


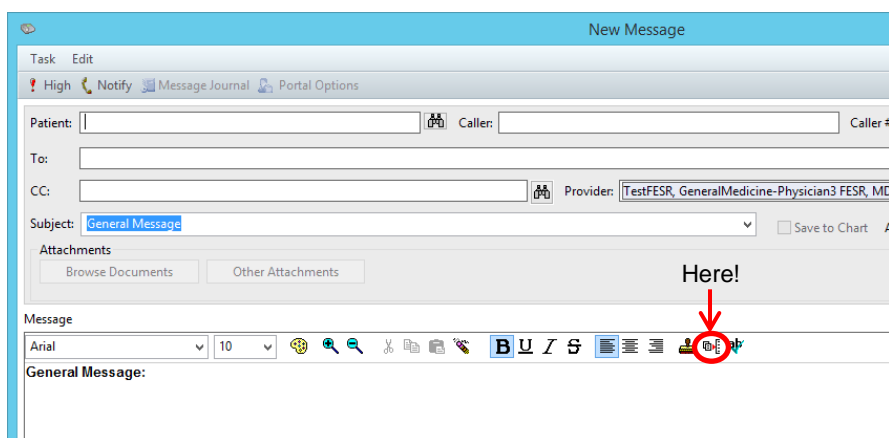
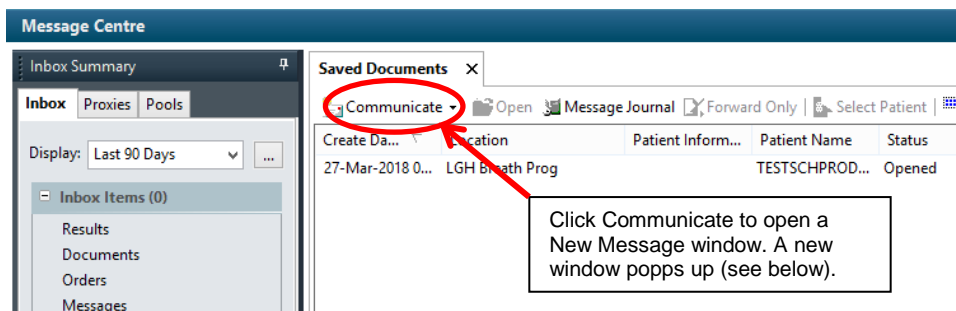
Creating Your Own Auto Text in Cerner

As you may know by now, Cerner Auto Text works similar to Commands in Fluency Direct. Both speed up documentation by triggering the insertion of blocks of pre-established text or templates that are frequently used when creating clinical documentation or notes.

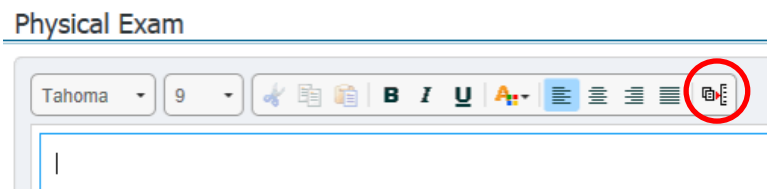
There are many benefits of using Auto Text in Cerner. It allows you to add an embedded smart template, such as Allergies and Medication List. Also, you can format a document using different font sizes, styles, bolding, italics, and etc., whereas Commands in Fluency Direct only allows you to use plain text.

To create AutoText, begin with the Manage AutoText button , which can be found anywhere you would manually enter text in PowerChart: such as Message Center and the Workflow Summary text boxes.

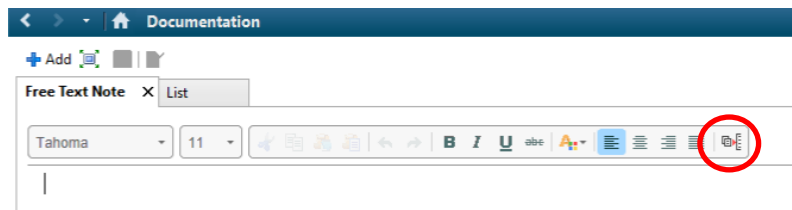
Option 1: One easy spot to find this that doesn't require opening a patient's chart is New Message in Message Centre:



