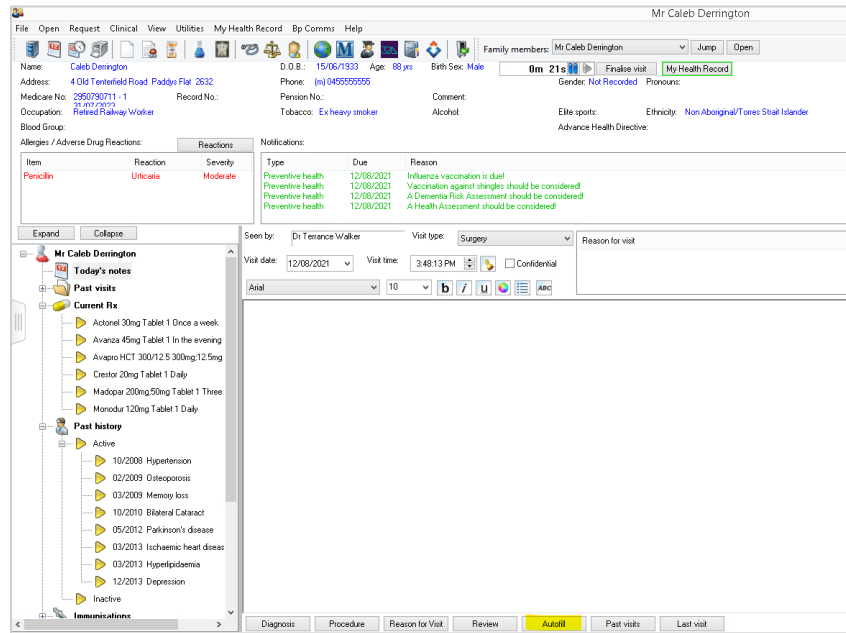


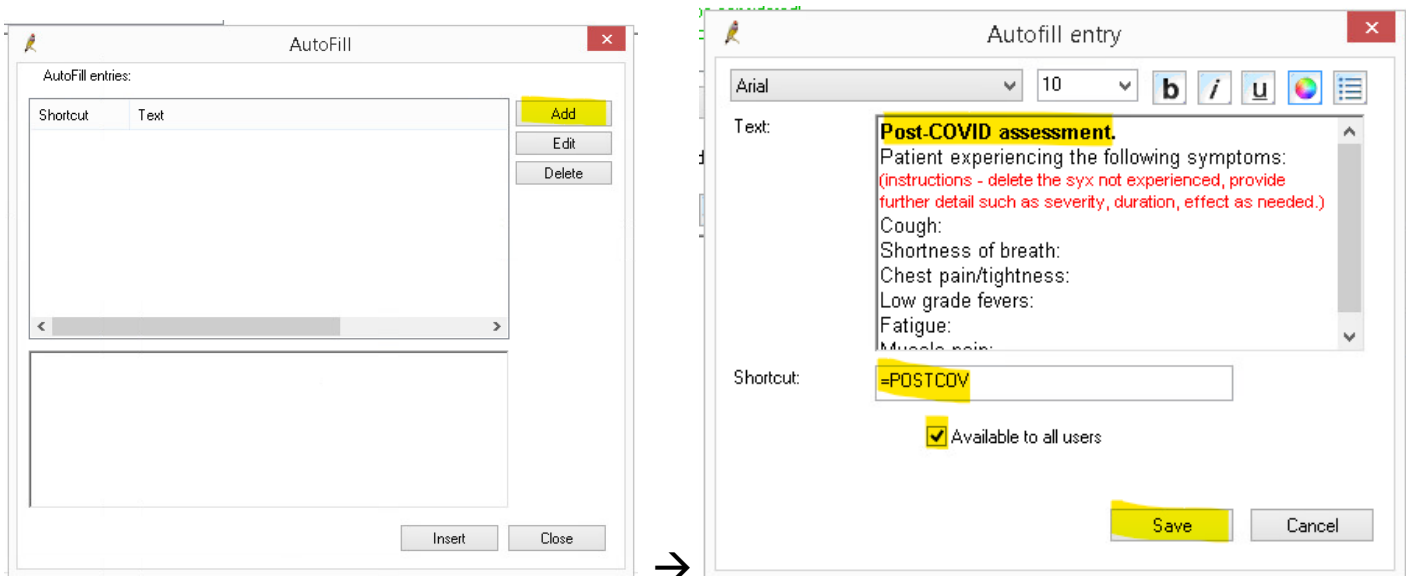
# How to make an 'autofill' or 'comment' for progress notes in your clinical software.

