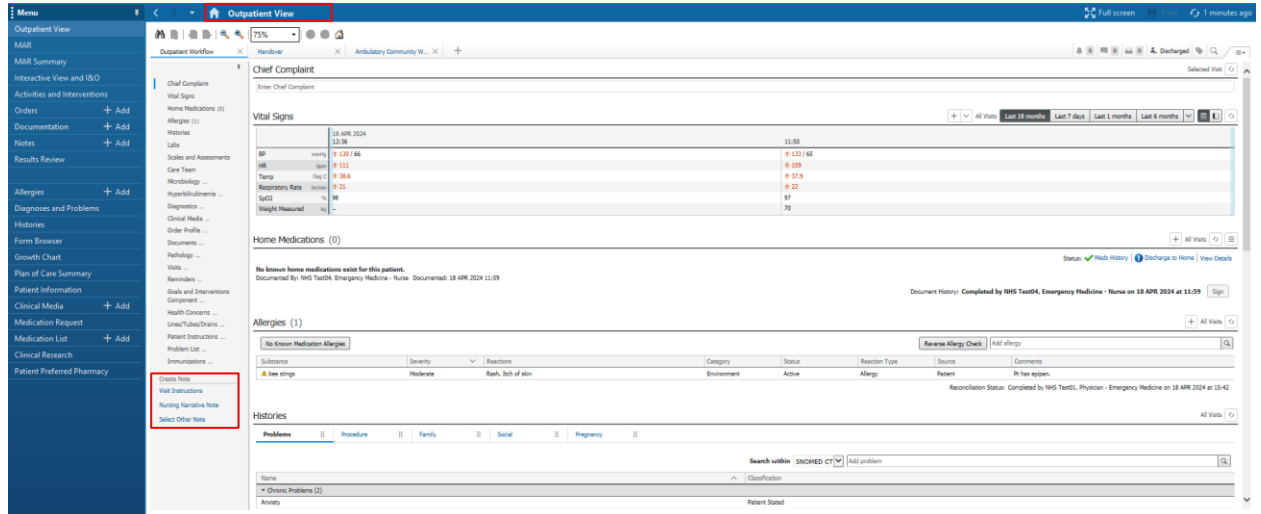
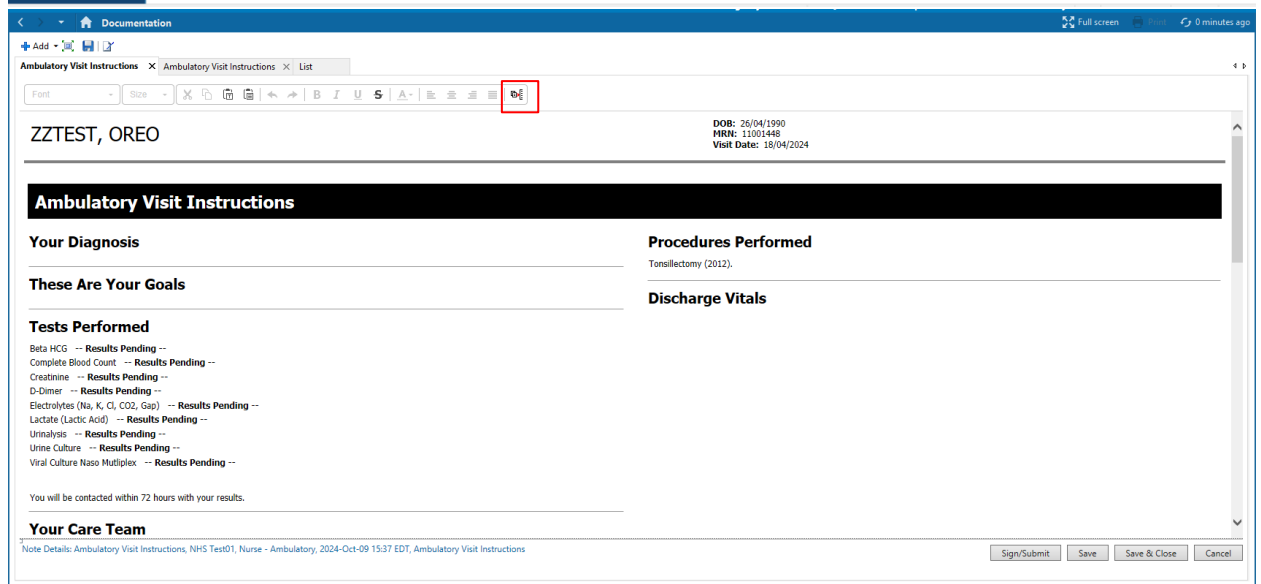
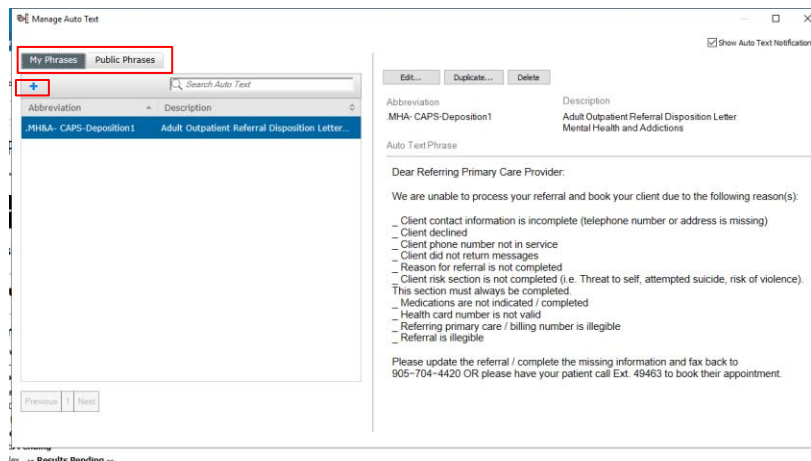


