

## Copying Auto Text for Clinical and Clerical Staff

Cerner PowerChart Ambulatory EDUCATION

**Summary:** Auto text created by any staff may be copied and added to their own Auto Text library. **When:** November 9, 2021. **Support:** Ambulatory Informatics at 231-392-0229

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Patient List Help				
🌇 myViews 📲 Physician Handof	f 🌃 Copy Auto Text	🌇 MyExperience 🖕	🗄 😋 OBRA Forms 🏺	🕄 🕄 Paper Order Sets
Mathe 🔒 PM Conversation	- 💦 Depart 📴 Con	- nmunicate 🝷 🔥 Pati	ent Pharmacy 应 Dis	cern Reporting Portal 🖕

- 1. Click the Copy Auto Text icon in the toolbar.
- 2. On the left side of the view, search for and select the user whose phrases you want to copy. A list of phrases is displayed under the user's name.
- 3. Select the appropriate phrase(s) from the user's library by:
  - Single left clicking to select a single phrase.
  - Holding down the Ctrl key to select multiple phrases.
  - Clicking the Select All check box if you want to copy all the user's phrases.

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Search User	٩	Search Auto Text	Q		
Abbreviation ^	Description	Update Date			
.dr-covid	COVID-19 excuse	03/16/2020			
.dr_cardioversion	Cardioversion note	02/20/2020			
.dr_consult	Consult Note	11/11/2019			
.dr_device_check	Device check note	11/10/2019			
.dr_px	Cardiology Physical Exam	09/22/2020			
.dr_ros	ROS	11/10/2019			
.dr_supervision	Supervision statement	07/11/2020			
3			4		
		Select (	Сору		

4. Click Copy.

Copy Auto Text (7)					
Proceeding to copy will add the following Auto Texts to your library.					
Abbreviation	Description	My Abbreviati	My Description		
.dr-covid	COVID-19 excuse	.dr-covid	COVID-19 excuse		
.dr_cardioversion	Cardioversion note	.dr_cardioversion	Cardioversion note		
.dr_consult	Consult Note	.dr_consult	Consult Note		
.dr_device_check	Device check note	.dr_device_check	Device check note		
.dr_px	Cardiology Physical Exam	.dr_px	Cardiology Physical Exam		
.dr_ros	ROS	.dr_ros	ROS		
.dr_supervision	Supervision statement	.dr_supervision	Supervision statement		
			5 Copy Cancel		

- 5. In the Copy Auto Text dialog box that displays, click Copy.
  - Optionally, update phrase abbreviations or descriptions as needed before you confirm copying.
- 6. Click the Log Out button.
- 7. Log into PowerChart again. The copied phrases are now available for use.

