

CREATING A PERSONAL AUTO TEXT

- 1 Open patient record
- 2 Click on Clinical Notes from the left hand menu

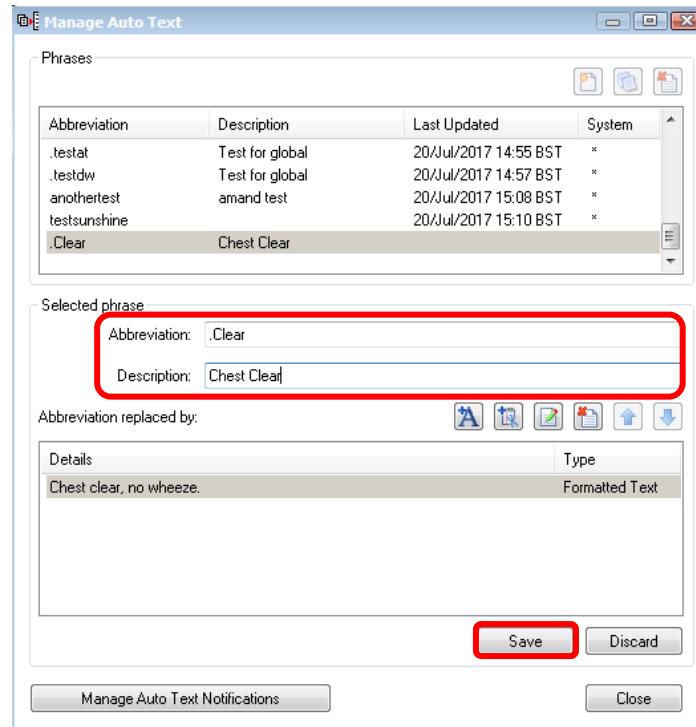
Clinical Notes

- 3 Click on the add button to create new note



- 4 Choose your Document Type from the drop down and complete the Subject for the document. Write the text in the free text box. Highlight your text and right click. Select 'Save As Auto Text'.

- 5 Give your text an abbreviation, this will be case sensitive. This is what you will use to retrieve your text, in this case '.Clear'. You can give the auto text a description to remind yourself of the Abbreviation. Then click Save and Close. Do not forget to then sign your note for the patient once you have saved any auto text.



- 6 Once you're in another record, type the saved abbreviation and press enter to retrieve the saved text.

