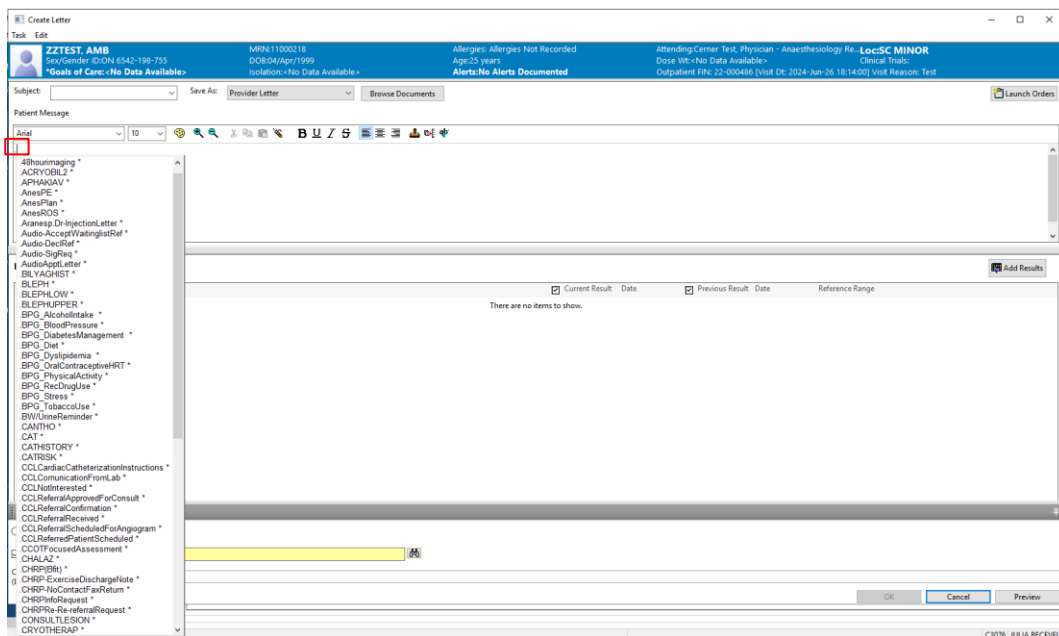


How to use Autotext phrases

Autotext (which may be called “Dot phrases”) assist with inserting predefined data into a provider’s note (Pownote or Dynamic documentation).

1. To use an existing enterprise wide AutoText, click in any free text component and type a period (.). A list of available dot phrases will appear (See Appendix 1). These phrases are case sensitive so be sure to input them exactly.

