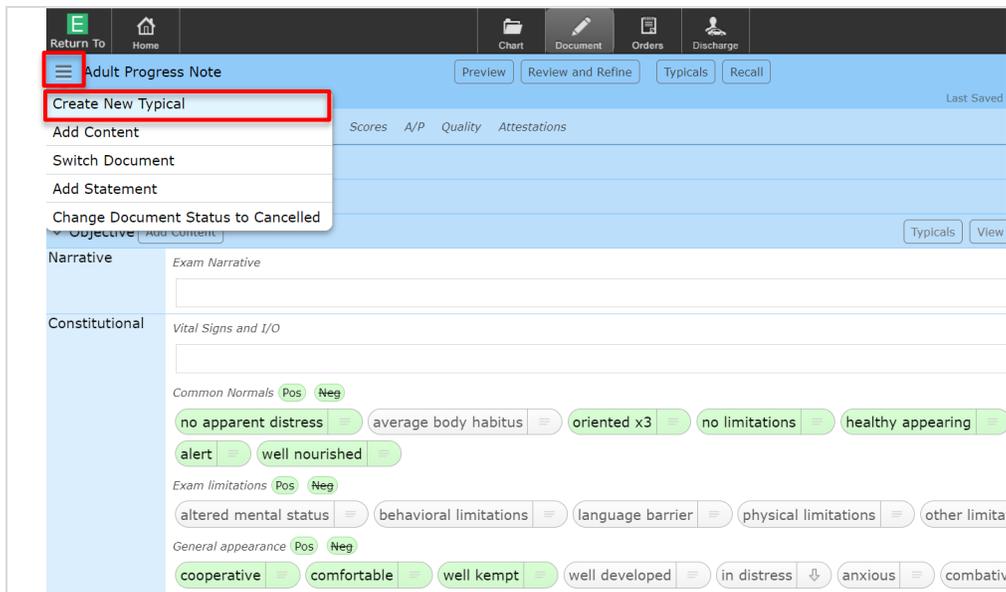


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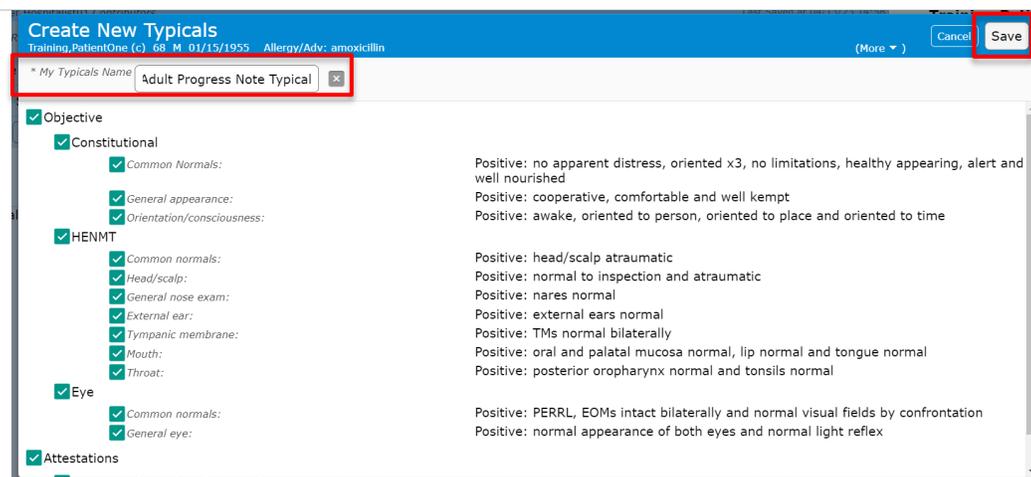
Typicals

Typicals are a documentation feature which allows you to create sets of responses which can be easily pulled into a document. The use of Typicals saves dramatic amounts of time and keystrokes, while still allowing you to go back and edit the responses that were pulled in.

A Typical can be created for multiple sections of a document or for a single section. Note that Typicals are also commonly referred to as normals.



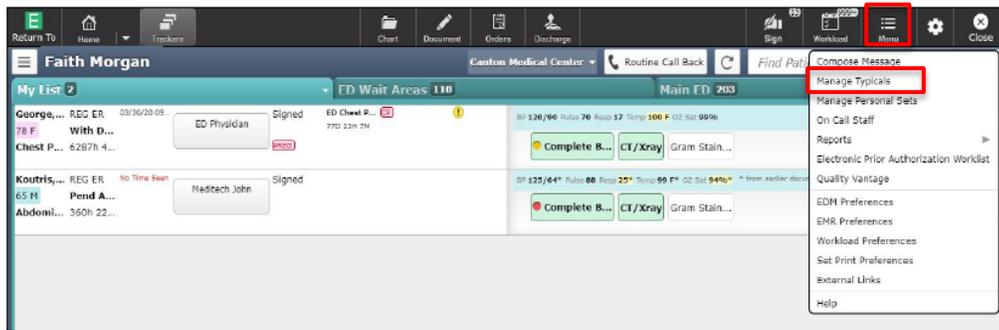
Create a Typical from inside of the document routine: To create a set of responses as a Typical select the Navigation “hamburger” menu icon and select “Create New Typical”.



