

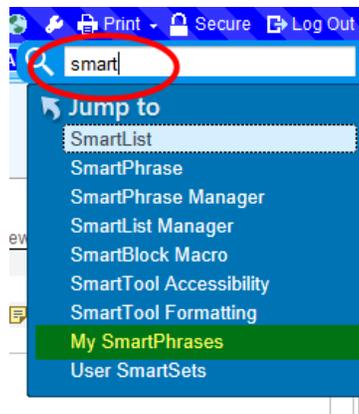
Tips & Tricks

Provider: Editing Existing SmartLinks within SmartPhrases

Customization or personalization of notes, ordersets, preference lists, SmartPhrases, etc. require periodic review to ensure regulatory compliance and use of the most recent tools for documentation. The steps below will demonstrate how to replace or update SmartLinks within an existing SmartPhrase.

Edit an existing SmartLink

1. In the Epic toolbar, click Personalization and select My SmartPhrases
 - If Personalization is not visible within the toolbar
 - o Left click to activate the Search Field in the upper right and type 'smart'. Select 'My SmartPhrases' from the list.

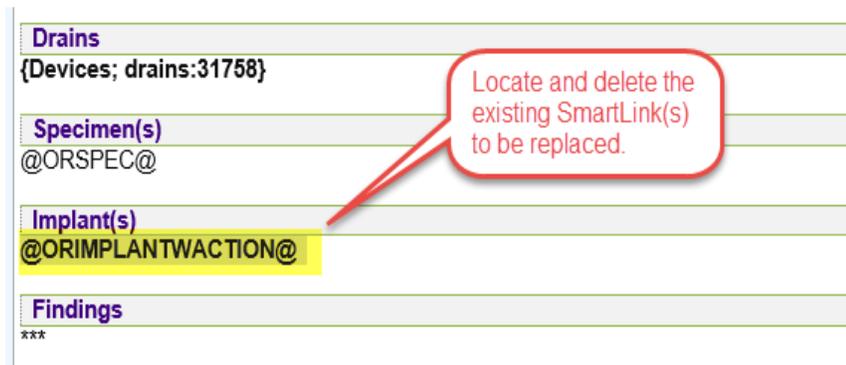


2. The list of customized SmartPhrases appears. Locate the note requiring edit and double click to open.
 Note: The same result is obtained if the user opts to highlight the entry and select(s) 'Edit' from the My Phrases toolbar.

Name	Short Description	ID	Owner
BILI	Biliary Dyskinesia	567023	TREE, HUNTERONE
BPRNOTE	Bariatric Progress Note	567024	TREE, HUNTERONE
BRIEFSURG	Brief Op Surgical Note	567027	TREE, HUNTERONE
CHOLE	Laparoscopic Cholecystectomy	567025	TREE, HUNTERONE
OPAPPY	Op Note Lap Appy	567026	TREE, HUNTERONE

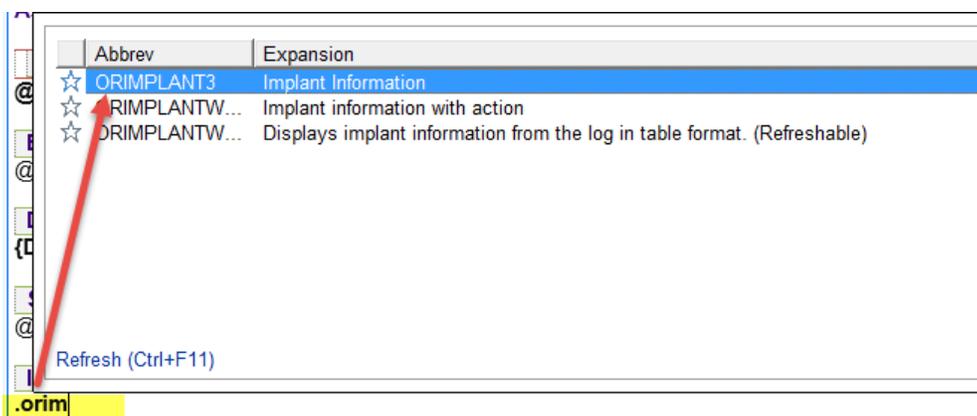
3. The editing window presents with the customized SmartText or SmartPhrase.

- Locate the SmartLink to be replaced and delete.

