

## Cerner Ambulatory, PowerChart, and FirstNet EDUCATION

### 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**

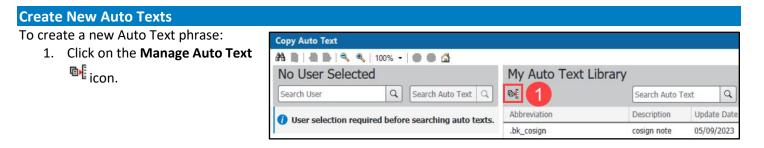
To copy another provider's Auto Text:

- 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).

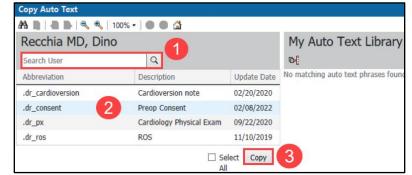
Note: It is recommended to start an Auto Text abbreviation

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.



lask 🛛	Edit	View	Patient	Chart	Links	Noti	fications	Navigat	ion	Help
🔆 Pati	ient List	🚮 Ho	ome 🖃 M	essage C	enter 🌇	Dyna	mic Workli	st 🔢 C	Сору /	Auto Text
🔀 Nev	v Sticky	Note	Patient ome 🖃 M 🔊 View Sti	cky Note	s 🔛 Tea	ar Off	<sub>ാ</sub> ം <sup>\$</sup> Charge	es 谢 Exi	t 🗐	Calculator



Copy Auto Te	ext (1)				×
<ol> <li>Proceeding to</li> </ol>	o copy will add the f	following	Auto Texts to yo	our library.	
Abbreviation	Description		My Abbreviati	My Description	
.dr_consent	Preop Consent	4	.dr_consent	Preop Consent	5
					Copy Cancel

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Note: The multiselect functionality is ONLY

into a Clinical Note or PowerNote, it will

function as if it is a single select Drop List.

available in Dynamic Documentation. If a Drop

List is configured to be multiselect and inserted

- 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: \_ .

Manage Auto Text					
bbreviation	Description				Show Auto Text Notificatio
.ke_ros	Review of Systems				Show Advanced Vi
Font - Size	• 🗶 🔓	🖹   🛧 🥕   B	3 I U A- E = =   🖩 🔳 a		
CV: No Chest pain, no palpitat		Create Drop Li	ist —	o x	
Pulm: No shortness of breath, GI: NO nausea/ vomiting/ diar		Add and organize	the Drop List items. Select defaults or use a blank default.		
Infections: No fever/chills/swe Eyes:	<sup>eats.</sup> b	Multiselect			
		Default	List Item		
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		<b>H</b> 🗆	No changes in vision	×	
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	f		Double vision	×	
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		∷ □	Red eyes	×	
		Add New List	t Item C		
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@4 Manage Auto Text	
Abbreviation	Description
.ke_ros	Review of Systems 4
Font -	Size - 🔀 🔓 🖣
CV: No chest pain, no Pulm: No shortness of GI: No nausea / vomit Infectious: No fever /	breath, no cough 5 heeze

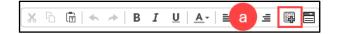






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- 7. To insert a **template or token** into an Auto Text phrase:
  - a. Click on the Insert Templates/Tokens icon from the Manage Auto Text window.

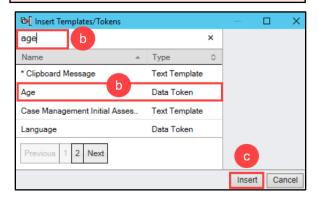


- b. Search for and select the template or token.
- c. Click **Insert** to add the template or token into the Auto Text phrase.
- d. Repeat Steps a. through d. until all templates and tokens have been entered.

**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 repalced 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.



bbreviation		Description	Show Auto Text Notificatio
.bk_ROS		Review of Systems	Show Advanced Vie
Font	- Size	- 🗶 🔓 📥	
	pain, no palpita		
Pulm: No sho GI: No neuse	ortness of breath a / vomiting / di o fever / chills /	n, no cough. iarrhea.	
Pulm: No sho GI: No neuse Infectious: N	ortness of breath a / vomiting / d	n, no cough. iarrhea.	
Pulm: No sho GI: No neuse	ortness of breath a / vomiting / d	n, no cough. iarrhea.	8



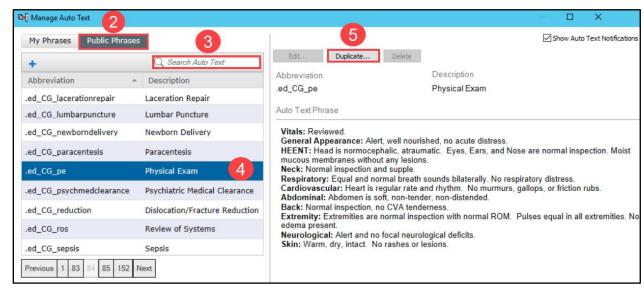
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### **Duplicate a Public Auto Text**

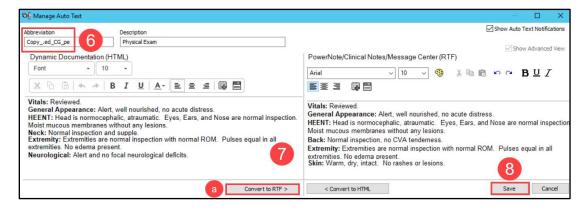
To duplicate a public Auto Text phrase:

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

Copy Auto Text			
👫 🐚   🖶 🗎 🔍 🥄   100% 🗸   🌑 🌑 🚮			
No User Selected	My Auto Text Libr	ary	
Search User Q Search Auto Text Q	<b>M</b>	Search Auto T	ext Q
() User selection required before searching auto texts.	Abbreviation	Description	Update Dat
• osci serección requirea serore searching dato canal	.bk_cosign	cosign note	05/09/2023



- 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.





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### 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.

х

### 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.

My Phrases	Public Phrases		3	
		Q Search Auto Text	Edit	Duplicate Delete
Abbreviation	*	Description	\$ Abbreviation	Description
bk_ROS	2	Review of Systems	.bk_ROS	Review of Syster

.hos

Seq

Assessment/Plan

Time: .hos\_discharge \* .hos\_pe \* <u>Subit</u>.hos\_ros \*

.hos\_supervision \* Review of Systems

.hos\_GRY\_HHRLevel1 \*

hos\_GRY\_HHRLevel2 \*

.hos\_GRY\_HHRLevel3 \* .hos\_GRY\_HHRLevel4 \*

Code .hos\_advance\_care\_planning\_counseling

ⓑ 🖻 🖨 ★ → B I <u>U</u> <del>S</del> <u>A</u>- 📃 ±

### **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.

Tahoma	- 9	- X G G B I U A- E = = = 0
	o acute distress.	
CARDIO: He	art is regular rate	te and rhythm.
CARDIO: He RESPIRATOR	art is regular rate (Y: Lungs are cle	