

# BEST PRACTICE– AUTOFILL SHORTCUTS IN TODAY'S NOTES

## FAQ'S

### Why is there a full-stop before the shortcut sample?

The reason we have started shortcuts with a full stop is because the way you insert a shortcut is by typing the shortcut. You would therefore not usually want a shortcut called Pap, or Wax, or URTI because you may then want to use those words in a sentence. Using a symbol like a full stop first means you will be less likely to accidentally insert the shortcut. J

### What does the ^ symbol do?

The ^ symbol is called a caret and provides a stop-point for you to insert a variable entry. It is important that clinical notes demonstrate they have been altered for individual patients. Therefore, having a caret inserted eg. Implanon inserted in ^ arm or Information given on ^ means you will have to stop and enter the detail for each particular patient.

### How do I insert a ^ symbol (called a caret)?

The caret is located on the 6 key on your keyboard. To type the shortcut you are creating hold the Shift key down and press 6 at the same time.

### How do I create a shortcut?

In the patient record, in Today's Notes, click on either the Autofill button. Select Add to List. Type your shortcut then give the shortcut a name eg. .AST. Only tick 'Available to all Doctors' if this has been discussed as doctors often like to create their own.

### How do I insert a shortcut?

If you remember the shortcut name type the shortcut name in the progress note and then hit the spacebar or enter key. If you don't remember it you can insert by clicking on the Autofill button finding the required shortcut on the list, click to select and then select Insert into Notes.

### How do I move between carets when using the shortcut?

To quickly move between carets hold the Ctrl key and F5 simultaneously.

For shortcut samples go to: [www.trainitmedical.com.au](http://www.trainitmedical.com.au)

## To create an Autofill Shortcut:

### Autofill Shortcuts in Today's Notes

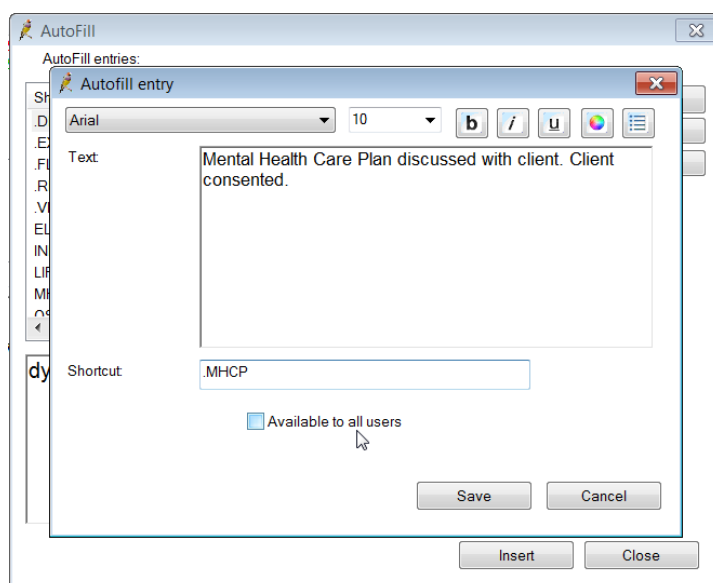
Autofill shortcuts can be accessed from the bottom of Today's notes. These are predictive text that you create to enable you to enter more detailed text simply by typing a few keystrokes.



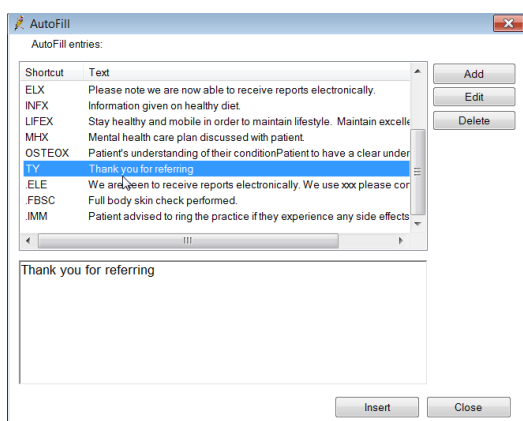
## To create an Autofill shortcut:

1. Click on the Autofill button.
2. Add
3. Type your text
4. Name your Shortcut
5. Save.

Tip: Avoid using a regular word for a Shortcut name as the way you enter these autofills is to type them in the progress note.



Instead start your shortcuts with a fullstop or asterisk as its unlikely you would accidentally type that combination.



## To insert an Autofill shortcut:

In Today's notes simply type your shortcut eg. .MHCP. If you don't remember it click on the Autofill button, choose from the list and select 'Insert into Notes'