

Auto Text in Documentation

Auto Text

Auto Text enables the user to insert pre-defined words and phrases into a note or document by typing just a few characters of an assigned shortcut. *Auto Text* is created, managed, and inserted in areas of notes that allow for free text. This feature is useful for frequently used words and phrases or templates.

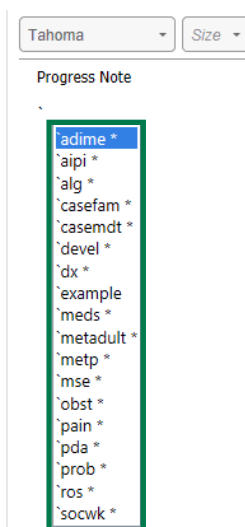
An *Auto Text* phrase can be used within standard Note Templates or Letters for simple text phrases such as a user's signature panel or as a *Smart Template* for more complex documents such as a clinical letter encompassing text and pre-defined templates such as *Orders*, *Lab Results*, *Medications* and *Family History*.



Many units have custom templates as *Auto Text*, e.g. PADSS at PPU. Speak to your clinical lead or colleagues for details on any custom templates.

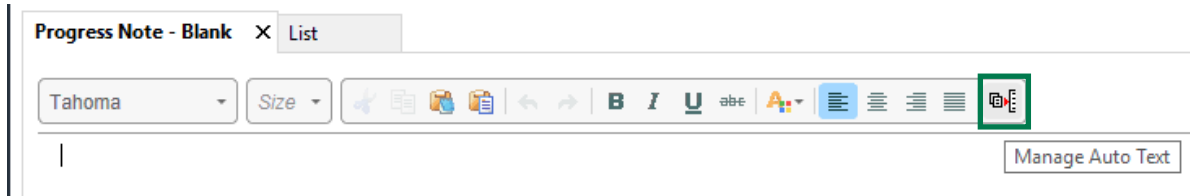
Accessing State-wide Auto Text

1. Go to *Documentation* and create a new note.
2. Click into the body of the note and type as required.
3. State-wide *Auto Text* abbreviations all start with the *grave accent key*; click the grave key to access this menu of pre-built *Auto Text*. The grave key can be found to the left of the *1/!* key on your keyboard.