1. The autotext icon can be found in the workflow mPage within any documentation component.

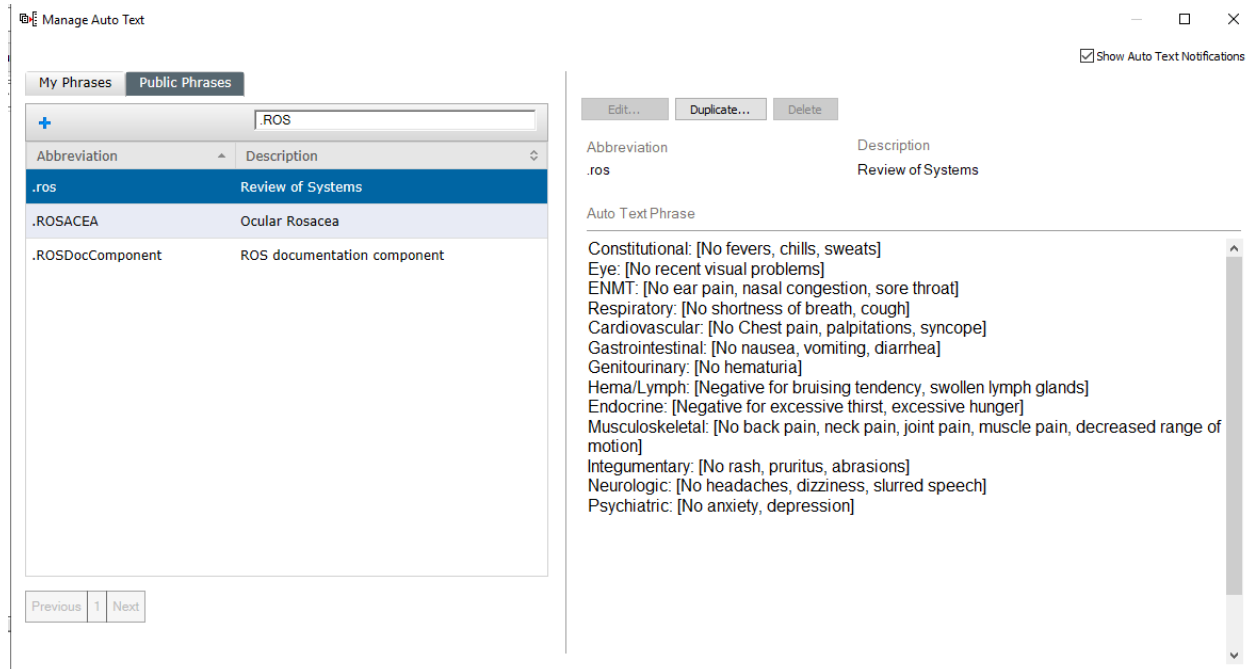



2. Within the auto text “library”, there are three functions.

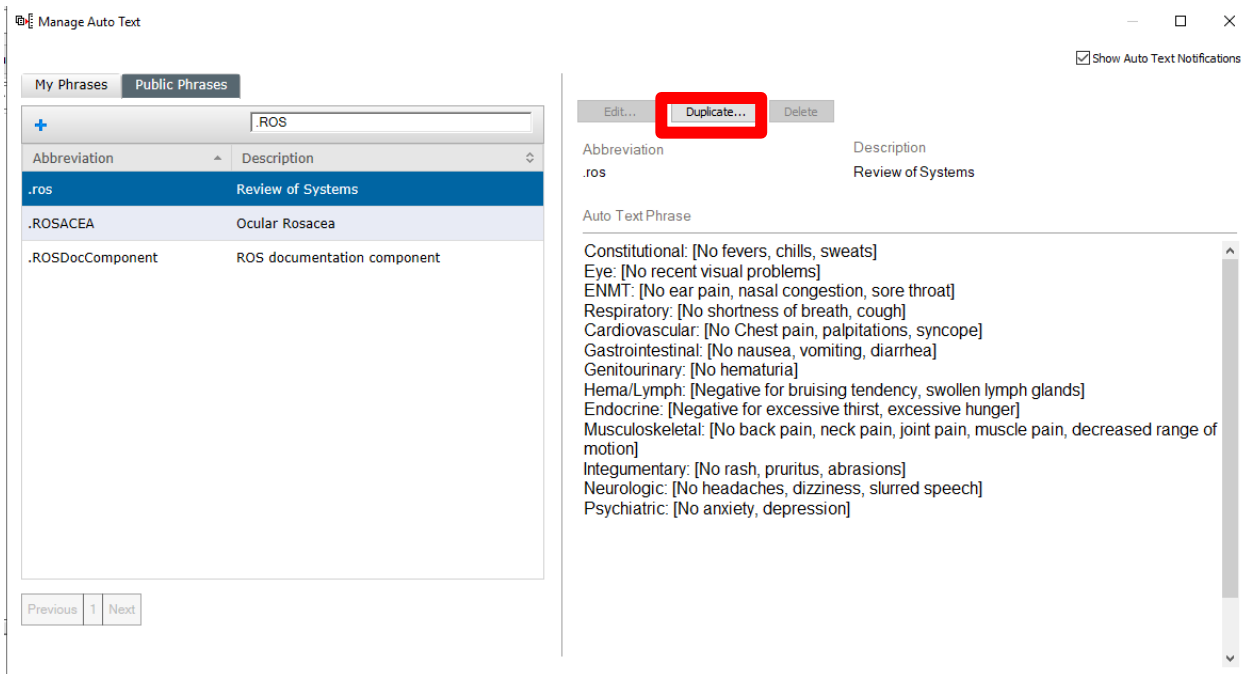


- a. "My Phrases"-contains the auto texts you have created.
 - b. "Public Phrases"-contains all model auto text that are built in Cerner.
 - c. The "Add/+" button -allows the user to create a custom auto text.
3. Selecting "Public Phrases" allows the user to search for an existing dot phrase to save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

