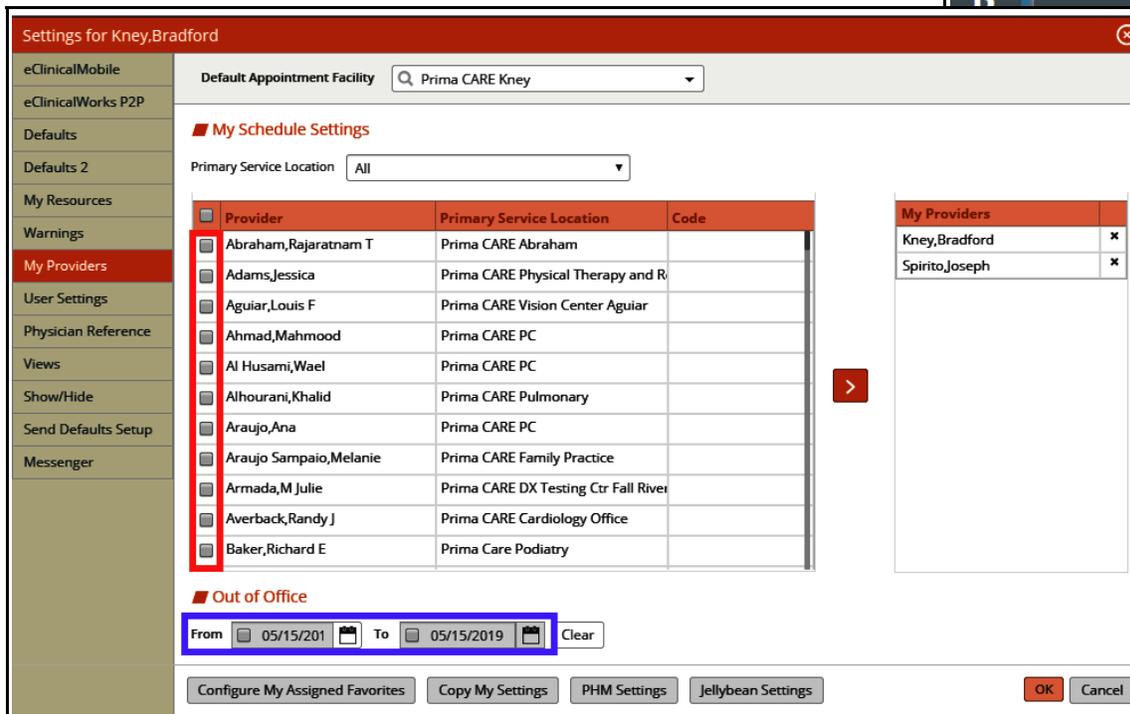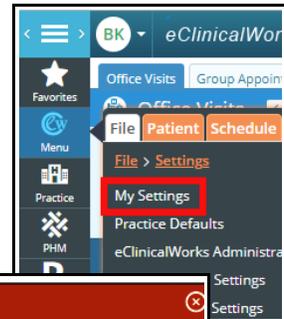# Adding and Changing User Settings in ECW 11e

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.
