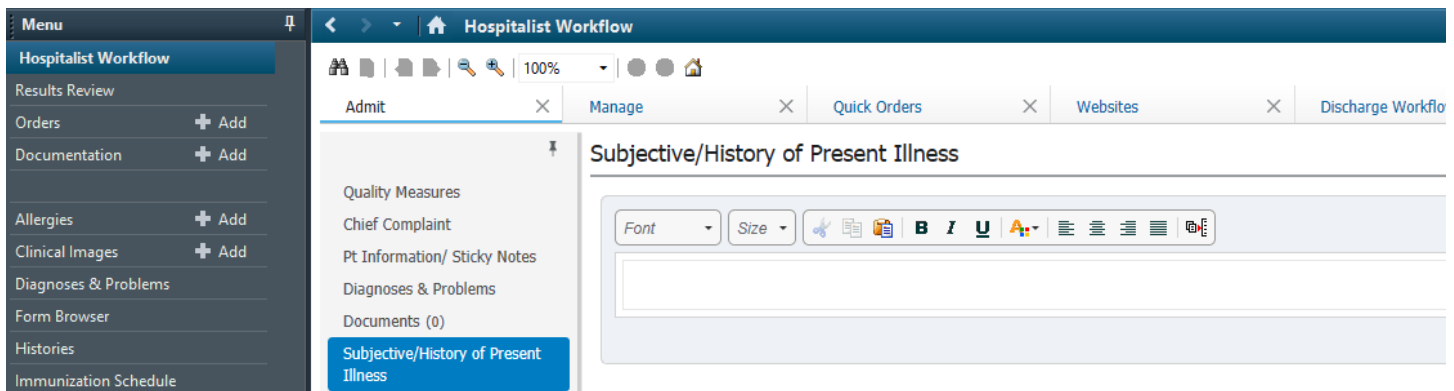


Auto-texts, or “dot phrases” are keyboard shortcuts that can be used in Cerner to quickly populate a note with information from the chart.

Users have the ability to create an unlimited number of custom auto-texts. Auto-texts cannot be shared between users. Each user must create their own. However, one user can send a copy of their auto-text via Message Center to another user who can then save it as their own.

1. On the Workflow pages, click on or scroll to Subjective/History of Present Illness* or any documentation field in the chart to find the auto-text tool.


* The auto-text tool is available anywhere you can add documentation to the chart



2. At the top of the Subjective/History of Present Illness section is a toolbar similar to what you would see with a word-processing program. The last icon on this toolbar is the auto-text tool.



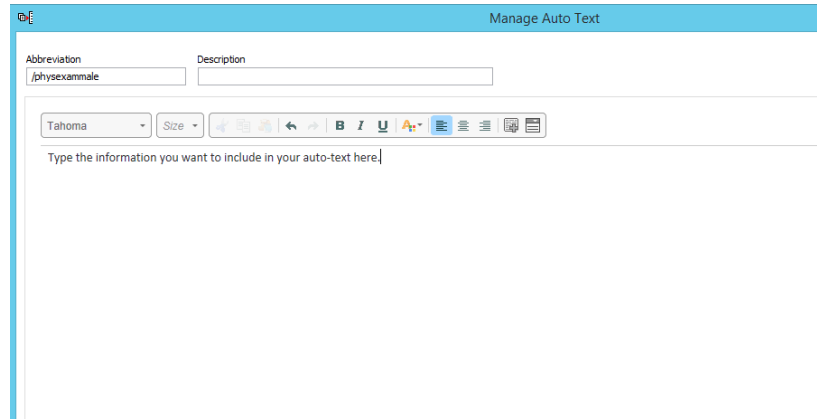
3. Click the auto-text tool icon.
4. A Manage Auto Text window will open. Any custom auto-texts you have already created will be listed under the My Phrases tab.

5. To add a new phrase, click the blue + symbol. 

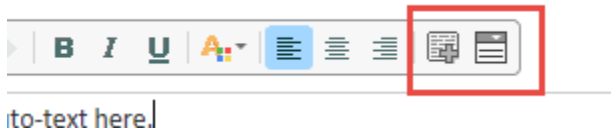
6. In the Abbreviation box, type a brief abbreviation you would like to use.
 - Start with a symbol, such as a comma, dash, etc. Asterisk (*) is not allowed.
 - Universal auto-texts begin with a period, so select a symbol other than a period for your personal auto-texts.
 - Auto-texts are case-sensitive.
Example: /physexammale

7. You do not need to fill in the description box.

- In the white space at the bottom of the window, type the information you would like to include in your auto-text.



- You may want to include Templates/Tokens and/or Drop Lists in your template.



- **Insert Templates/Tokens:**
 - Click the Insert Templates/Tokens button to search for available patient-specific data elements you can pull in to your auto-text.
 - Use the search box to search for a key word.
 - Once you find an appropriate template or token, click Insert to use this in your auto-text.
- **Create Drop List**
 - Click the Create Drop List button to add a drop-down list into your auto-text.
 - Click the + Add List Item to add as many items as you need.
 - Use the “Use Blank Default” checkbox to prevent the first item in the dropdown from being inserted automatically.

Editing Auto-Texts

- Click on the auto-text tool icon



- Locate the auto-text you wish to edit in the My Phrases list.
- Select the auto-text by clicking once, then select Edit, Duplicate, or Delete from the right-hand side of the window.
 - Edit – opens the auto-text window to allow for changes to be made
 - Duplicate – Copies the selected auto-text. Be sure to update the abbreviation field.
 - Delete – removes the selected auto-text from your phrases.

Using Auto-Texts

1. Open a note or click in a documentation field.
2. Type in the symbol associated with your auto-texts (i.e. /)
3. You will see a list of all the auto-texts associated with that symbol. Double-click the one you wish to use.
4. Your auto-text will appear in your note.