Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Doctors – Creating AutoText, Macros & Precompleted Notes for use with Op Notes

1. **The Op Note must be completed using PowerChart before the patient leaves Theatre or other procedure area**

2. **Once completed the Surgeon/Doctor should print the Op Note ready for attachment to the patient notes**

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

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RUH

CERNER

BT
Bringing it all together

Creating AutoText

Creating AutoText in an Op Note

Step 1.   With the relevant patient record open, click **Documentation** from the Side bar menu

Step 2.   Click **Add** + Add

Step 3.   From the **Type** drop down select **General Clinical Note**

Step 4.   With the **Encounter Pathway** tab selected type **op** in the search field and press enter or click on the **Binoculars** icon

Step 5.   In the lower pane select **Operation Note** and click **OK**

Step 6.   In the Op Note open a free text box such as – Findings, Indication, Local Anaesthesia, Incision, Operation Note, Closure, Post Op Instructions

Step 7.   Click the **Manage AutoText** icon

Step 8.   In the Manage AutoText dialog click the **New Phrase** icon

Step 9.   In the **Abbreviation** field type a suitable abbreviation, e.g. **thr**

NOTE: The abbreviation is case sensitive and what is chosen cannot include any spaces

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Step 10.   Type a suitable description in the **Description** field

Step 11.   Click the **Add Text** icon

Step 12.   Type in relevant information

Step 13.   Click **Save**

Step 14.   Click **Close**

Inserting AutoText

Inserting AutoText into an Op Note

Step 1.   Open the relevant free text box, e.g. Post Op Instructions

Step 2.   Type in the relevant abbreviation, e.g. **thr**. A blue box thr appears under the cursor containing the abbreviation

Step 3.   Double-click on the blue box – the text associated with the abbreviation will be added to the free text box

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NOTE: Once the text has been added to the free text box it can be edited. Any editing applied to the free text box will be a one-off change to the text. To permanently change the text that is associated with the abbreviation you will need to change it using the AutoText Manager

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Macros

Creating a Macro

NOTE:	Macros can be completed for an individual field or for a section of the Op Note

Step 1. Enter the relevant data into a section e.g. Operative Information

Step 2. When the section is complete click on the **Section Heading** and click the **Save Macro** icon

Step 3. In the **Save As** dialog amend the **Title**

Step 4. Click **Create New**, M will be displayed next to the Section Heading

Insert a Macro into an Op Note

Step 1. Open an Op Note

Step 2. Find the **blue M** M next to the field or Section Heading you want to populate using the Macro and click on it

Step 3. From the context menu click on the relevant Macro title – the data saved within the Macro will populate the field or Section Heading

Precompleted Notes

Saving an Op Note as a Precompleted Note

NOTE:	Saving the OP Note as a Precompleted Note must be done before the Op Note is signed

Step 1. Open an Op Note and fill in all the required details.

Step 2. From the Top Toolbar select **Documentation**

Step 3. Select **Save as Preconfigured Template**

Step 4. In the Save as Preconfigured Template dialog enter a suitable **Title** in the Title field

Step 5. Click **Save as New**

Step 6. Complete the Op Note and Sign as normal

Opening a Precompleted Op Note

Step 1. With the correct patient record open, select **Documentation** from the Side Bar menu

Step 2. Click **Add** + Add

Step 3. Select the **Precompleted Note** tab

Step 4. In the lower pane select the relevant **Precompleted Op Note** and click **OK**