

PRESCRIBERS

Utilising User-generated Autotext

To utilise Autotext made by other users, complete the following steps:

- 1. Click Autotext Copy on PowerChart toolbar.
 - Haven't got this button? Refer to the end of the page for step by step instructions on submitting and escalating tickets.

Task Edit View Patient Chart Links Notifications Navigation Help
🚰 Home 📓 Prescriber Handoff Perioperative Tracking 🖃 Message Center 📓 Dynamic Worklist 🛉 Patient List 📓 MyExperience 📓 Autotext Copy 📓 Referral Management 📓 Research Organizer mPage 📓 eCoach 🧋
🖏 Mental Health Act Forms 🖕
🛱 Cerner Bridge 🛱 Clinical Education 💐 Service Desk Help 🙀 HDS ESPAN 🖕
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2. Select the user by typing in their name in the search box.



- 3. Provider Selection dialogue box opens.
- 4. Select the appropriate prescriber.

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5. Click OK.





6. You are now able to see all Autotexts generated by the chosen prescriber. Click on the desired usergenerated Autotext to view.

Tam, Benjamin Ho-La	i, FR	CPC		
Search User		Q	Search Auto Text	Q
Abbreviation	^	Description	Update Date	
.intubationprocedure		Intubation Procedure Note	08/22/2024	

- 7. Review the Autotext by scrolling down.
- 8. Click Copy to copy the Autotext.

Autotext Copy	💱 Full screen 🛛 🖨	Print 🤣 12 minutes ago
	8	
Copy Preview Auto Text Procedure: Instantion with glidencope ▼ Indication: Respiratory Failure ▼ Sedation: RSI▼ Findings: _		-7
Complications: _		-

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9. Click Copy

Copy Auto Text (1)				×
Proceeding to copy	y will add the following Auto Texts to your library	<i>ı</i> .			
Abbreviation	Description		My Abbreviation	My Description	
.intubationprocedure	Intubation Procedure Note		.intubationprocedure	Intubation Procedure Note	
					Copy Cancel

10. A Log Out Notice window pops up, press Log Out.

Lo	og Out Notice	×
6	You must log out of the application for all Auto Text changes to take effect. Cancel to continue working on this page.	
	Log Out C	ancel

- 11. Log back into PowerChart.
- 12. Click Autotext Copy on PowerChart toolbar.
- 13. You will see the copied Autotext in the My Autotext Library section.

Autotext Copy				🖓 Pull screen 💾 Pi	int • Jimin
\Lambda 🗎 🖶 🖿 🔍 🔍 100%	• • • 4				
No User Selected		My Auto Text Libra	rv		
Search User	Q Search Auto Text	Q 06	.,	Search Auto Text	1
		Abbreviation	∧ Description	Update Date	
User selection required befor	e searching auto texts.	.intubationprocedure	Intubation Procedure Note	11/20/2024	
		Intubationprocedure	Intubation Procedure Note	11/20/2024	
	_				
se this button to select all					
se this button to select an					
of your Autotexts				Select	All Delete
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		Preview Auto Text			
	J	No preview available. Ple	ase select a single phrase to preview.		
	Click this button to delete				
	selected Autotext				
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		HEALTH AND REI	HABILITATION CENTRE		



Getting Help!

<u>If you are still experiencing access issues</u>, please contact **At-The-Elbow (ATE) support** or submit a ticket to the **<u>HIS Service Desk</u>**. Be sure to include **your device and username information** in your ticket:

https://niagarahealth.service-now.com/sp?id=monarch

Tips to Submitting a Ticket:

Give as much detail as possible to ensure the Command Centre is able to quickly understand the issue and place it in a priority sequence.



- Include the name of the person who is experiencing the issue and their contact information.
- Select the appropriate category, sub-category and priority of the issue.

Attach a screenshot of the issue, or to help explain the issue, whenever possible, keeping in mind that no patient-identifiable information should be included in the screenshot.



If your issue has a **direct and immediate impact** on patient care and support staff are busy helping someone else, please call **905-378-4647 Ext. 42850 PRESS 3** to speak to the Operation Monarch Command Centre staff.





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