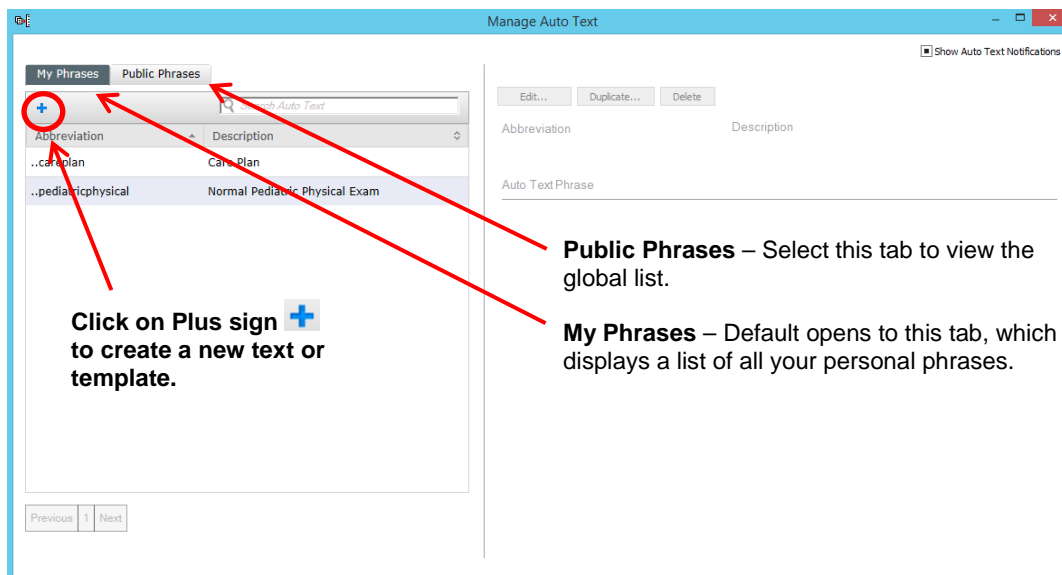
Option 2: Any text fields, such as Physical Exam, History of Present Illness, Assessment and Plan, on workflow tabs:



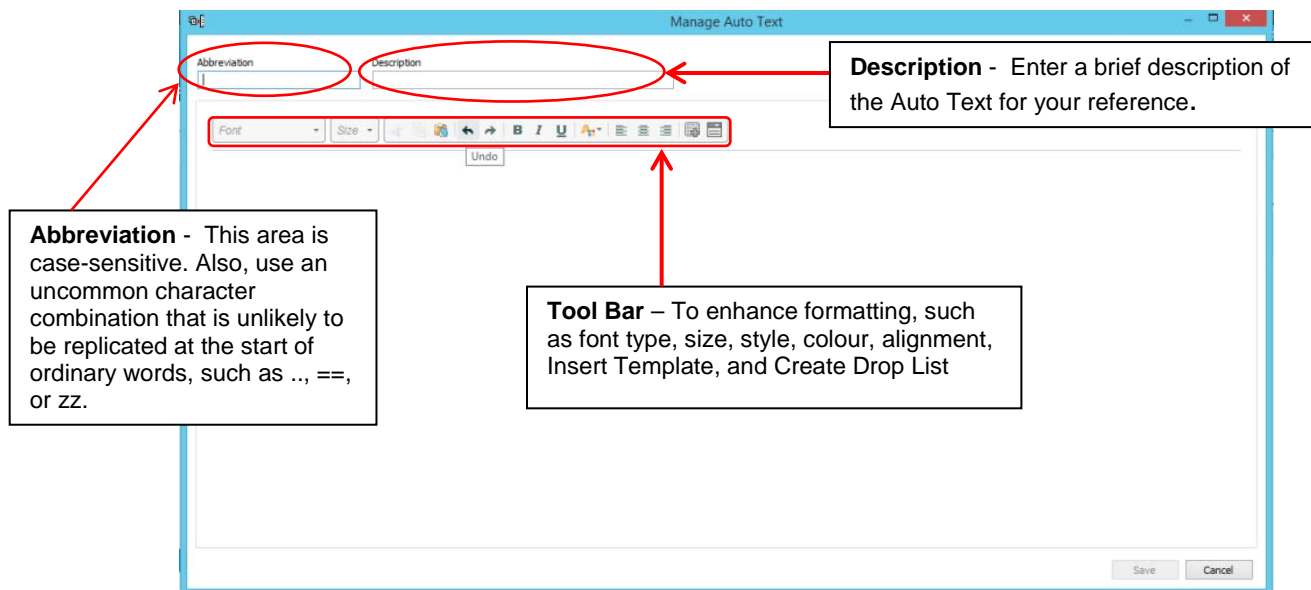
Option 3: While directly editing a document:



Once you click on the Manage Auto Text icon , you will see this new view:



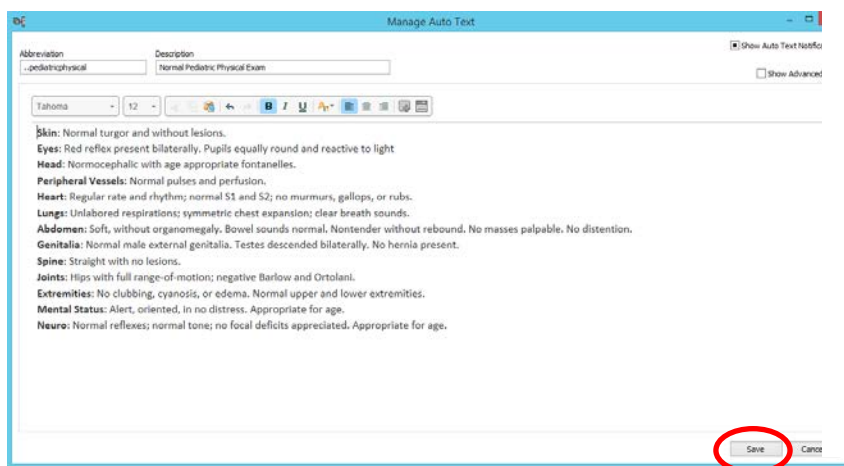
A new window, Manage Auto Text, shows up:



Abbreviation: This area is case-sensitive. Enter an abbreviation using an uncommon character combination that is unlikely to be replicated at the start of ordinary words, such as .., ==, or ZZ.

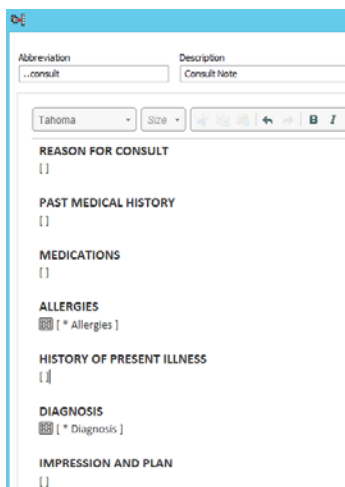
Description: Enter a description of the Auto Text for your reference.

Note: It is important to carefully select your auto text abbreviation to eliminate a random Auto Text pop up. If you use (,,), it will be recognized as a global Auto Text and will be shared with other providers in the facility.




- With the cursor in the text box below the tool bar, you can either type or dictate your text.
- The toolbar tools allow you to edit and format your text.
- Feel free to make it bold or to enlarge a font size to stand out.
- Click Save at the bottom of this window once the Auto Text entry is completed.

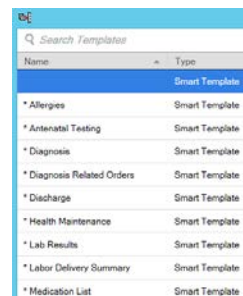
Building Your Own Template in Cerner



- You can build your own template just like how you did it in Fluency Flex.
- Please use [] (opening bracket + space + closing bracket) as a place holder.
- _ and [_] should also work ok; however, we recommend you to use [].
- You can insert Smart Template and Drop List in the template (see below)


Insert Template (in the Tool Bar) : Smart Template, the structured data compiled on PowerChart, can be inserted.

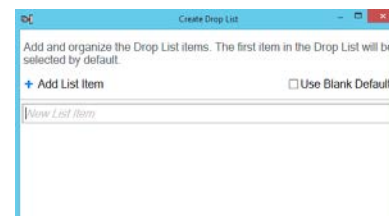
Example: Allergies, Date of Admission, Medication List, Diagnosis (for Discharge Diagnosis) etc.