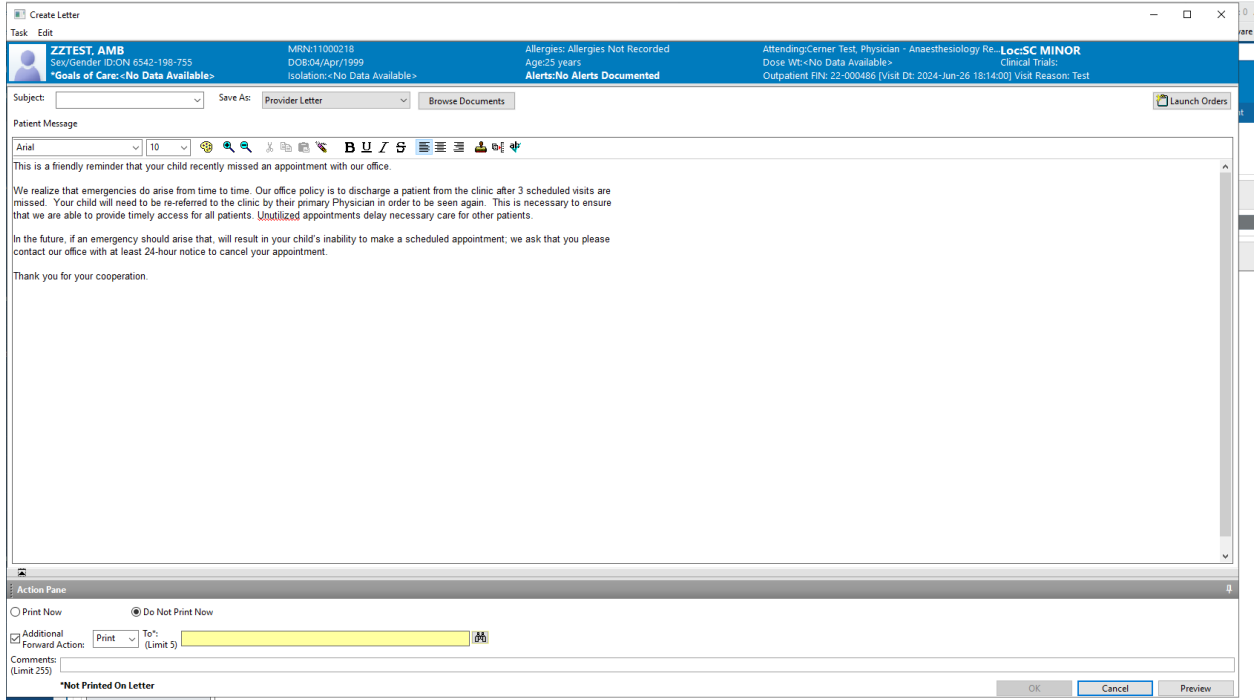


2. Double-click the correct dot phrase to input its contents into the note. You can modify the note as needed.

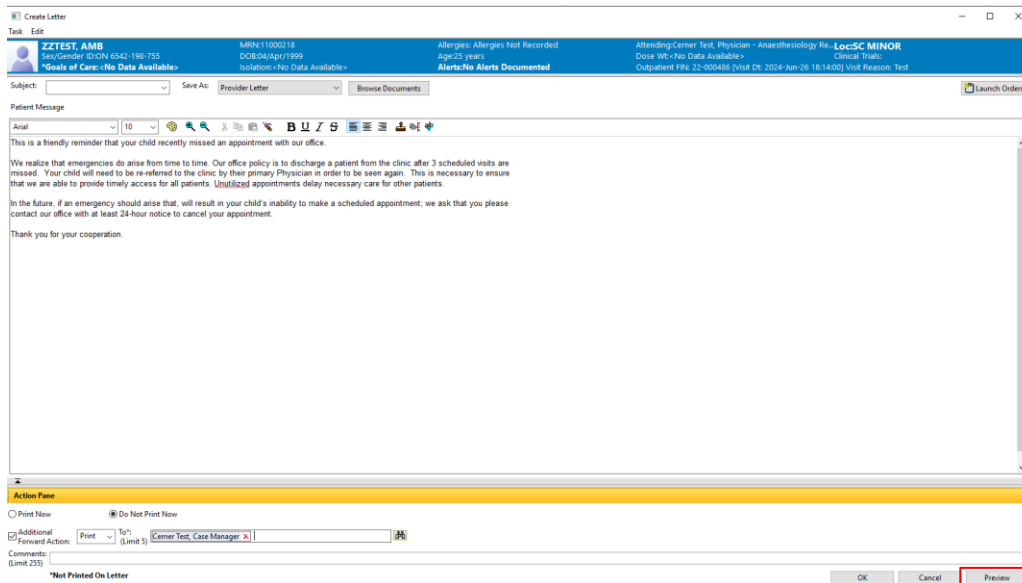


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HOSPITAL INFORMATION SYSTEM (HIS)

