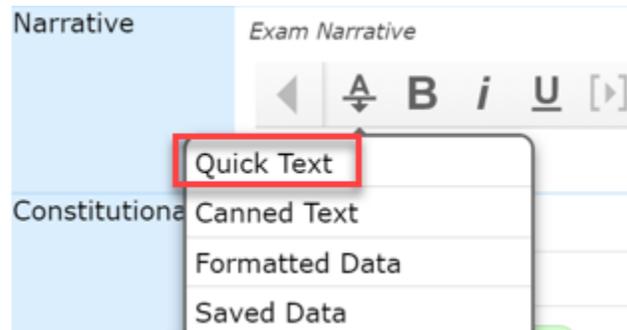


MEDITECH Expanse TIP SHEET

Provider Quick Text Personalization

Quick Text personalization offers the ability to save frequently used texts and add these as favorites for ease of use for documentation.

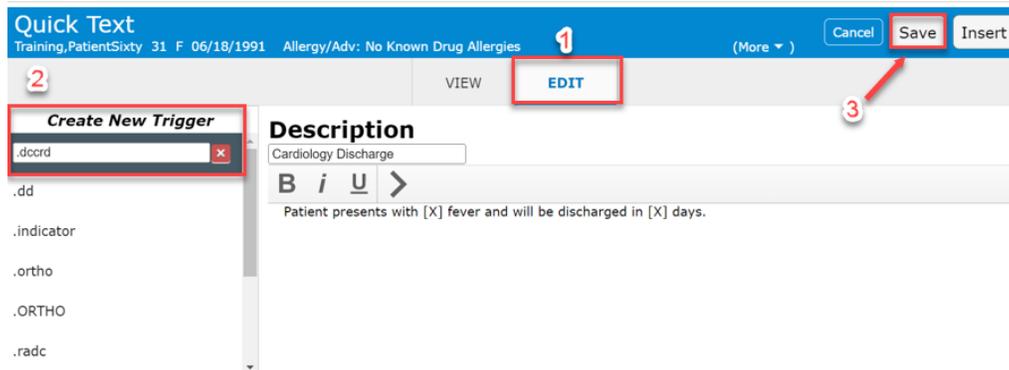
Log in to the environment and select a patient, then select the Document option from the menu to start.



Starting Quick Text Personalization

1. Select a patient, then select the Document option on the Menu. Select a template. Quick Text can be created in any MEditor field within a PDOC template.
2. After clicking in a MEditor field inside the PDOC, select the “A” dropdown “Insert Additional Text icon.” Then select “Quick Text”

In the example below, a cardiology discharge quick text is created.



***Note: Meditech recommends that Quick Text triggers should begin with a period and should NOT be a word commonly used in a sentence. Use a trigger that is meaningful for the associated text. (i.e. dot phrase “.uri” for upper respiratory infection)**

***Note: Copy and paste can be utilized to save a template from a word document into Expanse. Use Font: Verdana Font Size: 10.**

Creating the Quick Text

3. Select “Edit” then select “Create New Trigger.” Name the new trigger and add a description of the quick text in the “Description” field. Type the text you want to save as quick text. If you would like stop codes to be used, enter brackets where they should appear in the text. Then select “Save”

Inserting Quick Text

4. Select Quick Text, it defaults to View. Select

Quick Text
 TELFLAMIR 38 H 02/14/1985 Allergy/Adv: Not Recorded

VIEW EDIT

Cancel Insert

Defaults to View

Description
 Cardiology Discharge

Patient presents with [X] fever and will be discharged in [X] days.

.s
 .acutechestpain
 .attest
 .bluconsult
 .can
 .cholecystitis
 .dtest
 .dcard
 .DiabetesAandP
 .Drcaalshan

the Quick Text on the left side. Select "Insert" on the top right side.

Narrative

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Text Color, Background Color, and Font Color.

Patient presents with [X] fever and will be discharged in [X] days.

5. Ensure all stop codes (brackets) are customized to your patient's note.