

Inserting Templates

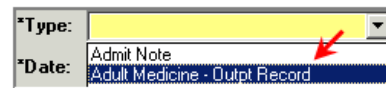
Types of Templates

There are two types of templates available for inserting into Clinical Notes.

- **Standard Templates** – These templates are basic text templates. Examples include, Attending presence statements and procedure templates.
- ***Smart Templates** – These templates begin with an asterisk (*). They pull data from the patient's chart for inclusion in the clinical note, such as allergies, labs, I&O's, and medications. Examples include: *Concise Progress Note, *LAB-CBC, and *MEDS – Inpt/Clinic Admin.

Using Templates

1. Begin a new, or modify an existing Clinical Note.



2. Select a note type.

3. Choose the placement of the template by placing your cursor in the document where you wish the template to be inserted.



4. Click the **Template** icon.

5. Templates related to the selected Note Type show in the **Associated templates** pane.

*Note: Additional templates are available in the **All existing templates** window.*

6. Click **Insert**.

7. If you wish to replace all unsigned text with the template, click **Replace**.

*Note: Move between underscores within a template by using the **F3** key.*

