

Creating Auto Text in Dynamic Documentation or PowerNotes

In this handout you will find instructions on how to create, modify and view an Auto Text phrase to quickly import information into Dynamic Documentation or PowerNote.

Why Use Autotext? – Autotext is a powerful way to re-use phrases or sections of documentation you find you use over and over. By carefully formatting these phrases or paragraphs you can assure they display correctly time and time again. By including smart templates or data tokens you can also add some flexibility to your autotext phrases – pulling in data from the EMR in a dynamic fashion.

Accessing the Autotext Manager – p. 1	Creating an Auto Text from a Public Phrase – p. 6-8
Creating Auto Text – p. 2-3	Inserting Auto Text – p. 9-10
Modifying existing Auto Text – p. 4	Viewing a list of Auto Text – p. 11
Deleting an Auto Text – p. 5	

Accessing the Auto Text Manager

You can find the Auto Text Manager in the following locations. Click on the icon to open it.

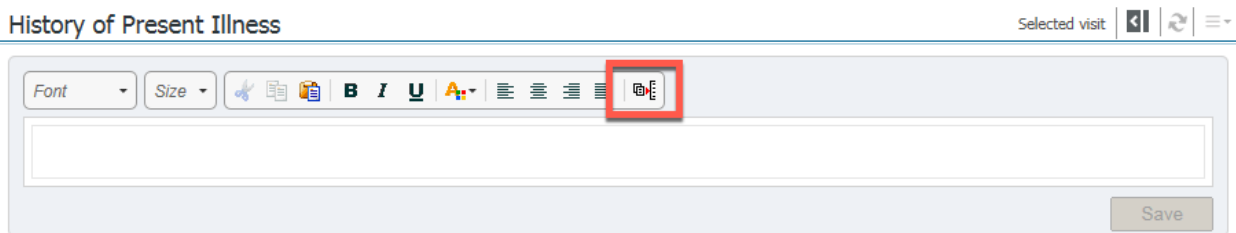
In PowerNote



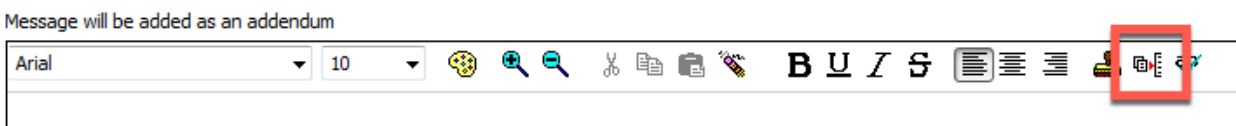
In Dynamic Documentation



In Workflow



In Message Center



Create a new Auto Text

Document Viewing

Office Visit Note

Tahoma 9

Chief Complaint

History of Present Illness

Review of Systems

Physical Exam

Vitals & Measurements
HT: 177 cm WT: 70 kg BMI: 22

Assessment/Plan
Migraine

Social History

Family History

Immunizations

Health Maintenance

Lab Results

Diagnostic Results

Note Details: Family Medicine Clinic Note, Test Hinton NSS, Elaine L, 05/31/2016 8:52, Office Visit Note

Sign/Submit Save Save & Close Cancel

C810 THINTONE May 31, 2016 09:03

1. Click in a free text area of any new or existing note to allow the auto text icon to appear; then click **Manage Auto Text** icon