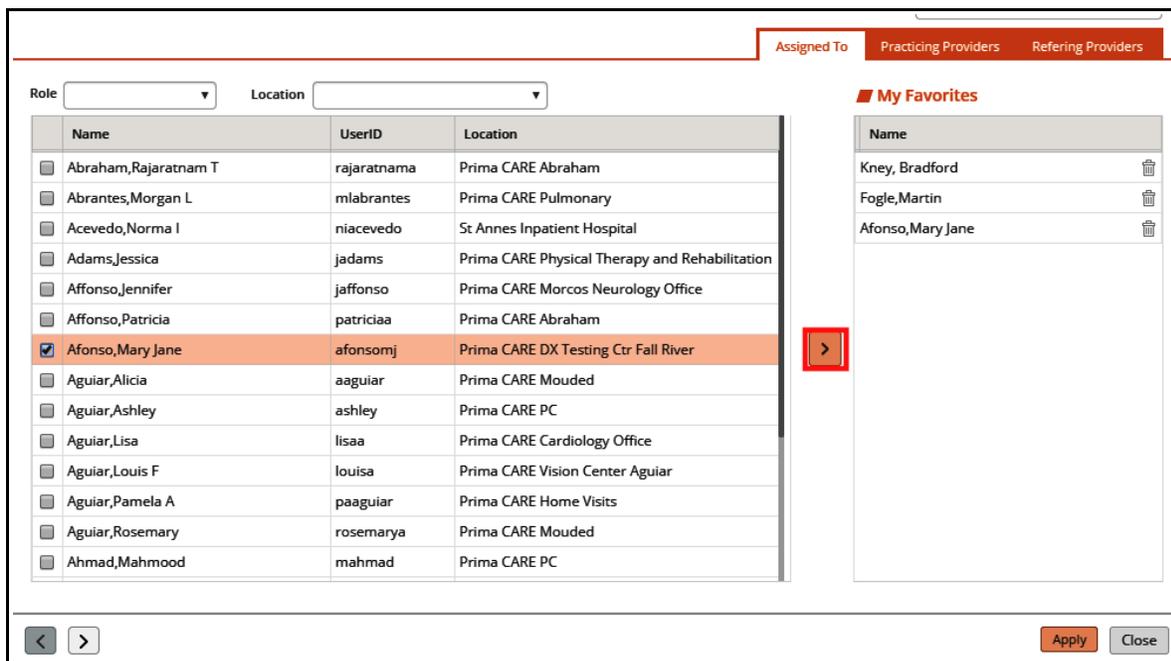

Each tab of the left navigation bar opens a busy set of options. In the "My Providers" page, you can set the providers with whom you work. You can also sign "Out of Office" for a period of time. When someone tries to send you a telephone encounter, a pop-up will notify them that you are out of the office. Unfortunately, clinical messages, labs, DI, and ePrescriptions will still come to your queue unaffected by this out of office setting. Other users can check your telephone encounters and labs/DI results – however, other users do not have access to your ePrescription requests nor to your clinical messages (if a provider is out for an extended period of time, Ernst can forward ePrescription requests to another user).

Change your jellybean settings to "Modern".
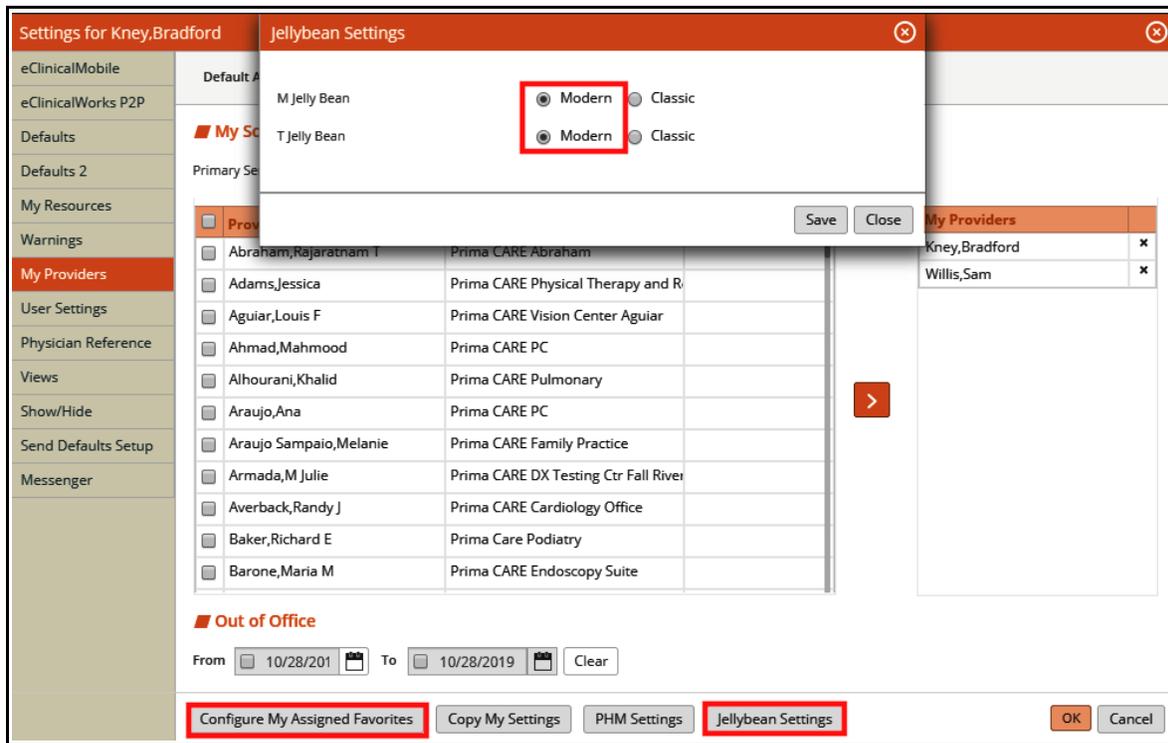
"Configure My Assigned Favorites" allows the user to choose people to whom he/she frequently assigns labs, DI, telephone encounters, and web encounters. The "Practicing Providers" and "Referring Providers" tabs allow the user to choose providers to whom he/she often sends faxes or P2P documents (though as of the date that this pdf was created, the P2P component of this function doesn't work).

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 the provider might miss a significant interaction, especially when a patient is on a medication from another provider with which the user is not that familiar.
- Provider/Resource Selection in Office Visits and Encounters Lookup: I find the Pick list is easier to use than the dropdown menu.
- Apply My Facility to Filter Encounters: If "Yes" is selected here, the user will be able to see only those visits that arise from his/her facility – all other encounters will be invisible. Choose "No" here.
- Select "All" for "ICD Association for the Procedure Codes Entered in EMR Billing".
- Show only billable visits: Some users find it helpful to see cancellations and no shows on the schedule, but others find it distracting. Choose the option you prefer.
- Display style for Structured data elements in progress Notes (what rules of capitalization did the programmer use?): If "Default" is chosen here, the medication list becomes a run-on sentence. Choose "New Line".
- My home screen: I prefer Office Visits, but some front office staff perfer the Resouce Schedule.
- Default Right Panel: I prefer to see DRTLA by default (DRTLM is a typo), though many users prefer to see the Overview tab. Use the dropdown list to change your default right panel screen.

I think viewing the medications by date is far easier than viewing by medication – I suggest choosing "By Date" for your default view (you can always change to viewing by medication if the need arises during a visit). If you wish to hide some jellybeans, you can uncheck the boxes shown at the bottom of the screen (though I have never been able to hide the "N" jellybean).
