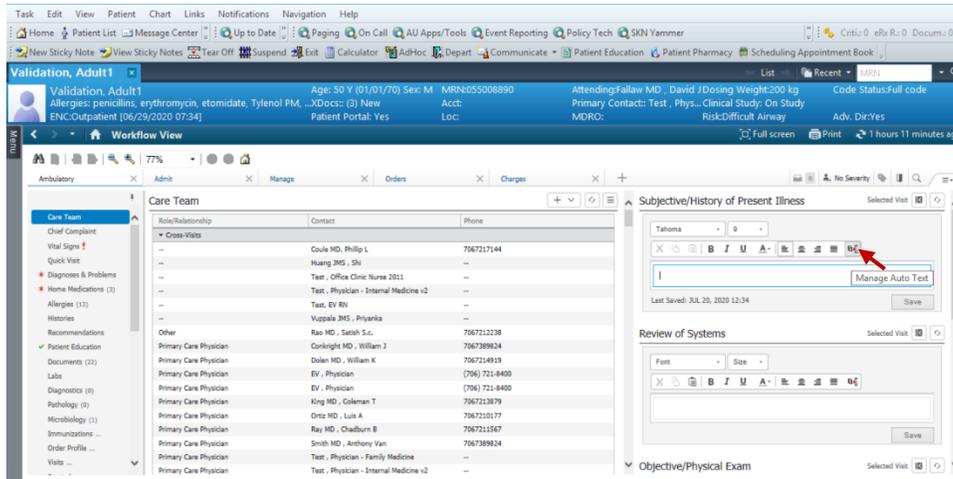


PowerChart: Auto Text

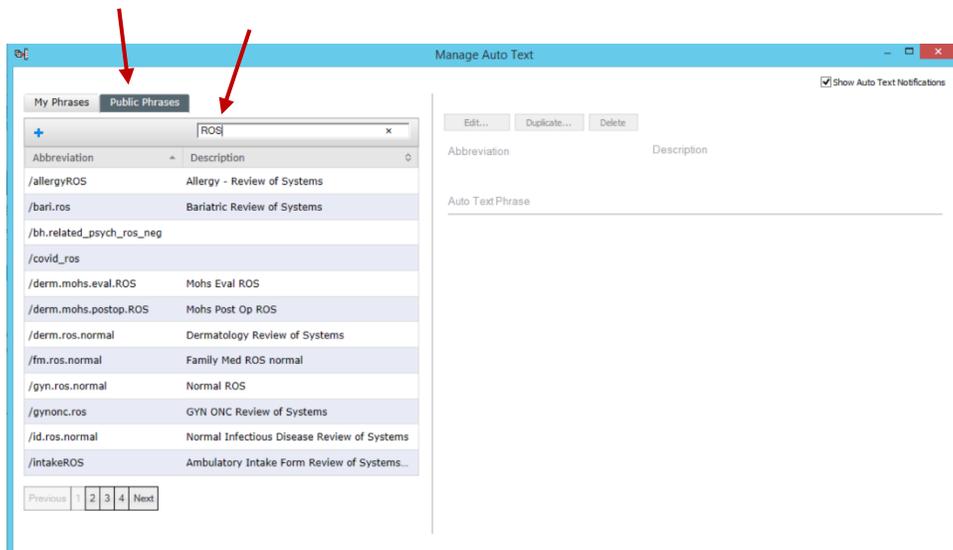
Once you have logged into citrix.augusta.edu with your AU username and password, authenticated with DuoMobile, opened “Cerner PowerChart,” selected the correct “My Experience,” and searched for and opened the correct patient chart (detailed instructions in other documents and videos), you’re now ready to use the Auto Text function.

Creating an Auto Text from a Public Template

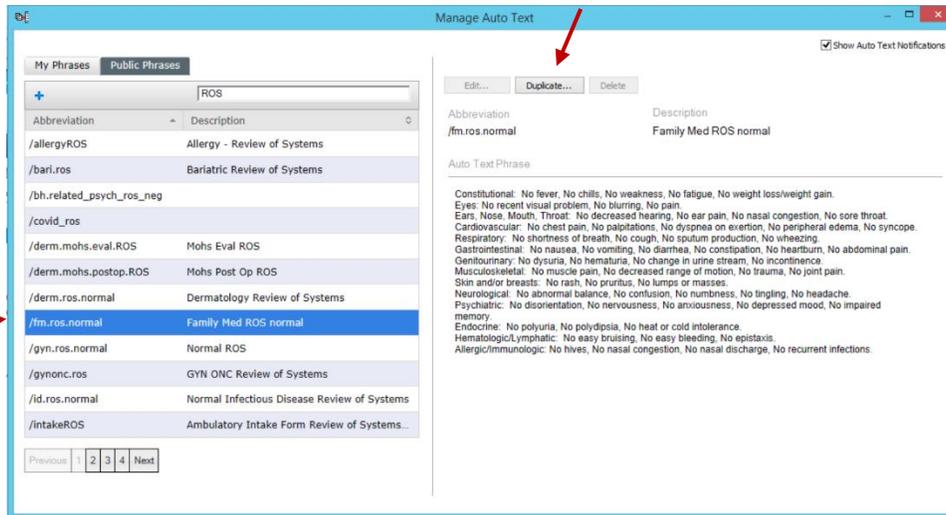
I. In any free text field, select the “Manage Auto Text” tool.



