

Adding the Attestation Smart Template Heading for Clinic Notes

Open one of your notes and click in a Free text field or area



1) Find & click the **Manage Auto Text** icon

The screenshot shows the 'Manage Auto Text' window. On the left, there are tabs for 'My Phrases' and 'Public Phrases'. Below them is a search bar and a table with columns 'Abbreviation' and 'Description'. The table contains several entries, with '.teach2' and 'independent' highlighted in blue. On the right, there are buttons for 'Edit...', 'Duplicate...', and 'Delete'. Below these buttons, the 'Abbreviation' is '.teach2' and the 'Description' is 'independent'. Underneath, the 'Auto Text Phrase' is displayed: 'I personally saw and evaluated the patient. I discussed the management reviewed the resident's brilliant note above. I agree with the document care.'

2) Find & **highlight** your **teaching addendum**

3) Click the **Edit...button**

4) Click the **Template icon**

The screenshot shows the 'Manage Auto Text' window with the text editor. The 'Abbreviation' field contains '.teach2' and the 'Description' field contains 'independent'. The text editor shows the text: 'I personally saw and evaluated the patient. I discussed the management reviewed the resident's brilliant documented findings and plan of care.' A toolbar with various icons is visible above the text.

5) In the Search field, type **zzst_Attestation Header** and select it

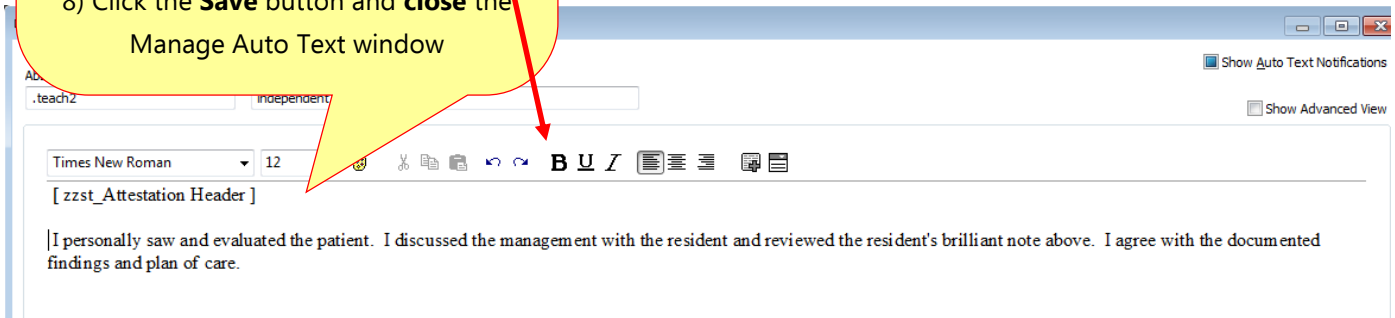
The screenshot shows the 'Insert Template' dialog box. The search field contains 'zzst'. A list of templates is displayed with columns 'Name' and 'Type'. The first item, 'zzst_Attestation Header', is selected and highlighted in blue. Other items include 'zzst_CFMG HPI', 'zzst_DBA Test', 'zzst_Diet Orders', 'zzst_Healthy Weight Assessme...', 'zzst_Healthy Weight Plan', 'zzst_Labs - Endocrinology Calci...', 'zzst_Labs - Endocrinology Diab...', 'zzst_Labs - Endocrinology Thyr...', 'zzst_Patient Preferred Pharmacy', 'zzst_Patient_Level_Alert', and 'zzst_Pediatric Lead Risk'. At the bottom right, there are 'Insert' and 'Cancel' buttons. The patient information 'Patient: ZTEST, ARMADILLO Encounter FIN: 29850225' is visible at the top right. The text 'Attestation by Hinton NSS, Elaine L on April 16, 2018 11:25' is displayed in the main area.

6) You should see your Name here with the current date and time
Then, click the **Insert** button

7) Press the **Enter key** to move your Attestation below the header, otherwise it will begin at the end of the date and time

Highlight the Header template and click **B to BOLD** it, if desired

8) Click the **Save** button and **close** the Manage Auto Text window



Attestation by Hinton NSS, Elaine L on April 10, 2018 12:46

I personally saw and evaluated the patient. I discussed the management with the resident and reviewed the resident's brilliant note above. I agree with the documented findings and plan of care.

FYI - In this example, the Enter key was pressed twice to leave a blank line between the heading and the attestation