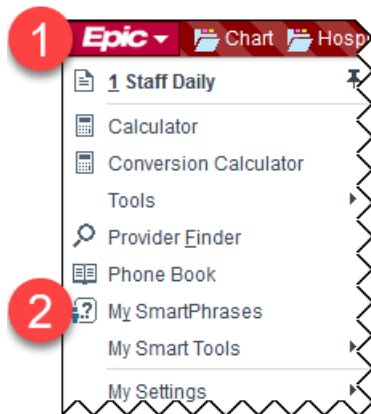


Create a SmartPhrase

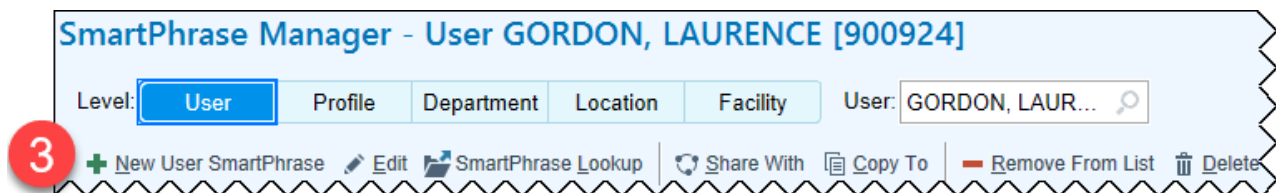
If you often type the same phrase or sentence while charting, create a SmartPhrase to save time in the future. A SmartPhrase allows you to insert specific text in notes, letters, In Basket messages, and many comment fields by typing a short abbreviation.

Try It Out

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



3. To create a SmartPhrase, click **New User SmartPhrase**.

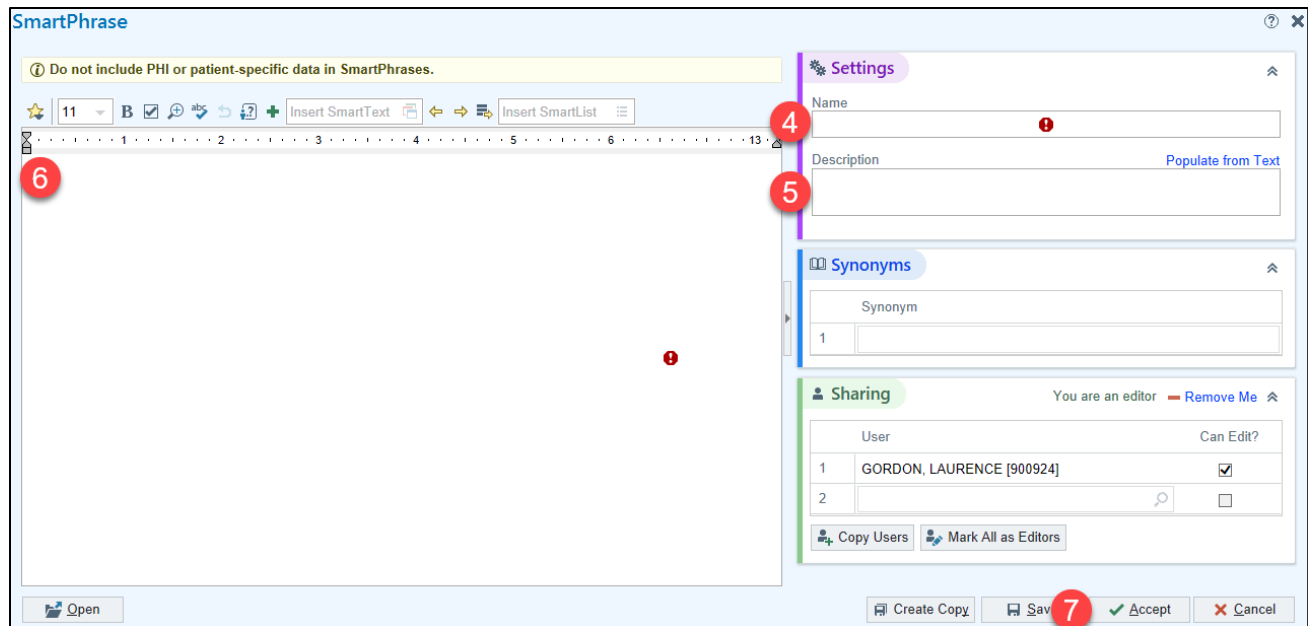


4. Under Settings, in the **Name** field, name your SmartPhrase. To insert your SmartPhrase into a note type **.[SmartPhrase name]**.