Name	Type
* Allergies	Smart Template
* Antenatal Testing	Smart Template
* Diagnosis	Smart Template
* Diagnosis Related Orders	Smart Template
* Discharge	Smart Template
* Health Maintenance	Smart Template
* Lab Results	Smart Template
* Labor Delivery Summary	Smart Template
* Medication List	Smart Template

Note: Depending on a facility, not all Smart Templates are available/activated.

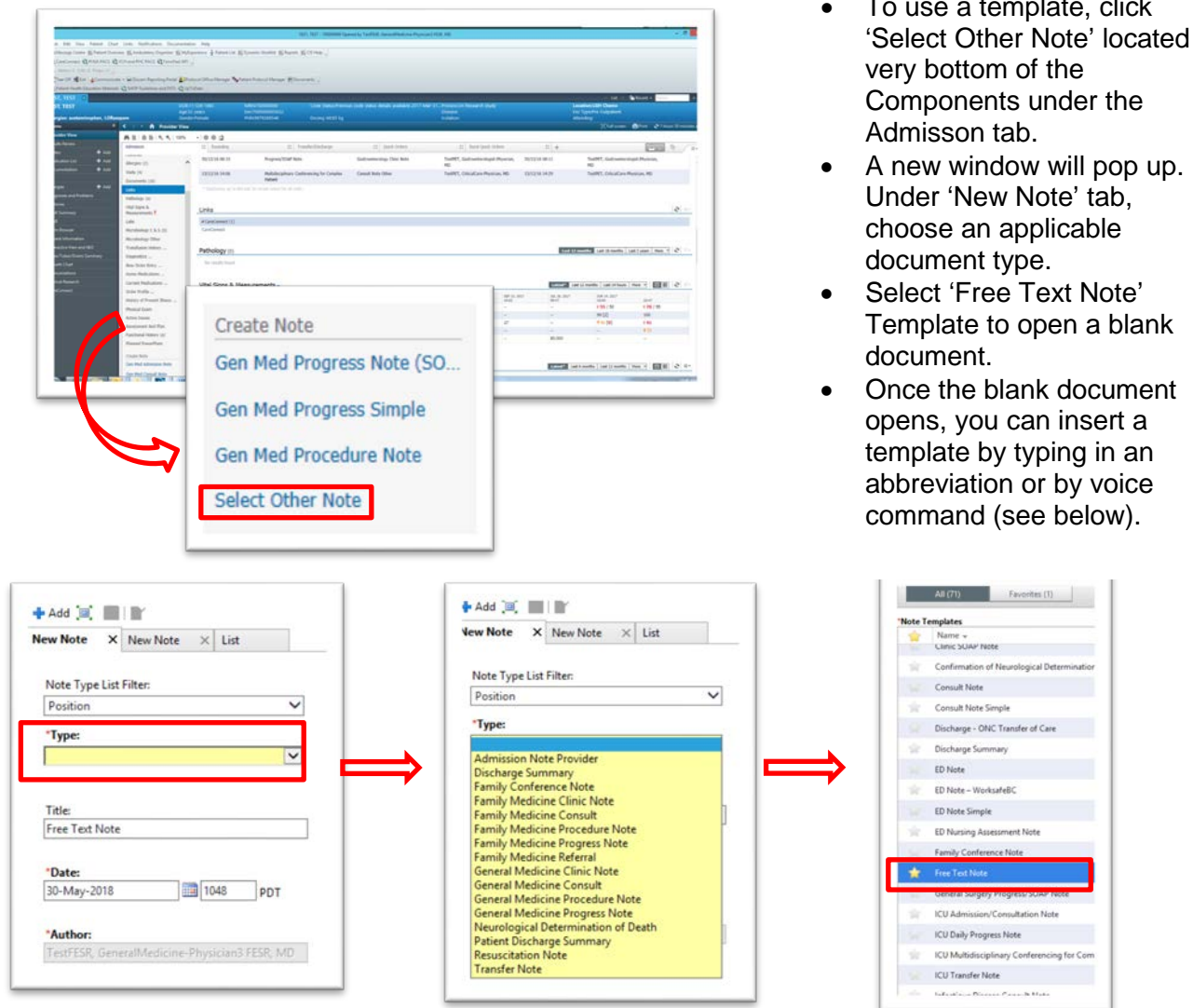
Create Drop List (in the Tool Bar) : Although Fluency Direct does not support full functionality of a dropdown list, you can still insert a list and use a mouse to click an applicable selection.