Manage Auto Text

My Phrases Public Phrases

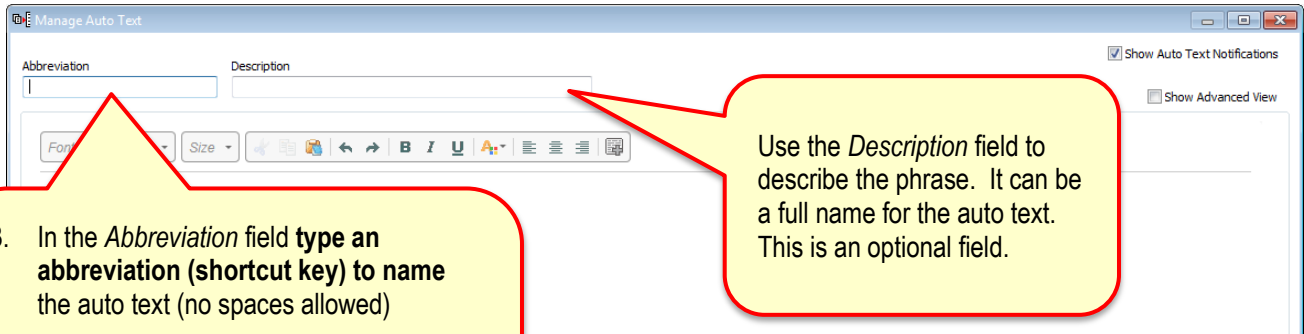
Search Auto Text

Abbreviation Description

Auto Text Phrase

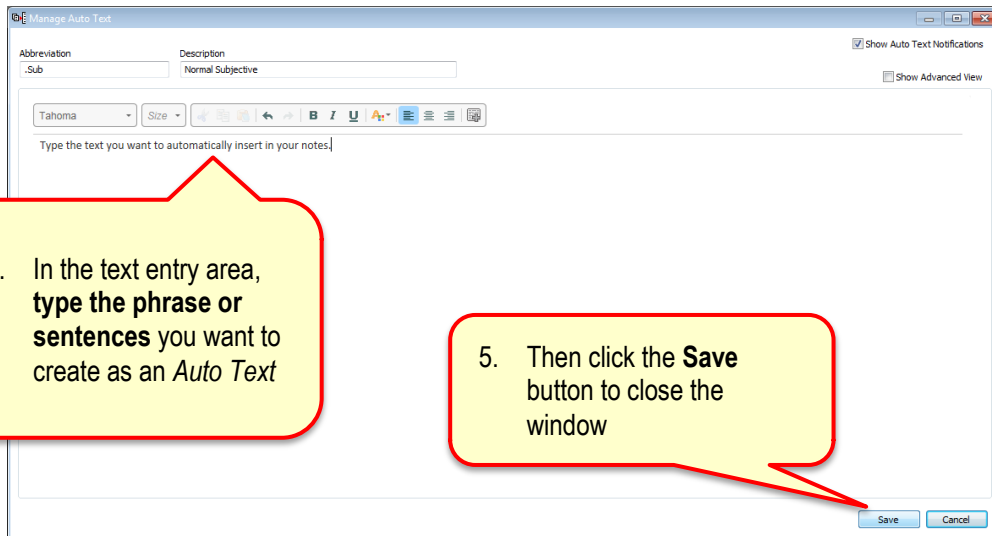
Previous Next

2. Click the **Add New Phrase (Plus)** icon to create a new auto text.



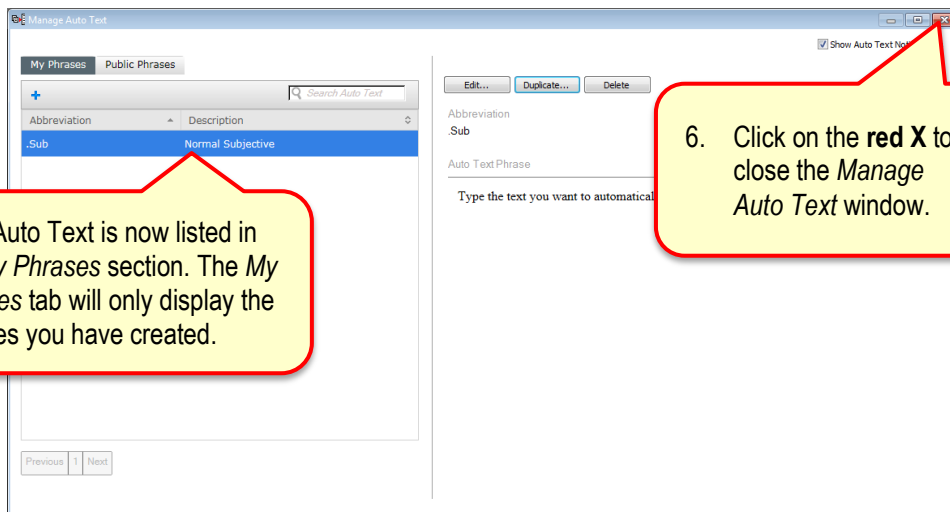
3. In the *Abbreviation* field **type an abbreviation (shortcut key)** to name the auto text (no spaces allowed)

It is suggested to start your abbreviation with a unique letter, such as a z or a period. Remember it will be case sensitive if you use a capital letter.