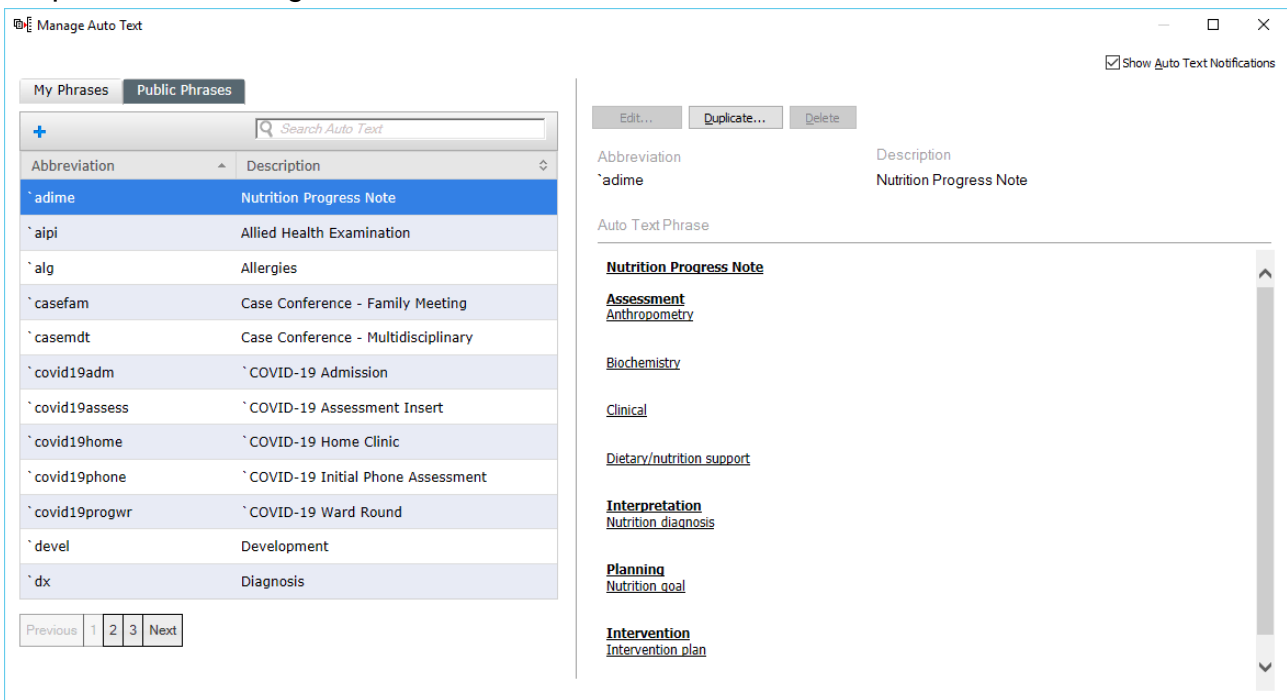


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- Click the required *Auto Text* abbreviation to insert the associated text into the note.
- To see a preview of the state-wide *Auto Text* templates, click the *Manage Auto Text* button at the end of the row of icons.



The *Manage Auto Text* window will open. Click on an abbreviation to see the template preview on the right-hand side.



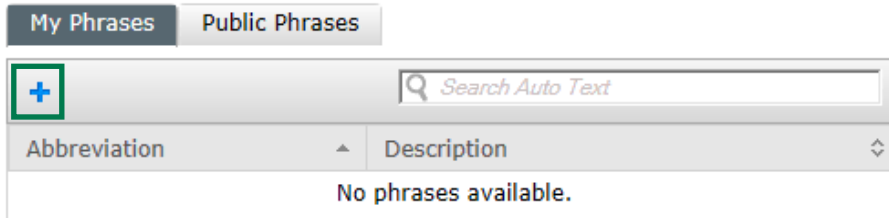
Auto Text templates for MET calls can be found under *Public Phrases*. These are *`metadult* and *`metp* for adult and paediatric patients respectively.

The *Public Phrases* tab displays previews of the state-wide templates. Note the *My Phrases* tab for creation of personal *Auto Text* templates.


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Creating Personal Auto Text

- From the *My Phrases* tab click the plus icon to create a new *Auto Text* phrase.



- Choose an *Abbreviation* and *Description* for your *Auto Text* template that you will recognise (e.g. `signature).

 Manage Auto Text

Abbreviation	Description
`example	Example Note template



It is recommended to begin your abbreviation with a rarely used character, e.g. a grave accent, rather than a letter as this will reduce the chance of accidentally adding *Auto Text*. Statewide *Auto Text* are built with the grave accent key.

- Type in or copy and paste text for your template into the free text box. Format the content as required using the *icons* provided.

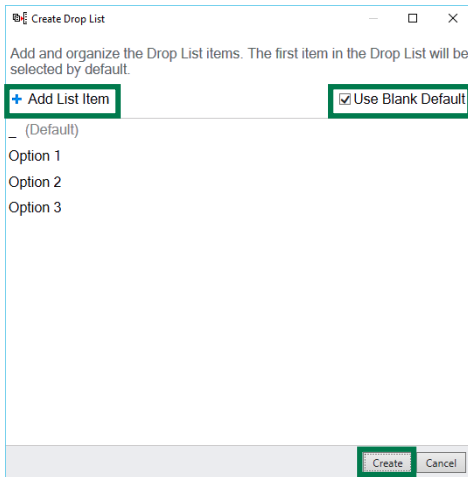


Inserting an underscore () into your template will allow you to move rapidly through the document by pressing *F3*. This will advance you to the next underscore.