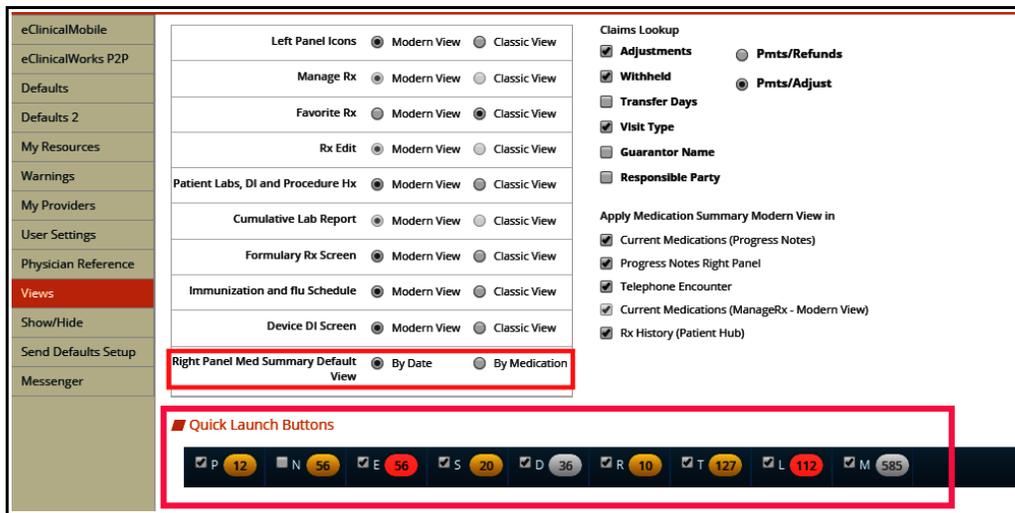

The "Defaults 2" screen has a few choices that do impact your workflow significantly:
- Default tab for Notes under Treatment Screen in Progress Notes: Anything written in "Notes" box of the Treatment section will appear on the Patient Summary page as well as on the Health Portal. Be aware that anything written in the "Notes" box in the Referral screen will also appear in the Health Portal. 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 Look up: I prefer to see both my favorites and the standard choices together.
- 'Done' for Print, Fax, and Transmit: If "Classic" is chosen, the default option for prescribing becomes "Fax" rather than "Send" - I suggest selecting "Modern (Send)".
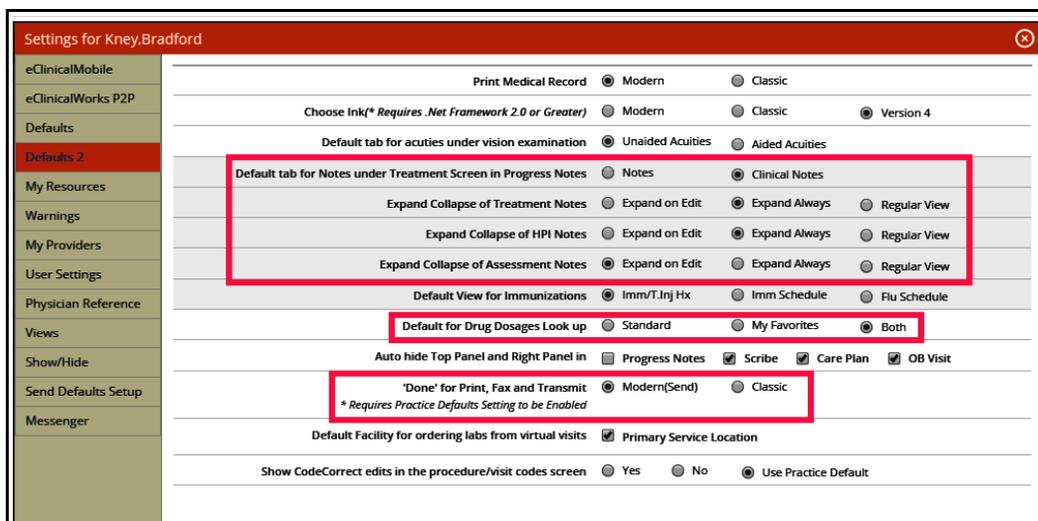
I have seen some providers whose template screen is set to "Patient Specific" - and they have to click on "Generic" to see their templates. Setting the default to "Generic" makes much more sense to me.
