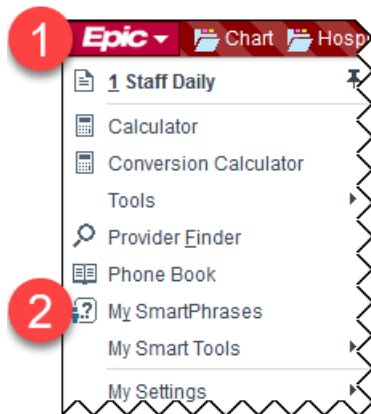# Create a SmartPhrase

If you often type the same phrase or sentence while charting, create a SmartPhrase to save time in the future. A SmartPhrase allows you to insert specific text in notes, letters, In Basket messages, and many comment fields by typing a short abbreviation.

Try It Out

1. Click the **Epic** dropdown.
2. Click **My SmartPhrases**.

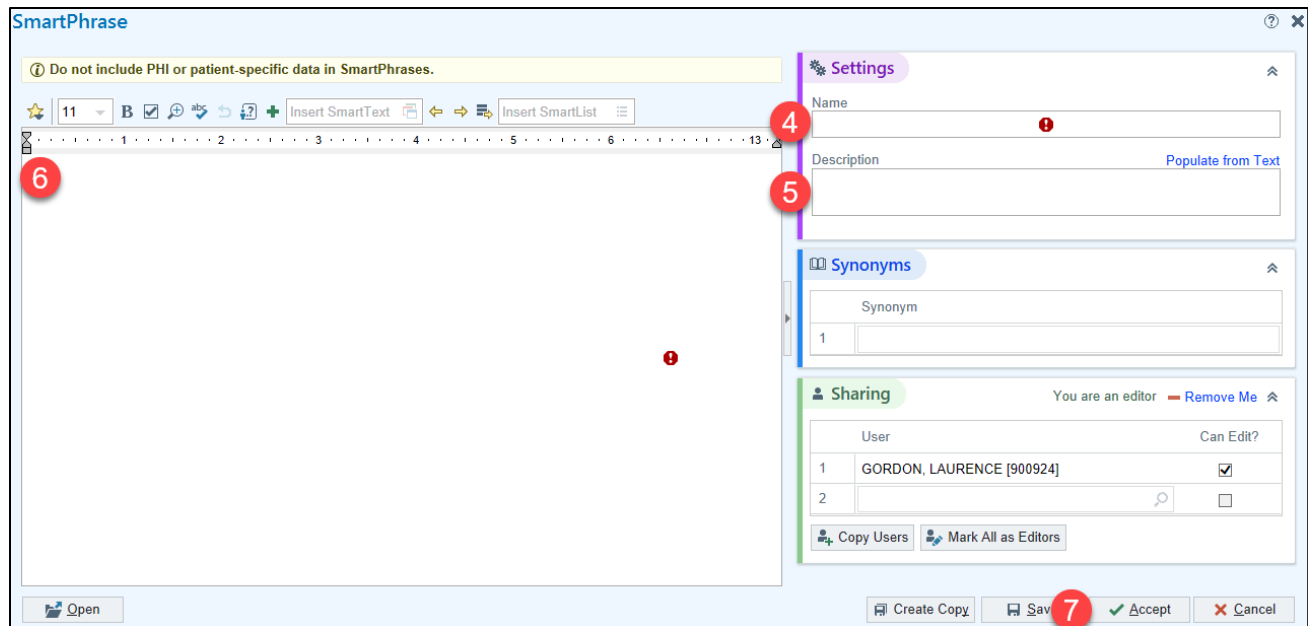3. To create a SmartPhrase, click **New User SmartPhrase**.
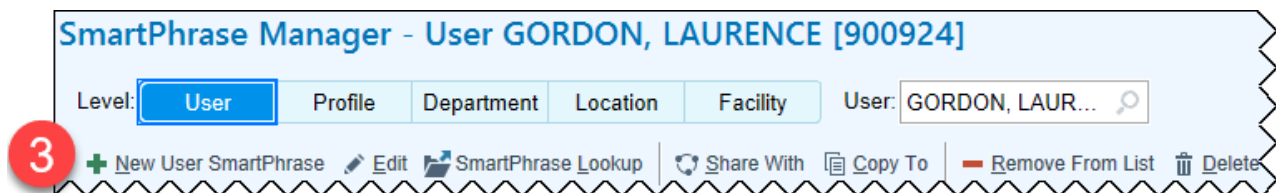
4. Under Settings, in the **Name** field, name your SmartPhrase. To insert your SmartPhrase into a note type **.[SmartPhrase name]**.
   Note: Name your SmartPhrase starting with your first, middle, and last initial followed by the type of note (example CABWELLNESS) to easily recall and find your phrase.
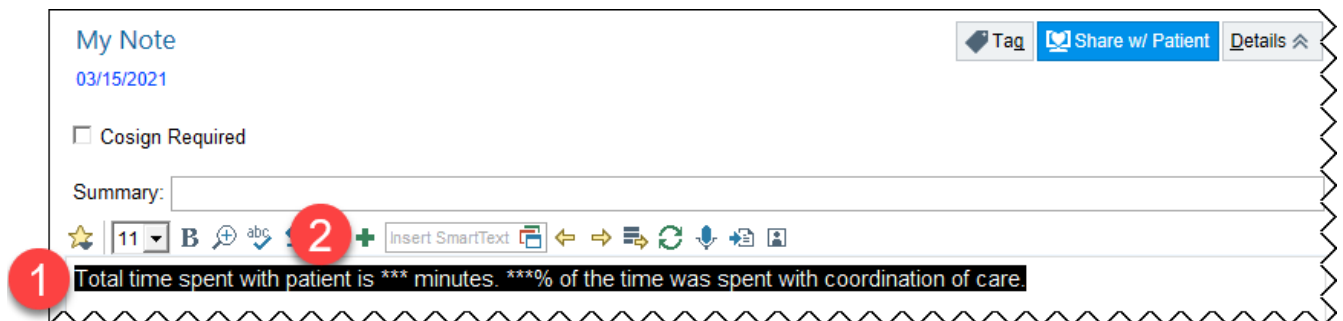   a. Spaces or symbols are not allowed in the SmartPhrase name.
   b. The name will appear in all caps.
5. In the **Description** field, type a brief description of your note.
6. Type the **content** of your SmartPhrase.
7. Click **Accept**.

