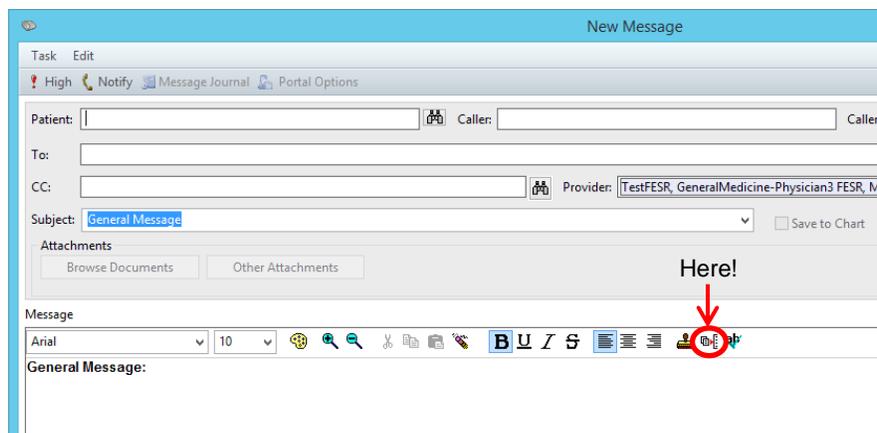
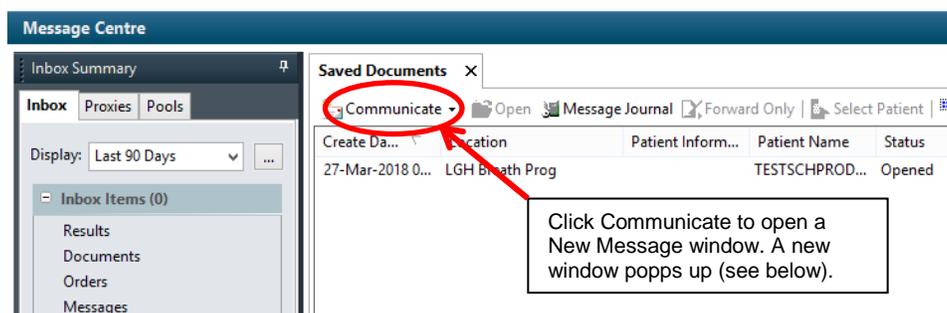


## Repurposing Fluency Flex Templates as Auto Text in Cerner

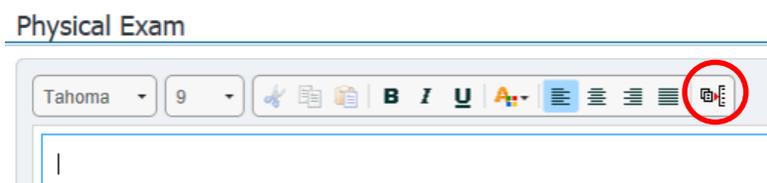
Personally created Fluency Flex Standards are not available for use in Cerner. However, they can be repurposed as Auto Text for use in Cerner.

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:



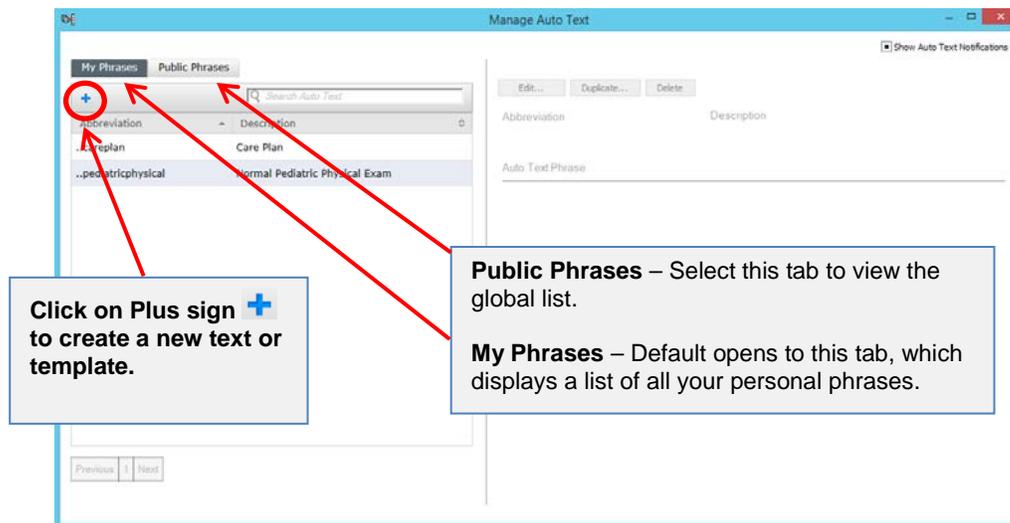
*Option 2:* Any text fields, such as Physical Exam, History of Present Illness, Assessment and Plan, on workflow tabs:



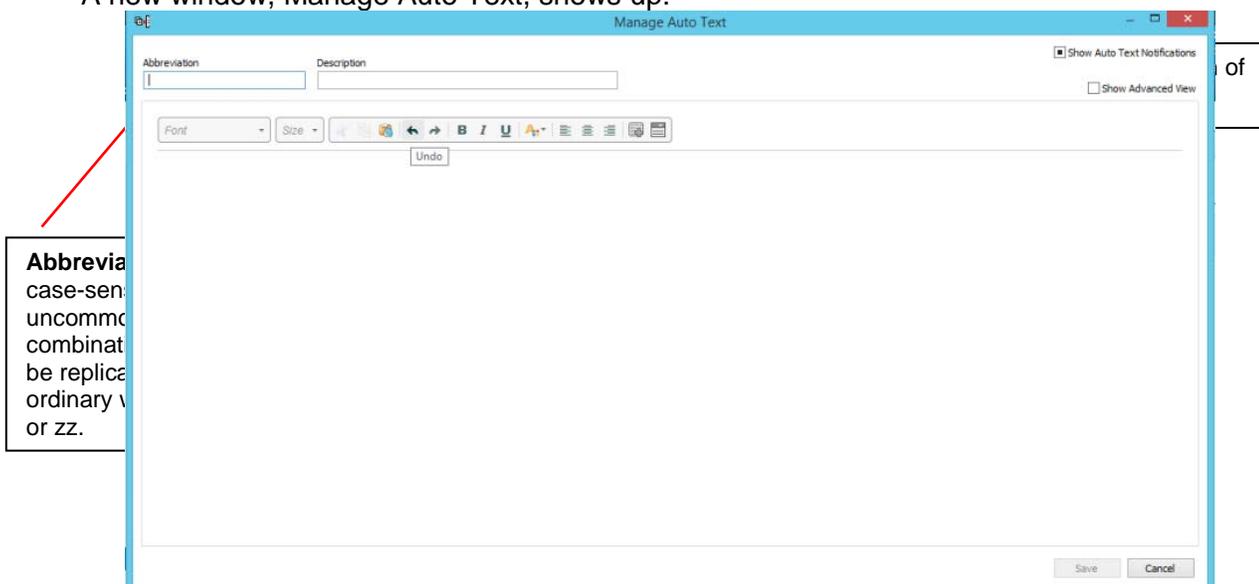
Option 3: While directly editing a document:



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.

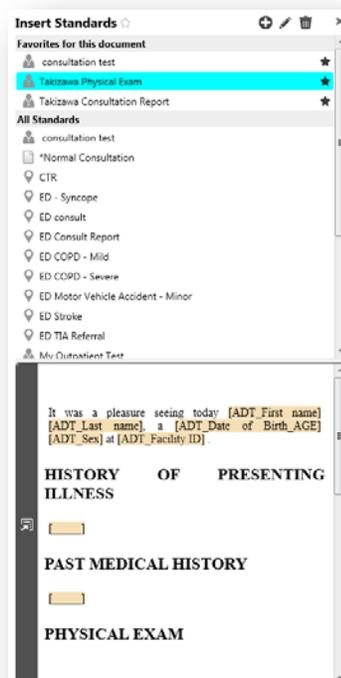
**Description:** Enter a description of the Auto Text for your reference.

