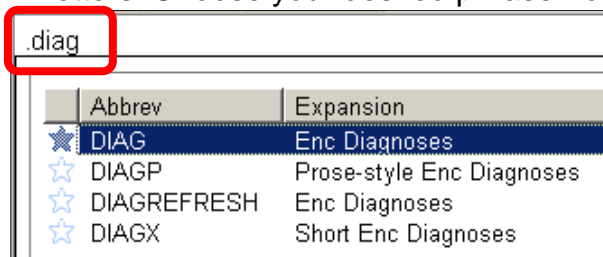


Creating and summoning dot-phrases

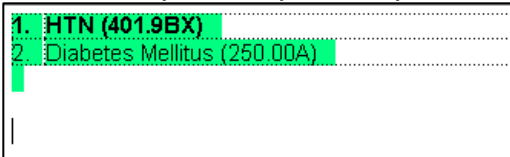
Use dot-phrases to make your documentation flow more quickly. You can use either currently-existing system phrases or create your own. This tip-sheet covers summoning system phrases, creating your own dot-phrases, and displays a list of helpful dot-phrases you might use.

Steps to use existing system phrases:

- Dot-phrase names in Epic are usually intuitive abbreviations of the text included in the phrase- PROB stands for problem list, DIAG stands for encounter diagnosis, etc.
- Summon system dot-phrases by typing a period (.) and then a few letters of the dotphrase title, without any spaces. A menu automatically pops up with dot-phrases that match your letters. Choose your desired phrase from the menu:



- To accept a dot-phrase, press enter:



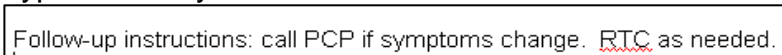
(.diag brings up encounter diagnoses.)

- To remove a dot-phrase from your note, highlight it and delete it.

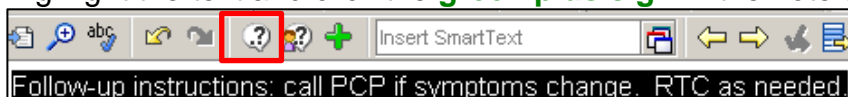
Create your own dot-phrase:

If you have created a sentence, phrase, paragraph, or note you would like to use in other areas of Epic, save it as a personal dot-phrase. **Do not** include any patient-specific information in your phrase text since it will apply anywhere you choose to summon it.

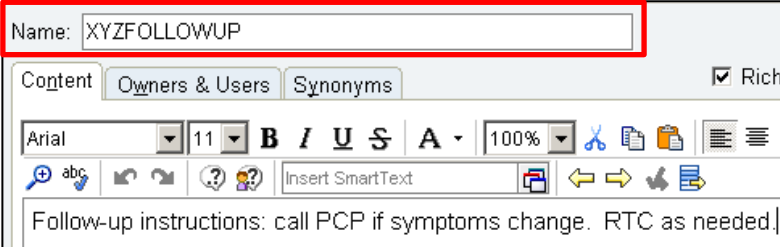
1. Type the text you would like to save.



2. Highlight the text and click the **green plus sign** in the note toolbar.



3. On the next screen, the “SmartPhrase Editor,” give the dot-phrase a unique name. It is recommended to use your initials, followed by a brief description of the text. *You cannot enter spaces in the name field.*



4. Click “Accept” in this window to close it. Whenever you want to summon your dot-phrase, follow the instructions to summon any dot-phrase (.initials + press enter).



Helpful Dotphrases:

- “**.ADD**” – patient’s address
- “**.ALLERGY**” – allergies and reactions
- “**.CMED**” – current med, including current prescriptions and patient-reported therapies
- “**.DIAG**” – encounter diagnoses
- “**.DOB**” – patient date of birth
- “**.EDD**” – estimated date of pregnant patient’s delivery.
- “**.IMM**” – immunization history
- “**.LASTLAB**” – shows a set of recent lab result values.
- “**.LASTPAP**”- pulls in the cytology report for patient’s last PAP result
- “**.ME**” – your name
- “**.MEDICALHX**” – patient’s medical history
- “**.PCP**” – patient’s primary care provider name
- “**.PROB**” – problem list items
- “**.REFILL**” – prescriptions ordered during current encounter
- “**.TD**” – today’s date