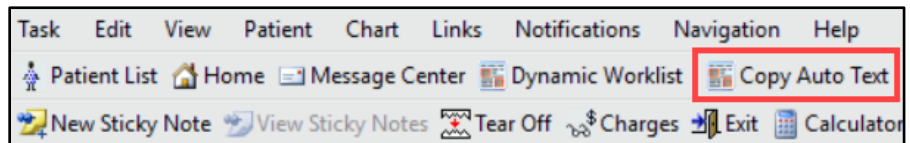


## Overview

Auto Texts (often referred to as dot phrases) are designed to help make documentation more efficient. Creating an Auto Text allows the user to re-use common phrases or sections of a note repeatedly. Auto Text can be created, copied, and modified, as needed. Adding smart templates or data tokens in an Auto Text allows patient and encounter specific data to pull into the free text field once the Auto Text is entered.

Click **Copy Auto Text** in the top toolbar to:

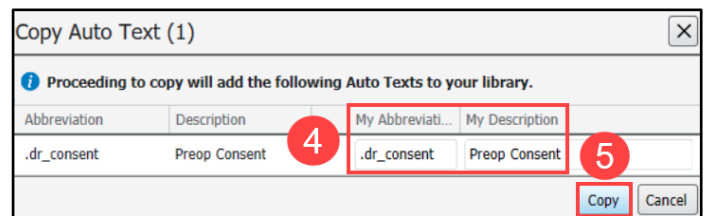
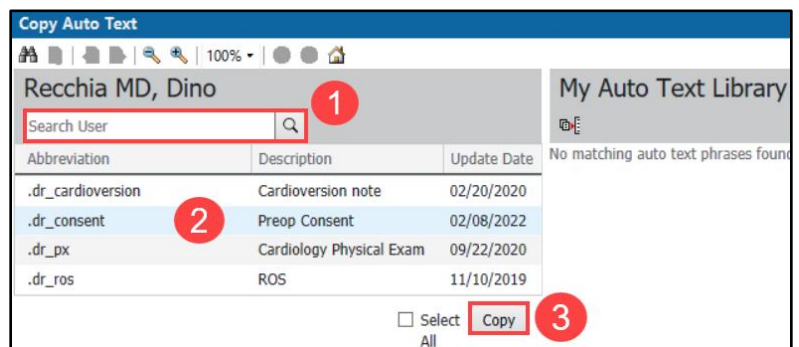
- Copy another user's Auto Text.
- Create a new Auto Text.
- Duplicate a public Auto Text.



## Copy Auto Text

To copy another provider's Auto Text:

1. Search for and select another provider's name in the search bar.
2. A list of phrases displays below that provider's name. Select the appropriate phrase(s) from the user's library to view the text associated with that phrase.
  - Single click to select a single phrase.
  - Hold down the Ctrl key to select multiple phrases.
  - Click the Select All check box to copy all phrases.
3. Click **Copy**.
4. In the My Abbreviation textbox, change the abbreviation from the original creator's initials to the user's specific initials and rename the phrase as necessary, (for example, .bk\_PhysicalExam).



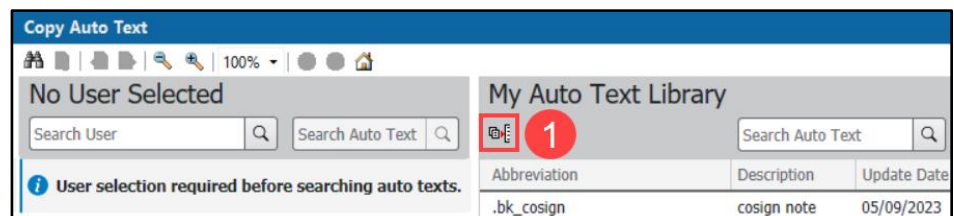
**Note:** It is recommended to start an Auto Text abbreviation with a period for providers and a comma for all other healthcare team members followed by the user's two or three lowercase initials. Spaces are not allowed in the abbreviation; therefore, an underscore is used to separate words.

5. Click **Copy**. The Auto Text phrase is now available each time the abbreviation is entered in a free text field and will display in My Auto Text Library. My Auto Text Library contains a list of phrases the user has copied, created, or duplicated.