Create New Typical Name:

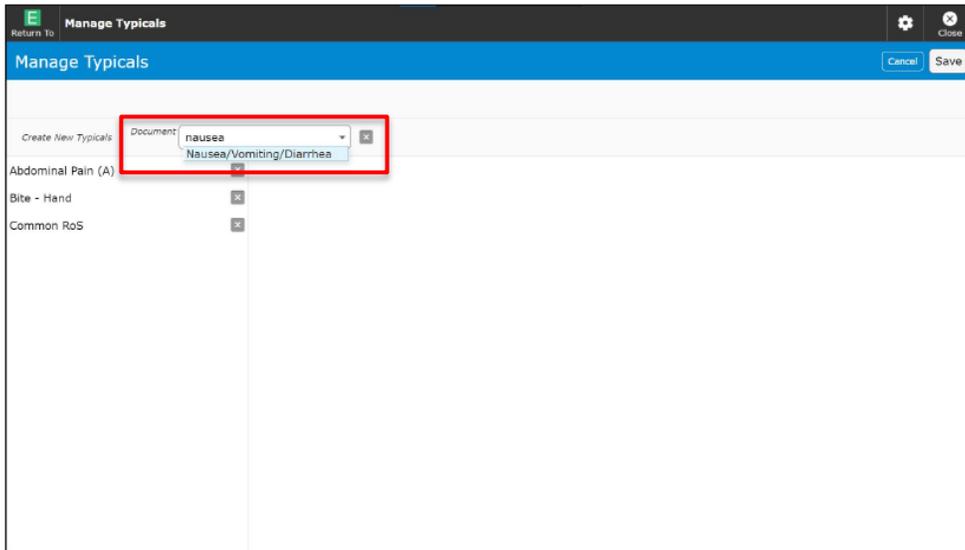
Within the Create New Typicals overlay type the name of the created typical within the “My Typical Name” field then select Save.

***Note: When creating a Typical from documentation be sure no specific patient related information (HIPAA data) is included.**

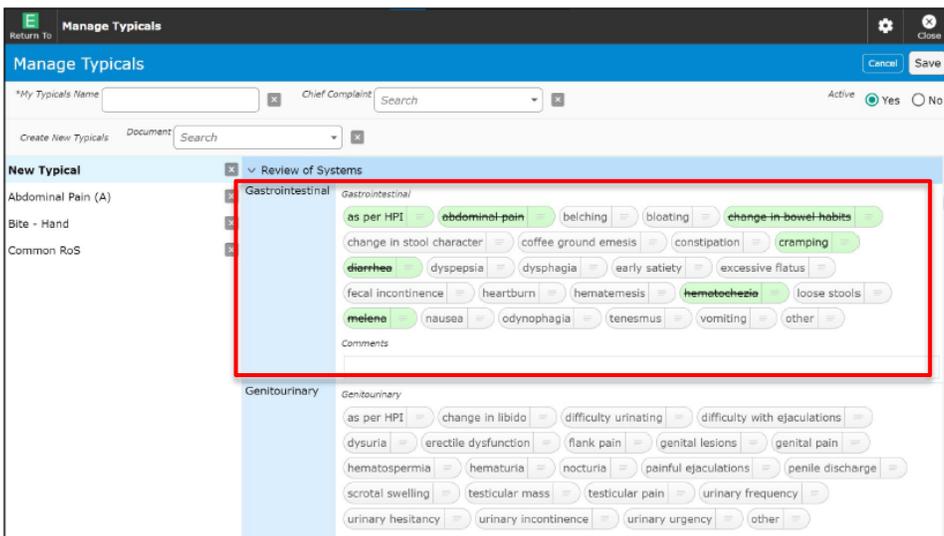


Create a Typical from outside of the document routine:

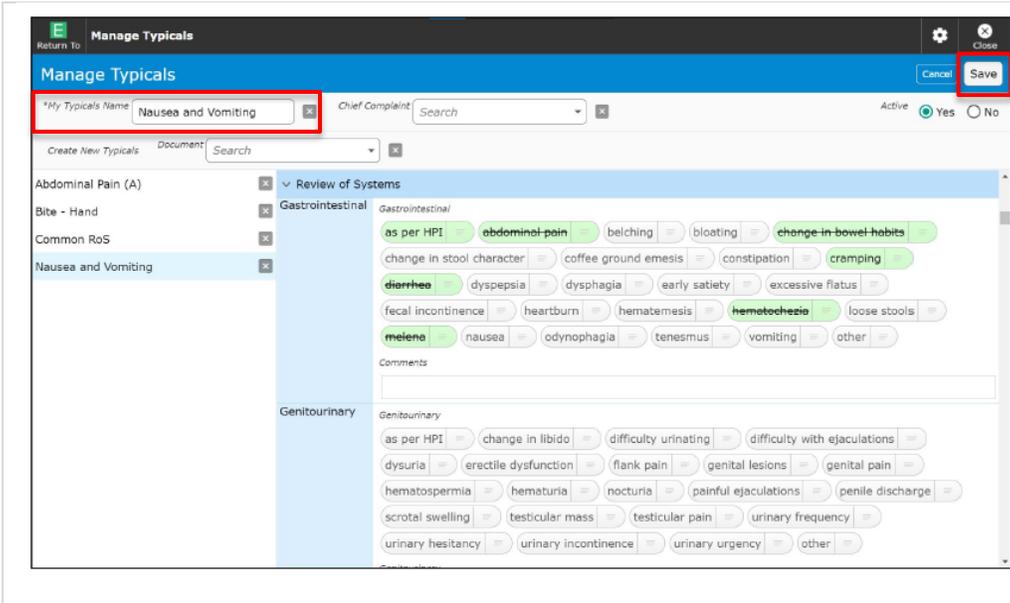
Creating and managing Typical is done through the "Manage Typical" option from the Menu icon on the black navigation toolbar.



The first step in creating a Typical is to search for the document for which you would like to create the Typical. This is done through the search document field.



Next document typical responses within the selected section(s) of the template.



After you have finished creating this set of Typical responses, you need to name it. Select the “My Typical's Name” field to type the name then select the “Save” button.