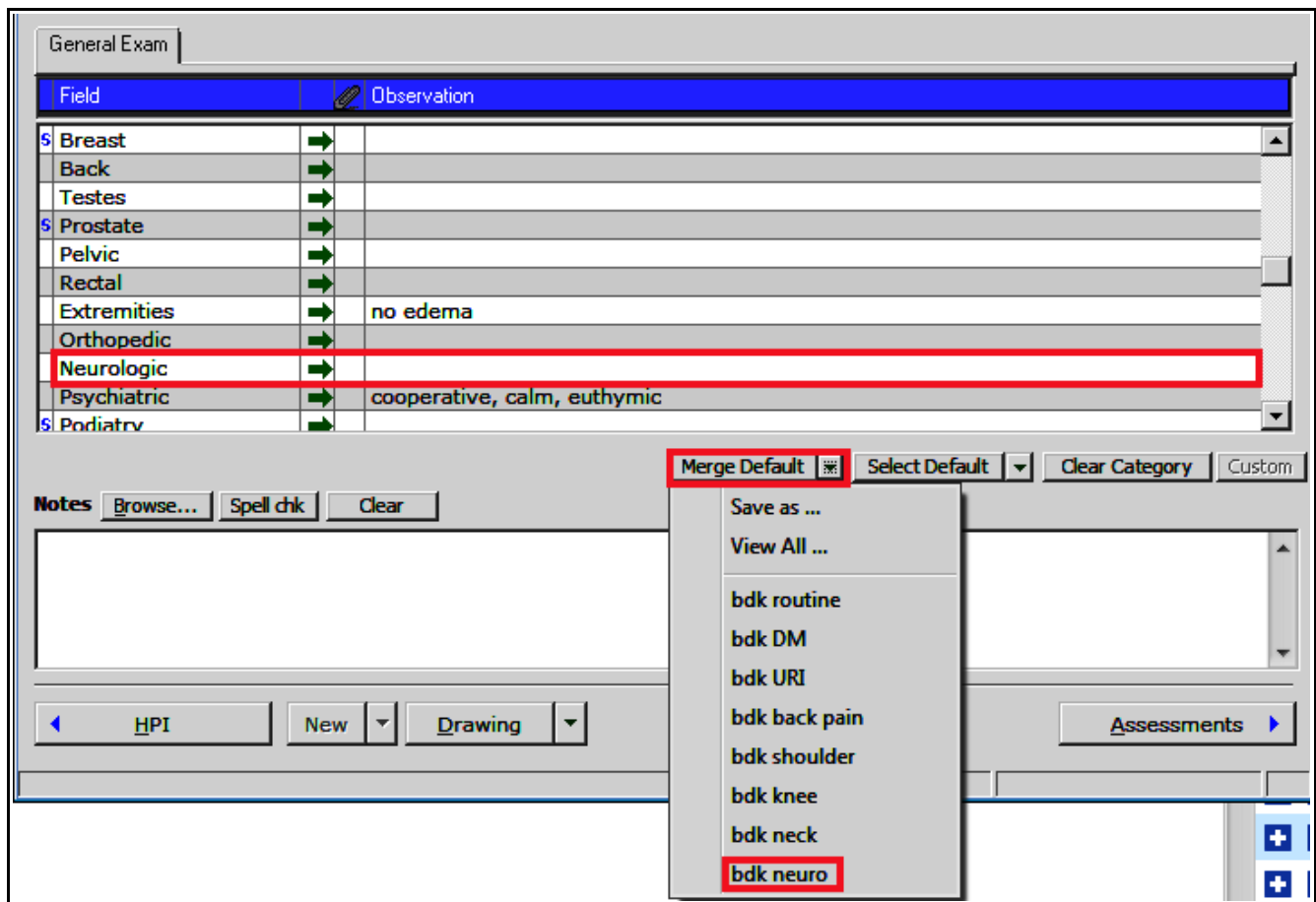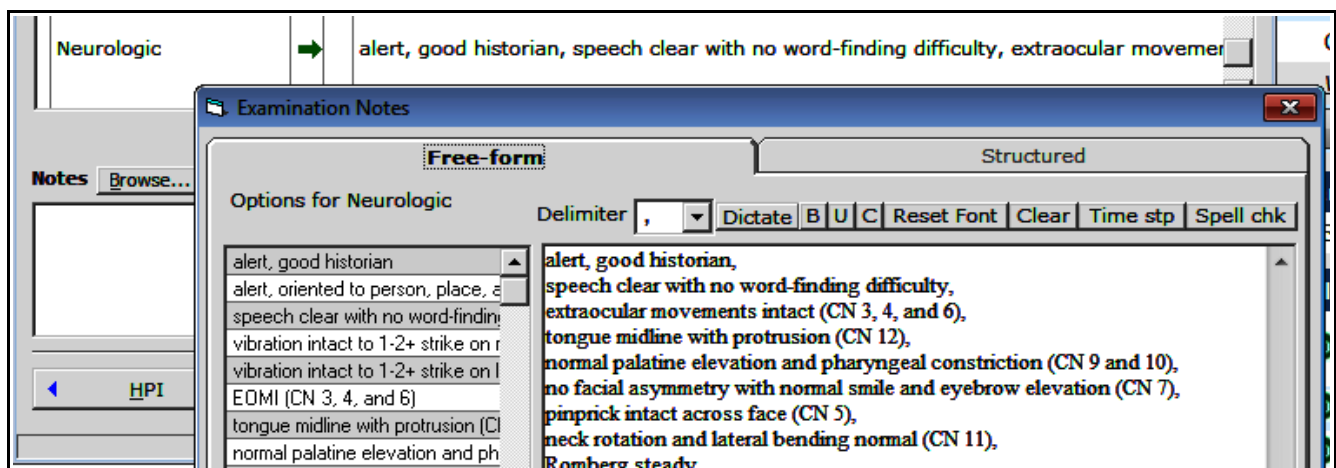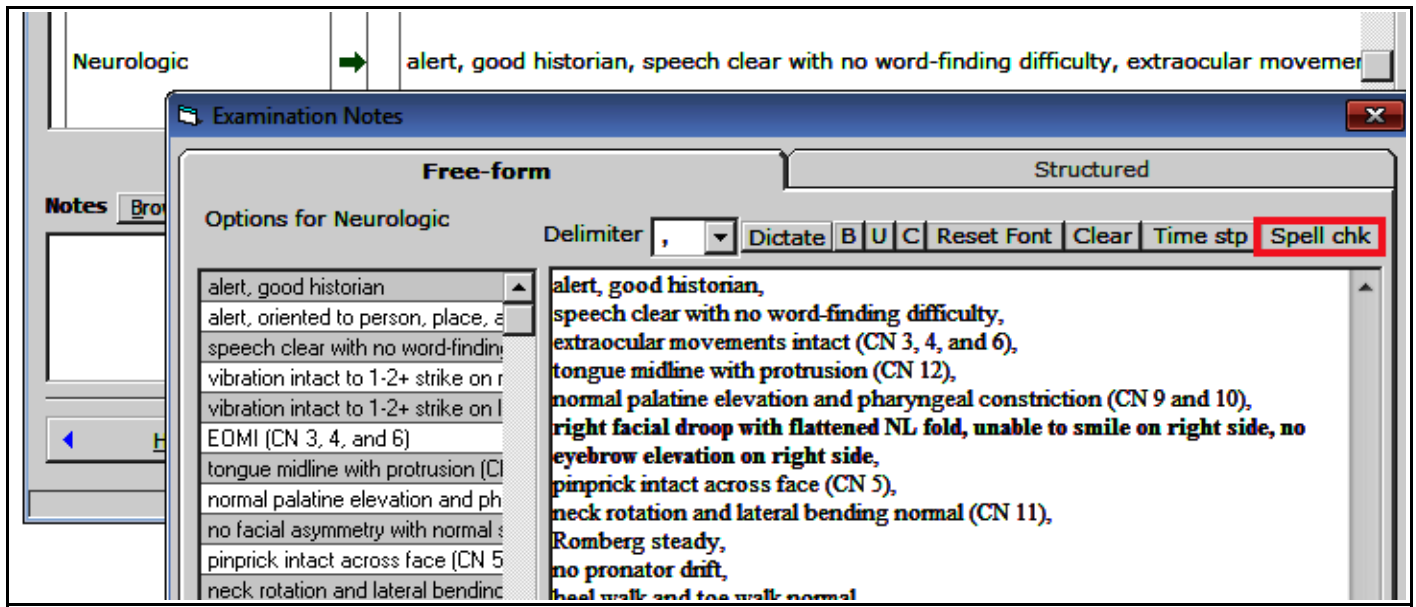# Creating Examination Templates in ECW 11

One of the most useful labor-saving functions I have found in ECW is the exam template available on the fly when writing a note. These are very easy to create, easy to modify, and unique to each provider.