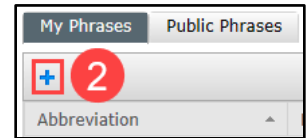
## Create New Auto Texts

To create a new Auto Text phrase:

1. Click on the **Manage Auto Text** icon.

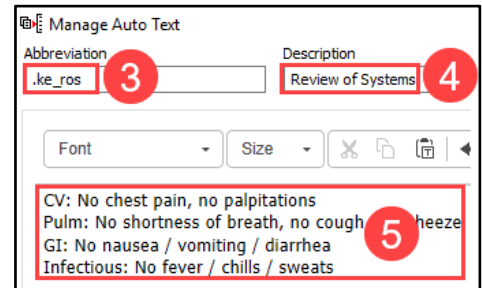


2. In the Manage Auto Text window, click on the **Add New Phrase** icon to display the Auto Text editor.
3. In the Abbreviation box, enter the exact abbreviation for the Auto Text.



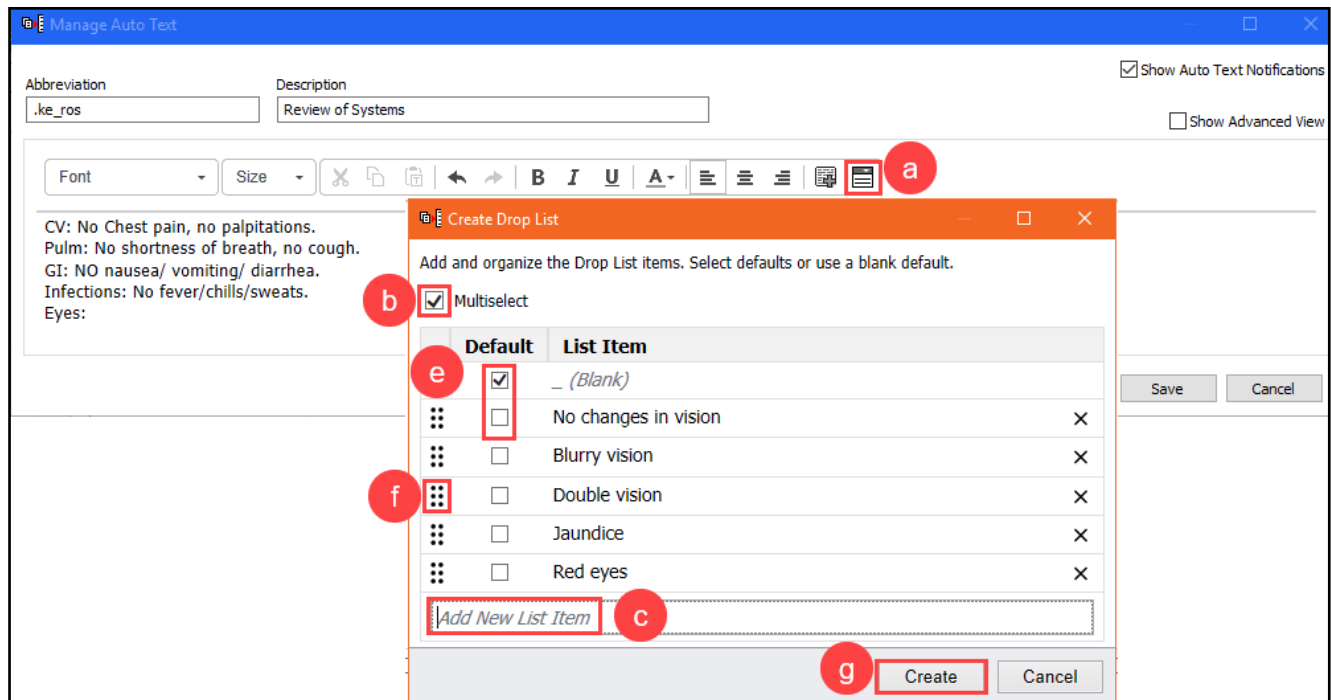
**Note:** It is recommended to use a period for providers and a comma for all other healthcare team members and the user's two or three lowercase initials at the beginning of the abbreviation. Spaces are not allowed in the abbreviation; therefore, an underscore is used to separate words.

4. In the Description box, enter a description of the abbreviation.
5. In the text box, enter the text for the Auto Text.



6. To add a **drop-down list** to an Auto Text phrase:
  - a. In the Manage Auto Text window, click the Create Drop List icon. The Create Drop List window displays.
  - b. Select Multiselect to allow for multiple selections within the Drop List.
  - c. In the Add New List Item text box, enter the desired text and press Enter.
  - d. Repeat step c until all items have been entered.
  - e. If needed, select the appropriate Default item to display. If *\_(Blank)* is selected, an underscore will default to show at the top of the item list. This allows a free text option.
  - f. Click on the icon to rearrange the items in a different order.
  - g. Click **Create**. The newly created Drop List item is displayed: .


**Note:** The multiselect functionality is **ONLY** available in Dynamic Documentation. If a Drop List is configured to be multiselect and inserted into a Clinical Note or PowerNote, it will function as if it is a single select Drop List.