4. In the text entry area, **type the phrase or sentences** you want to create as an *Auto Text*

5. Then click the **Save** button to close the window

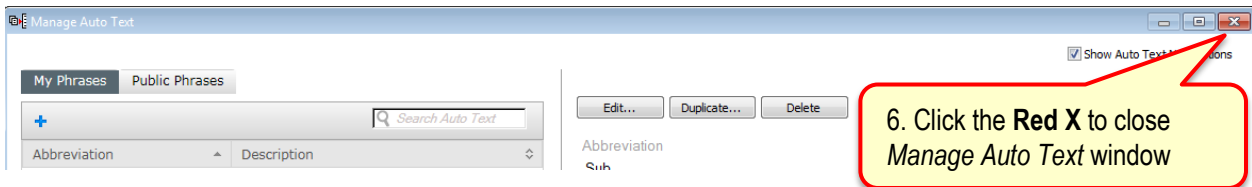
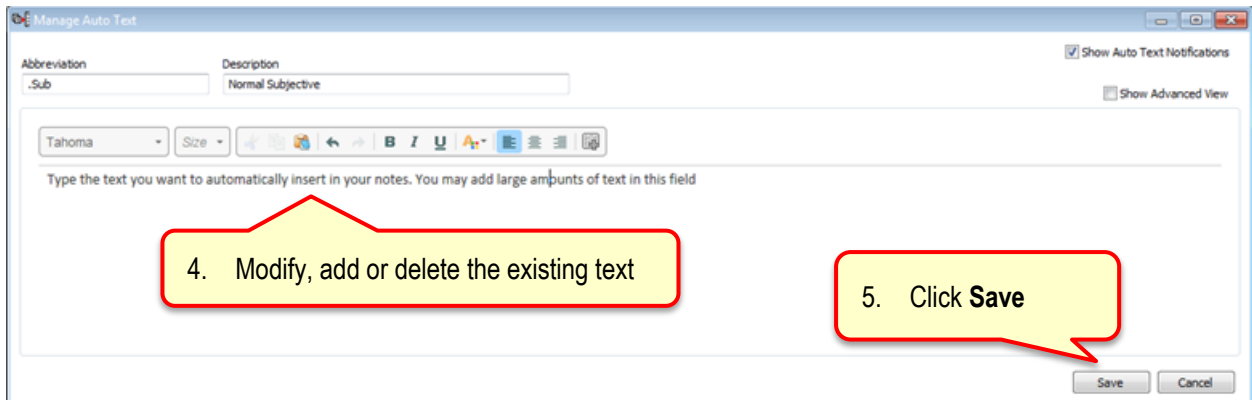
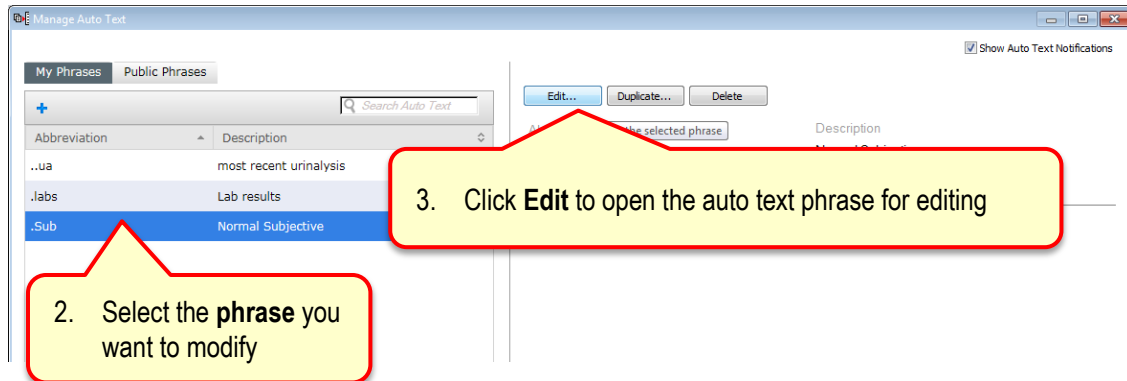
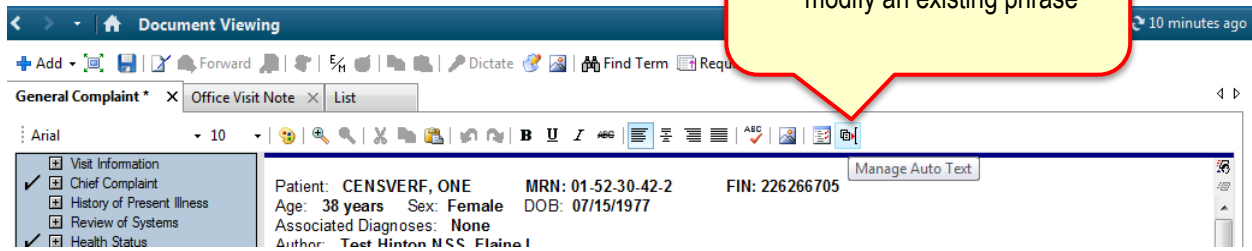


