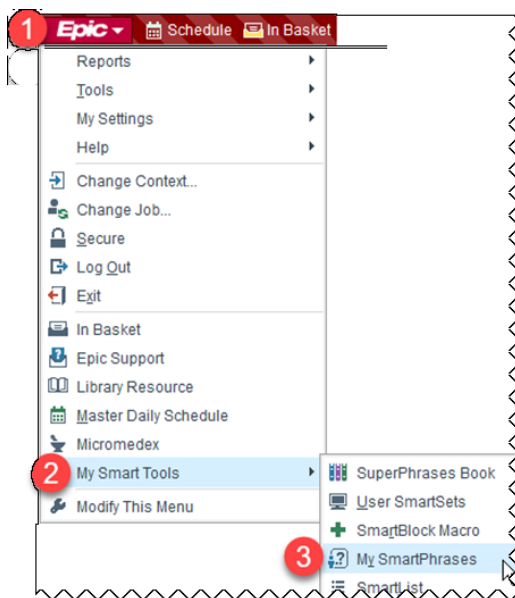


Sharing, Copying, and Editing SmartPhrases

You can create your own phrases from scratch, but if a colleague already has a SmartPhrase that you would like to use, you can steal that phrase. You can also edit those stolen phrases to personalize them to you.

Sharing SmartPhrases

1. Click the **Epic** dropdown.
2. Click **My Smart Tools**.
3. Click **My SmartPhrases**. Ensure that you are in **Manage SmartPhrases**. (Or you can search for My SmartPhrases or SmartPhrase Manager)



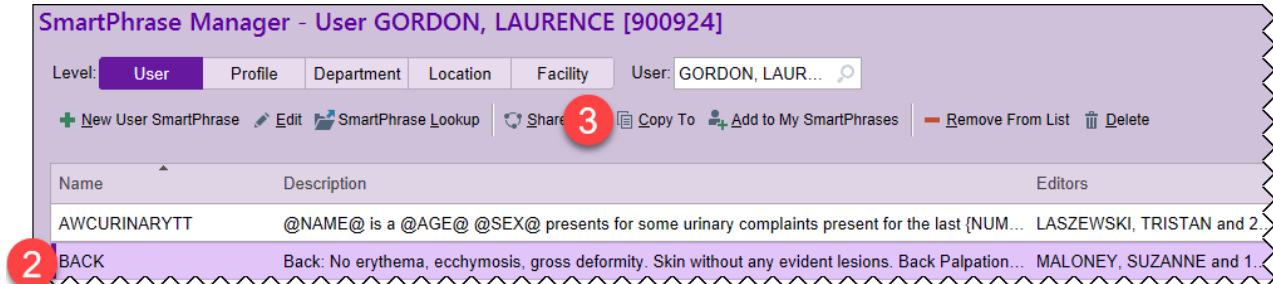
4. Type the colleague's name that you want to steal phrase(s) from in the **User** field and press **Enter**.
5. **Single click** the phrase you wish to steal.
6. Click **Share With**. Your name should come up automatically in the "Choose users to share with" box in the dialogue box. Press **Accept**.



Note: By holding the **Ctrl** key on your keyboard you can select multiple phrases at the same time.

Copying SmartPhrases

1. Follow Steps 1 through 4 under Sharing SmartPhrases.
2. **Single click** on the selected phrase you wish to copy.
3. Click **Copy To**.



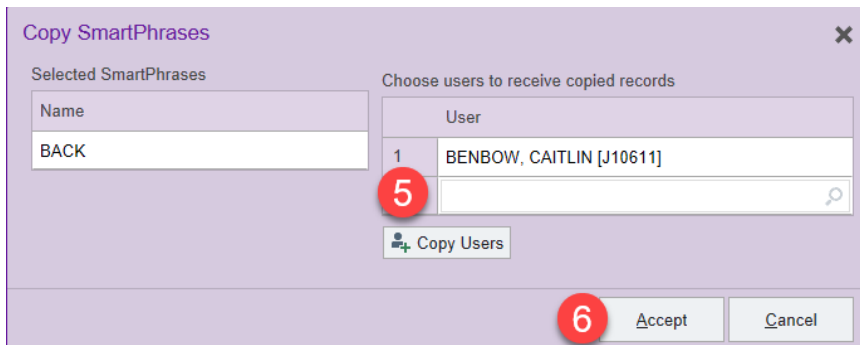
SmartPhrase Manager - User GORDON, LAURENCE [900924]

Level: **User** Profile Department Location Facility User: GORDON, LAUR...