7. To insert a **template or token** into an Auto Text phrase:
  - a. Click on the Insert Templates/Tokens icon from the Manage Auto Text window.

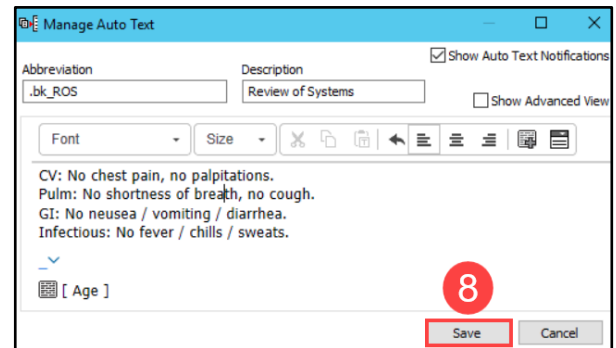
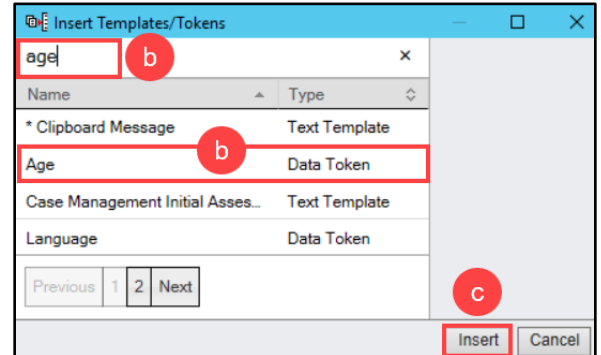


- b. Search for and select the template or token.
  - c. Click **Insert** to add the template or token into the Auto Text phrase.
  - d. Repeat Steps a. through d. until all templates and tokens have been entered.

**Note:** Templates/tokens appear as symbol in the Manage Auto Text window, for example  [ Age ], but once the Auto Text is used in a free text field, that symbol will be replaced with the information that the template/token inserts.

8. Click **Save**. The Auto Text phrase is now available each time the abbreviation is entered in a free text field and will display in the My Phrases tab within the Manage Auto Text window. The My Phrases tab contains a list of phrases the user has copied, created, or duplicated.

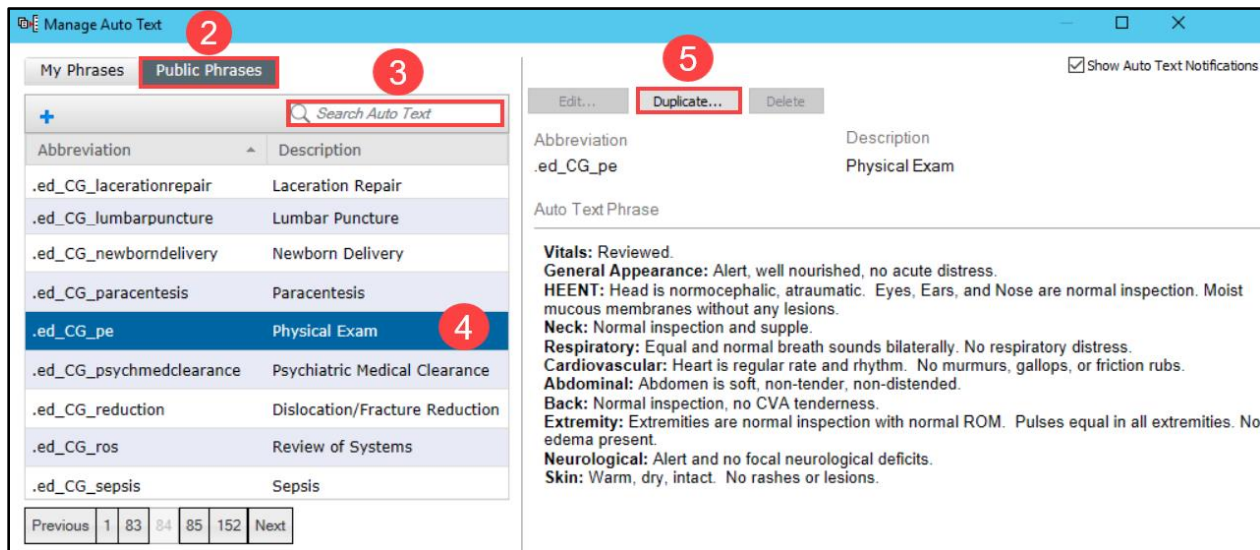
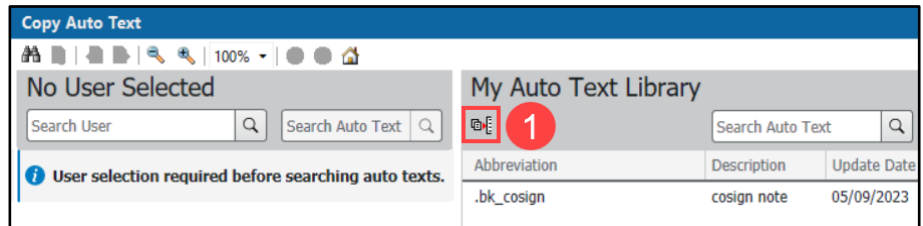
**Note:** Adding templates or tokens in an Auto Text allows patient and encounter specific data (i.e., patient's age, medication list, etc.) to pull into the free text field once the Auto Text is entered.



