



# CERNER FLASH

## Ambulatory: Auto Text Copy Utility

February 17, 2021

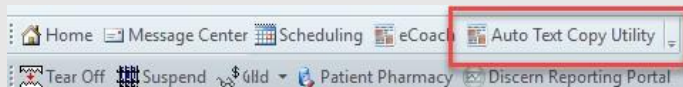
### Auto Text Copy Utility Feature

**Enhancement effective 2/17/20:** A new functionality called **Auto Text Copy Utility** will be available for all Ambulatory staff. This feature will allow users to quickly review and copy other users' personal Auto Text with a few simple clicks. This will save users significant amount of time creating Auto Text Templates and allow for enhanced documentation in Cerner for workflow improvements.

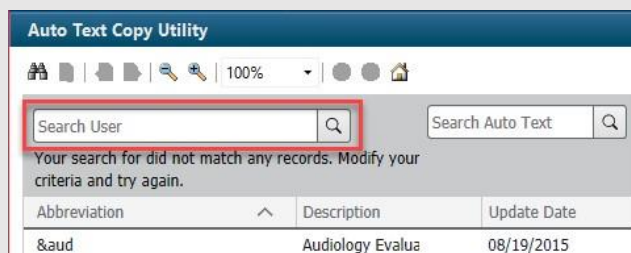
**Intended Audience:** All Ambulatory Staff (Providers and Care Managers have this functionality already).

### Auto Text Copy Workflow

1) From the **Toolbar**, select **Auto Text Copy Utility**.

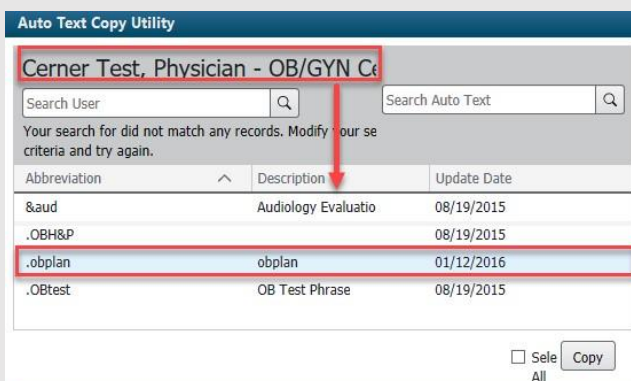


2) In the **Search User** field, search for the user that has created an Auto Text that you want to add to your personal library.



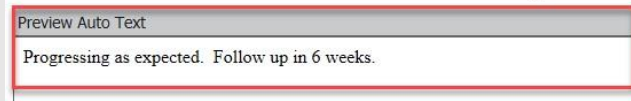
3) The selected user's Auto Text will appear below their name.

4) Select the **Auto Text** from the list that you want to copy.

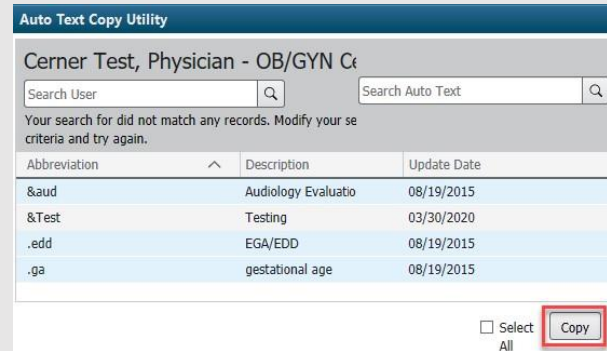


5) A preview will display in the Preview AutoText pane below.

- **Note:** Hold the control key on your keyboard to copy more than one or click the Select All button to copy all.



6) After making selections, click **Copy**.