Your Auto Text is now listed in the *My Phrases* section. The *My Phrases* tab will only display the phrases you have created.

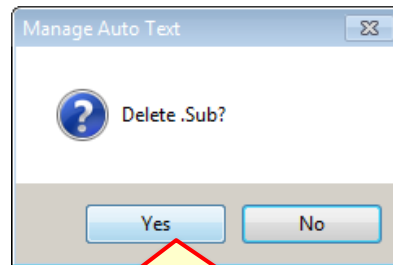
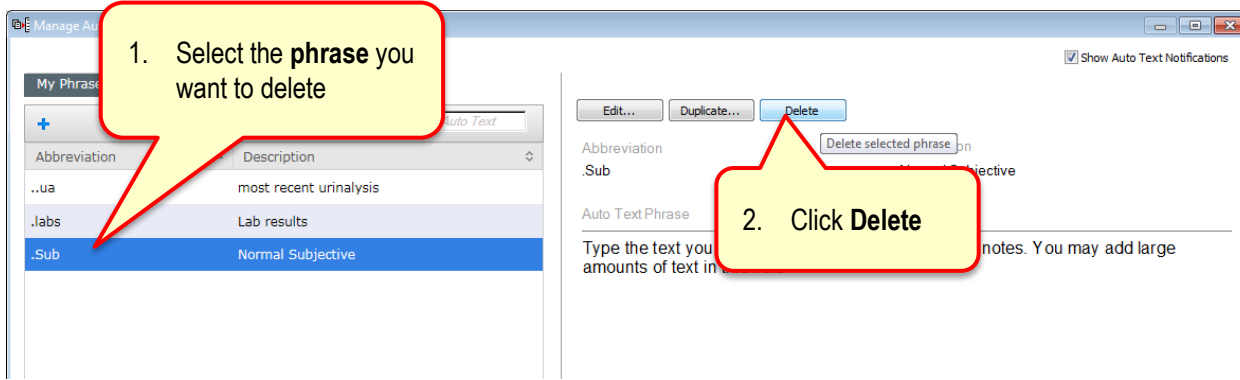
6. Click on the **red X** to close the *Manage Auto Text* window.

