

Zedmed Auto Text

Last Modified on 24/02/2025 12:54 pm AEDT

Auto text entries are paragraphs of text that can be entered by using a short name. Auto text may be used for progress notes in the Current Encounter pane or in the Letter Writer.

Create an Auto text entry:

- 1. Open Clinical.
- 2. Select Tools > Clinical WP Setup > Auto Text.



- 3. Select Add New to create an Auto Text entry.
- 4. Type the Shorthand code/word. Tip make it short and memorable.
- 5. Type the associated text into the **Longhand** field.
- 6. <u>Do not</u> select the Applies to All Users check box unless it is required across the practice. This ensures that the entry is private and just for the use of the logged in user.
- 7. Select OK to save.

Auto Text Search	'n									
	Shorthand						Find			
Shorthand INIT INITP JRTHERAPY MENTALHEALTH MMM MSE MTLHLT NBD	User Name PDAVIS PDAVIS PDAVIS PDAVIS PDAVIS PDAVIS PDAVIS ALL USERS ALL USERS		Auto Text Previ The Pt press Managemen	ew ents as stable ht plan effectiv Auto Text Properties Shorthand Longhand:	'unstable. e/ineffecti MENTALHET The Pt pres Manageme	VE ents as stable/unsta nt plan effective/ine] Apj able. effective	plies to All Users]	×
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To use Auto Text:

When the 'Shorthand' code is typed in the **Current Encounter** pane or when composing a letter in **Letter Writer**, Zedmed will recognise the combination of letters and pop-up the Auto Text in a yellow box.

- To insert the Auto Text select Enter on your keyboard.
- To ignore the Auto Text select the **Spacebar**.

$(\mathbf{+})$	Undefined Problem
õ	RFE:
\sim	mentalhit
	The Pt presents as stable/unstable.
	Management plan
	effective/ineffective
0 L	etter Writer
File	Edit View Insert Format Voice Tools Table
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:	
1:	Dr Brenda Reed
-	123 Testing Street
1.	SUUTH MELEUURNE SZUS
~	
1.	Dear Dr. Brenda Reed
-	bear bribienda need,
1.	Re: Talia Simkins
4	222 Lonsdale St
	EAST MELBOURNE 3002
5	The Pt presents as stable/unstable.
1.	Thank you vrs. for opinion and management.
10	Management plan
-	effective/ineffective
~	mentalhit

Edit an Auto text entry:

- 1. Select Tools >Clinical WP Setup > Auto Text.
- 2. Highlight the entry > select **Edit**.

Delete an Auto text entry:

- 1. Select Tools > Clinical WP Setup > Auto Text.
- 2. Highlight the entry > right-click and select **Delete**.

The right-click menu also includes the option to Add New and Edit.

3. Auto Text entries can also be created/edited/deleted within Letter Writer by selecting Tools > Auto Text.

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File	Edit View Insert Format Voice Tools Table
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	✓ Tr Calibri Light Auto Text
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1111	28 January 2025
1 1 1	Dr Brenda Reed 123 Testing Street
	SOUTH MELBOURNE 3205
- -	Dear Dr Brenda Reed,
5 - 1 - 4 -	Re: Talia Simkins 222 Lonsdale St EAST MELBOURNE 3002
7 6 1 1 1	Thank you for seeing Talia Simkins, age 25 yrs, for opinion and management.