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.

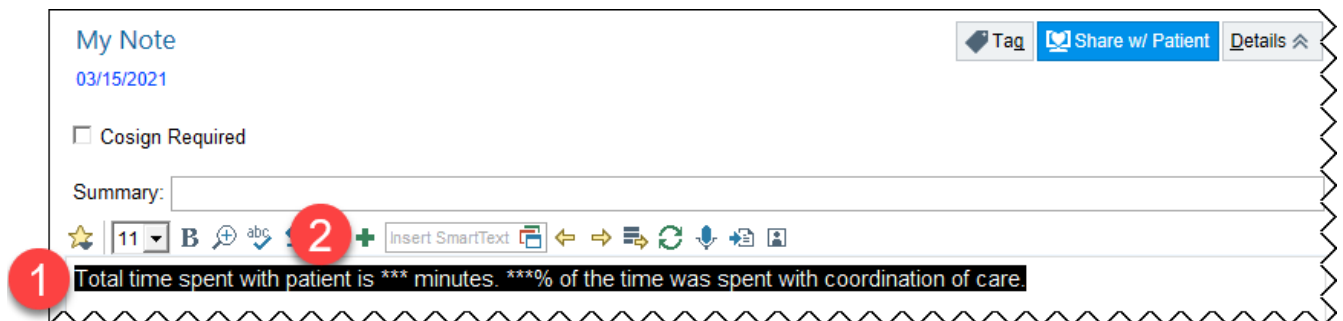
- a. Spaces or symbols are not allowed in the SmartPhrase name.
- b. The name will appear in all caps.

5. In the **Description** field, type a brief description of your note.
6. Type the **content** of your SmartPhrase.
7. Click **Accept**.



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.