Modifying an Auto Text

1. Click **Manage Auto Text** to modify an existing phrase

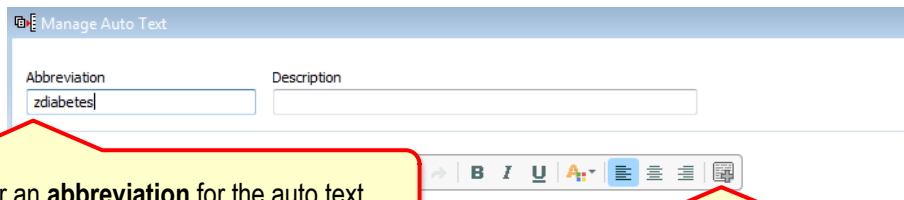
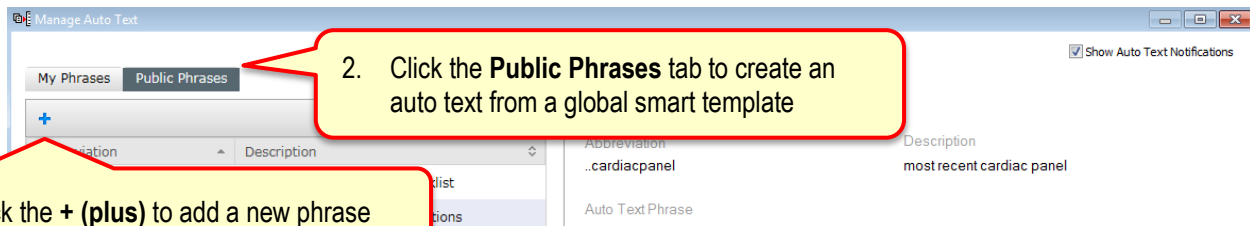