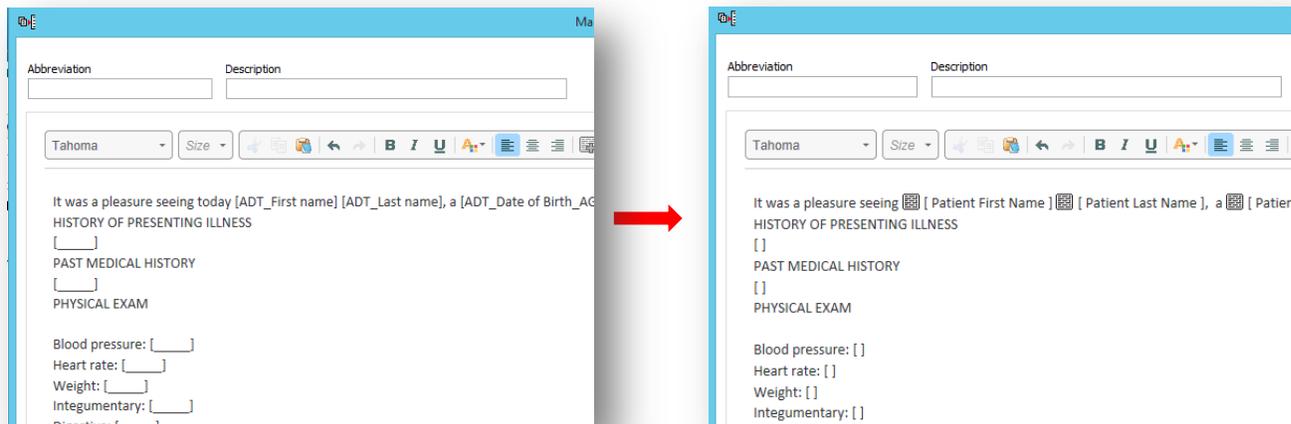
**Note:** *It is important to carefully select your auto text abbreviation to eliminate a random Auto Text pop up. If you use (,,), it will be recognized as a global Auto Text and will be shared with other providers in the facility.*

While having the 'Manage Auto Text' open in PowerChart, launch Fluency Flex from the **desktop**.



- Make sure to use new log-in information.  
eg. LGH  
Username: existing user ID in UPPERCASE  
Password: lmha123+  
Company ID: 502689
- Follow process for creating document on a patient (do not save or sign document). You can use a test patient  
eg. Last Name: VPP or Test

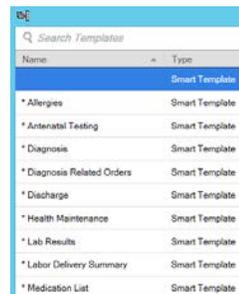




- The toolbar tools allow you to edit and format your text.
- Feel free to make it bold or to enlarge a font size to stand out.
- We recommend to use [ ] (opening bracket + space + closing bracket) as a place holder.
- Replace as many pre-populated fields as possible with Smart Templates (see below).

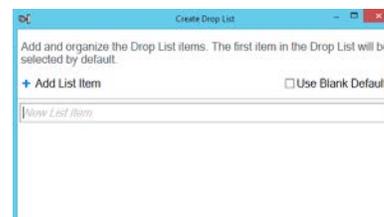
Insert Template (in the Tool Bar) : Smart Template, the structured data compiled on PowerChart, can be inserted.

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



**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.

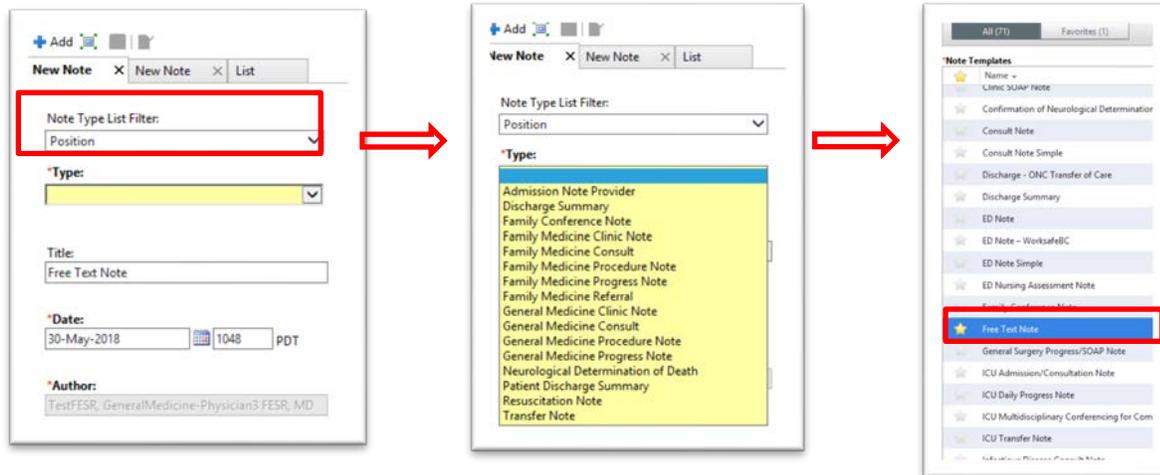
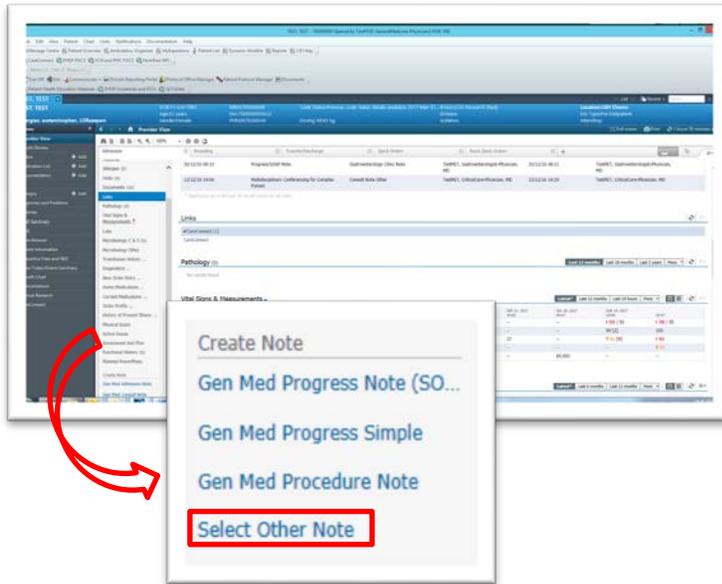