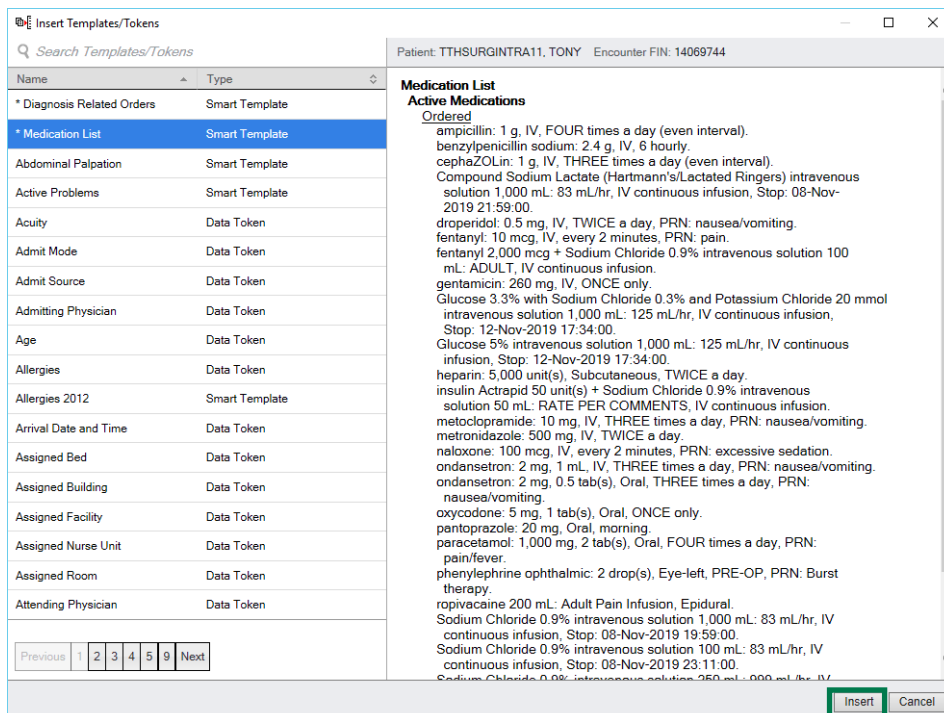


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9. To create a *Drop-down* list of word or phrase choices, click the last icon on the right. The *Create Drop List* window appears. Use the *Add List Item* button to add as many answer choices as required. It is recommended to tick the *Use Blank Default* option. Click *Create* when finished creating your drop-down list.