+ New User SmartPhrase Edit SmartPhrase Lookup **3** Copy To Add to My SmartPhrases Remove From List Delete

Name	Description	Editors
AWCURINARYTT	@NAME@ is a @AGE@ @SEX@ presents for some urinary complaints present for the last (NUM...	LASZEWSKI, TRISTAN and 2...
2 BACK	Back: No erythema, ecchymosis, gross deformity. Skin without any evident lesions. Back Palpation...	MALONEY, SUZANNE and 1...

4. Review the Copy SmartPhrases window.
5. Add additional users to receive the copied phrase, if applicable. The user logged into Epic will automatically default as a user to receive the copied phrase.
6. Click Accept.



Copy SmartPhrases

Selected SmartPhrases

Name
BACK

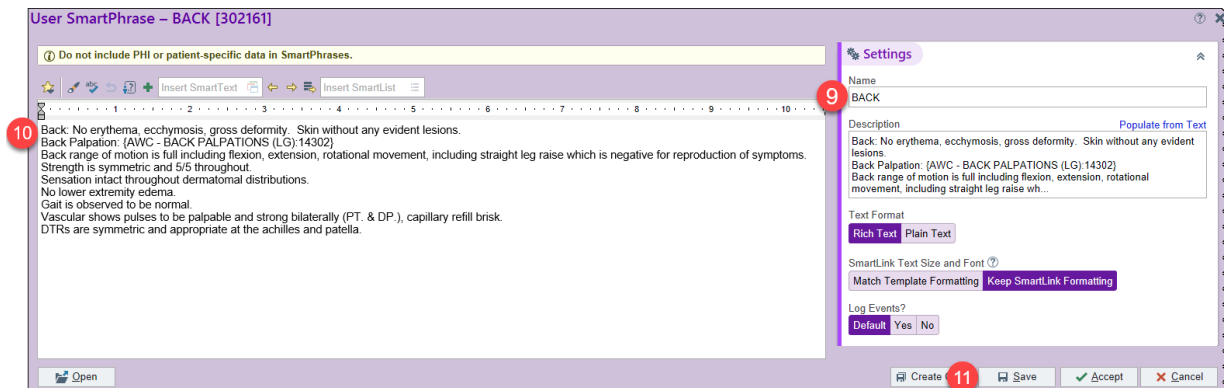
Choose users to receive copied records

User
1 BENBOW, CAITLIN [J10611]
<input type="text"/>

5 Copy Users

6 Accept Cancel

7. Navigate back to your personal SmartPhrases. This can be done by closing out of the current window and re-opening My SmartPhrases or by typing in your name in the User field.
8. Find the copied SmartPhrase, and double click to open it.
9. Type a new name for the copied SmartPhrase (Use a name specific to yourself such as starting with your initials).
Note: If there is a system SmartPhrase with the same name, you will not be able to use it.
10. Edit the phrase as necessary.
11. Click **Save** to remain in the SmartPhrase or click **Accept** to save and close the SmartPhrase.



User SmartPhrase - BACK [302161]

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

Insert SmartText Insert SmartList

10 Back: No erythema, ecchymosis, gross deformity. Skin without any evident lesions.
Back Palpation: (AWC - BACK PALPATIONS (LG):14302)
Back range of motion is full including flexion, extension, rotational movement, including straight leg raise which is negative for reproduction of symptoms.
Strength is symmetric and 5/5 throughout.
Sensation intact throughout dermatomal distributions.
No lower extremity edema.
Gait is observed to be normal.
Vascular shows pulses to be palpable and strong bilaterally (PT. & DP.), capillary refill brisk.
DTRs are symmetric and appropriate at the achilles and patella.

9 Settings

Name: BACK

Description: Back: No erythema, ecchymosis, gross deformity. Skin without any evident lesions.
Back Palpation: (AWC - BACK PALPATIONS (LG):14302)
Back range of motion is full including flexion, extension, rotational movement, including straight leg raise wh...