**Note:** Fluency Direct does not support a function to select an applicable selection at this moment. **Please do not introduce this function yet.**

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

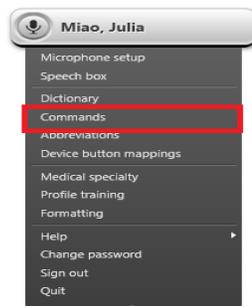
**How to insert a template into a blank document?**

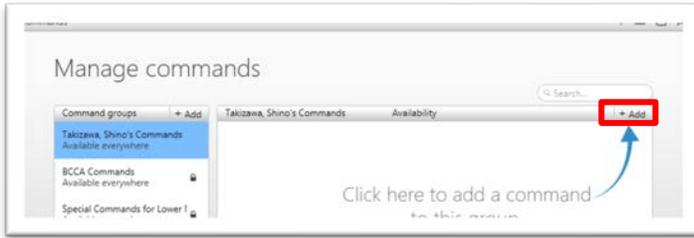
- To use a template, click 'Select Other Note' located very bottom of the Components under the Admisson tab.



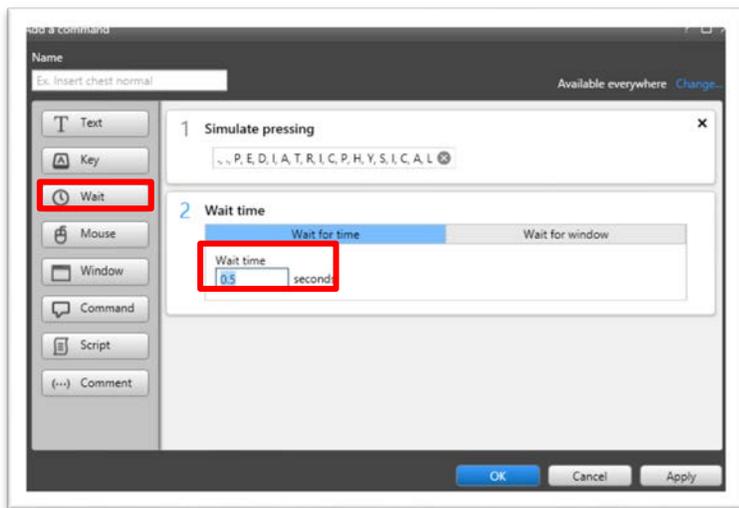
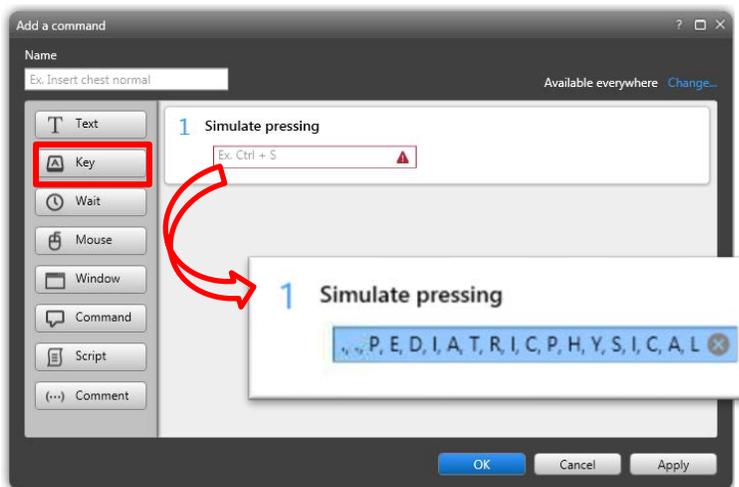
## Voice-Enabling Cerner Auto Text and Template