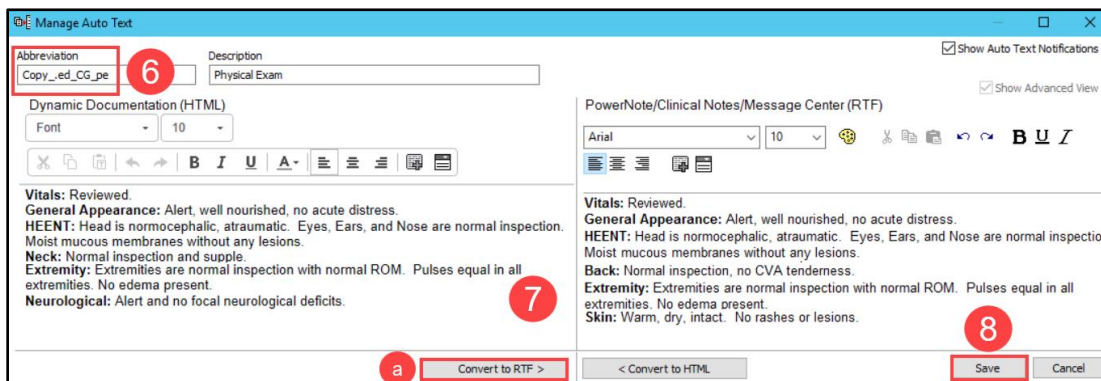
### Duplicate a Public Auto Text

To duplicate a public Auto Text phrase:

1. Click on the **Manage Auto Text** icon.
2. Select the **Public Phrases** tab.
3. Search for an Auto Text.
4. Select an Auto Text name to display the text associated with it.
5. Click **Duplicate**.



6. Change the Abbreviation that starts with Copy\_ to the users specific initials starting with a period or comma and rename the phrase as necessary (i.e., .bk\_PhysicalExam).
7. Edit the text of the Auto Text, if necessary.
  - a. If text is changed on the left side of the screen, select Convert to RTF > to copy the text to the right side of the screen as it converts the text to the correct format to use the Auto Text in PowerNotes, Clinical Notes and in the Message Center.
8. Click **Save**. The Auto Text phrase is now available each time the abbreviation is entered in a free text component and will display in the My Phrases tab within the Manage Auto Text window.



## Cerner Auto Text for Providers and Clinical Staff

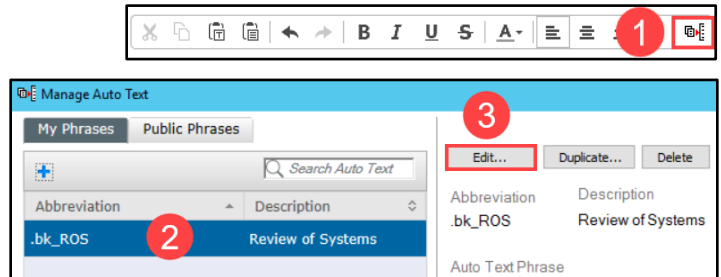
Cerner Ambulatory, PowerChart, and FirstNet EDUCATION

### Modifying an Auto Text

The Manage Auto Text icon can also be found on the text editor toolbar of a free text component (Review of Systems, Objective/Physical Exam, etc.) within a workflow in a patient's chart.

To modify an Auto Text:

1. Click on the **Manage Auto Text** icon from the text editor toolbar.
2. Select an Auto Text in the My Phrases tab.
3. Click **Edit**.
4. Make any modifications needed.
5. Click **Save**.



### Inserting an Auto Text

1. Within a free text component or a dynamic documentation note, place the cursor where the Auto Text is desired to be displayed.
2. Start typing the specific Auto Text abbreviation (i.e., .hos\_pe).
3. Select the abbreviation name from the list and the phrase will then display.

**Note:** Use F3 on the keyboard to move to an underscore and use F9 to move to a drop-down list.

