

Instructions for Best Practice: Autofill Comments

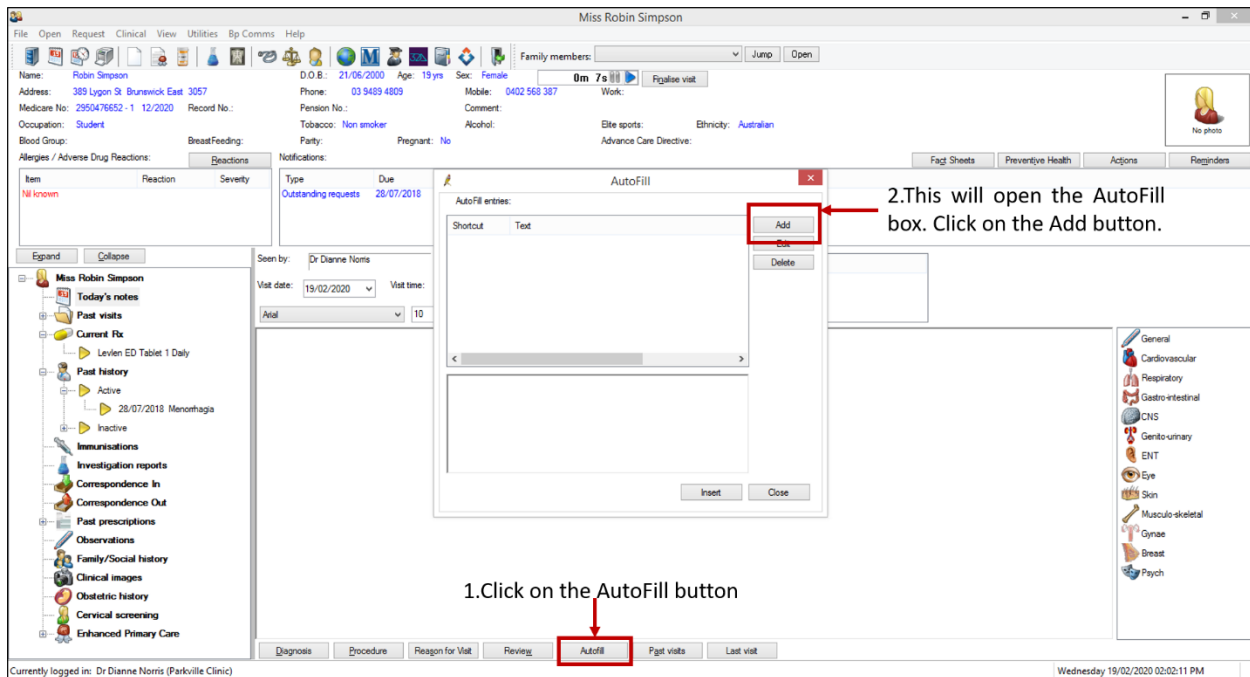
These instructions are for use within an open patient record. Ensure you are in the 'Today's notes' section.

1. Click on the AutoFill button
2. This will open the AutoFill box. Click on the Add button
3. Enter the desired text and keyboard shortcut. You can make the AutoFill available to all users by checking the 'Available to all users' box.
4. Click save
5. You can insert the text directly into the patient notes by highlighting the desired AutoFill and clicking insert, or
6. You can also type the keyboard shortcut directly into the patient notes and press enter. The AutoFill text can be edited within the patient notes to add further details if needed.

These instructions are shown in pictures 1 to 4 below.

