# **Dimensions Acute**



### 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

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



 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.

Epic - 🏠	Home 💾 Pt Lookup/Chart 🖳 In Ba	sket 🦹 Remind Me 🕌 Care Pathways 🕌 Novant Intranet 📋 Direct Admit 📋 Prep for Cas	e 🔑 Persor	nalization 🔸 🔒 Appts 🕌 View Sched
茨 🖬 👬	🛗 🖃 🗏 SmartTools	×		
-++ <	My Phrases			
SmartLists	+ /	📓 🛛 📜 🛨 🔎		
	<u>N</u> ew <u>R</u> emove Ed <u>i</u>	<u>O</u> pen Analyze S <u>h</u> are <u>S</u> earch		
SmartPhrases	SmartPhrases for TREE, HUNTE	RONE [TRN35001]		
My Phrases	Name 🔺	Short Description	ID	Owner
Manage Phras	BILI	Biliary Dyskinesia	567023	TREE, HUNTERONE
	BPRNOTE	Bariatric Progress Note	567024	TREE, HUNTERONE
	BRIEFSURG	Brief Op Surgical Note	567027	TREE, HUNTERONE
	CHOLE 7	Laparoscopic Cholecystectomy	567025	TREE, HUNTERONE
	OPAPPY	Op Note Lap Appy	567026	TREE, HUNTERONE

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- 3. The editing window presents with the customized SmartText or SmartPhrase.
  - Locate the SmartLink to be replaced and delete.

Drains	
{Devices; drains:31758}	Locate and delete the
Specimen(s)	existing SmartLink(s)
@ORSPEC@	to be replaced.
Implant(s)	
@ORIMPLANTWACTION@	
-	
Findings	
***	

Note: In this example, @ORIMPLANTWACTION@ is no longer valid and will be replaced with @ORIMPLANT3@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

User SmartPhrase – BRIEFSURG [567027]	SmartLink/Phrase Butler     Select SmartLink		
① Do not include PHI or patient-specific data in SmartPhrases.	Search P I Eull text Clear filters Filter		
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Trial     Billary Dyskinesia       ☆ 월 DPRNOTE     Barlatric Progress Note       ☆ 월 DRENOTE     Brief Op Surgical Note       ☆ 월 OPL     Laparoscopic Cholecystectomy       ☆ 월 OPAPPY     Op Note Lap Appy		
Date of Surgery: OR: @OR@ Total Incision Time: @NHORDATE18@ @ORINCISTIME@	Refresh (Ctrl+F11)          ☐ Favorites Only        Edit     Prevjew     Add to Text     Add and Close     Close		

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

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- 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.

SmartLink/Phrase Butler					
implant       O □ Full text         Abbrev       Search Keyword(s) and press Enter.         ☆ coold LUMEIMPLANTS ☆ coold LUMEIMPLANT3       Implant Information         ☆ coold Content of the content	Clear filters  Clear filters  Clear filters  Clear filters  Close  Close Close Close  Close  Close Close  Close  Close Close Close  Close Close Close Close Close C				
	ORIMPLANT3 ×				

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.

Implant(s) @ORIMPLANT3@ Updated SmartLink			Click Accept to s and close the ed	ave the SmartPh	rase
Findings ***	]				
Complications (Surpical Complications: 20706)	v				
<mark>p⊉</mark> <u>O</u> pen		R C	Create Copy	<b>√</b> <u>A</u> ccept	X <u>C</u> ancel