## Best Practice:

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



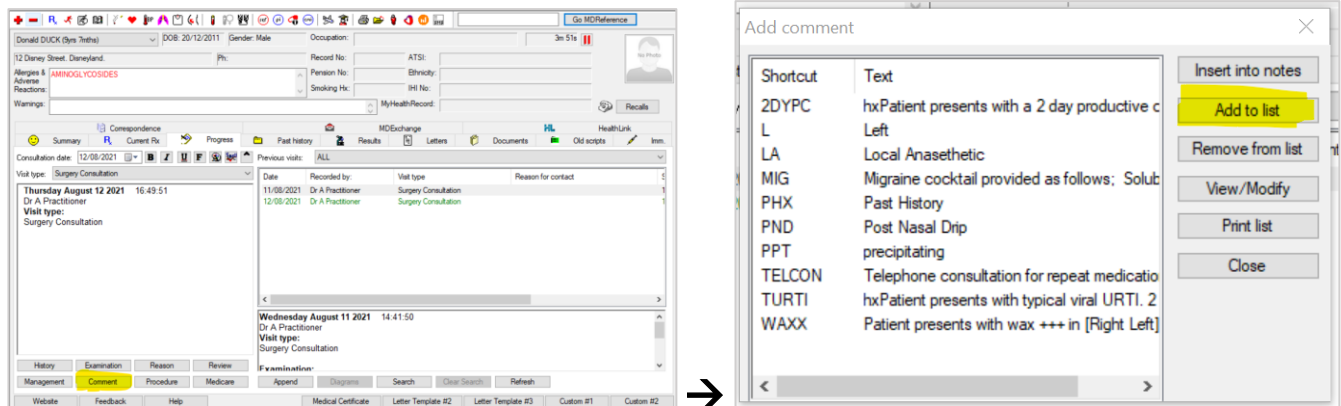
2. An Autofill box will pop up. Click on Add. Write your assessment proforma into the box, using editing options to show heading and instructions as needed. (Note, this example is taken from HealthPathways list of [post-COVID-19 symptoms](#). Consult best practice guidelines and the clinicians in your 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.*



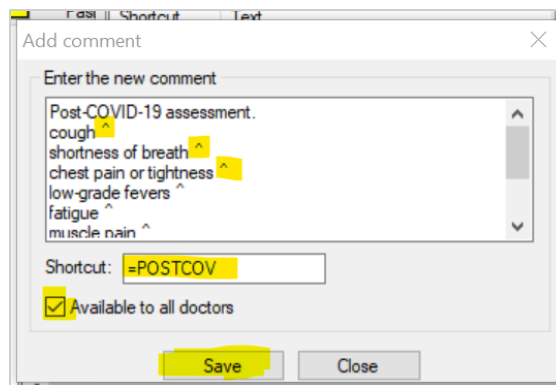
3. To insert the autofill into your notes, type the shortcut into the notes pane, in this example, =postcov (not case sensitive) and hit the space bar or enter key.

## Medical Director:

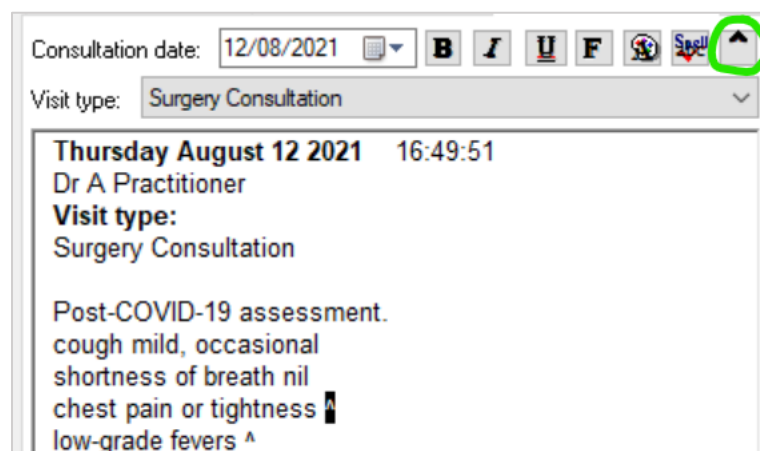
1. In the Progress notes section, click on the Comment button. An 'Add comment' box will pop up. Click on the 'Add to list' button.