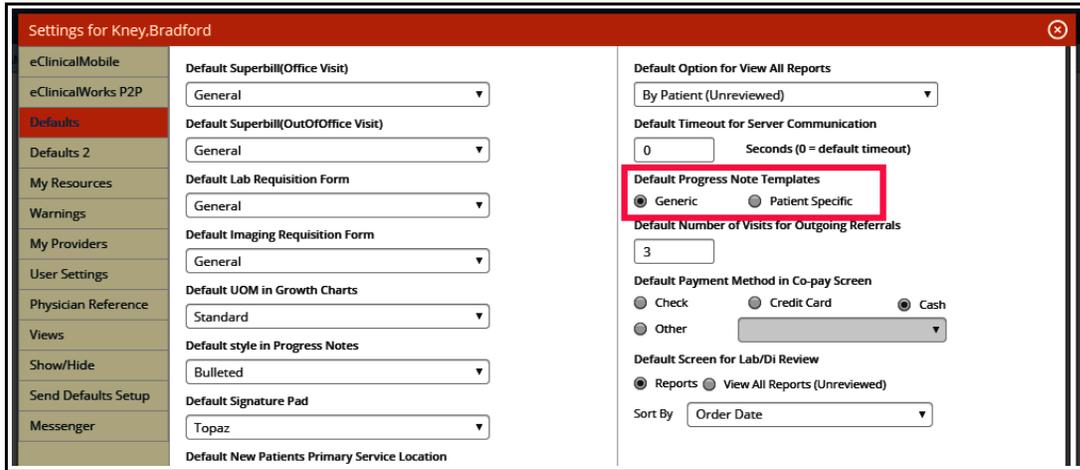

I prefer to see the right panel whenever possible, but you can elect to hide it – even when you hide it, you can open it using the olive (in the progress note) or an expansion arrow (in the Hub) if you need to see it. Custom dosages are a mess in eCW, so always hide those. You can choose which tabs to show in the right panel by checking the boxes at the bottom of the Show/Hide page.
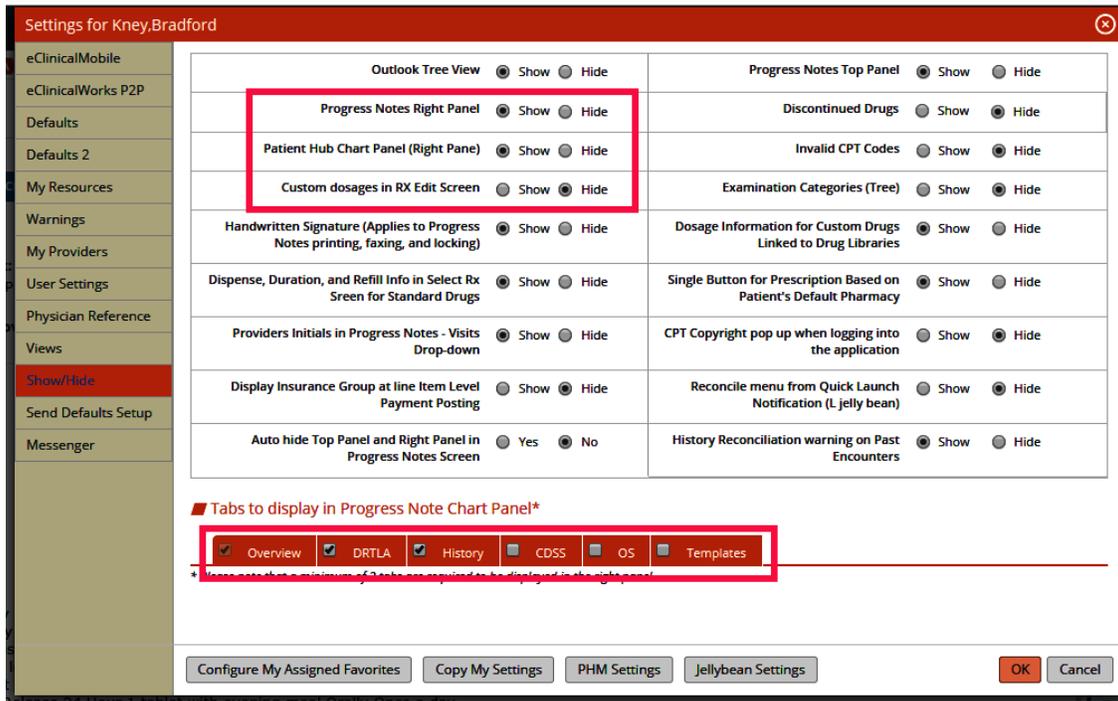
When you are finished with all your selections, click on "OK" - when you sign in again, all these options will take effect.