Text Format: Rich Text Plain Text

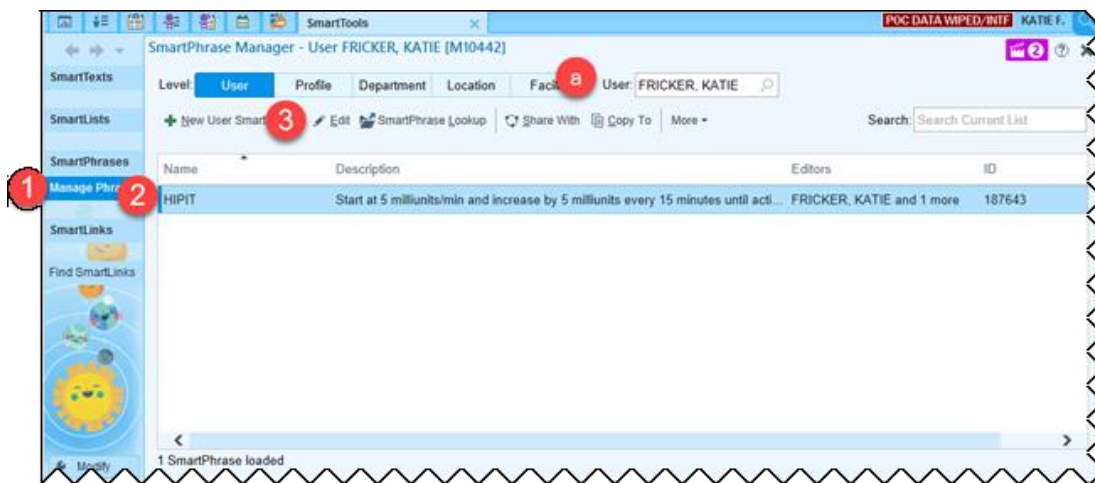
SmartLink Text Size and Font: Match Template Formatting Keep SmartLink Formatting

Log Events? Default Yes No

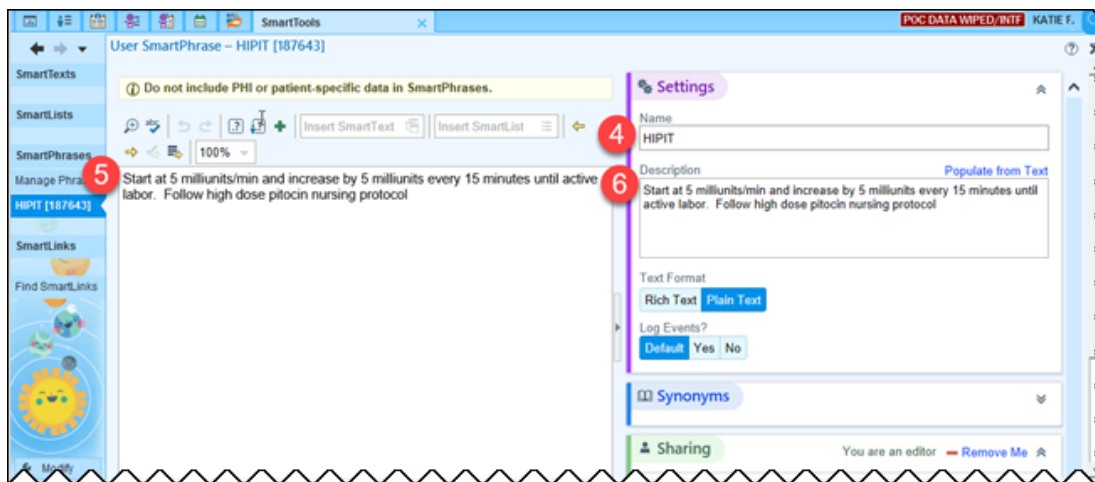
11 Create Save Accept Cancel

Editing SmartPhrases

1. Start in **My SmartPhrases** in **Manage Phrases**.
 - a. If you just stole a SmartPhrase you might have to enter your name in the **User** field.
2. **Select** the Phrase you would like to edit.
3. Click **Edit**.



1. **Rename** your SmartPhrase following your naming convention.
2. **Edit** the phrase as necessary.
3. Use a **description** that is appropriate.



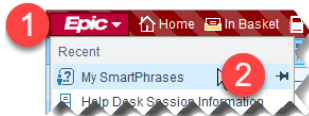
4. Click **Accept**.

You Can Also...

Once you have found My SmartPhrases, you have options to add it to more convenient places to find it more easily.

Option 1: Pushpin it.

1. Click the Epic dropdown.
2. My SmartPhrases should be at the top of your options. **Hover** over it and **click** the pushpin that shows beside it.



Option 2: Wrench it in.

1. Click the **Wrench** in the top toolbar.
2. **Drag and drop** it from Recent to the toolbar.
3. **Move** it around within the toolbar to place it where you want it.
4. Click **Accept**.