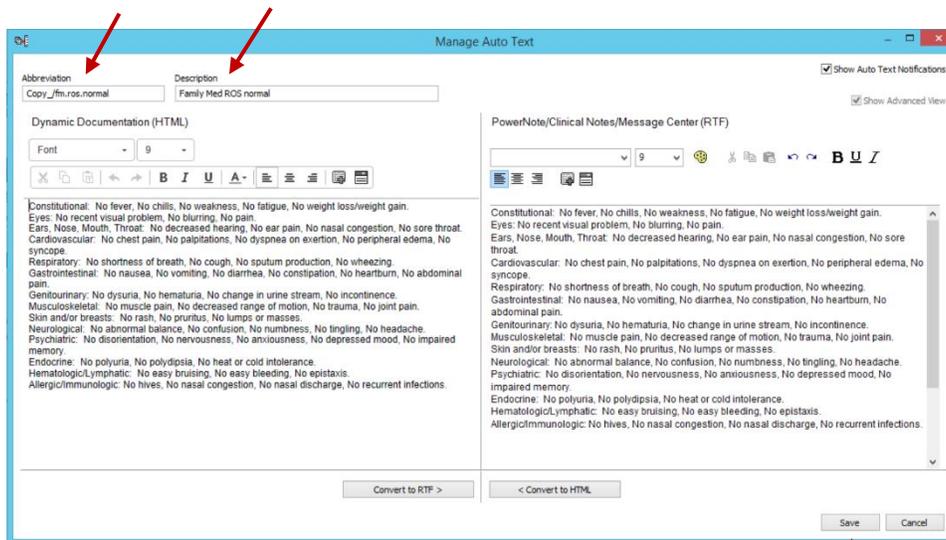
2. Select “Public Phrases” and type in what you’re looking for.



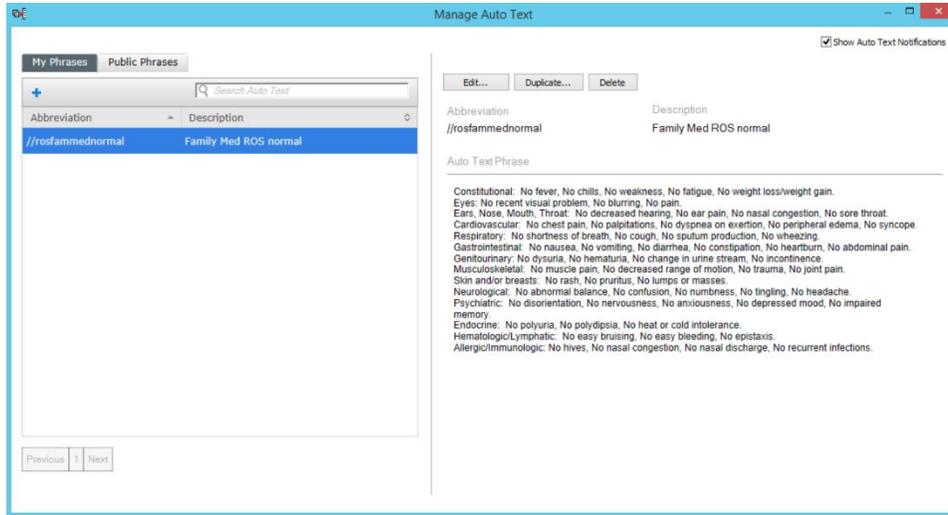
3. Select the phrase you wish to use. In this example, we are going to use the “Family Med ROS normal.” Once you select it, you will see a preview to the right. Select “Duplicate.”



4. Change the “Abbreviation” to something that you’ll remember. Be sure to start it with something you don’t commonly use, such as .. or //, as it’ll pop up as an option each time you start typing the beginning of the abbreviation. In this example, we’ll use //rosfamnednormal. Change the “Description” if you’d like. Edit the text as necessary. If you edit on the left side, be sure to click “Convert to RTF >.” If you edit on the right side, be sure to click “Convert to HTML.” This will make the changes on both the left and right sides. Once you’re finished editing, click “Save.”

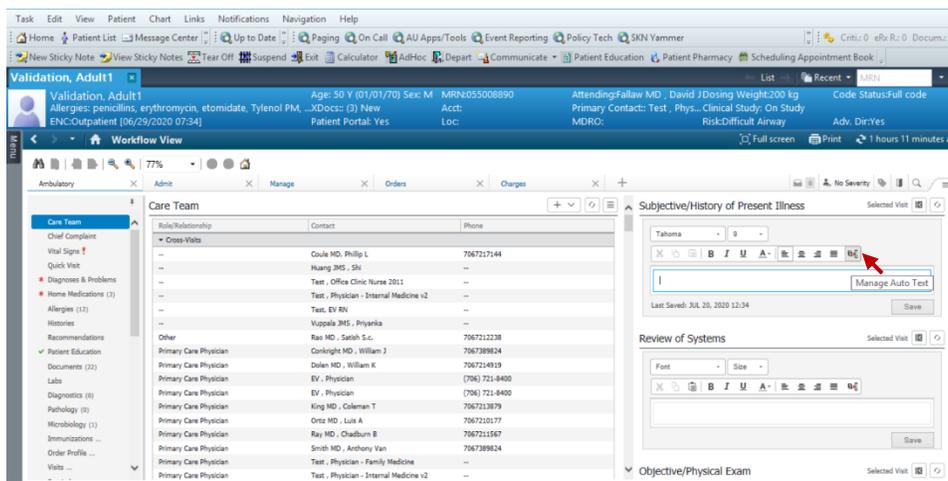


5. The Auto Text has now been saved to “My Phrases” and you can now use it in any free text field that has the “Manage Auto Text” tool. To edit, duplicate, or delete the Auto Text, select the corresponding button while the Auto Text you wish to make changes to is selected. Once you’re finished, exit out of the manage auto text window to return to your workflow.