Note: Fluency Direct does not support a function to select an applicable selection at this moment. **Please do not introduce this function yet.**

Note: **The font size and colour will be standardized on all distributed reports!**

How to insert a template into a blank document?

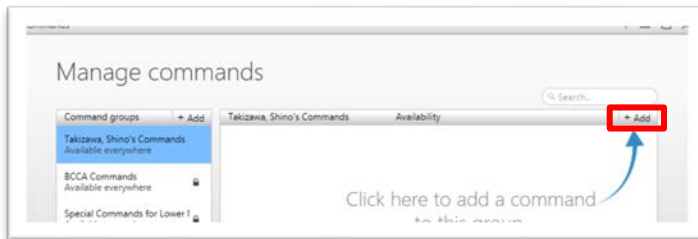


- To use a template, click 'Select Other Note' located very bottom of the Components under the Admission tab.
- A new window will pop up. Under 'New Note' tab, choose an applicable document type.
- Select 'Free Text Note' Template to open a blank document.
- Once the blank document opens, you can insert a template by typing in an abbreviation or by voice command (see below).

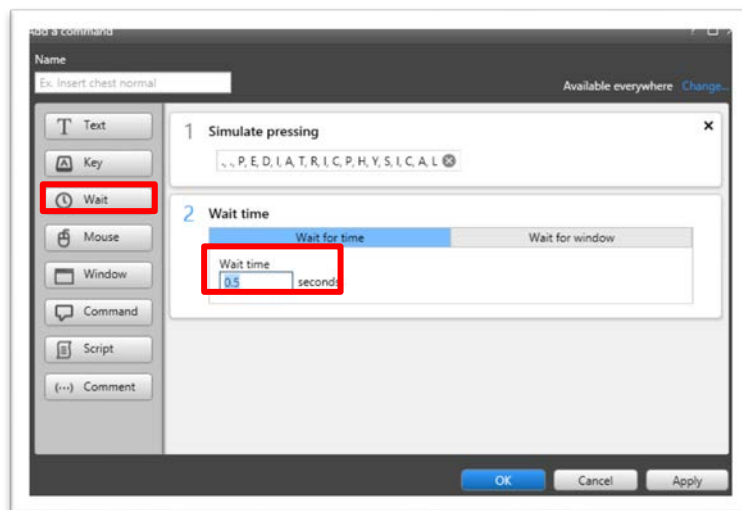
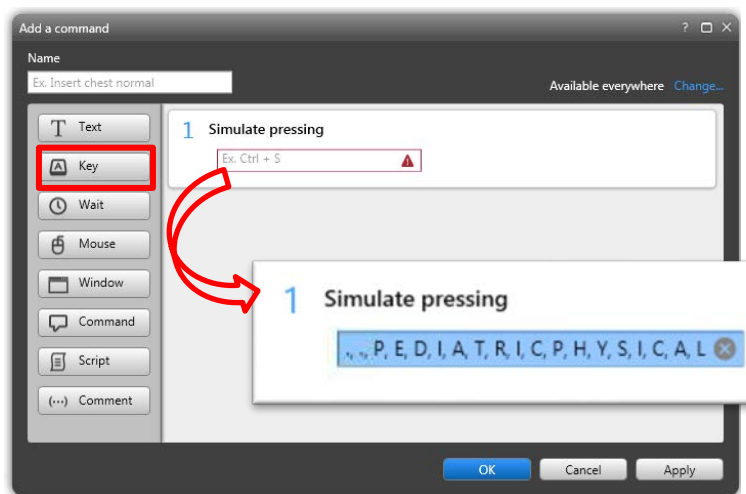
Voice-Enabling Cerner Auto Text and Template

Cerner autotext is triggered by typing keystrokes on your keyboard. To voice enable a Cerner autotext, you will need to create a voice command by doing the following (this must be repeated for each autotext you wish to voice enable):