Deleting an Auto Text Phrase

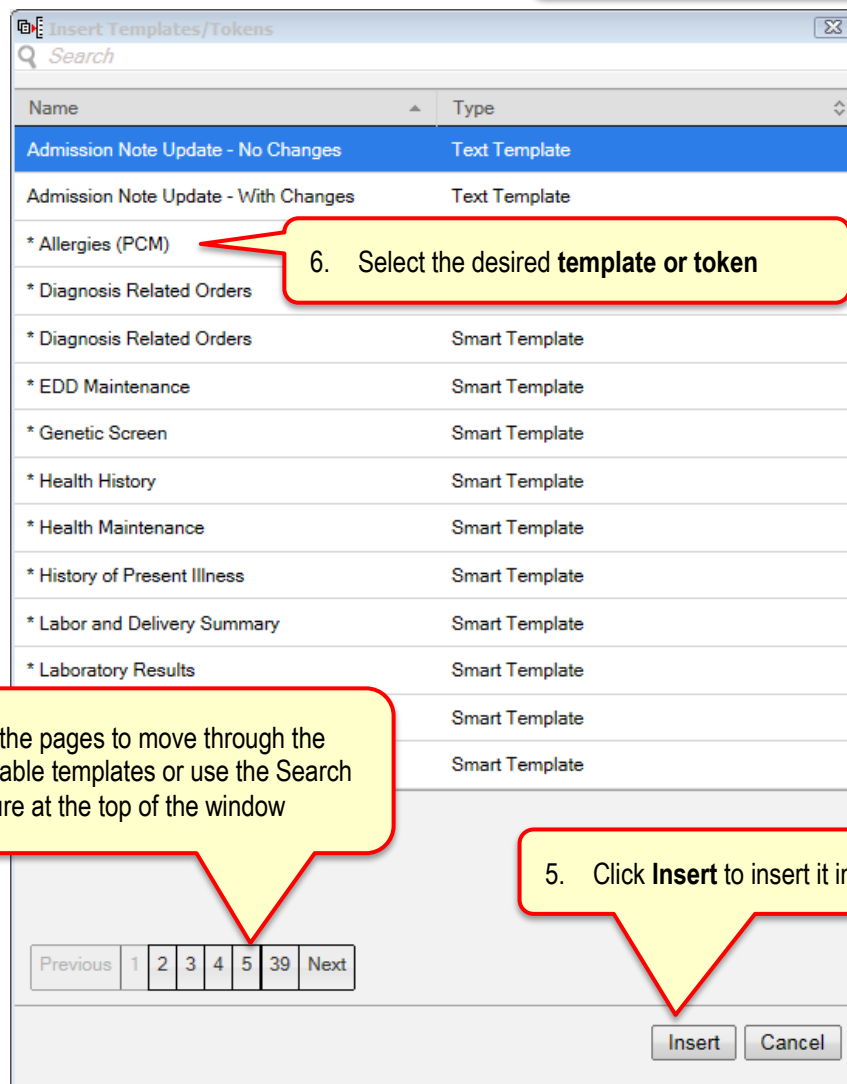


3. Click **Yes** to confirm the deletion

