



AutoText (dot phrases)

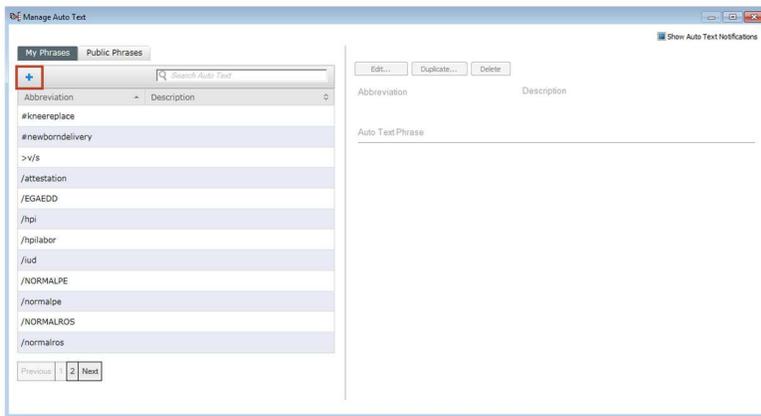
Auto Text can be inserted into free text fields within the note to make the documentation process more efficient. Variable fields and picklists that allow you to quickly navigate the note and enter patient-specific information can also be included in AutoText.

Creating AutoText

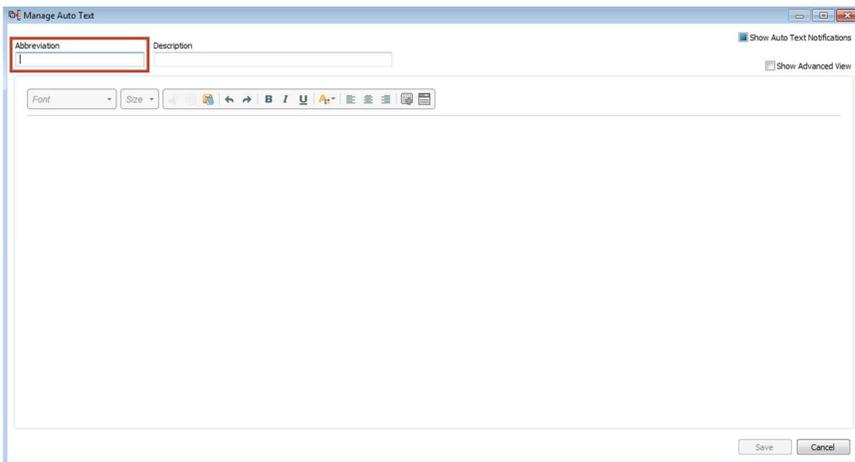
1. From the Text Editor Toolbar, select the **Manage Auto Text** icon.



2. The Manage AutoText window appears. Click the **New Phrase** icon 



3. Enter the abbreviation for the AutoText. The abbreviation should begin with a symbol or other punctuation to prevent unintentional use. Note that abbreviations are *case sensitive*. You also have the option to enter a description.

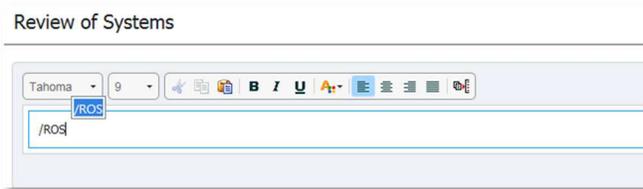


4. Enter the text you want saved in the lower pane of the window, then click **Save**.





5. Insert the AutoText within the note by typing the chosen abbreviation for your AutoText in a free text field. Double click or highlight and press **Enter** to insert the saved text.



Using Variables in AutoText

Portions of your AutoText documentation may vary by patient. Use an underscore () when creating your AutoText to indicate variable text. When using an AutoText with a variable, you can press the **F3** key to skip from field to field and type or dictate the patient-specific information. For example,



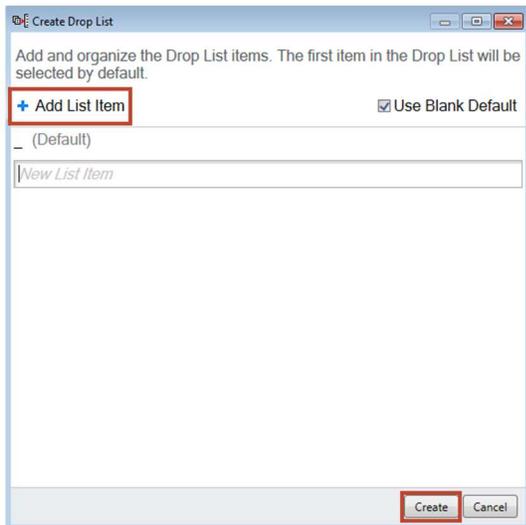
Using Drop Lists in AutoText

When creating or editing an AutoText, you can embed a Drop List of options to quickly document patient-specific information.