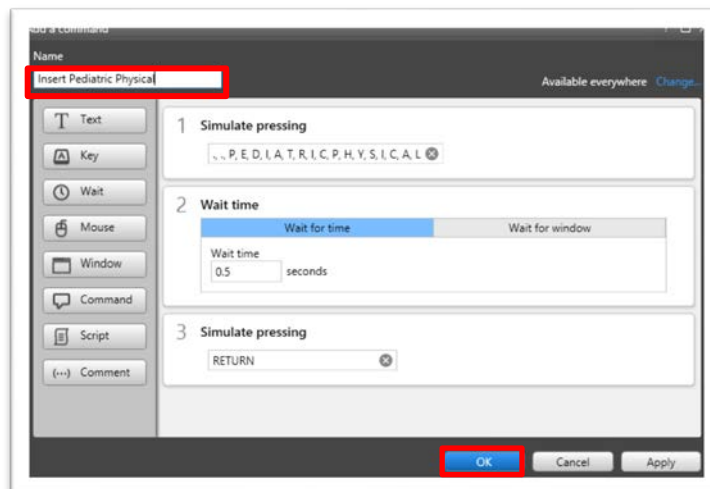
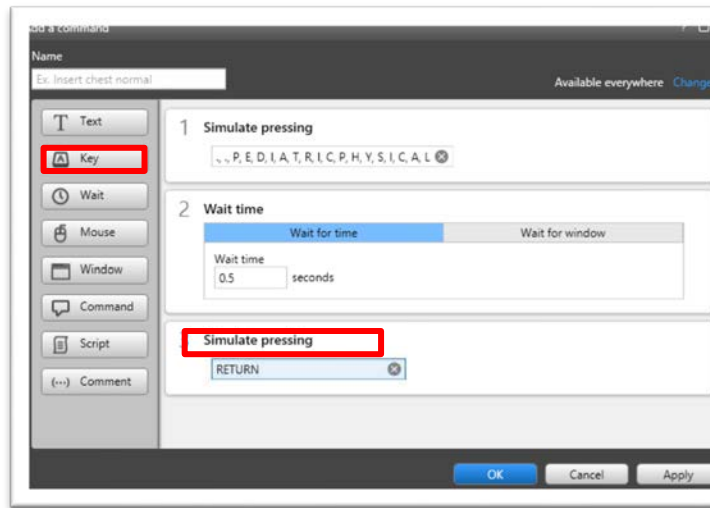




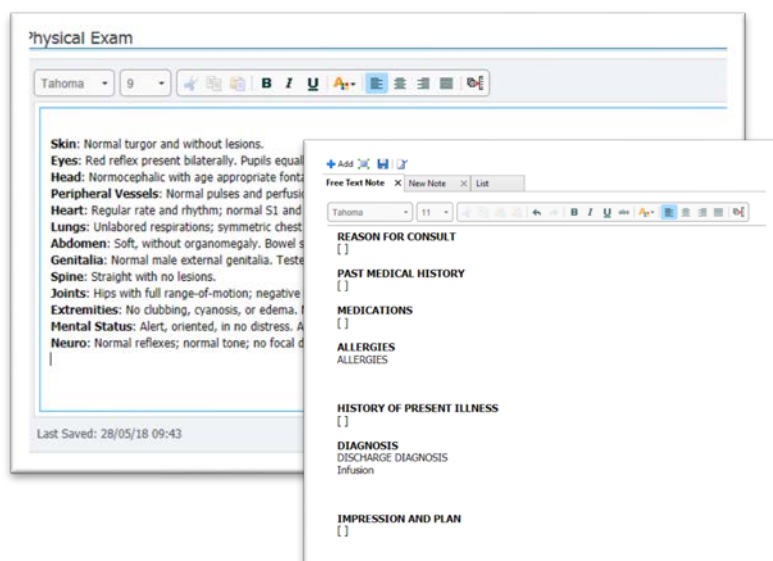
- Make sure your own command group has been selected.
- ie. Click on 'Command Group' then select your own Command Group.
- Then, click on '+ Add' to add a new command.



- Click 'Wait'. The optimized default is 0.5 seconds. Keep as is and do not modify this wait time.



- Name the command something that is unique and easy to remember, always preceding the name with 'Insert' e.g. 'Insert Pediatric Physical'.
- Then click 'OK'.



- Now test this in Cerner. Position the cursor where you want the command to appear. You can use any text box or a template.
- Dictate the command name. (eg. Insert Pediatric Physical)
- The selected autotext or the template will appear on screen.