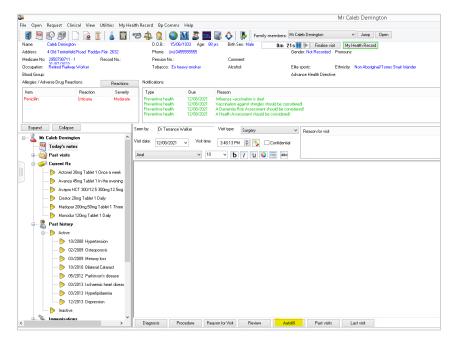
## How to make an 'autofill' or 'comment' for progress notes in your clinical software.

## **Best Practice:**

1. In the notes section of patient's file, click on Autofill.



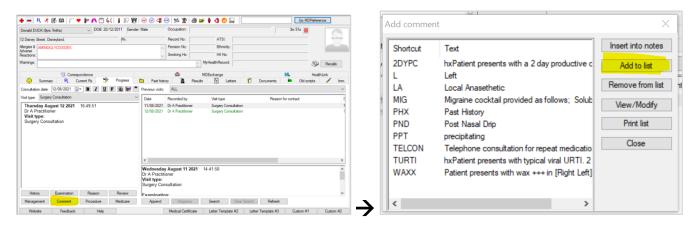
2. An Autofill box will pop up. Click on Add. Write your assessment proforma into the box, using editing options to show heading and instructions as needed. (Note, this example is taken from HealthPathways list of <u>post-COVID-19 symptoms</u>. Consult best practice guidelines and the clinicians in your practice to develop your own autofill that your team is satisfied with.) Choose a shortcut and click Available to all users. Click Save. *Tip: Don't use complete words or acronyms for shortcuts (e.g. covid), otherwise the autofill will be inserted into the notes whenever you write that word. A good idea is to use a full stop or equals symbol in front of shortcuts, as shown here.* 

AutoFill	×	Autofill entry				
AutoFill entries:	Add Edit Delete	V 10 V b V U • E Post-COVID assessment. Patient experiencing the following symptoms: (instructions - delete the syx not experienced, provide further detail such as severity, duration, effect as needed.) Cough: Shortness of breath: Chest pain/tightness:				
< >>	Close	Low grade fevers: Fatigue: Musele poin: POSTCOV Available to all users Save Cancel				

3. To insert the autofill into your notes, type the shortcut into the notes pane, in this example, =postcov (not case sensitive) and hit the space bar or enter key.

## **Medical Director:**

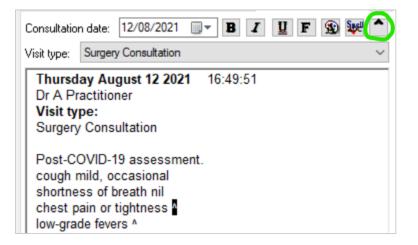
1. In the Progress notes section, click on the Comment button. An 'Add comment' box will pop up. Click on the 'Add to list' button.



2. Write your comment into the blank pane. For each issue, click space and Shift + 6 (makes the ^ symbol). Add in your shortcut and click Available to all doctors. Click Save. *Tip: Don't use complete words or acronyms for shortcuts (e.g. covid), otherwise the autofill will be inserted into the notes whenever you write that word. A good idea is to use a full stop or equals symbol in front of shortcuts, as shown here.* 

Add comment	×
Enter the new comment	
Post-COVID-19 assessment. cough ^ shortness of breath ^ chest pain or tightness ^ low-grade fevers ^ fatigue ^ muscle nain ^	
Shortcut: =POSTCOV	
Save	

3. To use the comment in your notes, type the shortcut into the notes pane, in this example, =postcov (not case sensitive) and hit the space bar or enter key. Click on the first ^ and write your first comment (e.g. in this case, commenting on frequency, severity, onset of cough if present, or nil/NAD if not experiencing this symptom.) Then use the ^ button just above the notes pane to toggle to each section where a response is required.



## ZedMed:

1. In the patient notes screen, click on the Tools tab  $\rightarrow$  Clinical WP Setup  $\rightarrow$  Auto Text.

-										
File E	ncounter	Results Reference Libra	ry Reports	Tools Utilities Help			_			
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II F	Referrals	Current Problems								
"	Results	Cataract - Bilateral Depression								

2. An Autofill box will pop up. Click Add New. (see below, left). Write your assessment proforma into the box, using editing options to show heading and instructions as needed. (Note, this example is taken from HealthPathways list of <u>post-COVID-19 symptoms</u>. Consult best practice guidelines and the clinicians in your practice to develop your own autofill that your team is satisfied with.) Choose a shortcut and click Available to all users. Click Save. *Tip: Don't use complete words or acronyms for shortcuts (e.g. covid), otherwise the autofill could be inserted into the notes whenever you write that word. A good idea is to use a full stop or equals symbol in front of shortcuts, as shown here.* 

IMPORTANT: ZedMed lacks the editing capacity of some of the other software programs, so it is important to think about how to create the autofill so that the default setting does not just list symptoms (e.g. if Dr X just uses the autofill without actually completing an assessment, would the notes make it look like the assessment had been done?) One way might be to use Y/N as shown below – this autofill immediately makes the reader thing the assessment hasn't been done because the results have not been customized to reflect the patient's situation.

Auto Toxt Now

x

	Auto Text - New
Auto Text Search	Properties
Shorthand Find	Shorthand: POSTCOV Applies to All Users Longhand: Post COVID-19 assessment. Assessment performed. Patient diagnosed with covid-19 on [date]. Continues to experience the following symptoms:
Sherthand         User Name         Auto Text Preview           20Y0         ALL USERS         20 year old assessment           30Y0         ALL USERS         smoking/drugs           40Y0         ALL USERS         obe sity/nutrition           40Y0         ALL USERS         alcohol           50Y0         ALL USERS         be sity/nutrition           50Y0         ALL USERS         global site           50Y0         ALL USERS         by siccil activity           50Y0         ALL USERS         lifestyle other           0AB         ALL USERS         lifestyle other           PA         ALL USERS         lifestyle other           PL         ALL USERS         lifestyle other           PL2         ALL USERS         lifestyle other           FIHAOM         ALL USERS         lifestyle other	Cough - Y/N [frequency, severity] Shortness of breath - Y/N [frequency, severity] Chest paintlightness - Y/N [frequency, severity] Low grade fever - Y/N [frequency, severity] Fatigue - Y/N [frequency, severity] [etc refer to Long COVID Health Pathway to make your own]
Edit Add New Print ? Help ✓ SK X Cancel	→ ? Help ✓ QK X Cancel

3. To use the comment in your notes, type the shortcut into the notes pane, in this example, =postcov (not case sensitive) and hit the enter key.