

1. The autotext icon can be found in the workflow mPage within any documentation component.

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2. Within the auto text "library", there are three functions.

niagarahealth







My Phrases Public Phras	es				Show Auto Text Notification
+	Q. Search Auto Text	- Edit	Duplicate	Delete	
Abbreviation	Description	d Abbreviatio	n		Description
MH8A- CAPS-Deposition1	Adult Outpatient Referral Disposition Lette	MHA-CAP	S-Deposition1		Adult Outpatient Referral Disposition Letter Mental Health and Addictions
		Auto Text P	hrase		
Previous 3 Next		Dear Ref We are u Client d Client d Client f Reason Health Referrir Referrir Referrir 905–704	erring Primary ( nable to proces ontact informati eclined hone number n for referral is n sk section is not sk section is not non must always ions are not inons are not ino ions are not ino ions are not ino ions are not ino g primary care is illegible Adate the referr 4420 OR pleas	Care Provid s your refe ion is incor ot in servic essages to complete be complete to complete to complete be complete be complete be complete be complete and valid / billing nu al / complete se have yo	der: rral and book your client due to the following reason(s): mplete (telephone number or address is missing) ce ted d (ie. Threat to self, attempted suicide, risk of violence). ted, mpleted umber is illegible ste the missing information and fax back to ur patient call Ext. 49463 to book their appointment.

- a. "My Phrases"-contains the auto texts you have created.
- b. "Public Phrases"-contains all model auto text that are built in Cerner.
- c. The "Add/+" button -allows the user to create a custom auto text.
- 3. Selecting "Public Phrases" allows the user to search for an existing dot phrase to save or customize.

Ex: type ".ROS" to find model auto text for Review of Systems

E Manage Auto Text			− □ × Show Auto Text Notification:
My Phrases Public Ph	irases		
+	ROS	Edit Duplicate	Delete
Abbreviation	<ul> <li>Description</li> </ul>	Abbreviation	Description
ros	Review of Systems	.ros	Review of Systems
ROSACEA	Ocular Rosacea	Auto Text Phrase	
ROSDocComponent	ROS documentation component	Constitutional: [No fever Eye: [No recent visual p ENMT: [No ear pain, na Respiratory: [No shortne Cardiovascular: [No shortne Gastrointestinal: [No na Genitourinary: [No hema Hema/Lymph: [Negative Endocrine: [Negative fo Musculoskeletal: [No ba motion] Integumentary: [No rash Neurologic: [No headac Psychiatric: [No anxiety,	rs, chills, sweats]  roblems] usel congestion, sore throat] ess of breath, cough] usea, vomiting, diarrhea] aturia] e for bruising tendency, swollen lymph glands] or excessive thirst, excessive hunger] ack pain, neck pain, joint pain, muscle pain, decreased range of n, pruritus, abrasions] ches, dizziness, slurred speech] , depression]

4. Select the auto text and click "Duplicate" on the right side of the screen.







Manage Auto Text     My Phrases Public Phr	rases	 - □	×
+	ROS	Edit Duplicate Delete	
Abbreviation	Description	\$ Abbreviation Description	
.ros	Review of Systems	.ros Review of Systems	
.ROSACEA	Ocular Rosacea	Auto Text Phrase	
.ROSDocComponent	ROS documentation component	Constitutional: [No fevers, chills, sweats] Eye: [No recent visual problems] ENMT: [No ear pain, nasal congestion, sore throat] Respiratory: [No shortness of breath, cough] Cardiovascular: [No Chest pain, palpitations, syncope] Gastrointestinal: [No nausea, vomiting, diarrhea] Genitourinary: [No hematuria] Hema/Lymph: [Negative for bruising tendency, swollen lymph glands] Endocrine: [Negative for excessive thirst, excessive hunger] Musculoskeletal: [No back pain, neck pain, joint pain, muscle pain, decreased range motion] Integumentary: [No rash, pruritus, abrasions] Neurologic: [No headaches, dizziness, slurred speech] Psychiatric: [No anxiety, depression]	of

#### 5. Once duplicated, the user can edit the auto text on the left side of the screen.

🐏 Manage Auto Text		— 🗆 X
Abbreviation	Description	Show Auto Text Notifications
Copyros	Review of Systems	Show Advanced View
Arial		
Constitutional: [Nc Eye: [No recent vi ENMT: [No ear pa Respiratory: [No s Cardiovascular: [I Gastrointestinal: ] Genitourinary: [Nc <u>Hema/Lymph: [Ne</u> Endocrine: [Nega Musculoskeletal: ] Integumentary: [N Neurologic: [No h Psychiatric: [No a	<pre>i fevers, chills, sweats] sual problems] in, nasal congestion, sore throat] hortness of breath, cough] vo Chest pain, palpitations, syncope] No hausea, vomiting, diarrhea] hematuria] gative for bruising tendency, swollen lymph glands] tive for bruising tendency, swollen lymph glands] tive for excessive thirst, excessive hunger] No back pain, neck pain, joint pain, muscle pain, decreased range of motion] o rash, pruritus, abrasions] eadaches, dizziness, slurred speech] nxiety, depression]</pre>	

Remember to retitle in the "abbreviation" field like the rest of your auto text and select Save when finished!