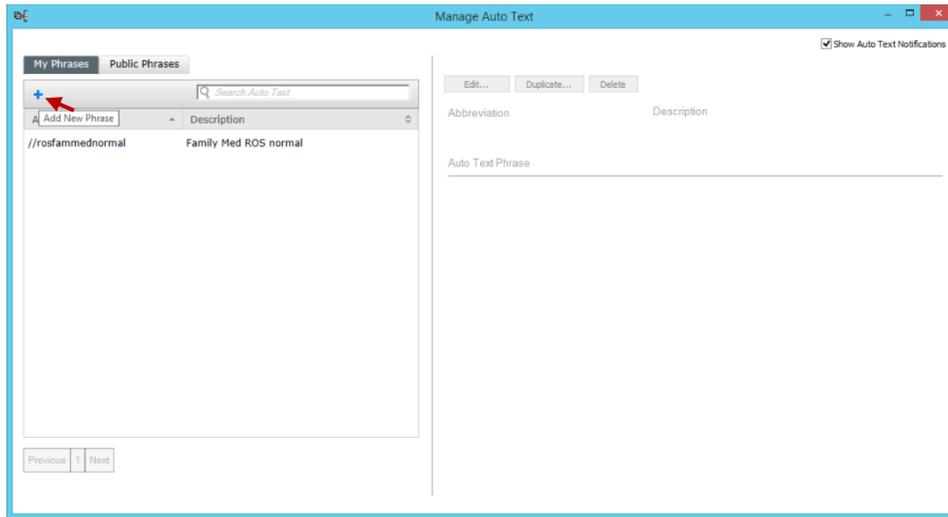


Creating your own Auto Text from Scratch

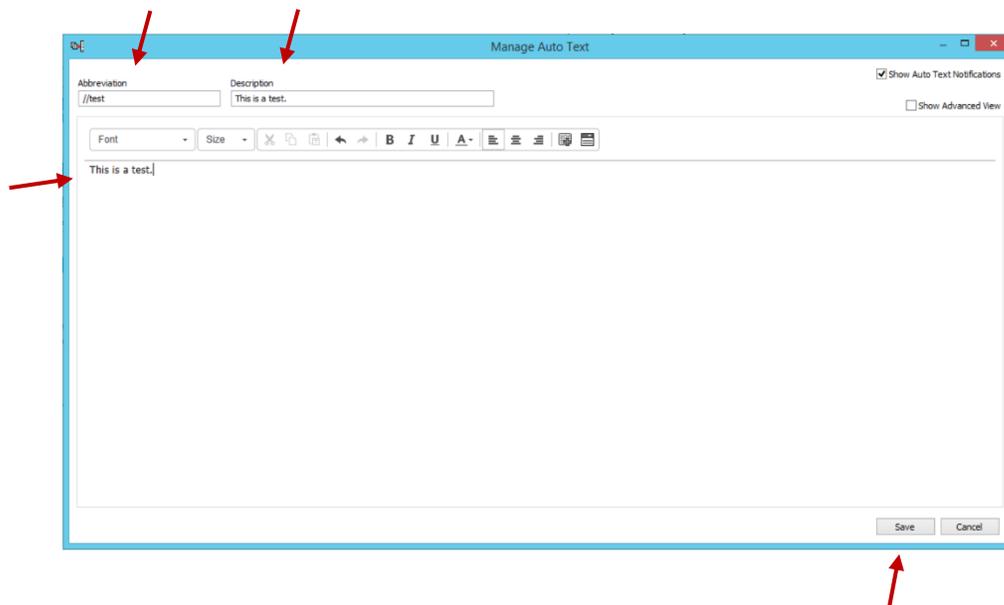
I. In any free text field, select the “Manage Auto Text” tool.



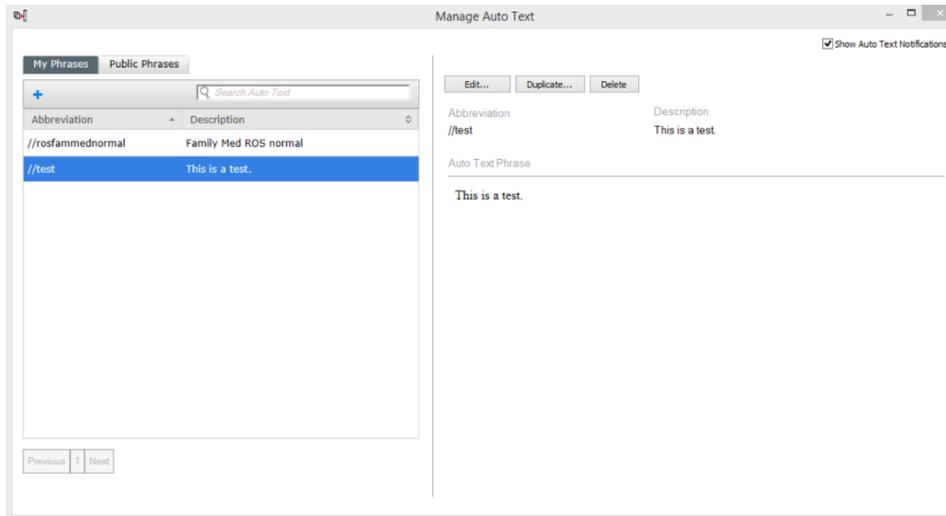
2. Select the blue plus sign to add your own Auto Text from scratch.