There are two more places where settings need to be chosen.
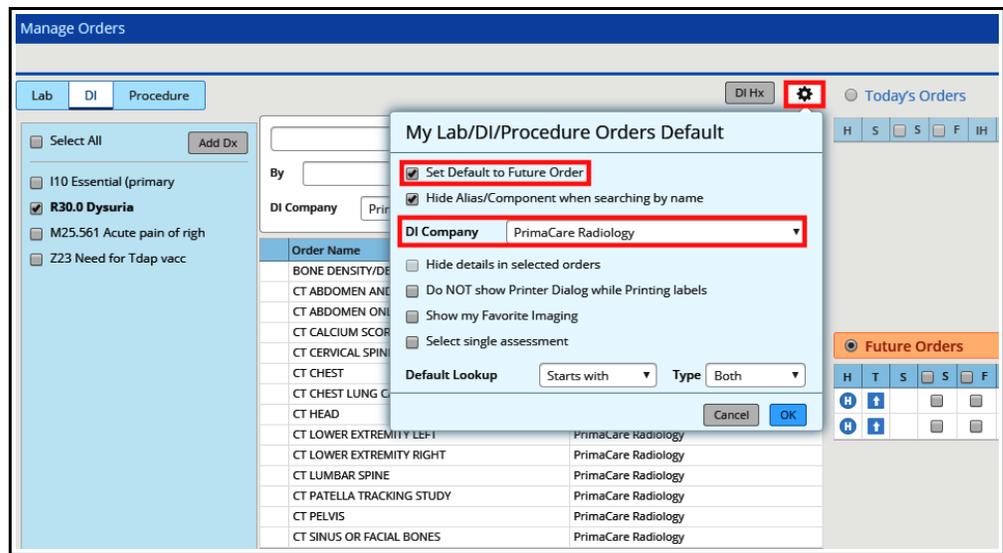
Choose File → Settings → Print/Fax/Lock Settings.
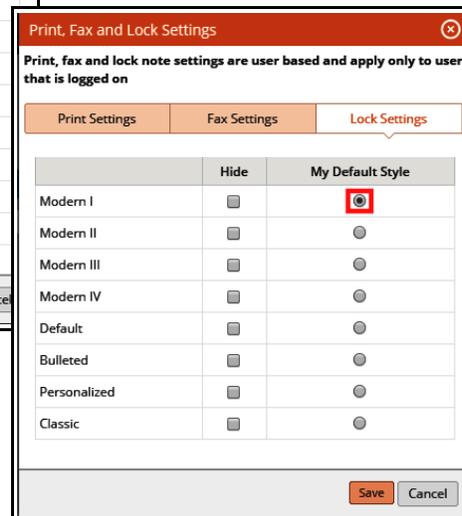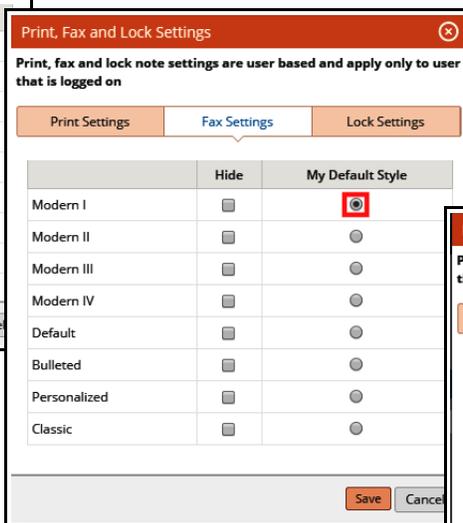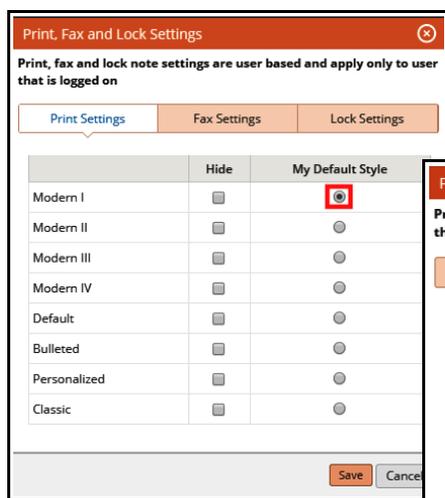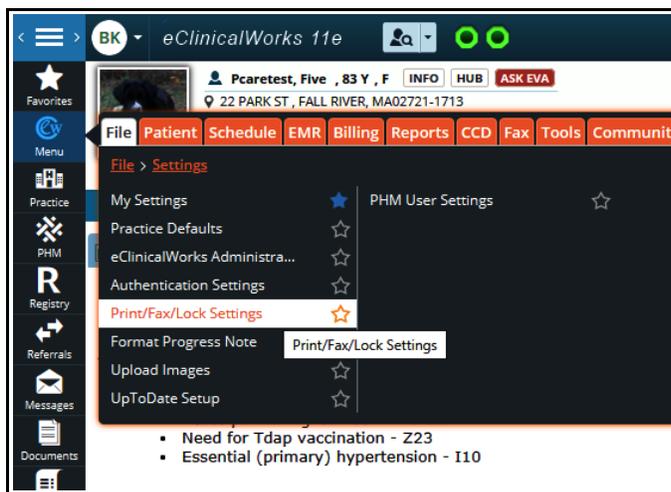
Choose "Modern I" for Print/Fax/Lock Settings.

The last area of settings is in the labs and diagnostic image ordering screens. The way the interface between eCW 