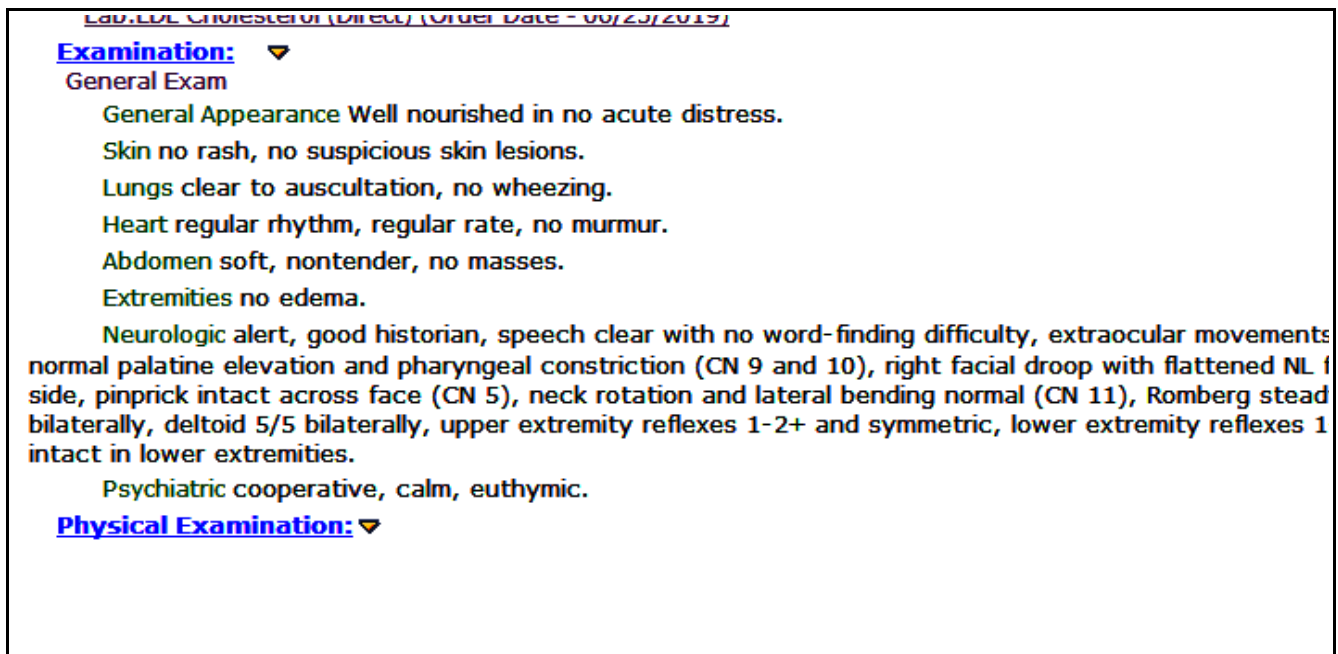

In this example, I will import my generic neurologic exam into the note. The section to which the exam is to be added must be empty for this to work. If there is any text in the "Neurologic" box, nothing will happen when I click on "bdk neuro". If the neuro exam box is empty, the new exam is imported as shown below:
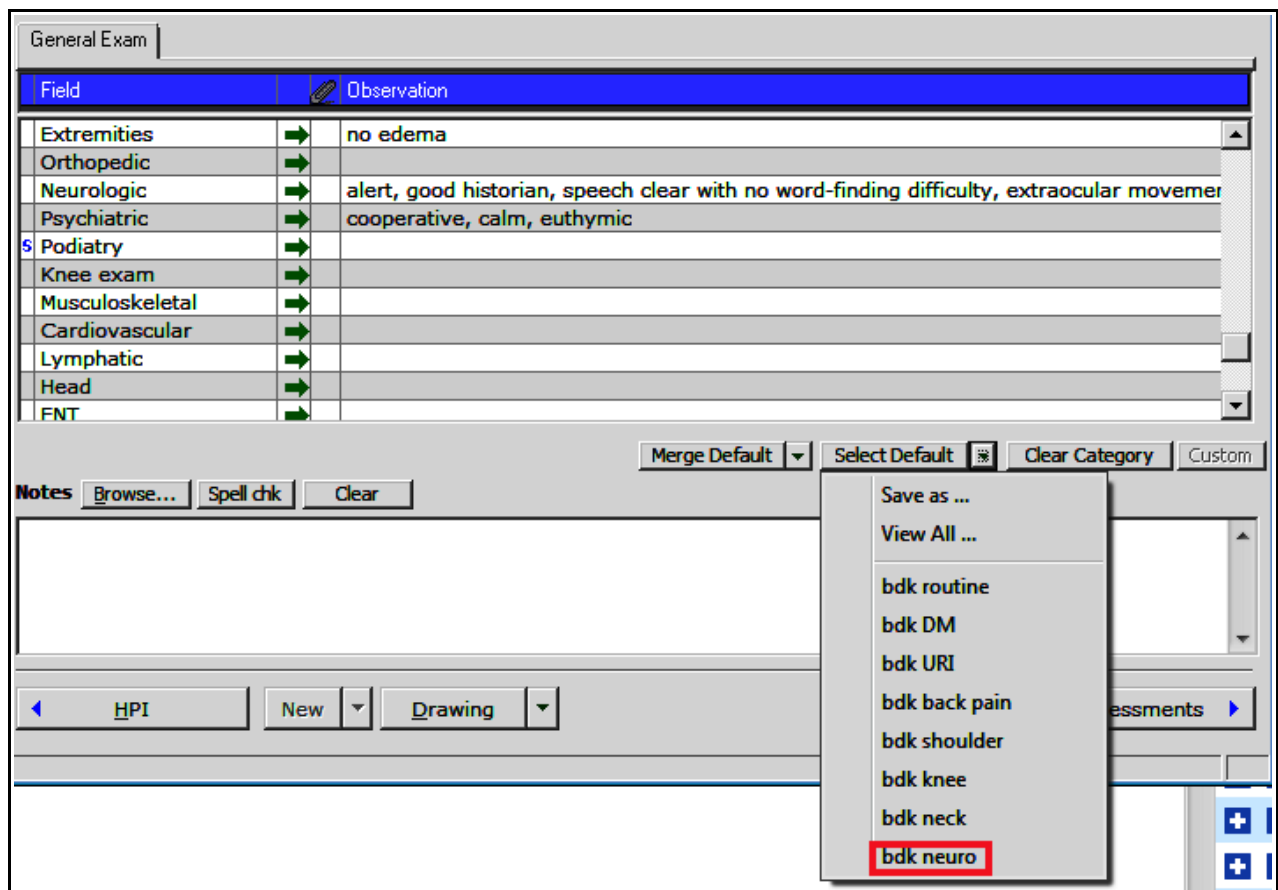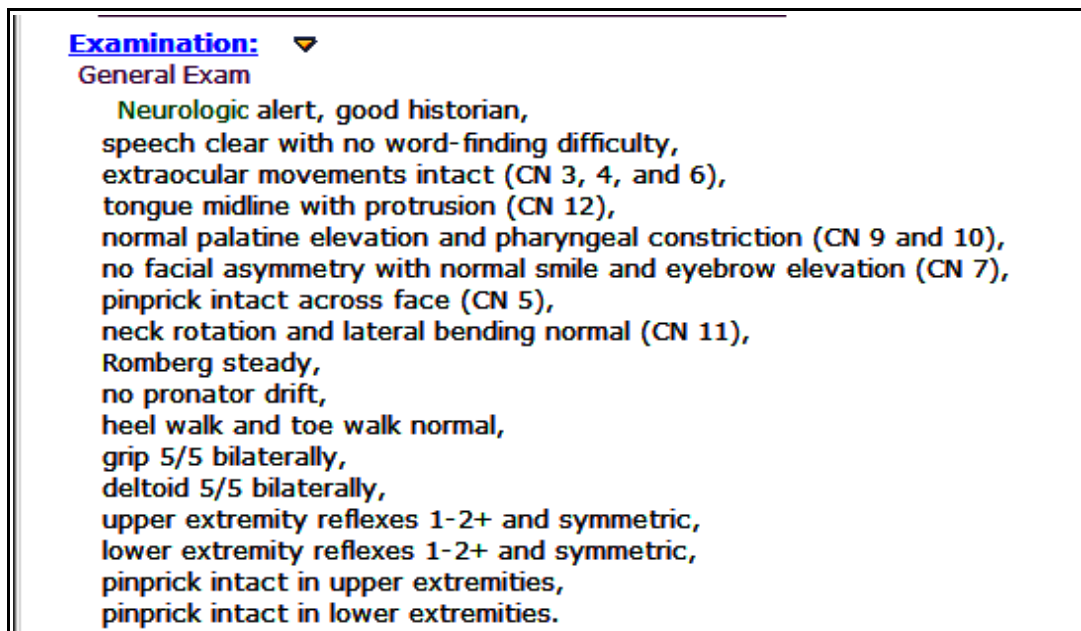
Once imported, the exam can be modified to reflect the findings at that current visit – in this case, the patient had a right facial droop. If you want to get rid of the line breaks that I inserted into this template (line breaks make if far easier to modify), click on spell check and all formatting will be removed.