6. To create a custom auto text or template, select the blue "Add/+" button in the auto text library.

4	바를 Manage Auto Text		- <b>D</b> X	H Di
			Show Auto Text Notifications	
	My Phrases Public Phrases			
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	Abbreviation 🔺	Description \$	Abbreviation Description	
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1	`NM_General_Imaging	NM_General_Imaging	Auto Text Phrase	
ł	`NM_Hepatobiliary_Scan	NM_Hepatobiliary_Scan	Rone Scan Questionnaire – Please	┝
	`NM_HPylori_Breath_Test	NM_HPylori_Breath_Test	Complete All Questions	
	`NM_Lung_Scan	NM_Lung_Scan	Complete All Questions	I
	`NM_Myocardial_Perfusion	NM_Myocardial_Perfusion_Scan	1) Reason for exam:	Γ
•	`NM_Parathyroid_Scan	NM_Parathyroid_Scan	-	
	`NM_Renal_Scan	NM_Renal_Scan	2) Current symptoms and physical findings:	F
	`NM_Thyroid_Uptake_and_S	NM_Thyroid_Uptake_and_Scan	-	
	`NM_Wallmotion_Study_(M	NM_Wallmotion_Study_(MUGA)	3) History of related imaging studies performed (e.g. CT, MRI, Conventional Radiography, previous Bone Scan)	
	*biliclinic	Bilirubin Clinic Note	If yes, where and when:	
	*neonatalFollowUp	Neonatal Follow Up Clinic Note	-	
	Previous 1 2 3 4 5 79 Ne	xt	4) Prior history of fractures If yes, cause of fracture, where and when;	
•			- · · · · · · · · · · · · · · · · · · ·	

7. Title the auto text and add content into the free text field via typing or Dragon. Click Save when complete.

마툰 Manage Auto Text	– 🗆 X
Abbreviation Description	Show Auto Text Notifications
	Show Advanced View
Font     •     Size     •     ★     B     I     U     ▲     ■     ■	
	,
	Save Cancel

- Blank spaces can be added into any dot phrase using the symbols [\_].







- This will allow the user to move through blank fields and dictate or type patient-specific information via the following options:
  - $\circ$  Using the keyboard function F3
  - Dragon left and right arrows, or
  - Spoken Dragon command "next field"

- Drop down boxes can be added to auto text when there are several options for documentation.
  - Right click after a word and select "Create Drop List" to create multiple interchangeable options.
  - Ex: Pitting edema could be 1+, 2+, 3+, or 4+.
- Using "Add List Item", list the options you would like to appear in your drop-down box. Click "Create".

Neck: [Supple, non-tender, no carotid bruits, no JVD, no lymphadenopat
Lungs: [Clear to auscultation and percussion_non-labored respiration].
Heart: [Normal rate, regular rhythm edema '
Abdomen: [Soft, non-tender, non-c stended 🧮 Create Drop List 💡 no m
Musculoskeletal: [Normal range of motion and strength no tengerness of

- Enter the auto text into the note by typing the title and select from the list.





	UN	IAKCH	H	IOSI	PITAL INFORMATION SYSTEM
© <mark>⊪[</mark> Cı	reate Drop Li	ist —		×	
Add a	nd organize	the Drop List items. Select defaults or use a blank default.			
	fultiselect				
	Default	List Item			
	۲	_ (Blank)			
H	0	1+		×	
H	0	2+		×	
H	0	3+		×	
H	0	4+		×	
Ad	ld New List	t Item			

- The auto text will now have the drop-down list to select patient specific information.

Abbreviation Description			Modify Drop List								
Copyros Review of Systems			Add and organize the Drop List items. Select defaults or use a blank default.								
Arial			Multiselect								
Constitutional: [No fevers	s, chills, sweats]		Default	List	Item						
Eye: [No recent visual pr	oblems]		0	_ (Bla	ank)						
ENMI: [No ear pain, nas Respiratory: [No shortney	al congestion, so	::	۲	1+				×			
Cardiovascular: [No Che Gastrointestinal: [No nau	st pain, palpitatio	H	0	2+				×			
Genitourinary: [No hemat	turia]	H	0	3+				×			
Hema/Lymph: [Negative for bruising tende Endocrine: [Negative for excessive thirst, Musculoskeletal: [No back pain, neck pain Inforumetary: [No rach pruvitus, abrasion		<b>::</b> [4	⊖ dd New List	4+ Item				×			
Neurologic: [No headach Psychiatric: [No anxiety, [1+▼]]	depression]										
		R	emove Drop	List		Save	Can	cel			







**Outpatient Clinical Autotext Dictionary** 

The Abbreviation	The Description
This is what the end user types to bring up	This will display when the end user hovers
the auto text term. *This is sensitive to	the cursor over the auto text term prior to
capitals and ensure you include the "." at the	selecting it. This can help clarify what will be
beginning. *	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
.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
.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
.CHRPInfoRequest	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
.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