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.*

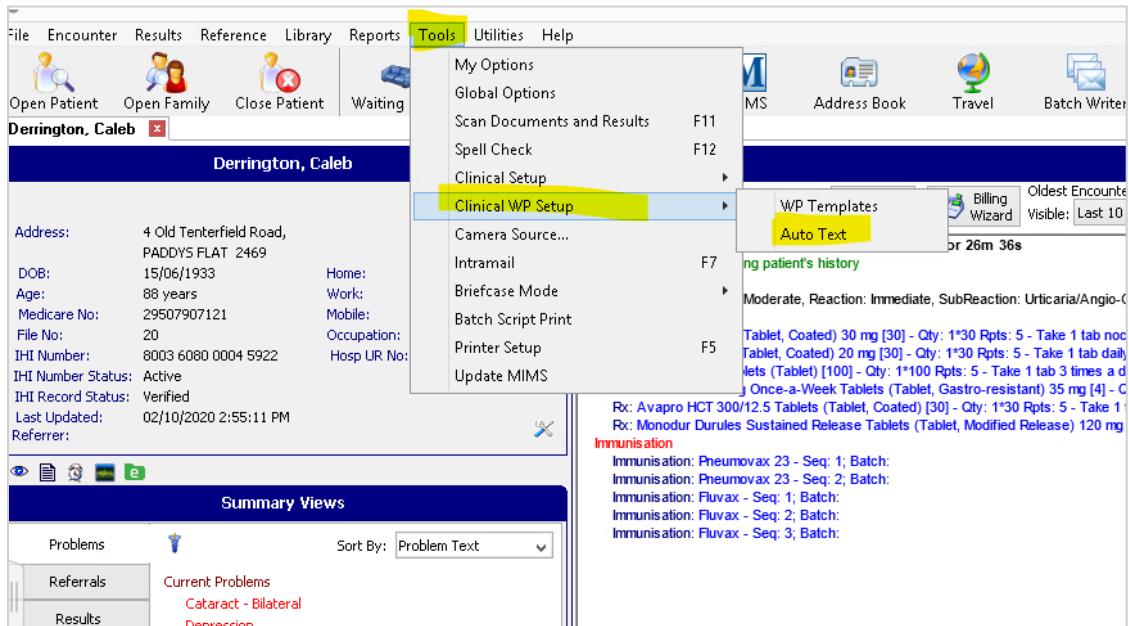


3. To use the comment in your notes, type the shortcut into the notes pane, in this example, =postcov (not case sensitive) and hit the space bar or enter key. Click on the first ^ and write your first comment (e.g. in this case, commenting on frequency, severity, onset of cough if present, or nil/NAD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



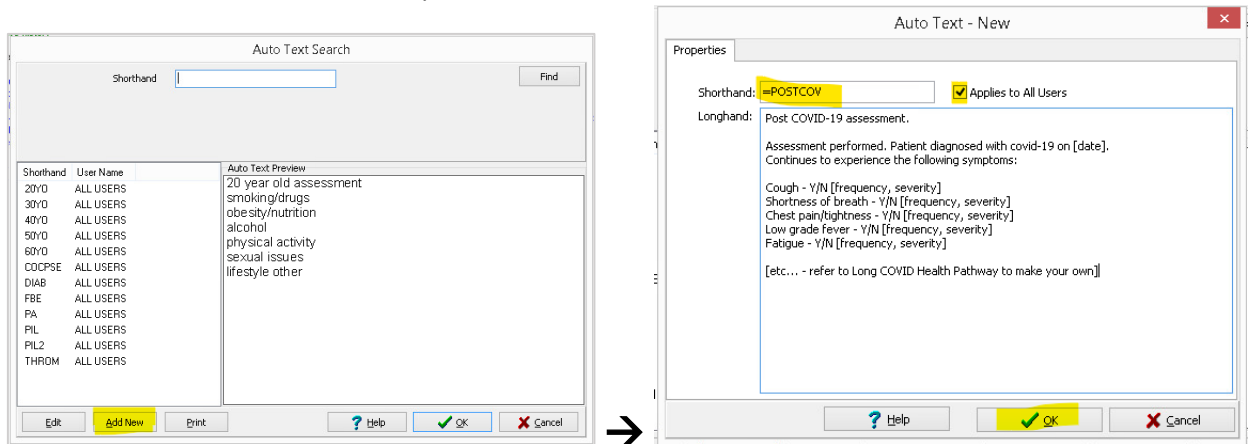
# ZedMed:

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



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 [post-COVID-19 symptoms](#). 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 think the assessment hasn't been done because the results have not been customized to reflect the patient's situation.



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.