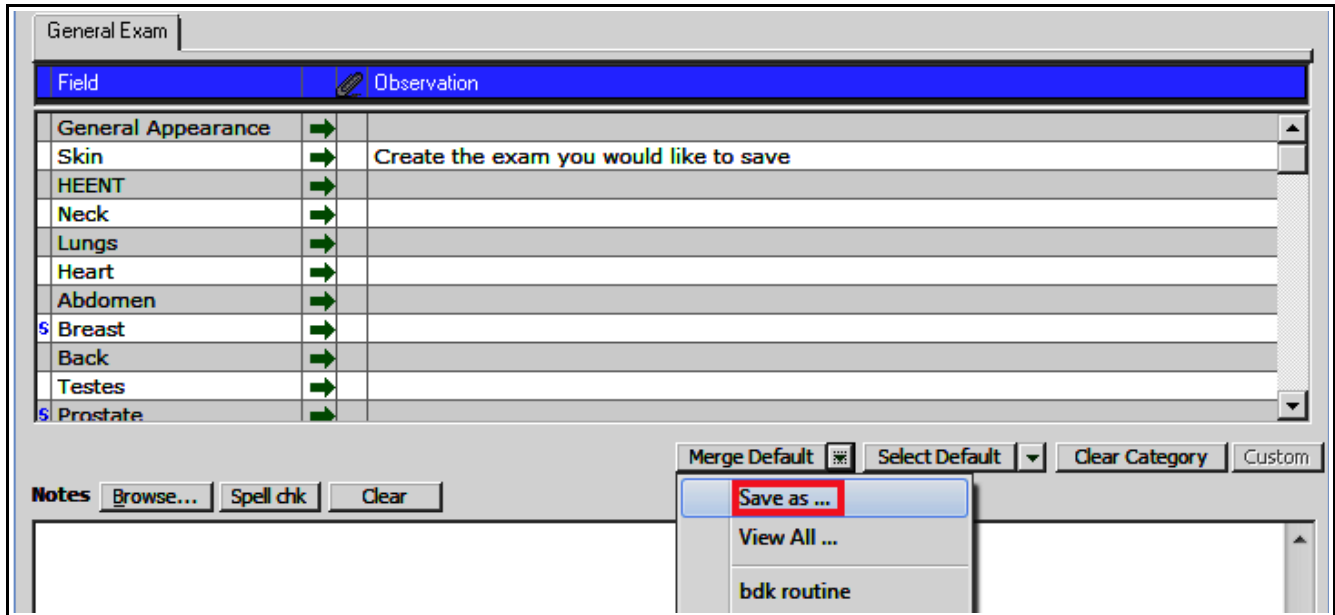

Just remember to make sure that the section into which you are importing the exam data is empty. Using the "Select" option does not require the section to be empty, but it doesn't function the way I would like. A few years ago, the "Select" option affected only the area of the exam template populated with text, but it now affects the entire note – as shown on the next page.
