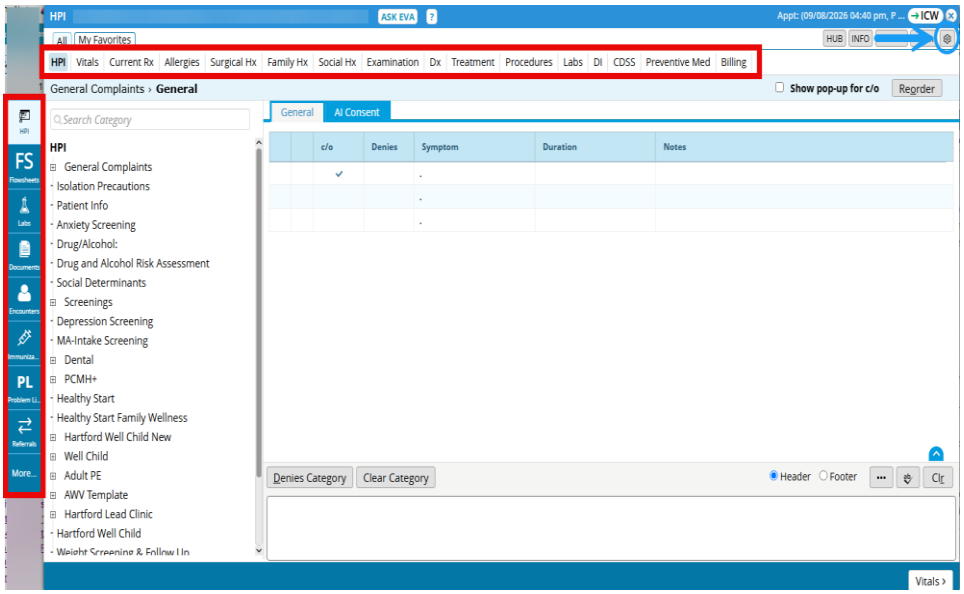
eCW VISUAL TIPS & TRICKS

Companion to the Provider Efficiency Quick Reference | Screens from your Week 4 session

Your eCW layout may differ by role, permissions, or configuration. Follow CHC training guidance when making changes, and ask at your Day 30 one-on-one if your screen looks different.

1 Set up your two toolbars

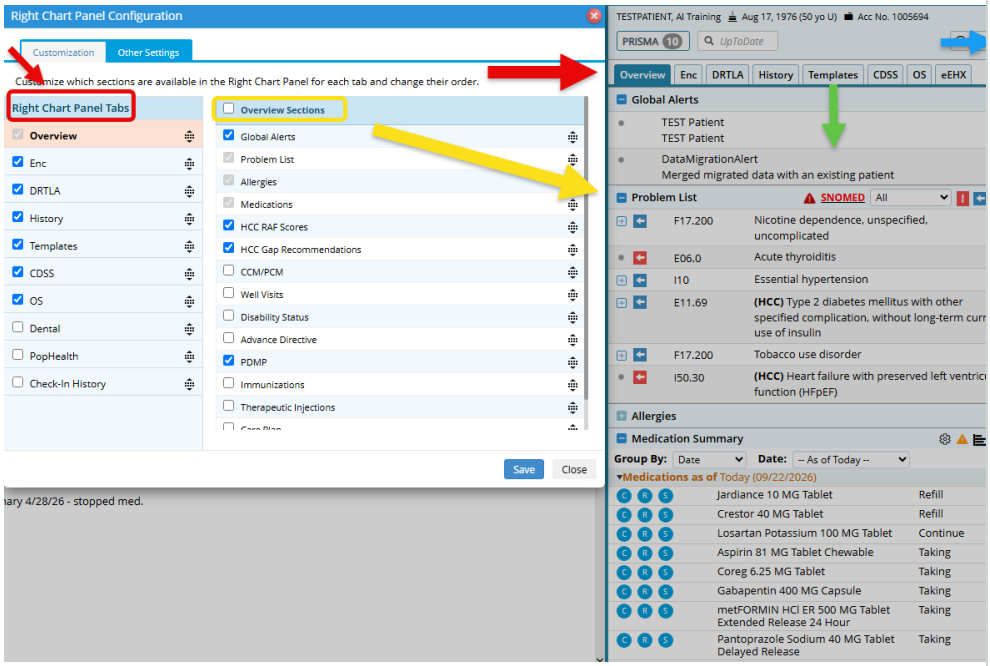


a Top toolbar (red box, top): select the gear icon (blue arrow), select "My Favorites Configuration" and choose which tabs show the workflow you use every visit. Keep My Favorites as the default tab.

b Left side floating toolbar (red box, left): select more and click manage floating tool bar. Set up separately for each window (progress note, labs, documents, telephone encounters), What you need during the visit is one click away.

Goal: stay in this window while you talk to the patient.