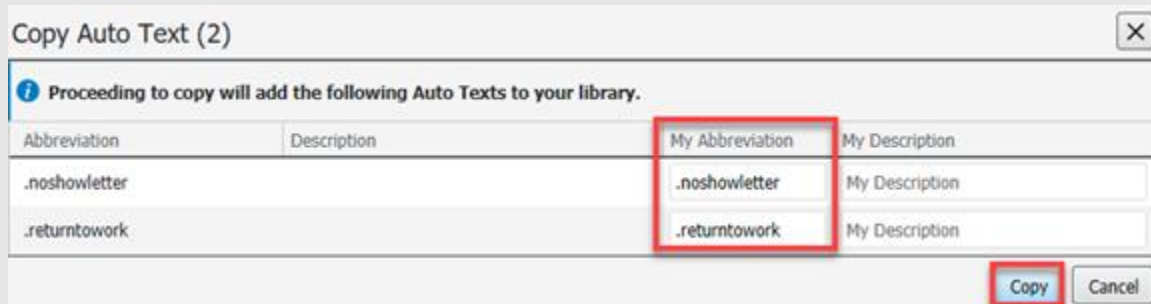
Abbreviation	Description	Update Date
&aud	Audiology Evaluatio	08/19/2015
&Test	Testing	03/30/2020
.edd	EGA/EDD	08/19/2015
.ga	gestational age	08/19/2015

7) In the Copy Auto Text window, modify the **My Abbreviation** and **My Description** columns for each Auto Text as necessary.

- **Note:** If user has an existing Auto Text in their personal library with the same naming convention, a message will display indicating that a duplicate entry was found.

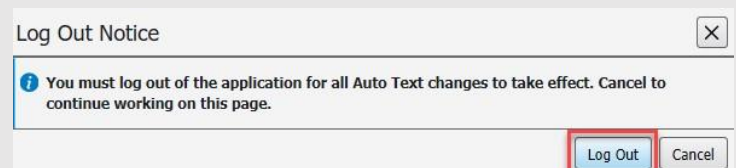
*We strongly suggest using a unique character in front of your Auto Text "My Abbreviation" so that when you look it up to pull it in you can tell what items are ONE McLaren content and what is yours. .*

a. Click **Copy**.



Abbreviation	Description	My Description
.noshowletter		My Description
.returntowork		My Description

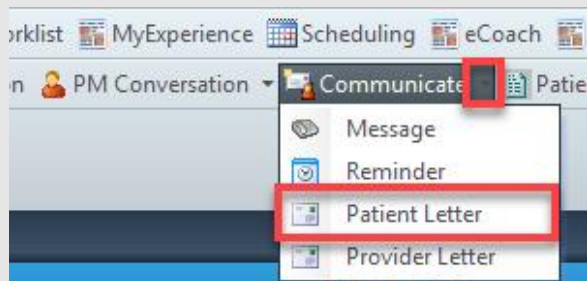
8) A **Log Out Notice** will prompt, informing the user to log out for the changes to take effect.



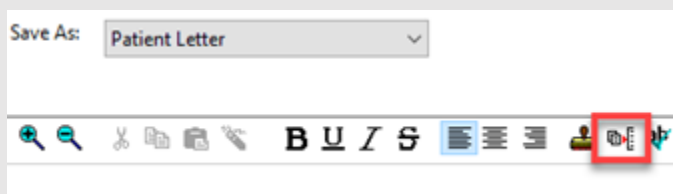
## Modify Copied Auto Text Workflow

1) From within a patient's chart, select the **dropdown arrow** next to **Communicate** on the Toolbar.

a. Choose **Patient Letter**.

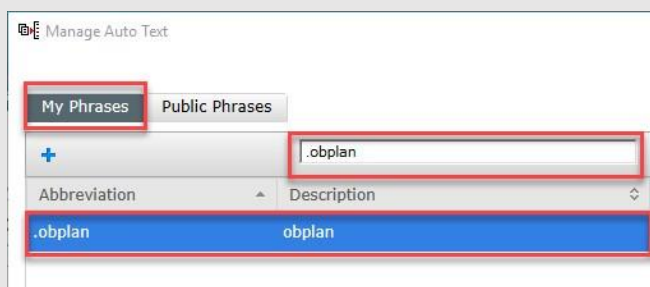


2) Select the **Manage Auto Text** icon.



3) Under **My Phrases**, search for the Auto Text in the **Search** field and/or select the Auto Text from the list.

a. In the right pane, select **Edit**.



4) Edit as necessary, then click **Save**.