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



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



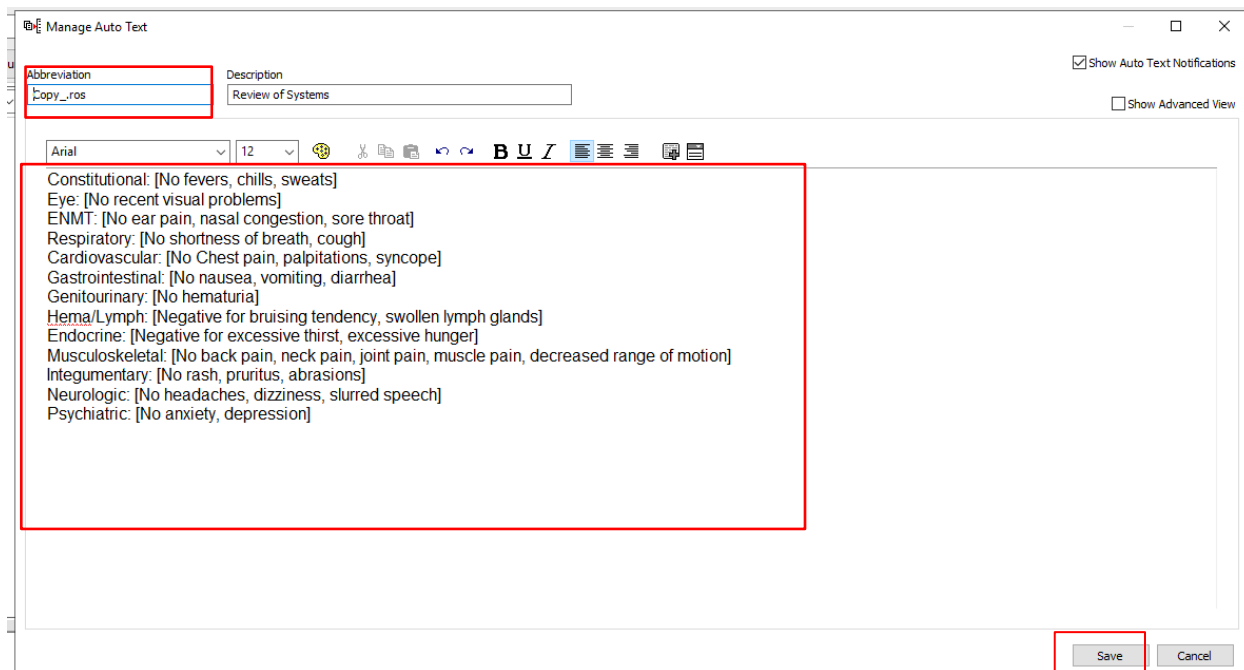
The screenshot shows the 'Manage Auto Text' window. On the left, there is a list of phrases under 'Public Phrases'. The first phrase is '.ros' with the description 'Review of Systems'. Above the list, there are buttons for '+', 'Edit...', 'Duplicate...', and 'Delete'. The 'Duplicate...' button is highlighted with a red box. Below the list are 'Previous', '1', and 'Next' buttons. On the right, the 'Auto Text Phrase' editor is open, showing a list of medical conditions with their corresponding auto text phrases. The 'Duplicate...' button is also highlighted with a red box.

Abbreviation	Description
.ros	Review of Systems
.ROSACEA	Ocular Rosacea
.ROSDocComponent	ROS documentation component

Auto Text Phrase

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 of motion]
 Integumentary: [No rash, pruritus, abrasions]
 Neurologic: [No headaches, dizziness, slurred speech]
 Psychiatric: [No anxiety, depression]

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



The screenshot shows the 'Manage Auto Text' window with the 'Duplicate...' button highlighted. The 'Abbreviation' field is now '.copy_...ros' and the 'Description' field is 'Review of Systems'. The 'Auto Text Phrase' editor is open, showing the same list of medical conditions and auto text phrases as in the previous screenshot. The 'Save' button is highlighted with a red box.