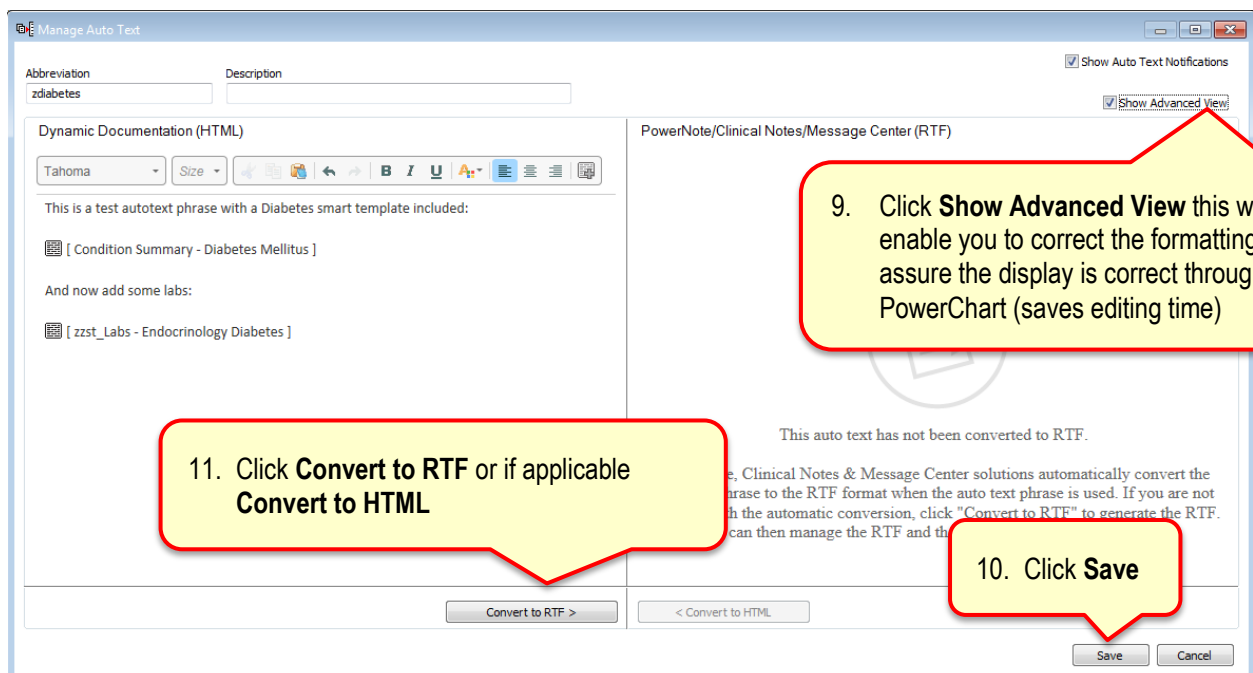
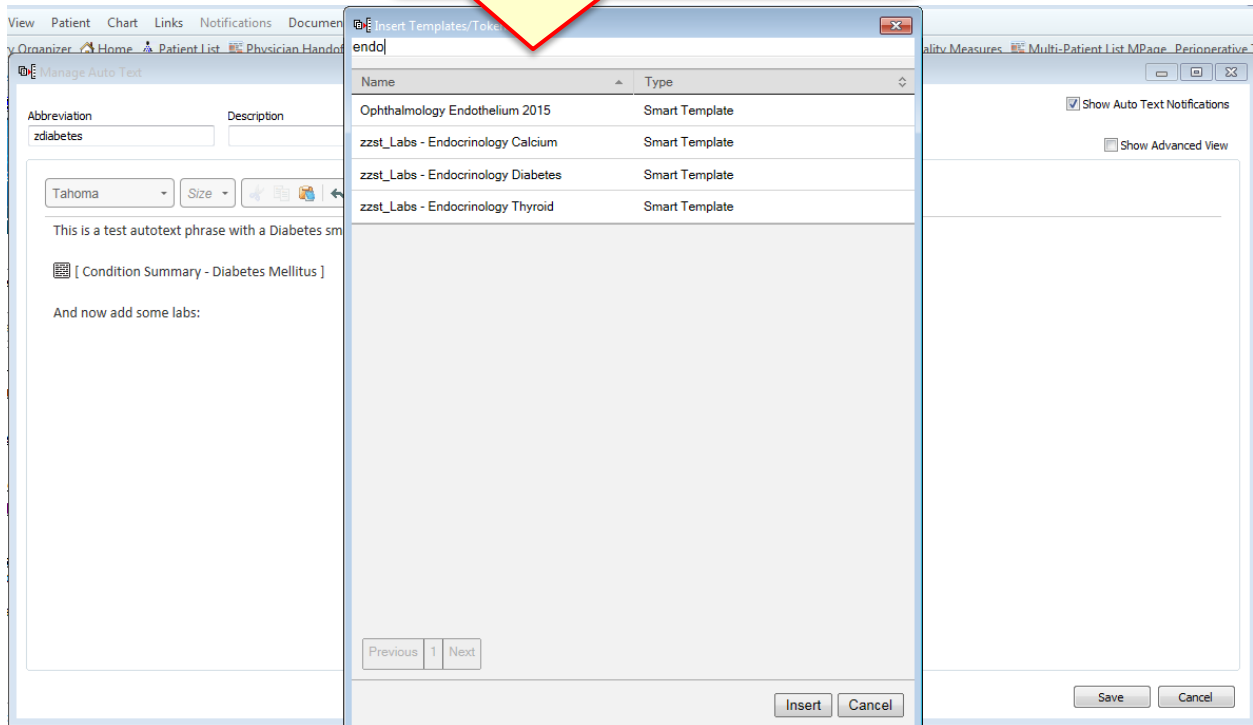
Creating an Auto Text from a Public Phrase