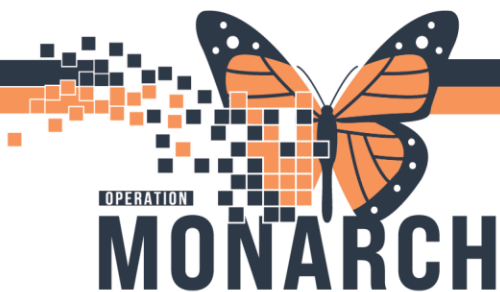


3. Complete the remaining fields as usual. Click **Preview** to view the letter prior to printing.



Adding Autotext to a Note

The Abbreviation	The Description
This is what the end user types to bring up the auto text term. <i>*This is sensitive to capitals and ensure you include the "." at the beginning.*</i>	This will display when the end user hovers the cursor over the auto text term prior to selecting it. This can help clarify what will be selected.
.DMAdultNoShow	Diabetes No Show Adult
.DMChildNoShow	Diabetes No Show Child
.DMAdultTermination	Diabetes Termination Letter - Adult
.DMChildTermination	Diabetes Termination Letter - Child
.ThromboConsult	Thromboembolism Consult
.LDAP-Ref-Receipt	LDAP-Referral-Receipt
.GIMRAC-Ref-Receipt Rapid Assess	(GIMRAC) Referral Receipt Rapid Assessment Clinic.
.Nutri-NoShow-InPerson	NoShow-OutPtNutri-InPerson
.BW/UrineReminder	BW/UrineReminder
.Renal/diet-ConsultReminder	ConsultRenalNurse/DietReminder
.Nephro-PtApptLetter	PtApptLetterNephrology
.Nephro-PTMissedAppt	PTMissedApptNephro
.Aranesp.Dr-InjectionLetter	Dr.Aranesp.InjectionLetter
.DM-OneDayClass. Dr-NoShowLetter	Dr.NoShowF/U-OneDayClass- DM
.DM-PtCancelledAppt	Dr.PtCancelled Appt- DM



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

.NDC-Dr. RefNotSched	Dr. ReferralReceived-PtNoAnswer
.Neuro-PT-SchedPolicy	PT-Neuro SchedPolicy
.Ortho-PT-SchedPolicy	PT-OrthoSchedPolicy
.StrokePrevClinicAppt	StrokePrevClinicAppt
.Nephro.Rescheduled-PT-Appt-Letter	Rescheduled-PT-Appt-Letter Department of Nephrology
.Nephro-PT-Initial Appt	Initial PT APPT
.Homedialysis-PSW/PT Consent	PSW/PT ConsentHomedialysis
.Hemodialysis-Dr. KhandelwalAppt	Hemodialysis Dr. Khandelwal Appt
.HDS-AudioApptLetter	ApptLetterAudio
.HDS-Audio-SigReq	HearingAidsSignatureRequest
.Ortho/Neuro-returning Ref	returning ReferralOrtho/Neuro
.ortho-HandTherapy Resources	HandTherapy Resources
HDS.Dr- returnREF	Dr.referralreturnNotComplete
.Ortho Ref-detailsLetter	Dr.No MedsRef
.ReturnRef.OutsideRegion	Dr. ReturnReferral
.NailHook.RefRefusal	Dr.NoNailHookreferrals
.NailHook.RefRefusal2	Dr.referralDeclinedNailHook
.HDS-DrivingAssessRefusal	Dr.Refusal-NoReturnToDrivingAssessment
.HDS-Dr.Redirecting RefReturn	Dr.Redirecting ReferralReturn
.HDS-Ortho-UnableToReachPt	Dr.Returning ReferralOrtho
.MH&A- ECT/rTMS-Ref Deposition	MH&A. ECT/rTMS Adult Outpatient Referral Disposition Letter