3. Type in an "Abbreviation," "Description," and the Auto Text you wish to display. Click "Save."

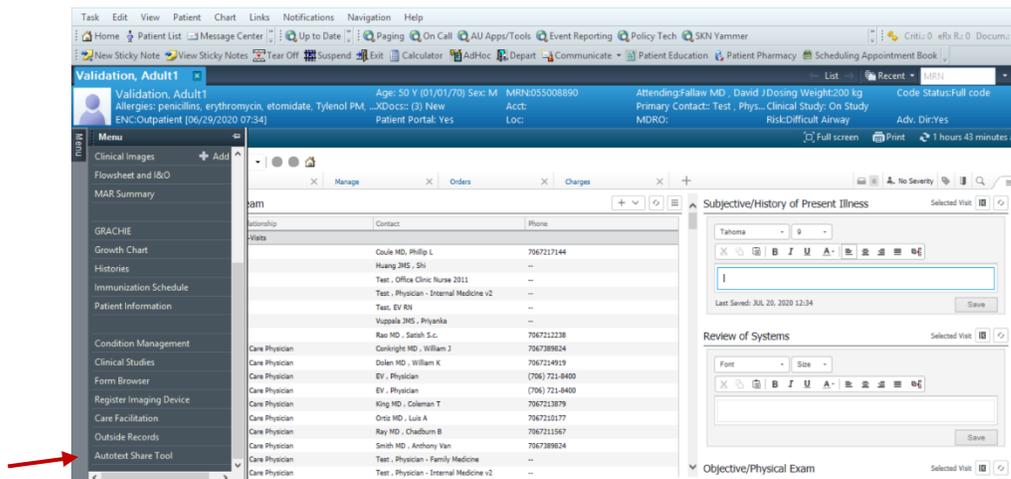


4. The Auto Text has now been saved to “My Phrases” and you can now use it in any free text field that has the “Manage Auto Text” tool. To edit, duplicate, or delete the Auto Text, select the corresponding button while the Auto Text you wish to make changes to is selected. Once you’re finished, exit out of the manage auto text window to return to your workflow.

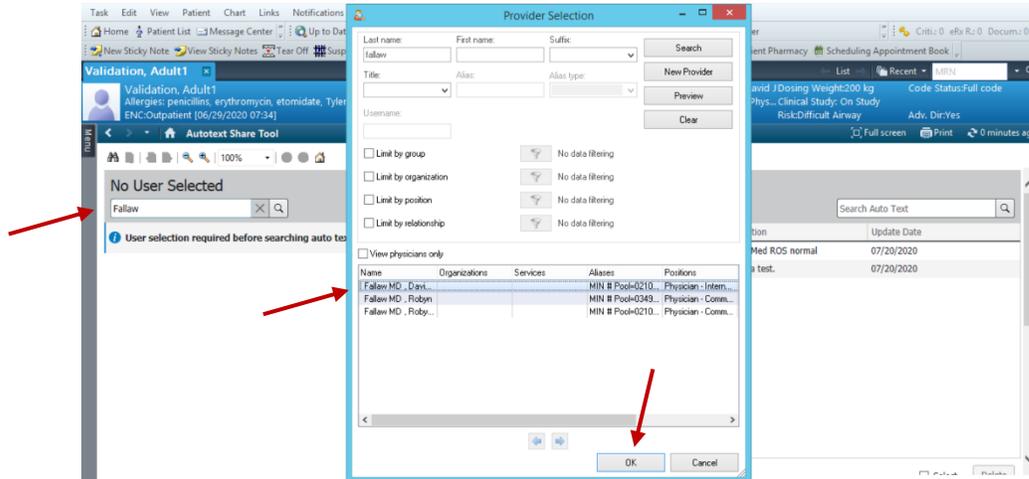


Creating an Auto Text from Another Provider

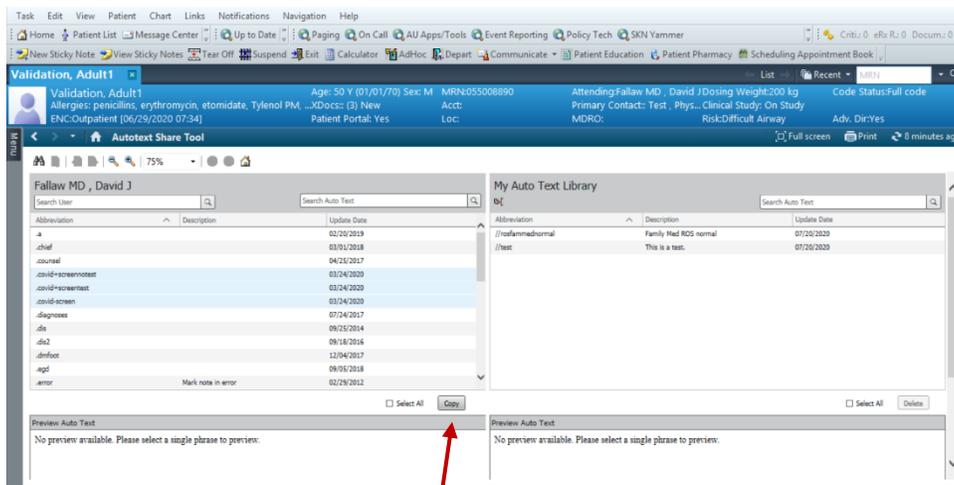
1. In the Menu, select the “Autotext Share Tool.”



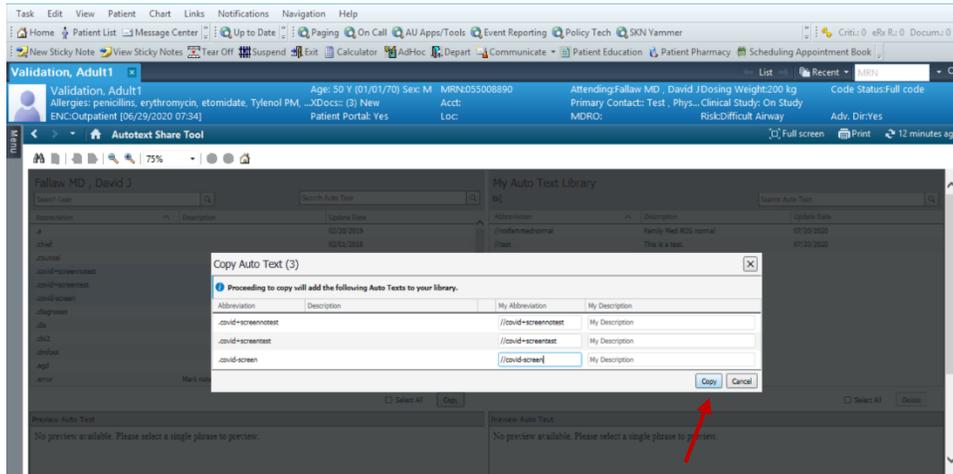
2. Search the name of the physician whose Auto Text you wish to save to your own phrases for your own use. In this example, we will search for Dr. Fallaw. Select the name of the physician and click “OK.”