3. Click the **Insert Templates/Tokens** button



7. Type a portion of the desired auto text in the Search field
8. Select it and then click **Insert** to add it to your personal auto text



9. Click **Show Advanced View** this will enable you to correct the formatting to assure the display is correct throughout PowerChart (saves editing time)

11. Click **Convert to RTF** or if applicable **Convert to HTML**

10. Click **Save**

Manage Auto Text

My Phrases Public Phrases

Search Auto Text

Abbreviation	Description
zallergiesdatatoken	
zannualhearingaidfollowup	Hearing Aid Follow Up
zaud	
zaudiolog	
zaudiolog	
zbahaeva	
zC	
zDerm	
zdiabetes	
zdiagnosis	
zgeneral	
zguntur	

Previous 1 2 3 4 5 6 Next

Edit... Duplicate... Delete

Abbreviation: **zdiabetes** Description:

Auto Text Phrase

This is a test autotext phrase with a Diabetes smart template included:

[Condition Summary - Diabetes Mellitus]

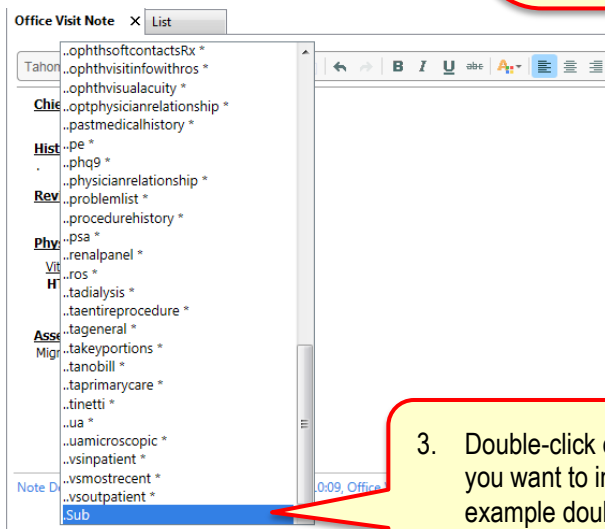
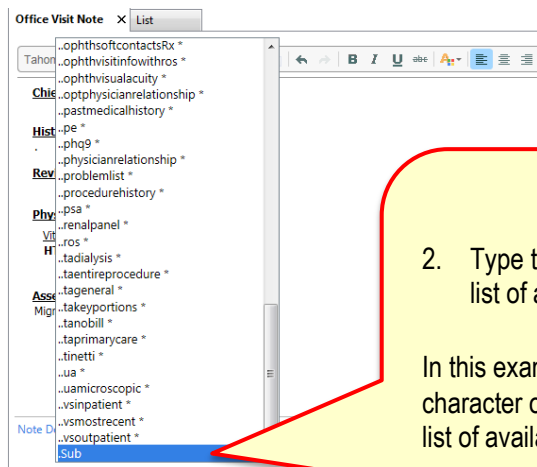
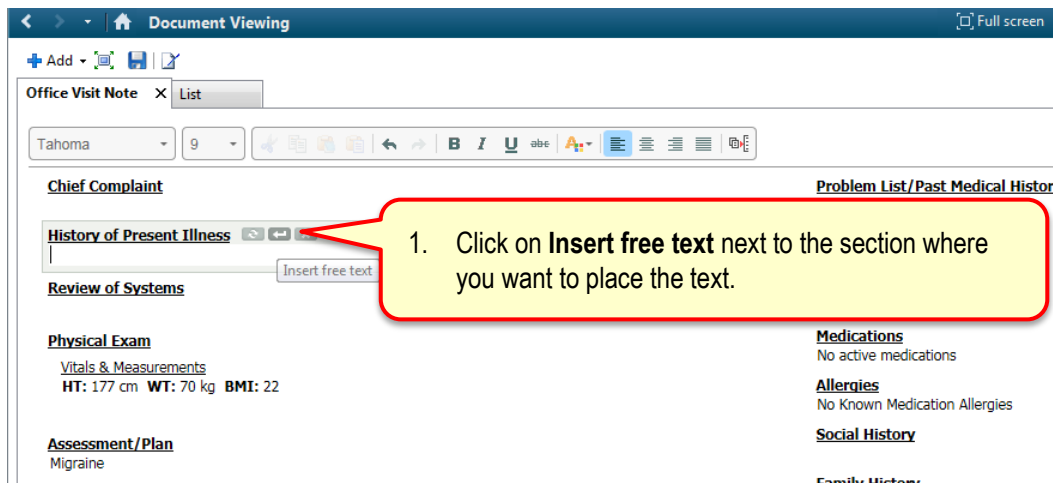
And now for some labs:

[zzst_Labs - Endocrinology Diabetes]

Show Auto Text Notifications

The new phrase now appears on the My Phrases tab

Inserting Auto Text into a Dynamic Document or PowerNote



Document Viewing Full screen Print 14 minutes ago

Menu - All

Office Visit Note List

Tahoma 9

Chief Complaint

History of Present Illness Type the text you want to automatically insert in your notes.

Review of Systems

Physical Exam
Vitals & Measurements
HT: 177 cm WT: 70 kg BMI: 22

Assessment/Plan
Migraine

Problem List/Past Medical History
Ongoing
No qualification data

Medications
No active medications

Allergies
No Known Medication Allergies

Social History

Family History

Immunizations

Health Maintenance

Note Details: Test Hinton NSS, Elaine L, 05/31/2016 10:09, Office Visit Note

Sign/Submit Save Save & Close Cancel

Viewing a List of Auto Texts Within the Note