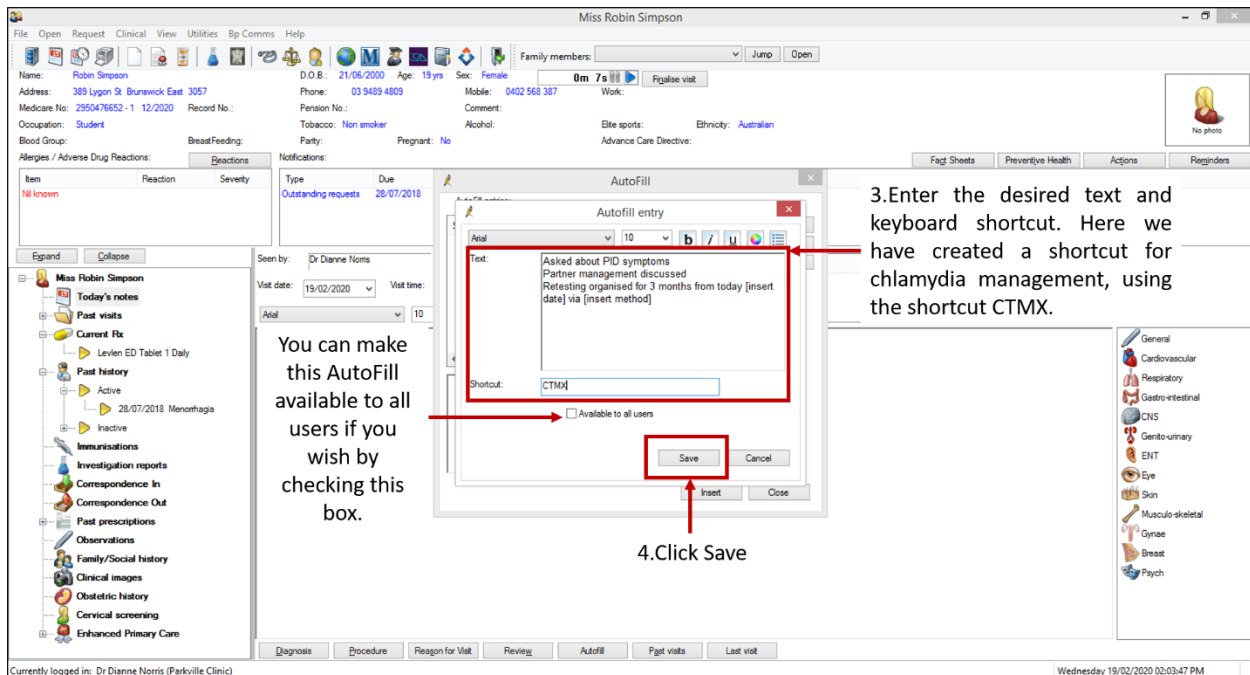


Picture 1 Best Practice: Autofill comments

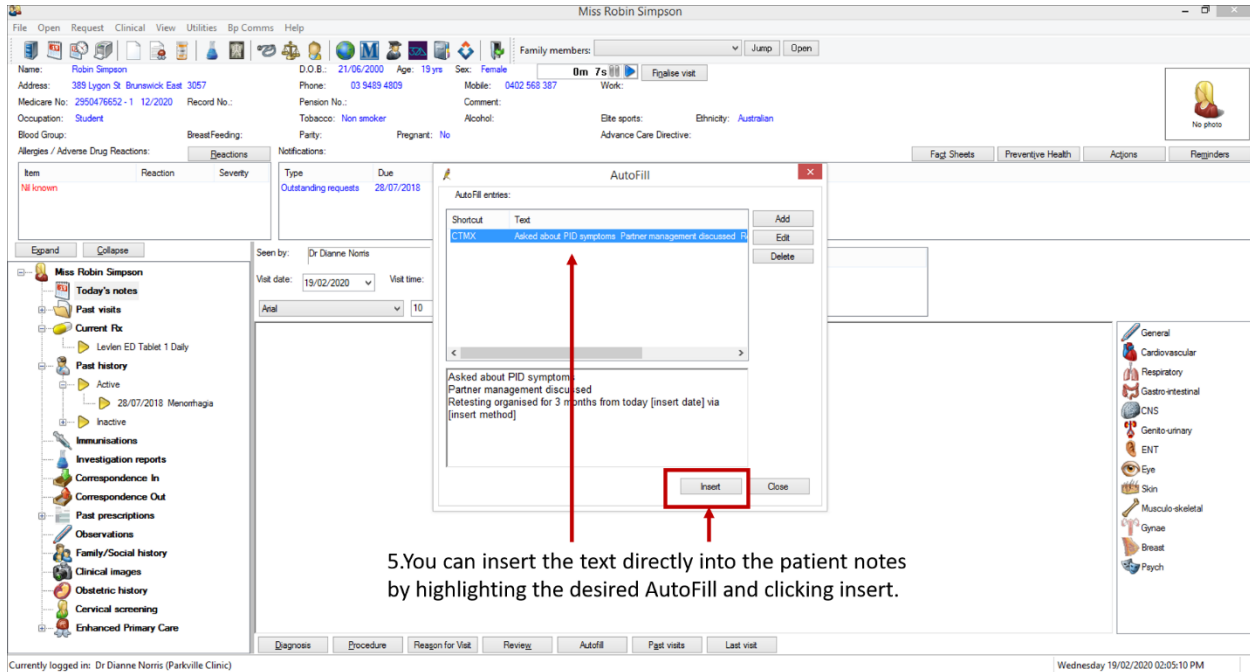


2. This will open the Autofill box. Click on the Add button.

Picture 2 Best Practice: Autofill comments

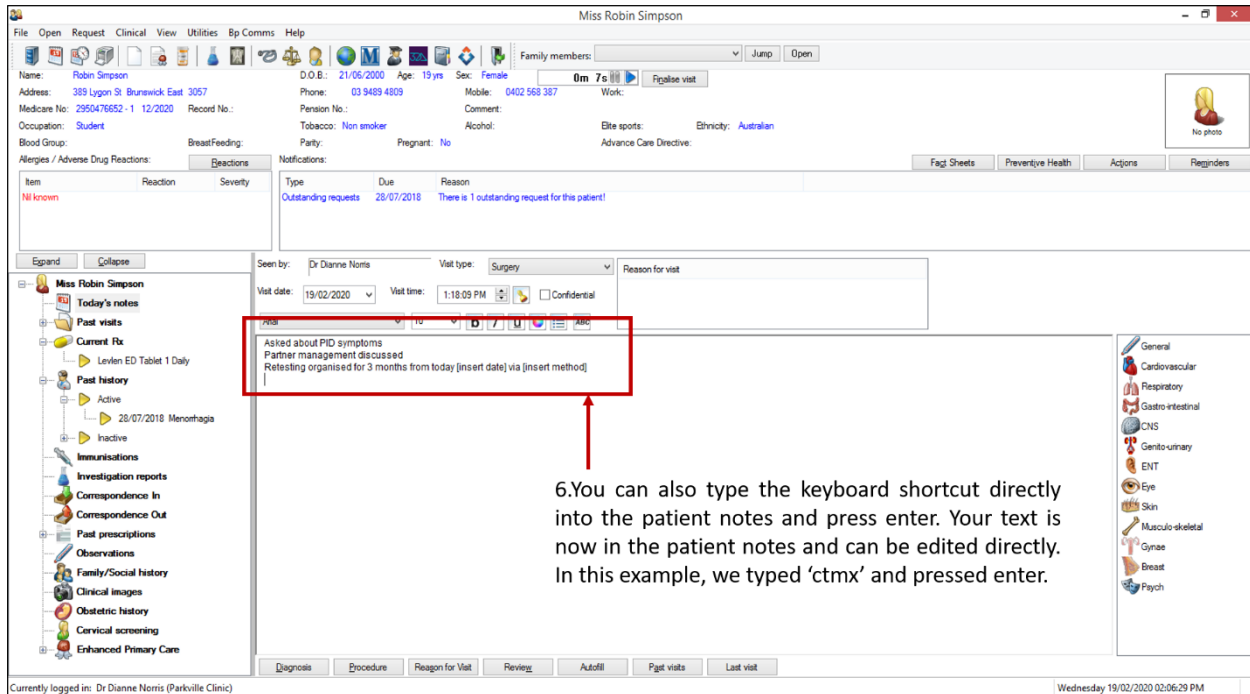


Picture 3 Best Practice: Autofill comments



5. You can insert the text directly into the patient notes by highlighting the desired AutoFill and clicking insert.

Picture 4 Best Practice: Autofill comments



6. You can also type the keyboard shortcut directly into the patient notes and press enter. Your text is now in the patient notes and can be edited directly. In this example, we typed 'ctmx' and pressed enter.