Abbreviation: .copy_...ros
 Description: Review of Systems

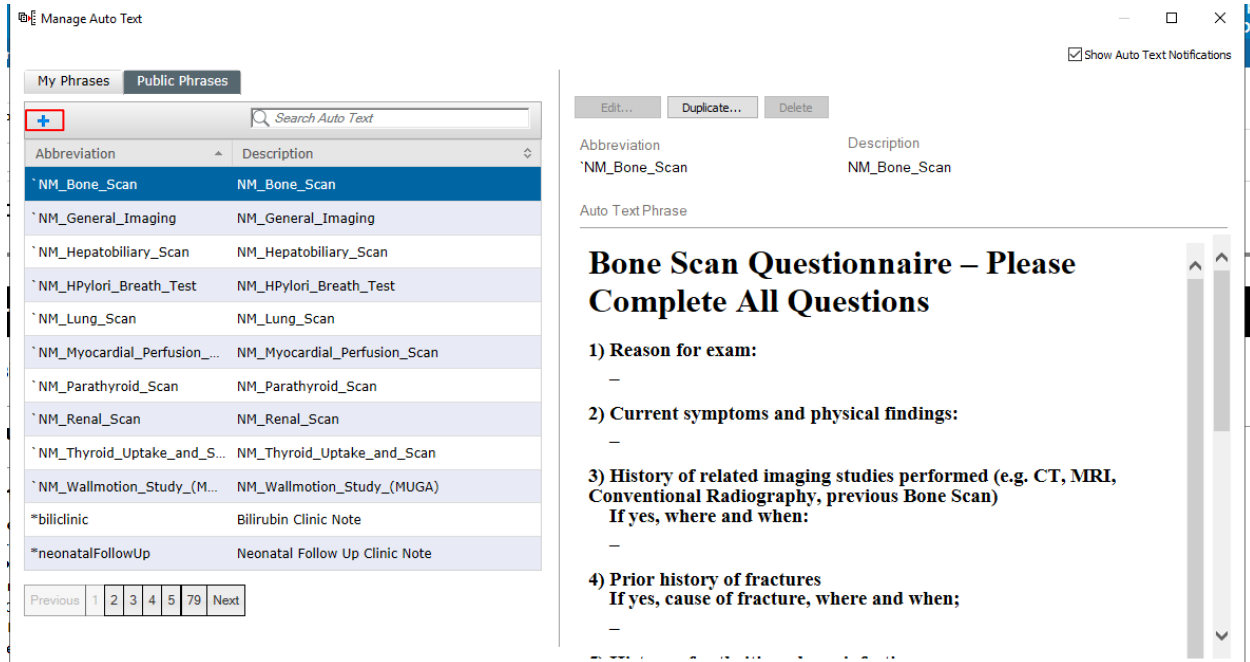
Auto Text Phrase

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 of motion]
 Integumentary: [No rash, pruritus, abrasions]
 Neurologic: [No headaches, dizziness, slurred speech]
 Psychiatric: [No anxiety, depression]