1. Position your cursor where you want the Drop List to be inserted, and click the **Create Drop List** icon from the formatting toolbar.

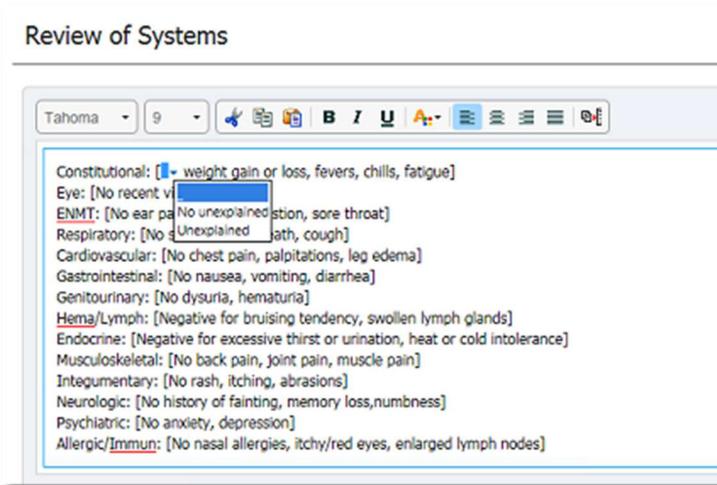


2. The Create Drop List window opens. Click the checkbox labeled **“Use Blank Default”** to set the default to an underscore.
3. Click **Add List Item** to add a new item to the droplist. Type the text you would like displayed and press **Enter** to save the item. When you have added all of the items to the list, click **Create**.





- The Drop List will be included when the AutoText is inserted in the document. Click the blue caret or defaulted text to view the Drop List and make a selection. If the Drop List is set to “Use Blank Default” you can quickly navigate to it using the F3 key.



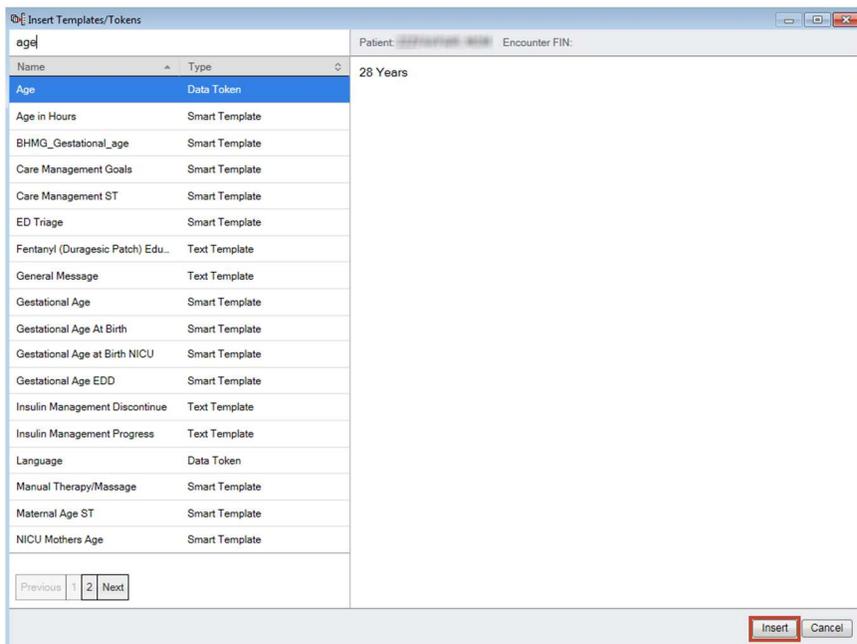
Using Smart Templates in Auto Text

Smart Templates allow you to pull discrete data from the patients chart into a document. These templates can also be embedded in AutoText.

- When creating or editing an AutoText, click the **Insert Templates/Tokens** icon from the formatting toolbar.

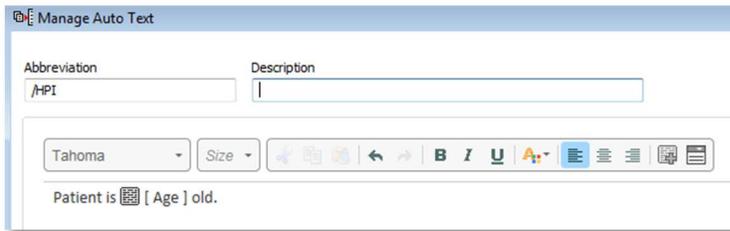


- All available templates appear on the left side of the window. Once you select a template, the right pane of the window displays what information would be pulled in based on the current patient’s chart.
- Click **Insert** to embed the template in your AutoText.





- The Smart Template appears in your AutoText as the icon along with the template name in brackets. Make any other edits to the AutoText and click **Save**.



- Use the abbreviation to insert the AutoText containing Smart Templates into your note.