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Create a SmartPhrase on the Fly

1. **Highlight** the text you want to save as a SmartPhrase.
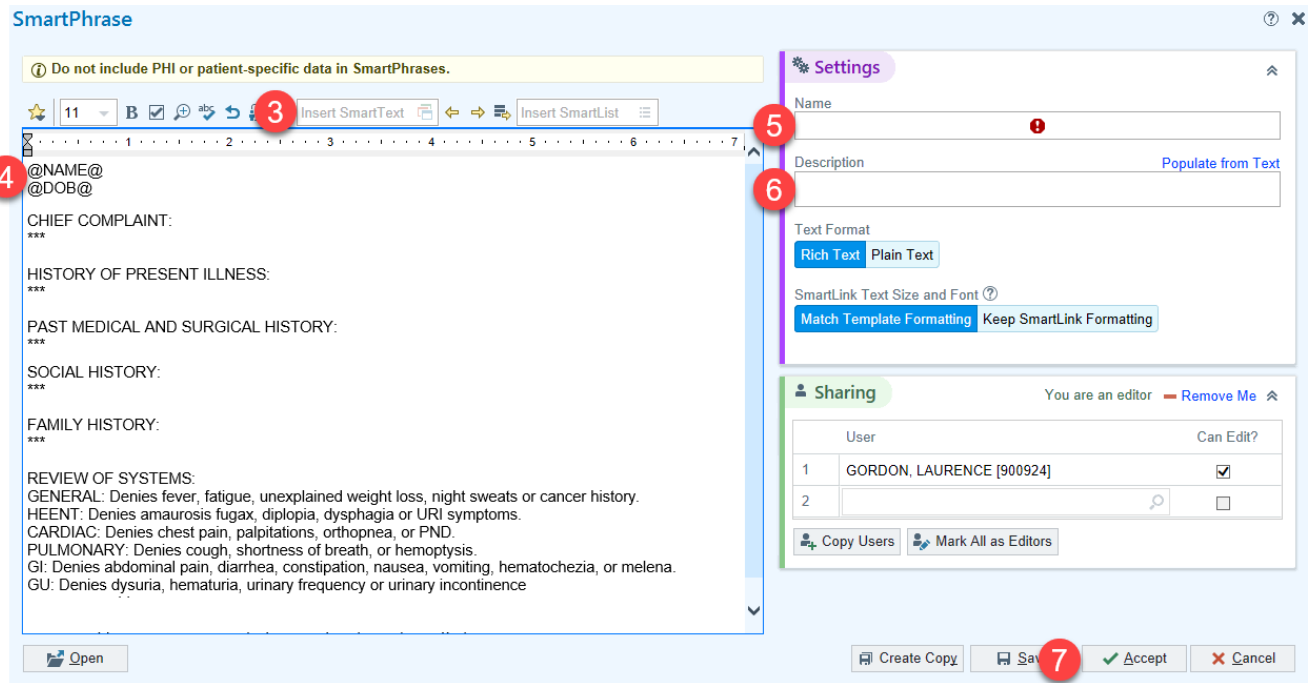2. Click the **green plus sign** from the SmartTools toolbar.

3. Click **Continue** from the SmartPhrase Editor pop-up window.
4. In the **Name** field, name your SmartPhrase.
5. In the description field, type a brief description of your note.
6. Type any additional text in the content section if needed.
   a. There should not be any patient specific information included in the text.
7. Click **Accept**.

Create a SmartPhrase from a SmartText

1. Click **My SmartPhrases**.
2. Click **New User SmartPhrase**.
3. In the **Insert SmartText** field type the name of the template.
4. Make any necessary edits to the text in the content section.

5. In the **Name** field, type a name for your SmartPhrase.
6. Type a brief description of your SmartPhrase in the **Description** field.
7. Click **Accept**.

You Can Also…

You can share your SmartPhrases with other users.
1. Within a SmartPhrase, under Sharing, enter in a user to share your SmartPhrase with.
2. If you want this user to have the ability to make edits to your SmartPhrase, place a check in the **Can Edit** box.
   a. **Note:** Any edits completed by another user will change the SmartPhrase for all who use it.
3. Click **Accept**.