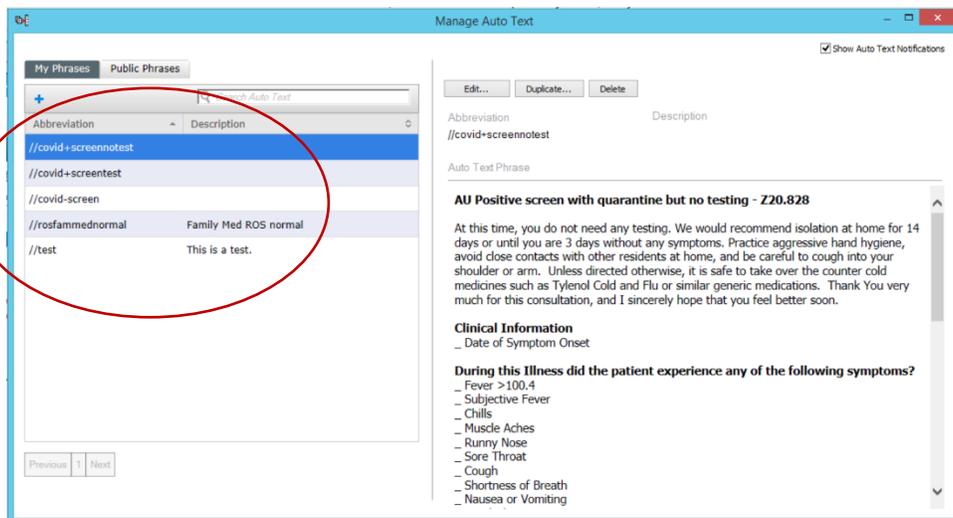
3. You can select one Auto Text phrase that you wish to copy by clicking on it, multiple phrases (using Ctrl and clicking on multiple phrases), or you can click the box for “Select All” to select all of this physician’s phrases. Once you have clicked on the phrases you wish to copy over to your own phrases, select “Copy.” In this example, we are going to select “.covid+screennotest,” “.covid+screentest,” and “.covid-screen.”



4. You will now have the opportunity to change the “Abbreviation” and “Description” for the Auto Text phrases you are copying to your own phrases before actually copying them over. In this example, we want the phrases to start with //, so we will change the “Abbreviation” of each phrase slightly to reflect this. Once you’ve finished editing the abbreviation and description, select “Copy.”



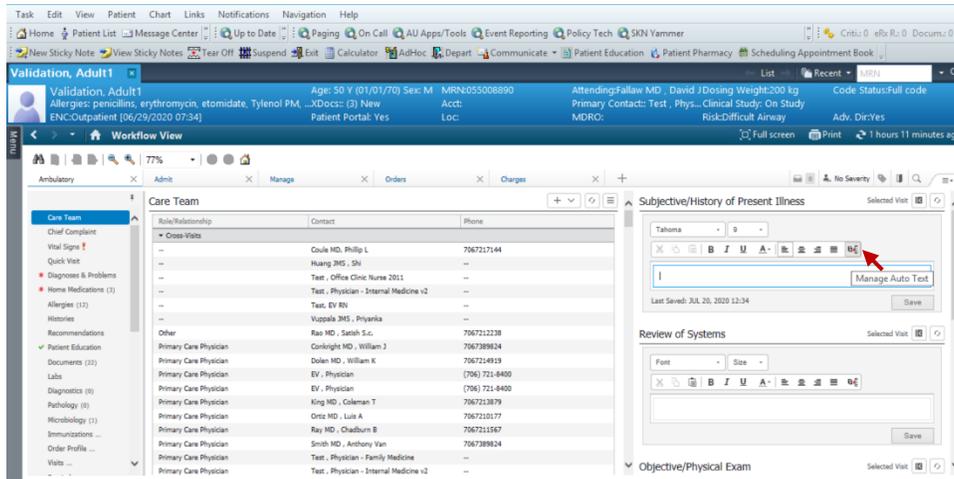
5. After you select copy, you will see a pop up that says, “You must log out of the application for all Auto Text changes to take effect.” After logging out of the system and logging back in, the new Auto Text phrases will be in “My Phrases” through the “Manage Auto Text” tool.