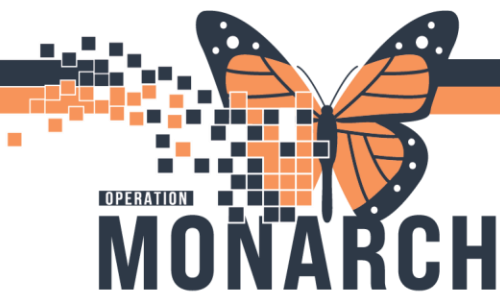


TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

.MH&A- CAPS-Deposition	Adult Outpatient Referral Disposition Letter Mental Health and Addictions
.MH&A-Adult OutReferDisposition	MH&A- Adult Outpatient Referral Disposition Letter
.MH&A-(RAAM)	Rapid Access Addiction Medicine (RAAM) Disposition Letter
.MH&A-NP-residentialprogram	MH&A.residential treatment program at New Port Centre
.OncoMissedAppt(discharge from clinic)	Oncology missed appointment letter- discharge from clinic
.OncMissedAppt(multiple attempts)	Oncology missed appointment letter- no further attempts to contact
.OncDischargeFromWFCC(atten:family phys re palliative care)	Letter from medical oncologist to primary care provider regarding palliative care plan/ follow up
.OncCommunityPalliativeSupp	Oncology community palliative support letter (from palliative care physician to primary care provider)
.OncImmunoTherapyLetter	Oncology Immunotherapy regimen details for the patient
.CHRInfoRequest	Cardiovascular Health & Rehabilitation Program (CHRP). Info Request
.CHRPre-Re-referralRequest	CARDIOVASCULAR HEALTH & REHABILITATION PROGRAM
.CHRP(Bfit)	CARDIOVASCULAR HEALTH & REHABILITATION PROGRAM. (Bfit) Program

.MH&AEating Disorder Outpatient Program	CBT-E Treatment Summary
.Eating Disorder Outpatient Program	Interpersonal Psychotherapy Treatment Summary
.CHRP-ExerciseDischargeNote	Exercise Discharge Note
.TransplantReferral	Transplant referral Assessment
.PainClinic F/U	PainClinicF/U
.LDAP-EBUSComForm	EBUS Communication Form
.LDAP-LetterheadDoc	Letterhead Document
.LDAP-LetterheadReq	Letterhead Request for Information
.LDAP-ConsultRequest	Consult Request
.LDAP-NotAppropriate	Not Appropriate
.OncCareChartContact	Oncology care chart contact info for WFCC
.OncBreastSurvivorshipLetter	Letter sent to primary care provider for breast survivorship
.CHRP-NoContactFaxReturn	Fax Return to Physician for No Contact
.KCP-TAPChecklist	TAP Referral Checklist
.Nutri-NoShow-Phone	NoShow-PhoneNutri
.HDS-Audio-LettertoPhysician-CINotSeen	Letter to Physician CI Not Been Seen
.HDS-Audio-NewReferralLetter	New Referral Letter to Physician
.Geriatrics-LetterEnactingPOA	Letter Enacting POA
.Geriatrics-GAPAccepted	GAP Referral Accepted
.Geriatrics-GAPONHold	GAP Referral On Hold
.Geriatrics-GAPDeclined	GAP Referral Declined
.Paediatrics-RSVProphylaxisScreening	RSV Prophylaxis Screening for Synagis



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HOSPITAL INFORMATION SYSTEM (HIS)

.PulmonaryRehabDischargeReport	Pulmonary Rehab Discharge Report
.DMDietitianGestationalLetter	Niagara Diabetes Centre - Dietitian Gestational Letter
.DMDietitianGestationalFollowUpLetter	Niagara Diabetes Centre - Dietitian Gestational Follow Up Letter
.DMIndividualCounselling	Niagara Diabetes Centre - Individual Counselling
.OutpatientRehabilitationDischargeReport	Outpatient Rehabilitation Discharge Report
.PacemakerClinicPatientDischargeInformation	Pacemaker Clinic Patient Discharge Information
.KFREScore	KFRE Score
.KCP-PDCatheterPlacement	Peritoneal Dialysis Catheter Placement Procedure
.PSAC-YourAppointment	Your Pre-Operative Clinic Appointment
.PSAC-GettingReady	Getting Ready for the Preoperative Clinic
.PSAC-CommonlyAskedQ	PSAC Commonly Asked Questions
.KCP-PDInsertion	Peritoneal Dialysis Catheter Insertion Procedure Patient Information
.HIU-Angiogram	Going Home after Your Angiogram
.HIU-HeartSurgery	Heart Surgery Patient Education