Save Cancel

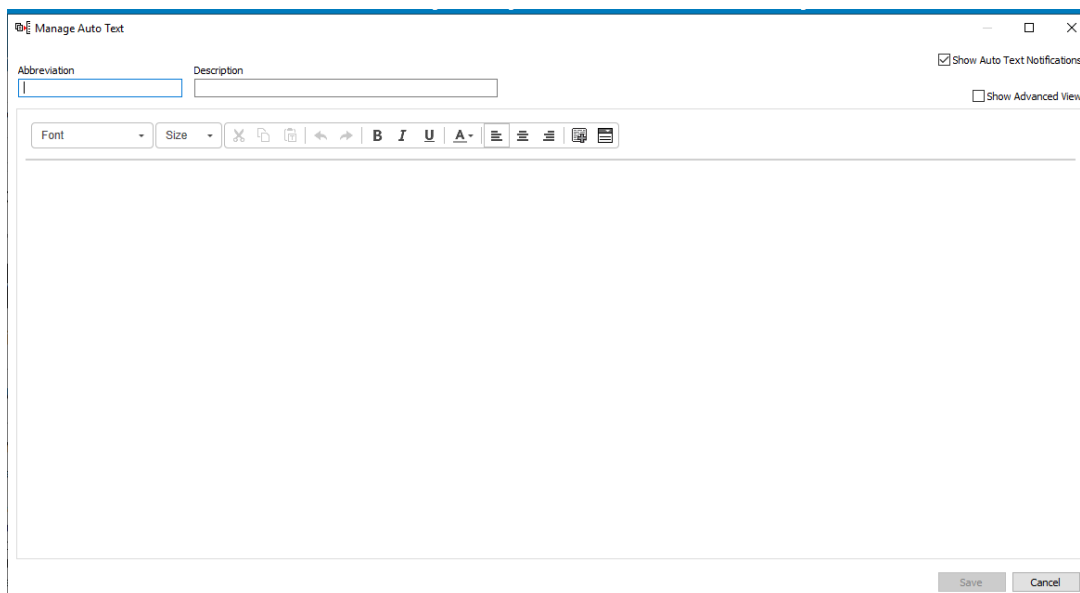
Remember to retile in the "abbreviation" field like the rest of your auto text and select Save when finished!

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



The screenshot shows the 'Manage Auto Text' window. On the left, there is a list of phrases under 'My Phrases' and 'Public Phrases'. A blue '+' button is highlighted in the top left corner of the list. The list contains various phrases like 'NM_Bone_Scan', 'NM_General_Imaging', etc. On the right, there is a preview of the selected phrase, which is a questionnaire titled 'Bone Scan Questionnaire – Please Complete All Questions'. The preview shows a list of questions related to the bone scan exam.

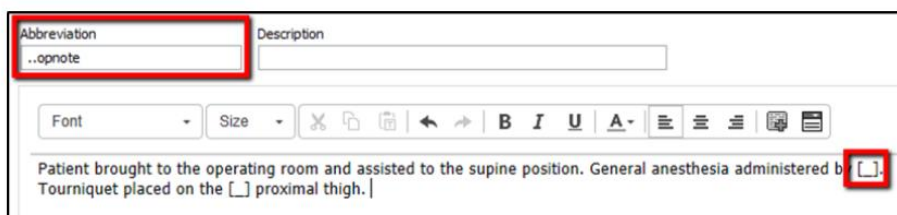
7. Title the auto text and add content into the free text field via typing or Dragon. Click Save when complete.



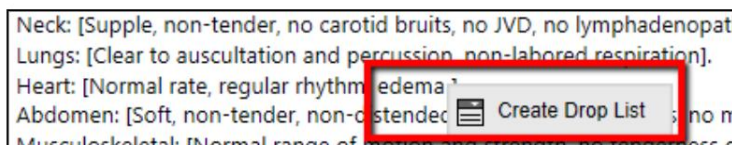
The screenshot shows the 'Manage Auto Text' window in edit mode. At the top, there are fields for 'Abbreviation' and 'Description'. Below these fields is a rich text editor with a toolbar containing options for font, size, bold, italic, underline, and text color. The main area is a large text field for entering the content of the auto text. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