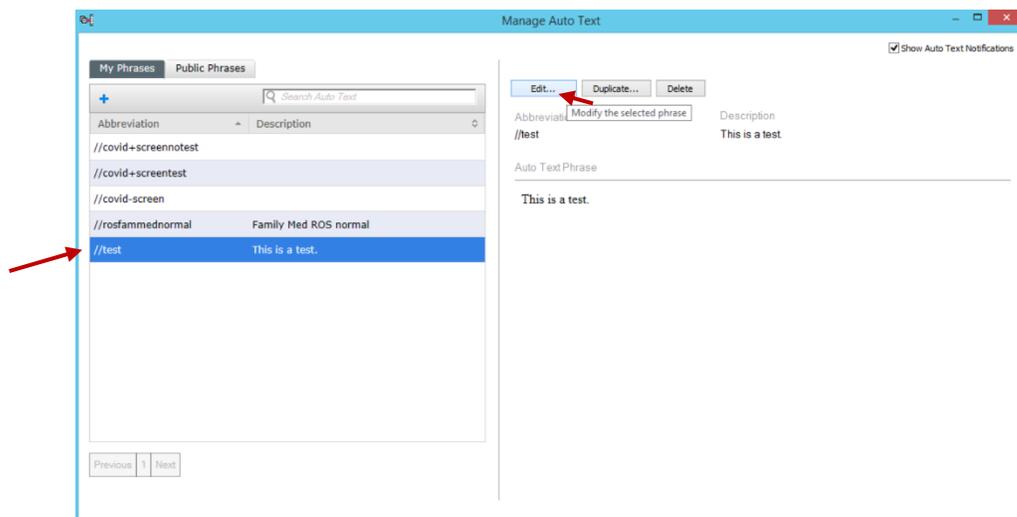
Additional Features of Auto Text

Add in a drop-down list

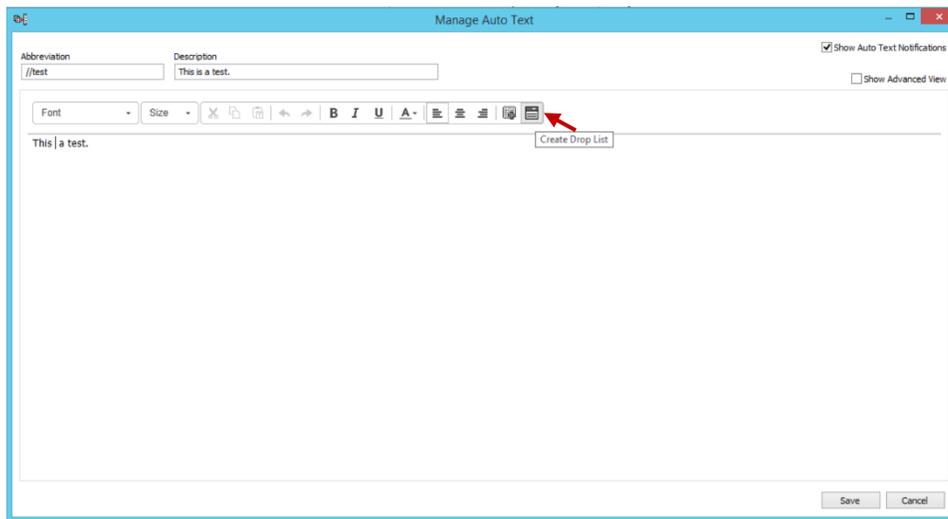
1. Either create a new phrase or edit a phrase you already have. In this example, we are going to edit the //test Auto Text phrase to add in an option of “is not.” To do so, in any free text field, select the “Manage Auto Text” tool.



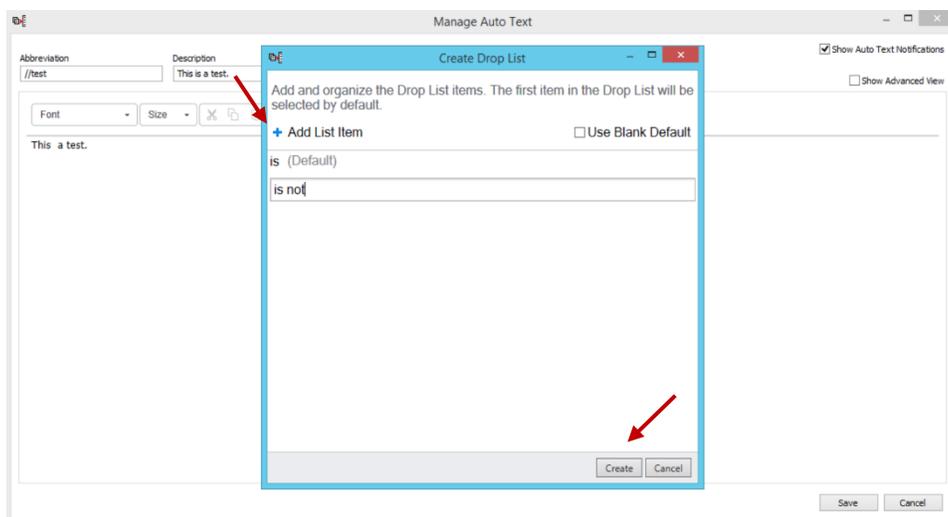
2. Select the phrase you wish to change and select “Edit.”



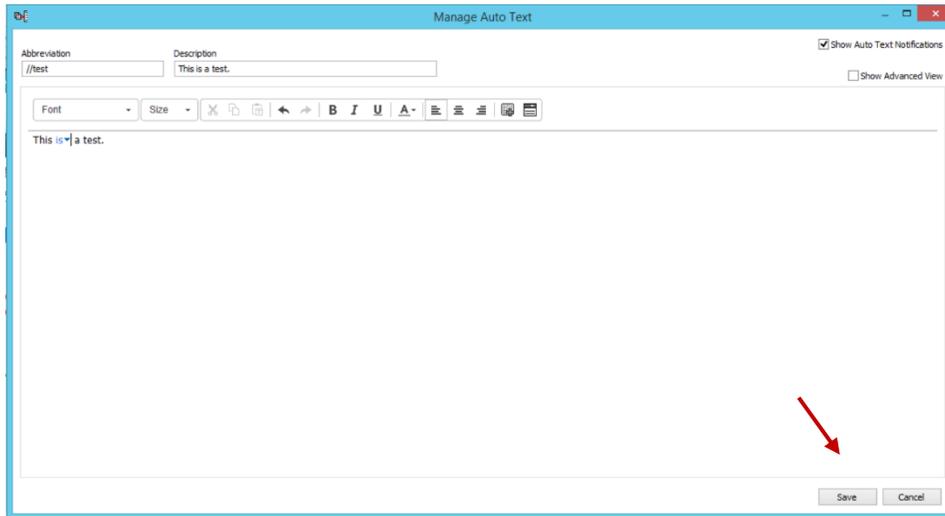
3. Then, backspace “is” and select the “Create Drop List” tool while your cursor is in the location that you wish to add the drop-down list.