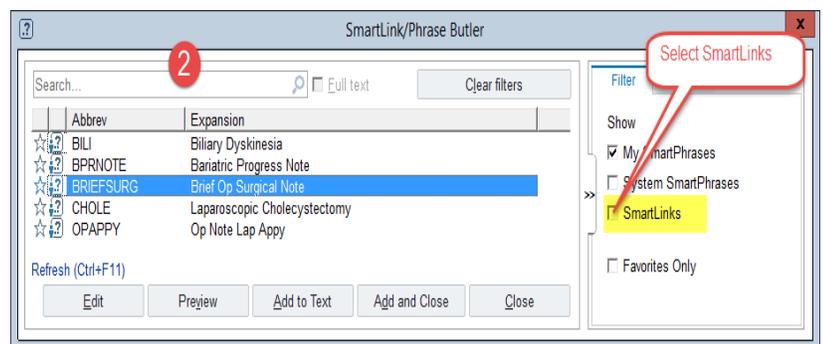
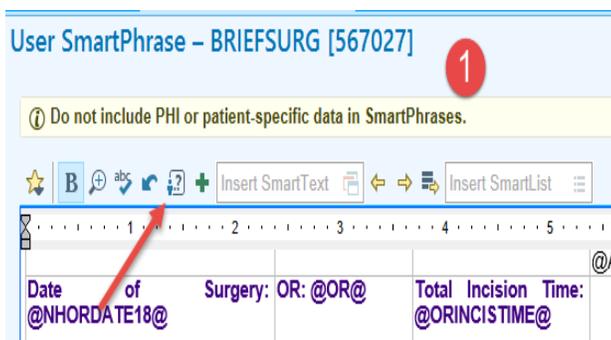


Note: In this example, @ORIMPLANTWACTION@ is no longer valid and will be replaced with @ORIMPLANT3@

4. If known, use a dotphrase to search for the desired SmartLink and select.

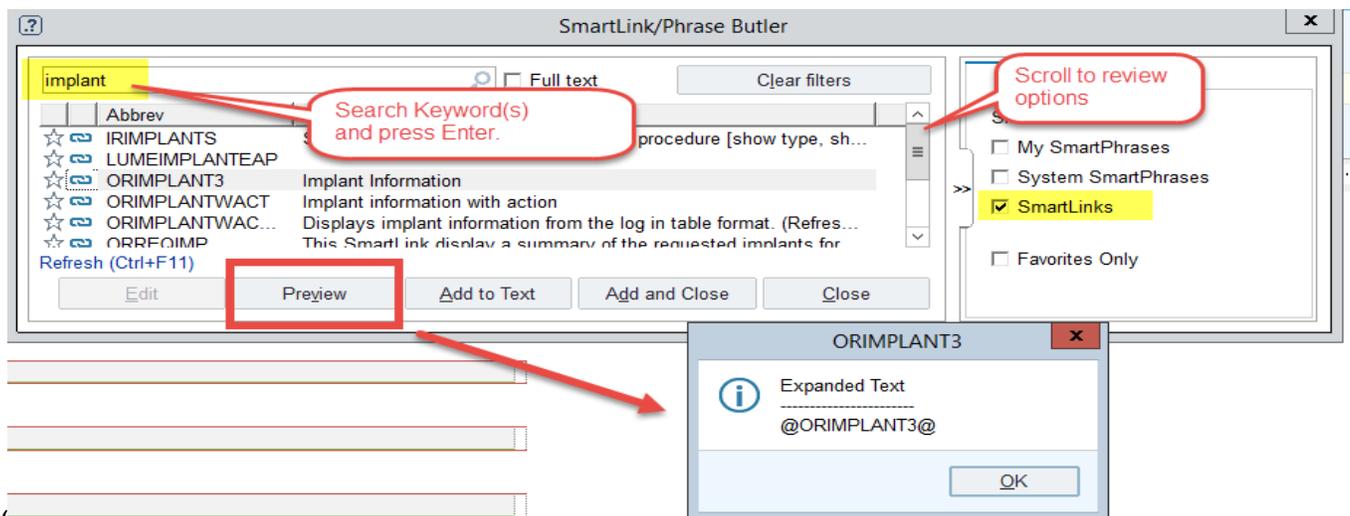


If the user does not know which dotphrase to use, click the List my Phrases option in the toolbar to open the SmartLink/Phrase Butler.



5. The SmartLink/Phrase Butler defaults to My SmartPhrases. Select SmartLinks to begin the search for available options. (Image 2 shown above).

6. Complete a keyword search and press Enter.
 - Results appear based on the keyword searched.
 - Scroll to see additional options.
 - A description of the information drafted by the SmartLink is located to the right of the SmartLink abbreviation (See Abbrev and Expansion column(s) within the SmartLink/Phrase Butler).
 - Click 'Preview' to display the SmartLink's appearance within the SmartPhrase and 'OK' to close the Preview window.



7. Left click to select the desired SmartLink and press Enter.
 - Double clicking results the same functionality
8. Review the SmartPhrase to ensure the updated link is present and close the SmartLink/Phrase Butler.
9. Click Accept to save and close.