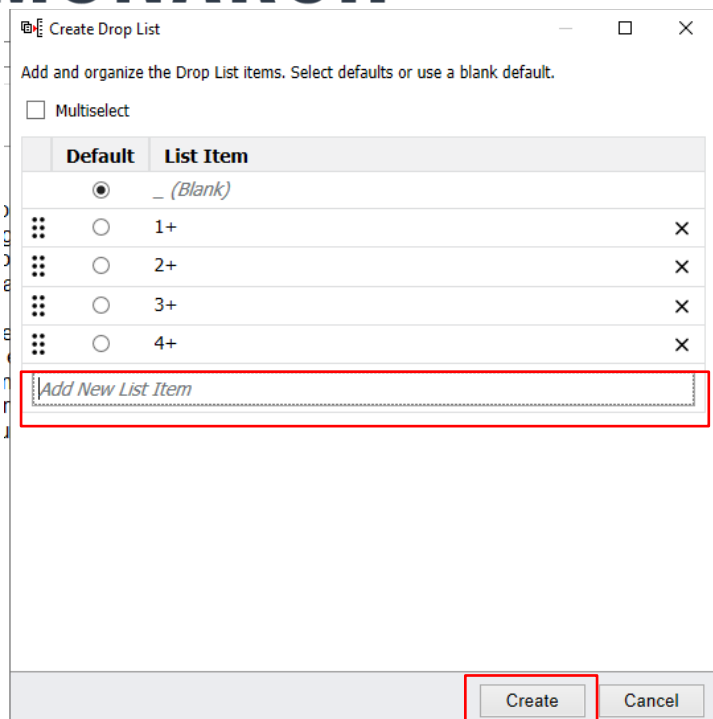
- This will allow the user to move through blank fields and dictate or type patient-specific information via the following options:
 - o Using the keyboard function F3
 - o Dragon left and right arrows, or
 - o Spoken Dragon command “next field”



- Drop down boxes can be added to auto text when there are several options for documentation.
 - o Right click after a word and select “Create Drop List” to create multiple interchangeable options.
 - o 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”.



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



Create Drop List

Add and organize the Drop List items. Select defaults or use a blank default.

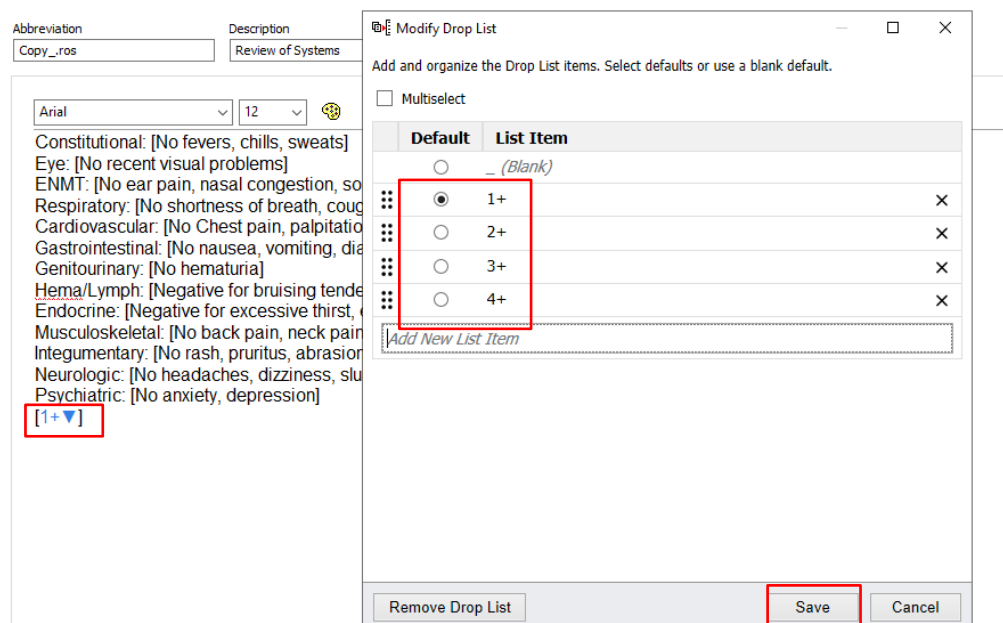
Multiselect

Default	List Item
<input checked="" type="radio"/>	_ (Blank)
<input type="radio"/>	1+
<input type="radio"/>	2+
<input type="radio"/>	3+
<input type="radio"/>	4+