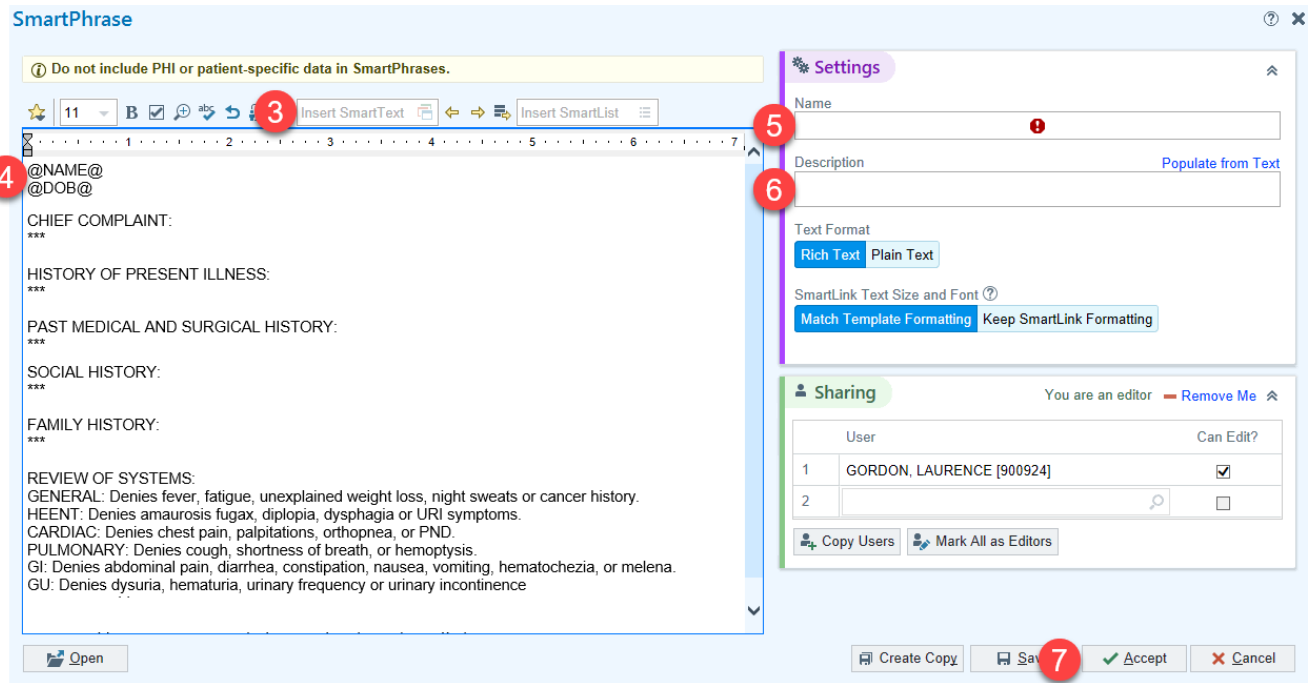


3. Click **Continue** from the SmartPhrase Editor pop-up window.
4. In the **Name** field, name your SmartPhrase.
5. In the description field, type a brief description of your note.
6. Type any additional text in the content section if needed.
 - a. There should not be any patient specific information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



SmartPhrase

Do not include PHI or patient-specific data in SmartPhrases.

11 B [Rich Text Icons] 3 Insert SmartText [SmartText Icons] Insert SmartList

4 @NAME@
@DOB@

CHIEF COMPLAINT:

HISTORY OF PRESENT ILLNESS:

PAST MEDICAL AND SURGICAL HISTORY:

SOCIAL HISTORY:

FAMILY HISTORY:

REVIEW OF SYSTEMS:
GENERAL: Denies fever, fatigue, unexplained weight loss, night sweats or cancer history.
HEENT: Denies amaurosis fugax, diplopia, dysphagia or URI symptoms.
CARDIAC: Denies chest pain, palpitations, orthopnea, or PND.
PULMONARY: Denies cough, shortness of breath, or hemoptysis.
GI: Denies abdominal pain, diarrhea, constipation, nausea, vomiting, hematochezia, or melena.
GU: Denies dysuria, hematuria, urinary frequency or urinary incontinence

5 Name

6 Description [Populate from Text](#)

Text Format
Rich Text Plain Text

SmartLink Text Size and Font
Match Template Formatting Keep SmartLink Formatting

Sharing You are an editor — Remove Me

	User	Can Edit?
1	GORDON, LAURENCE [900924]	<input checked="" type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>

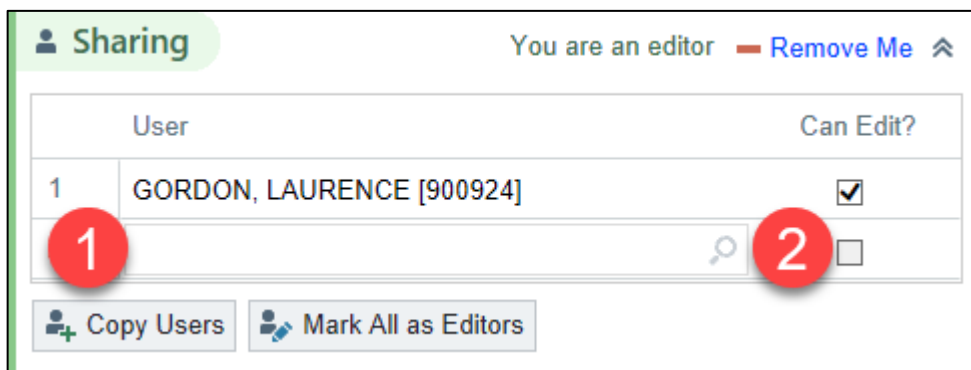
Copy Users Mark All as Editors

Create Copy Save 7 Accept Cancel

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**.



Sharing You are an editor — Remove Me

	User	Can Edit?
1	GORDON, LAURENCE [900924]	<input checked="" type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>

Copy Users Mark All as Editors