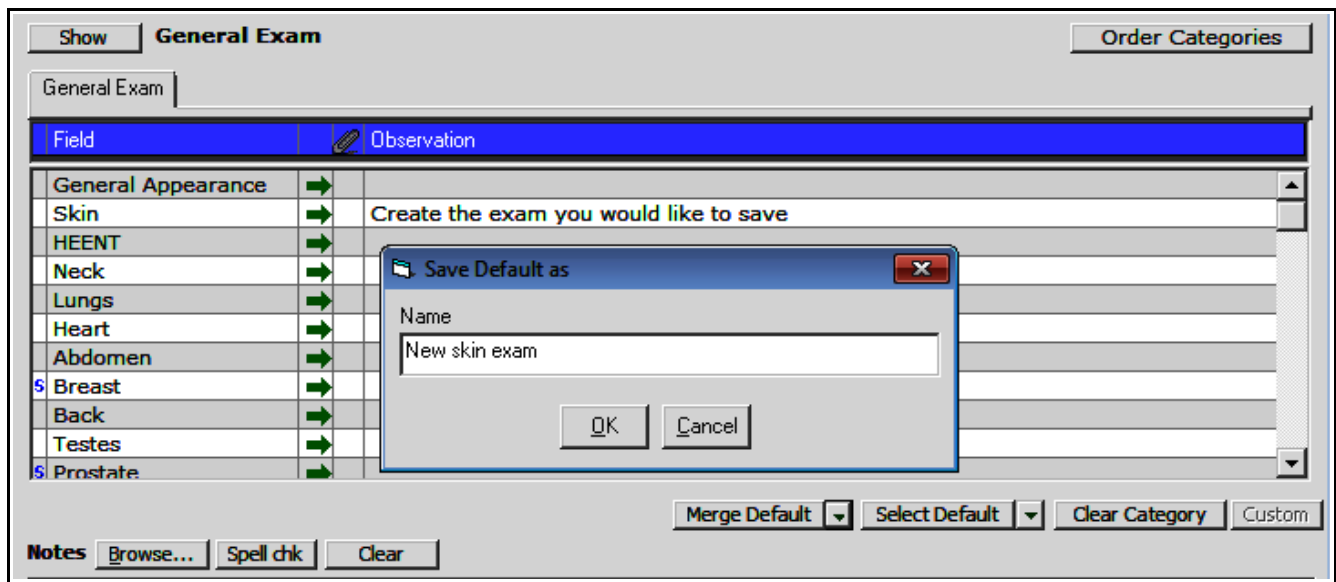
If I use the menu from the "Select" option, my entire note is deleted – except the the new generic neurologic exam:
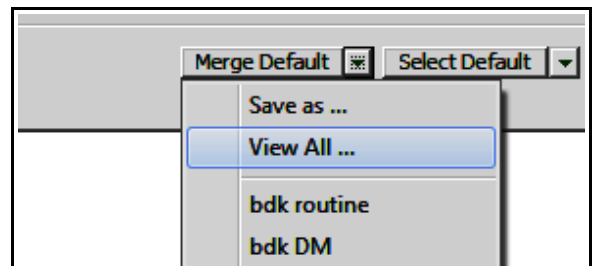

"Select" functions much like "Copy" does when importing a full visit template. I find the merge option far more useful than the select option when using exam templates.
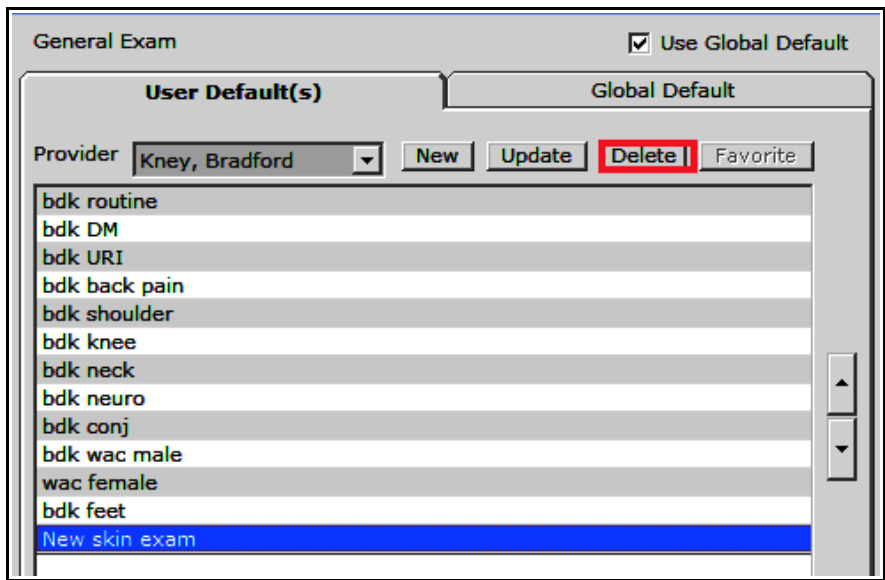
To make your own exam template, simply open the examination section of a note, create the template, and hit "Save as...".