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):

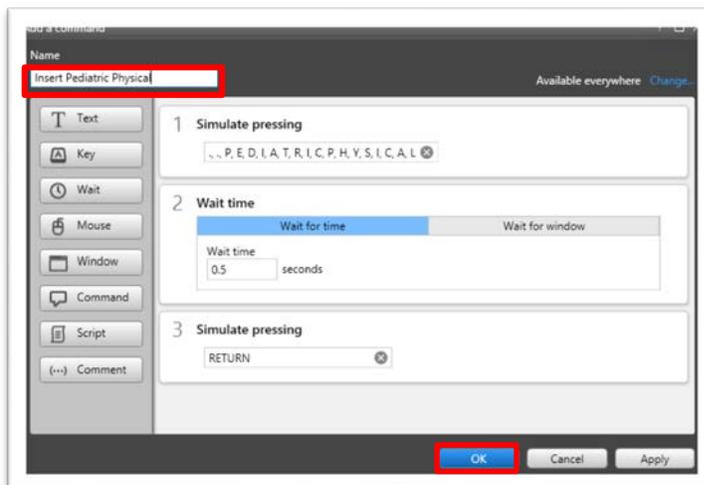
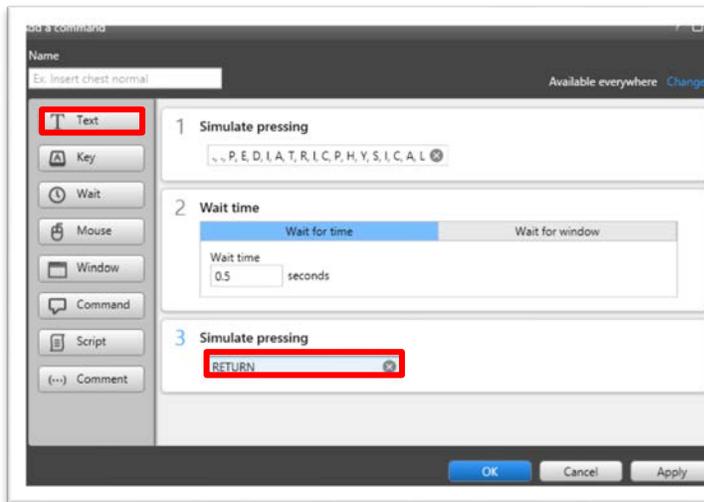




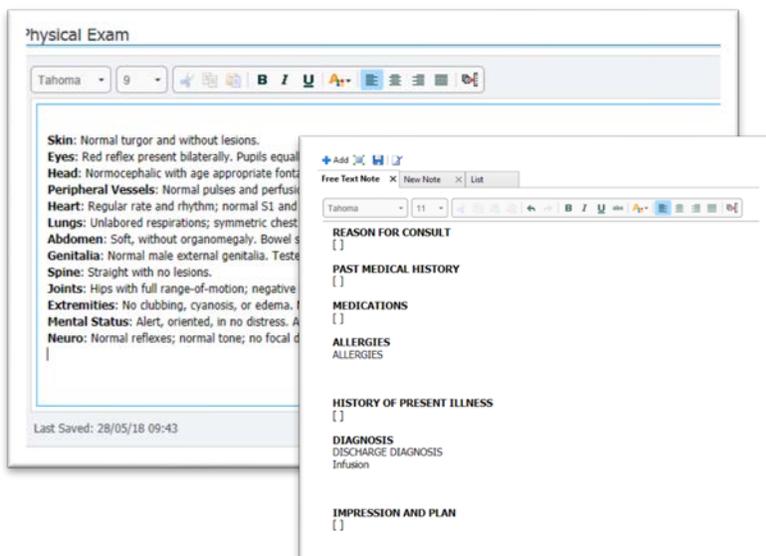
- Make sure your own command group has been selected.
- ie. Click on 'Command Group' then select your own Command Group.
- Then, click on '+ Add' to add a new command.



- 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 Normal Physical)
- The selected Auto Text or the template will appear on screen.