2 Trim your right chart panel



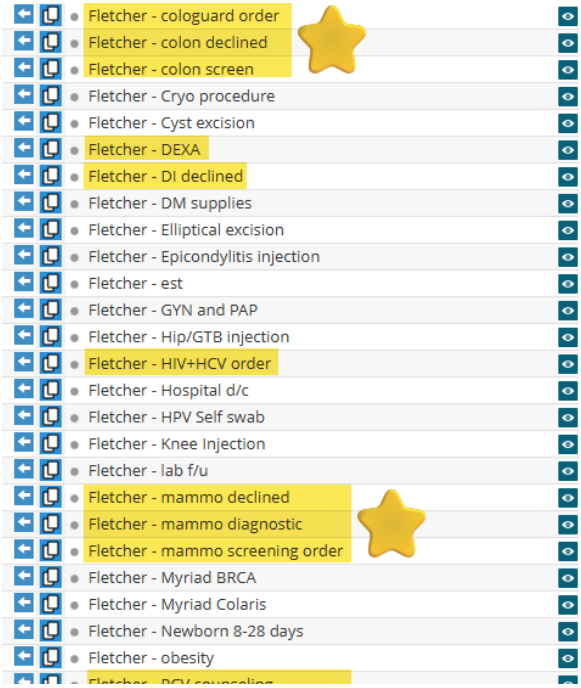
a Select the gear at the top right of the panel (blue arrow).

b Customization tab: check only the tabs you use (red box), and choose which Overview sections show (yellow box).

c Drag to reorder, then Save.

If you do not use it, remove it. Less scrolling, fewer clicks.

3 Star the orders and templates you use most



a Open the Templates tab in the right panel.

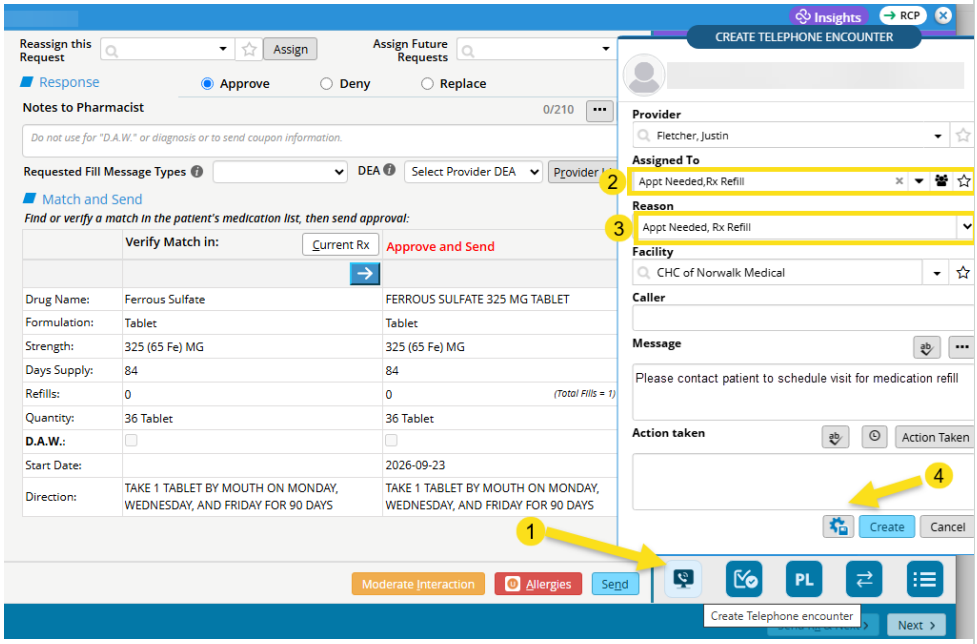
b Search “CHC” or “Fletcher”

c Click the star next to anything you use often (orders for mammogram, colonoscopy, STD labs, counseling). Starred items show first.

d Create additional templates of your own and follow IT training steps

No stars showing? Press Ctrl+R to refresh.