11e and the Prima CARE lab and Prima CARE radiology works requires that orders be entered as "Future Orders" rather than as "Today's Orders".
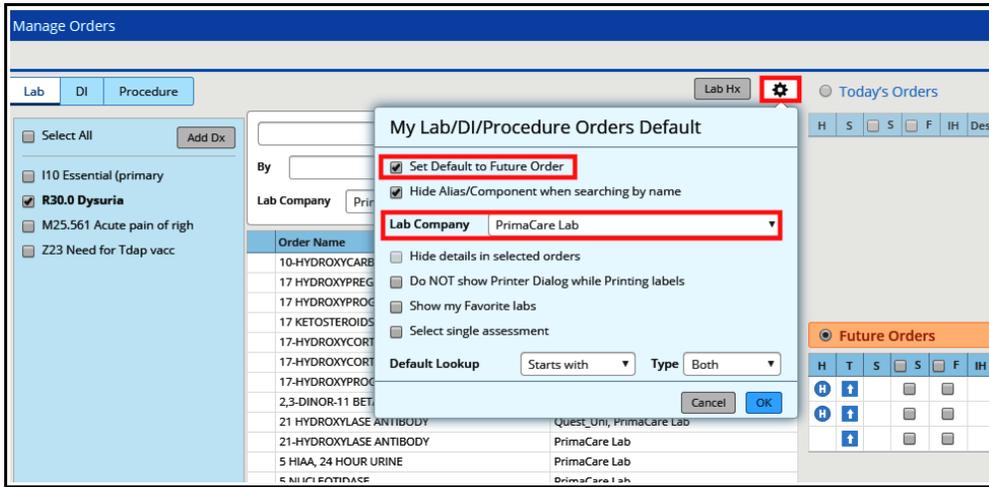
Click on the icon of a gear, and check the box next to "Set Default to Future Order", and choose the Prima CARE lab as the default lab company in the lab ordering screen.

Do the same in the DI ordering screen – choosing Prima CARE radiology as the DI company.

Brad Kney, MD
October 28, 2019