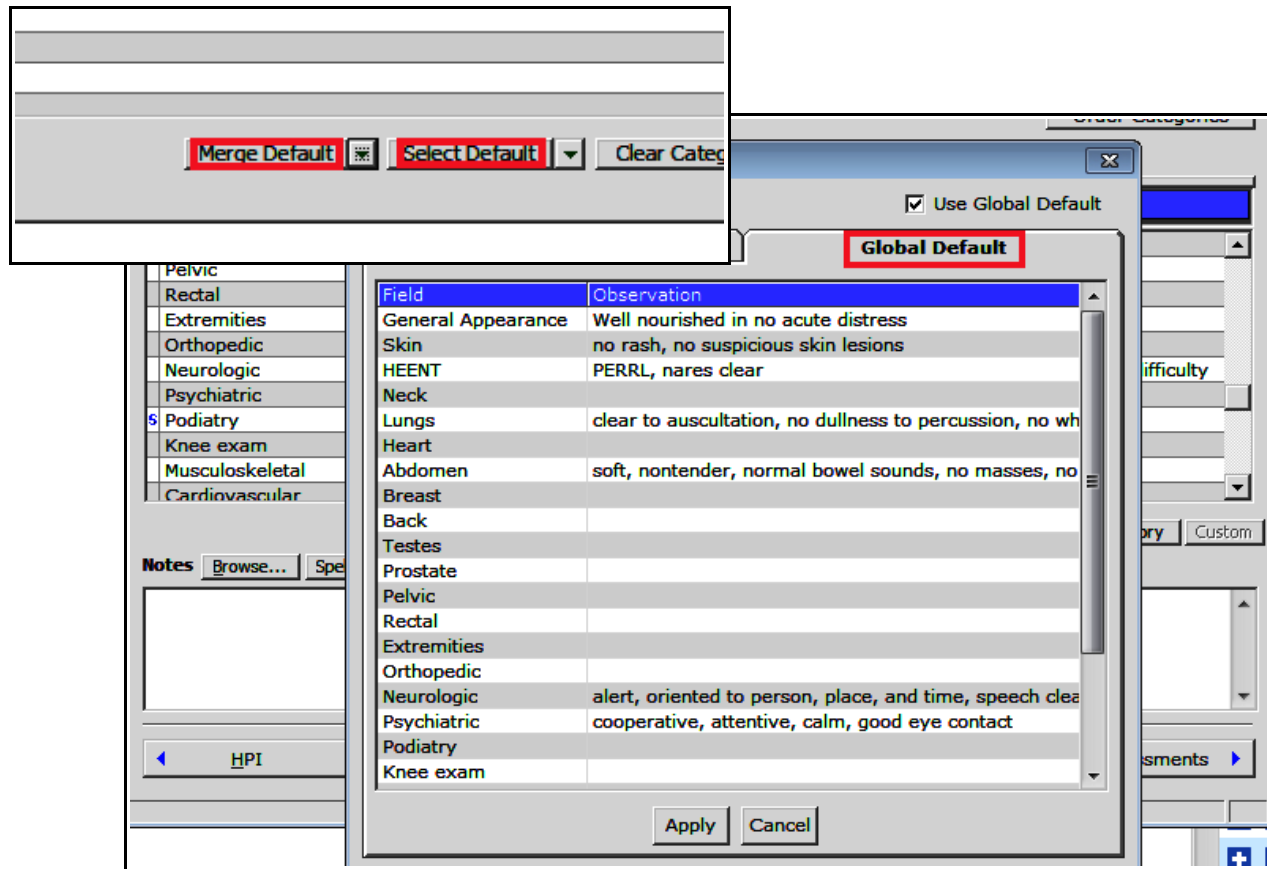

To delete or modify an exam template, click on "View all...".

Select the exam you wish to delete, and click on "Delete". In this screen, the template can also be updated, and the order of the templates can also be changed so the templates you use most often appear at the top of the list.

To update the default exam that is imported when you click ON the "Merge Default" or "Select Default" options, change the tab to "Global Default", make the modifications, and click "Apply".

Brad Kney, MD
July 15, 2019