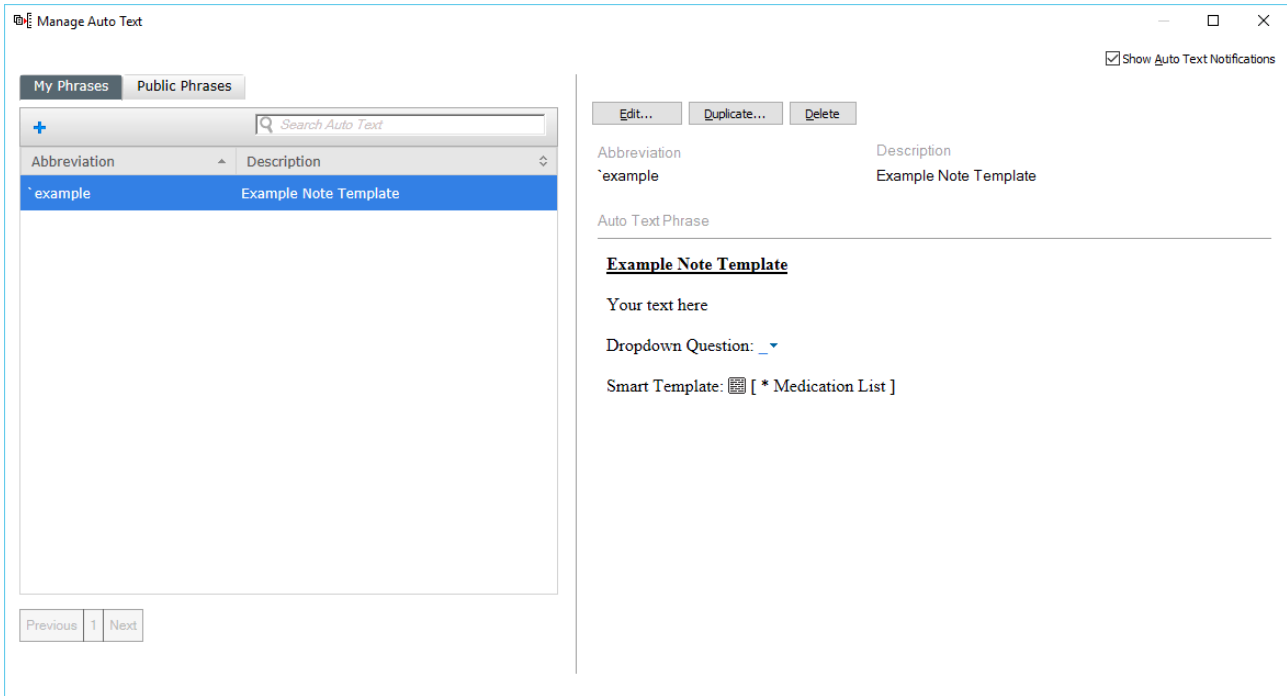


10. *Smart Templates* can be added by selecting the second-last icon on the right. These templates can pull data into your note, such as height and weight, vital signs, medications or recent lab results. Click on the *Template* title on the left and a preview of that template format will appear on the right-hand side of the window. Click *Insert* to select your chosen *Template*.

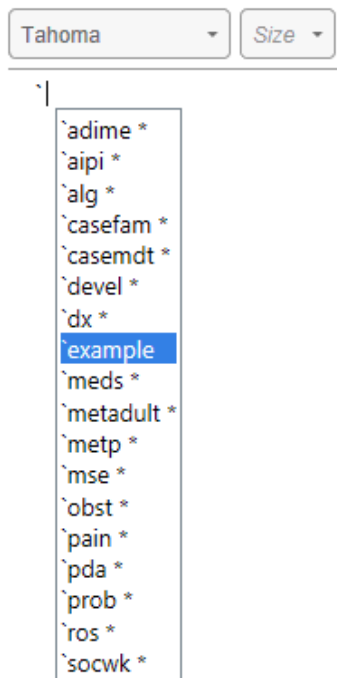


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11. Once your *Auto Text* template is complete, click save in the bottom right corner of the *Manage AutoText* window. Your new *Auto Text* template will now be visible in the *My Phrases* window.



12. Your *Auto Text* template is now available to use in progress notes by typing the first character of your abbreviation and then selecting it from the list.




Auto Text in Documentation

When inserting an *Auto Text* that includes data pulled from the patient's chart, e.g. medications, allergies, etc., you may get a warning that the text may appear differently when converted to HTML. This is due to the different formats used in different parts of the chart. Click **OK** to acknowledge and close this window. You can select the tick box to prevent this warning appearing again.



Auto Text Conversion to HTML Notification ✕

 **Auto Text Conversion: Converted text may not match.**
System converted text may display differently between PowerNote / Clinical Notes / Message Center and Dynamic Documentation. Review and modify as necessary.

I acknowledge Auto Text may appear differently between solutions and I no longer wish to see the warning when RTF Auto Text (seen in PowerNote / Clinical Notes / Message Center), has been converted to HTML format (seen in Dynamic Documentation).



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Useful Smart Templates

Below are some examples of the available *Smart Templates* for the *Auto Text* feature.

There are many more *Smart Templates* available than what is shown on this list.

Auto Text Template	Information pulled from the Medical Record
*Medication List	Includes Active Medications and those Inactivated in the Last 72 hours
Allergies 2012	Allergies
Chronic Problems 2015	Active Chronic Problems and Alerts
Estimated Discharge Date	Estimated Discharge Date entered into Interactive View
Family History 2012	Family History
Labs Last X Months	Pulls all patient Lab/Pathology results from a specified time period
Measurements 2012	Height and Weight
Past Medical History 2012	Historical or Resolved Problems
Procedure History	Past Procedures
Problems 2015	Current Problems and Diagnosis/es
Vital Signs 2012	Vital Signs from Interactive View



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Discharge Against Medical Advice (DAMA)

A standard template has been created to document incidents of *Discharge Against Medical Advice*. The following can be copied and pasted to create a personal *Auto Text*.

Person filling this document is a: (specify role, i.e. Medical Officer, Nurse, Other)

Patients reason for self-discharge:

Current diagnosis and/or other issues:

Current treatment & risk(s) of interrupting treatment as explained to the patient: (E.g. IV antibiotics → worsening infection)

Please indicate options offered to patient:

Options	Enter details of service provided
Offer alternative treatment options	
Return to the hospital	
Refer to private service	
See own GP	
Call ILO/Support worker/Carers	
Outpatient follow up	

Additional Notes/Plan: (E.g. Patient has agreed to see a GP)

Discharge at Own Risk Form: (Document here if patient refuses to sign this form or refuses to wait to be seen by the Medical Officer or Nurse Manager)