EMR Web Training Script

Course: Quick Text

Learning Objective: To understand quick text and how it can be used to increase efficiency while working in the Centricity EMR application

Video Length: 2 minutes, 40 seconds

The purpose of this course is to understand quick text and how it can be used to increase efficiency while working in the Centricity EMR application.

Quick text is a convenient way to add information to a Patient chart. When you type a character or several characters, it is replaced with predefined text or data. For example, if you type [po], [by mouth] will be inserted.

There are 2 types of quick text lists: global and personal. Everyone can access the global quick text list; however, there is an option to create a personal quick text list that you alone will be able to use. Keep in mind that if you choose to replace a term from the global quick text list on your personal quick test list, your personal list will override the global one. For example, if you build a personal quick text for [po = policy of this office is], then the global quick text of [po = by mouth] will be overwritten for you.

To view the global quick text list, [Options] just below the title bar. Then, choose [Quick Text]. On the Define Quick Text window, select the [Global Use] radio button. To view, add, change or remove personal quick text, select the [Personal Use] radio button.

To add a personal quick text, select the [Personal Use] radio button. Type your message in the box named "With:" – name it something that you can easily remember when in a document. You can use the period (dot) in front or you also have the option of single letters or a combination of letters. Finally, click [Add].

These are some examples of some personal quick text that may be helpful but you can create whatever you like:

.a   Patient agrees and verbalizes understanding
.c   Called patient to discuss
.use   Use and side effects discussed with patient
ab   abnormal
asp   aspirin
dae   diet and exercise

To revise a personal quick text, highlight the quick text to be revised. Change the text in the "With:" box, then click [Replace]. Finally, click [Done].

To delete an existing personal quick text entry, select the quick text entry you want to delete and click [Delete].

When you are finished update your quick text list, click [Close].

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