4 Refill and telephone encounter in one step



1 On the refill screen, select **Create Telephone Encounter**.

2 Set **Assigned To**.

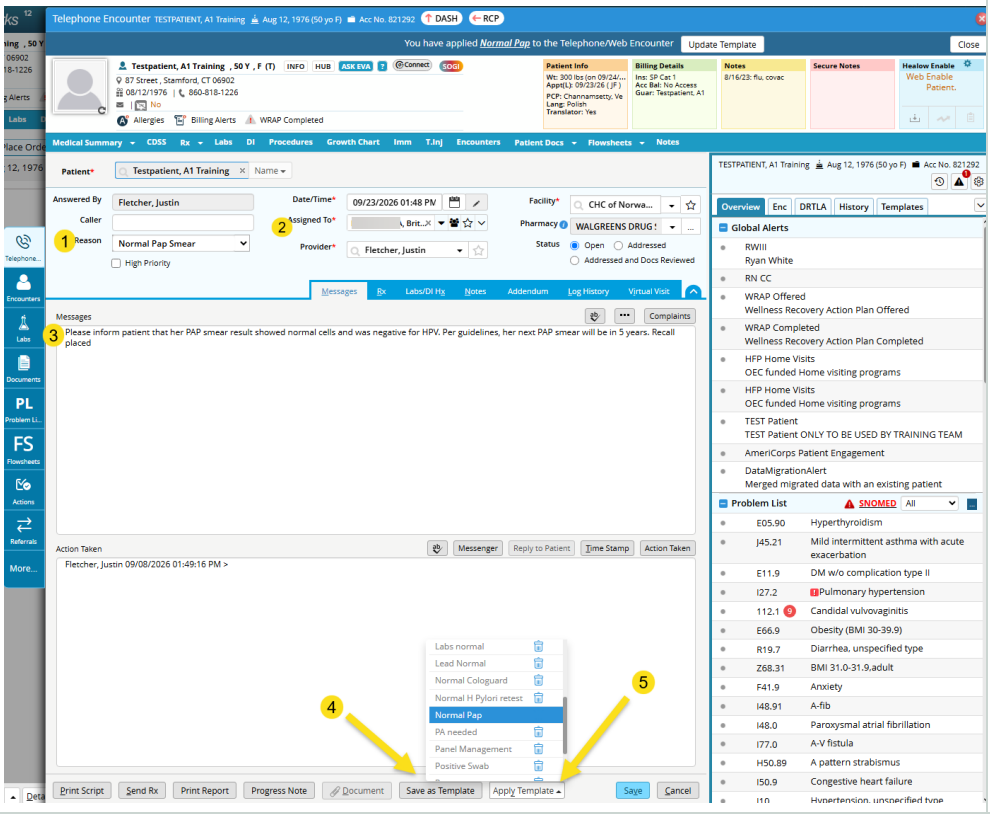
3 Set **Reason** and review the message.

3 Select gear to **save default** for future use

4 Select **Create**.

No need to open the chart and the hub first.

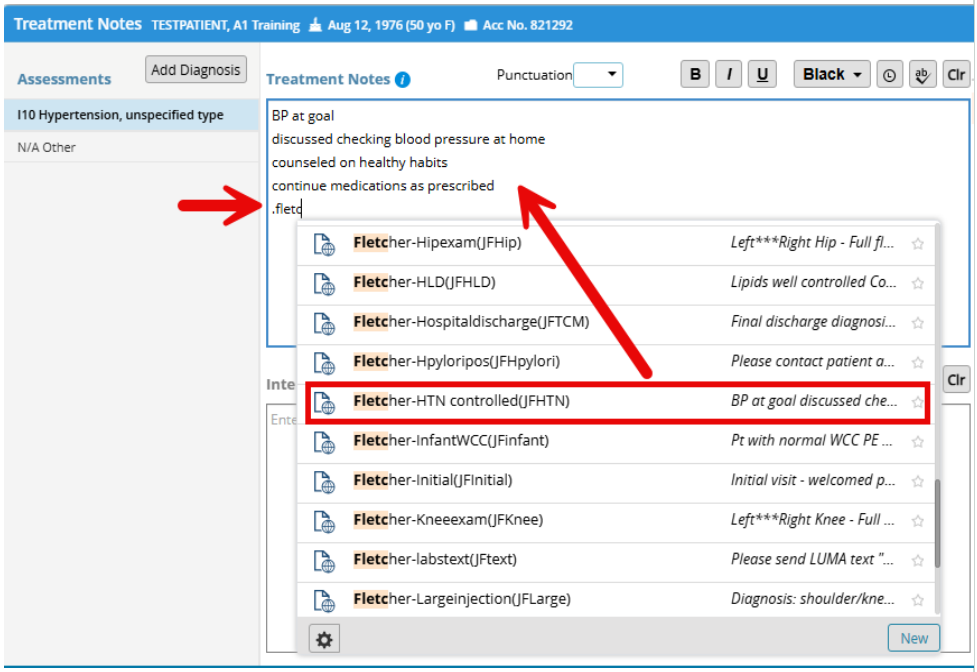
5 Write a result message once, reuse it forever



1. **Open** Telephone Encounter
2. **Set**: "Reason" and "Assigned To" (MA, RN, PSA)
3. **Type** your information in the message section (ie; normal Pap result).
4. Select **Save as Template**.
5. Next time, open Telephone Encounter, select **Apply Template** and pick it from the list.
6. Have multiple TE templates created and available (normal results, abnormal colonoscopy/mammogram, CGM order, etc.)

Build it once. Use it every time.

6 Reuse your Treatment Notes with SmartPhrases (Macros)



a Open the treatment section in your progress note

b Type "**.LastName**", ie: ".Fletcher" and star phrases

c **Create** your own – type .LastName, select New, Click +

- Macro Name = LastName – Assessment.
- Macro Shortcut = initials+assessment.
- Text = plan

Build it once. Use it every time.