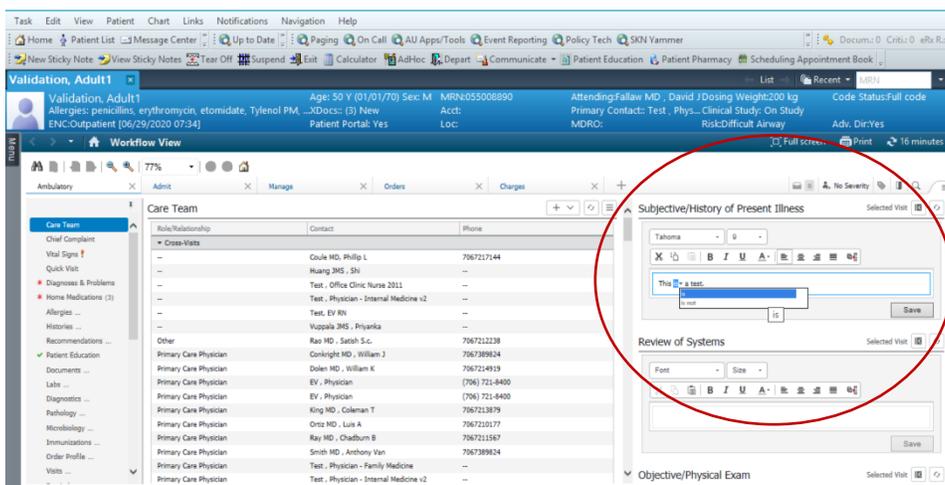
4. You will then type in an item, click “Add List Item” and then type in the other option you wish to have. Once you have finished adding the list item choices, select “Create.”



5. Your phrase will now look like this. Select "Save."

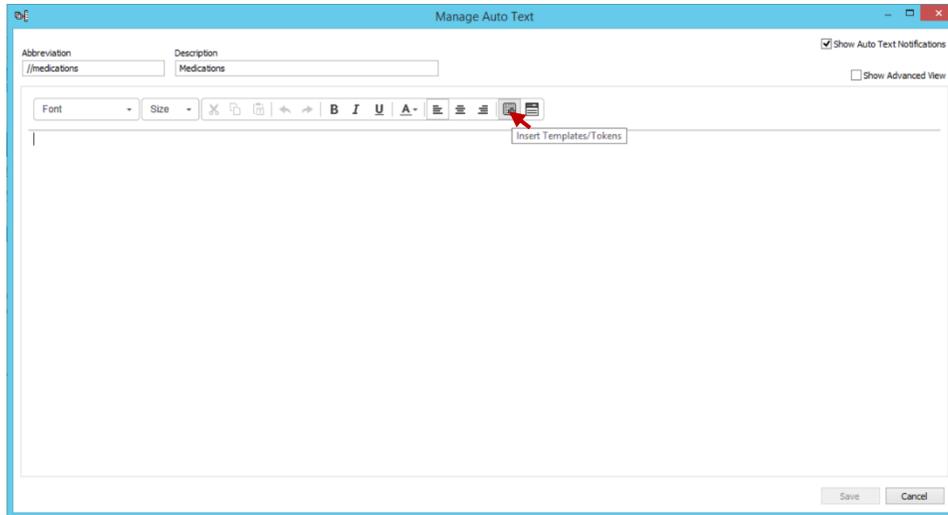


6. When you use your Auto Text in a free text field, if you click on the blue word with the down arrow, it will give you the drop-down list choices you created above so you can easily select which option is correct for the given patient.

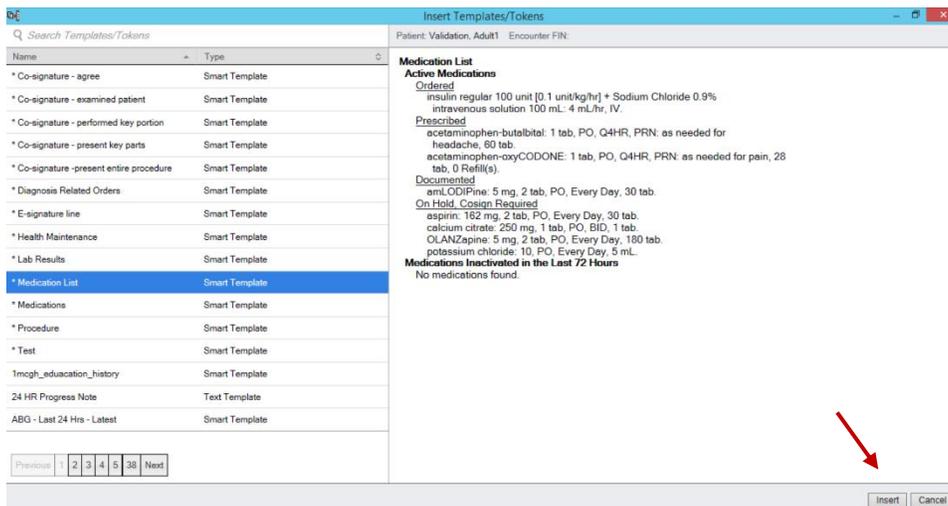


Add in results (labs, vitals, etc.)