Add New List Item

Create Cancel

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



Abbreviation: Copy_ros, Description: Review of Systems

Arial 12

Constitutional: [No fevers, chills, sweats]
 Eye: [No recent visual problems]
 ENMT: [No ear pain, nasal congestion, so...]
 Respiratory: [No shortness of breath, cough...]
 Cardiovascular: [No Chest pain, palpitation...]
 Gastrointestinal: [No nausea, vomiting, diarrhea...]
 Genitourinary: [No hematuria]
 Hema/Lymph: [Negative for bruising tenderness...]
 Endocrine: [Negative for excessive thirst, polyuria...]
 Musculoskeletal: [No back pain, neck pain...]
 Integumentary: [No rash, pruritus, abrasions...]
 Neurologic: [No headaches, dizziness, slurred speech...]
 Psychiatric: [No anxiety, depression]

[1+ ▼]

Modify Drop List

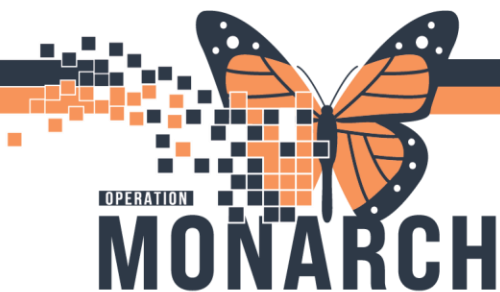
Add and organize the Drop List items. Select defaults or use a blank default.

Multiselect

Default	List Item
<input type="radio"/>	_ (Blank)
<input checked="" type="radio"/>	1+
<input type="radio"/>	2+
<input type="radio"/>	3+
<input type="radio"/>	4+

Add New List Item

Remove Drop List Save Cancel



OPERATION

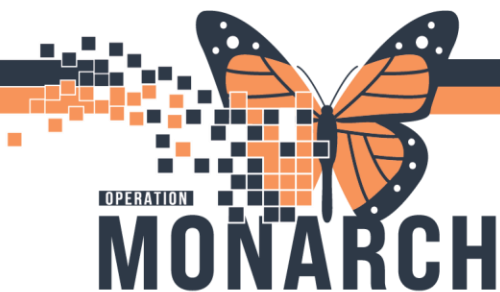
MONARCH

TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Outpatient Clinical Autotext Dictionary

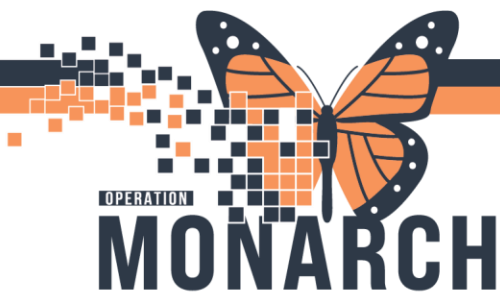
The Abbreviation	The Description
This is what the end user types to bring up the auto text term. *This is sensitive to capitals and ensure you include the "." at the beginning.*	This will display when the end user hovers the cursor over the auto text term prior to selecting it. This can help clarify 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
.NDC-Dr. RefNotSched	Dr. ReferralReceived-PtNoAnswer
.Neuro-PT-SchedPolicy	PT-Neuro SchedPolicy
.Ortho-PT-SchedPolicy	PT-OrthoSchedPolicy
.StrokePrevClinicAppt	StrokePrevClinicAppt



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

.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

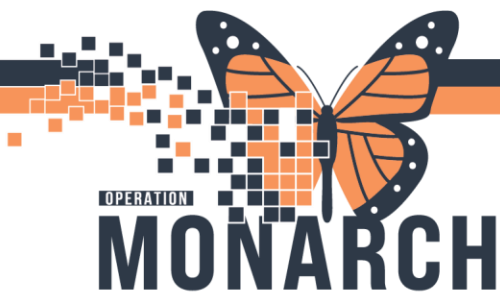


TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

.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
.PulmonaryRehabDischargeReport	Pulmonary Rehab Discharge Report



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

.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