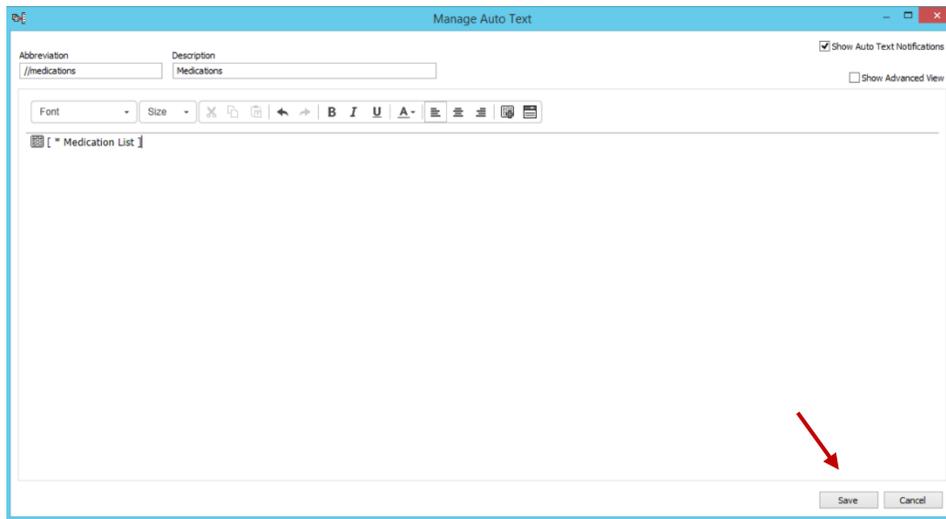
1. We will create a new Auto Text for medications. As this is a test patient, we don't have vital signs or lab results, but this functionality is particularly useful for adding vital signs and lab results into a free text field. To create a new Auto Text from scratch, follow the instructions above on how to open the "Manage Auto Text" tool and select the blue plus sign to add a new Auto Text. Once you have done this, you will type in an abbreviation and description for the new Auto Text. In this example, we will use //medications as our abbreviation. Then, select the "Insert Templates/Tokens" tool.



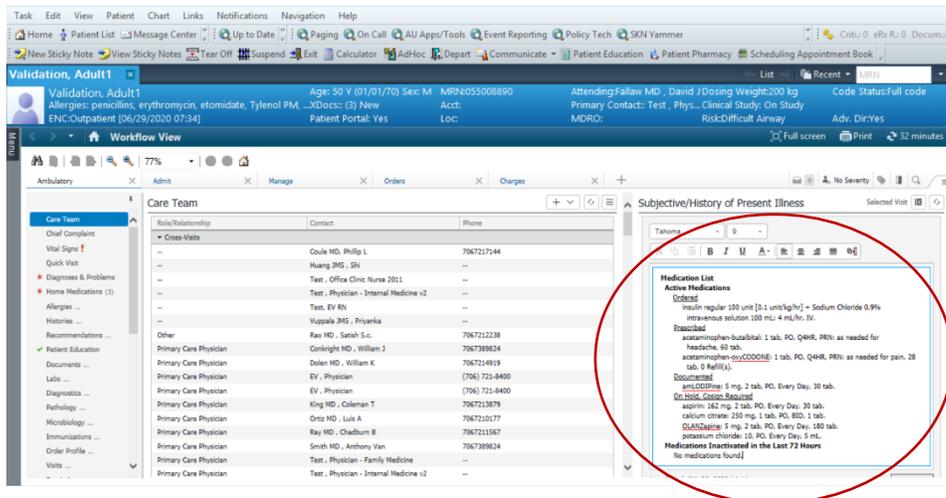
2. For this example, select "Medication List" and click "Insert."



3. Your Auto Text will now look like this. Select "Save."

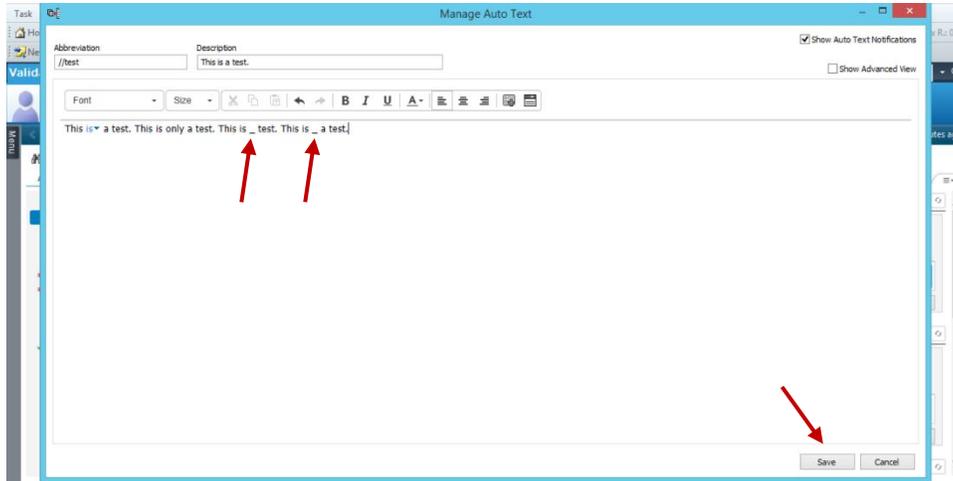


4. When you use the Auto Text in a free text field using //medications, it will add in all of their medications for you.



Add in a templated blank

1. We will now add in templated blanks that are easy to quickly go through to add in values as needed for your patient. When creating an Auto Text, add in underscores. In this example, we will use the //test Auto Text and add in a few underscores. Once finished editing, click "Save."



2. When you then use this Auto Text in a free text field, you can then click F3 on your keyboard to quickly go through all of the underscores one by one so you can edit them as appropriate for your patient.

