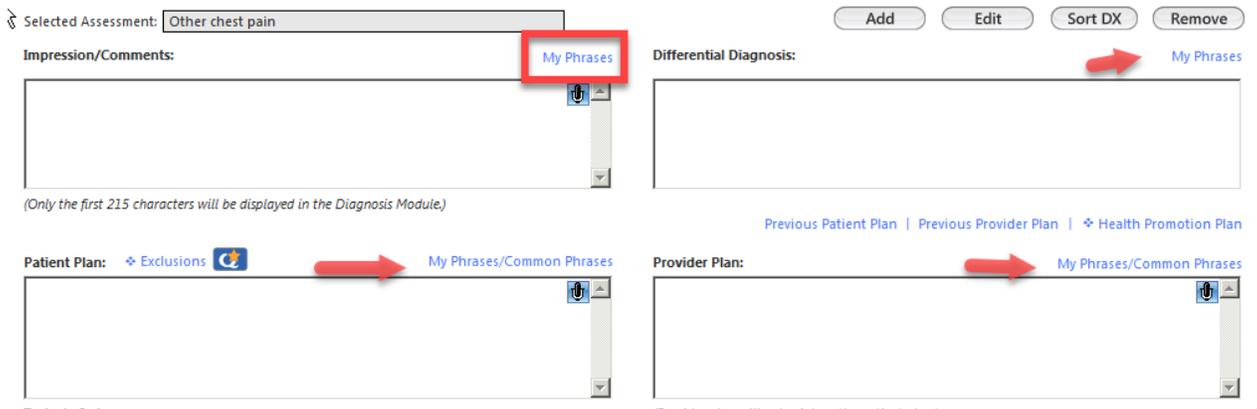# Creating and Using My Phrases

My Phrases functionality allows for the creation of phrases that are commonly used in the practice with the ability to input them into a field in place of free text. The following steps outline how to create and use My Phrases.

Creating Custom Phrases:

1. In NextGen EHR, locate the template or text field that is equipped with the My Phrases functionality and click on the link **My Phrases** – such as HPI, Assessment and Plan Dictation Details, Telephone Call templates, just to name a few. The below screen shot is from the A/P Details template.

2. The previous Sort by options, Common Phrases, and the Manage My Phrases links have been removed from templates to reduce clicks and improve usability. The existing My Phrases or My Phrases/Common Phrases links now opens the updated Manage My Phrases/Common Phrases template.

Overview of New Functionality

a) The **My Phrases** and **Common Phrases** radio buttons enable users to toggle between and select options from the My Phrases or Common Phrases list, which will show in the grid below.

b) The **Add Phrase on One Click** checkbox enables the user to insert a single phrase from the grid into the field and immediately closes the window without needing to click any other button (NOTE: Once the checkbox is clicked, it will stay selected going forward until unchecked).

c) The **List All Phrase Types** checkbox enables the user to view all available phrases.

d) The **Create My Phrase** button allows the user to add a new phrase to the grid after the details have been added to the My Phrase Summary and Phrase fields.

e) The **Update My Phrase** button enables the user to update the existing phrase selected from the grid and save changes.

f) The **Delete** button enables the user to delete an existing phrase from the grid.

g) The **Clear** link enables the user to clear all text from the Phrase field.

h) The **Insert and Close** button will insert the details from the Phrase field into the field on the template and close the window.

i) The **Cancel** button enables the user to close the window without saving any information.

j) The **Characters Left To Insert** label indicates the number of characters that are left to insert into the Phrase field (NOTE: Users can insert a phrase that is up to 10,000 characters in the respective section but to save a phrase, it must be fewer than 1,000 characters).

PREPARE

NOTE: Depending on where you access the Manage My Phrases link, the appropriate phrase type that is linked to that specific text field will be auto-populated in the first field. This is important to note when creating My Phrases.

Using My Phrase:

1. Choose between the My Phrase and Common Phrase to see your list

2. If using the **One-click** feature, confirm this check box is selected, and select your phrase from your list. This will populate your phrase and close the window, in one click

3. If wanting to see all phrase types, confirm check box is selected (this will give you a list of all types of created phrases, specific to the user.
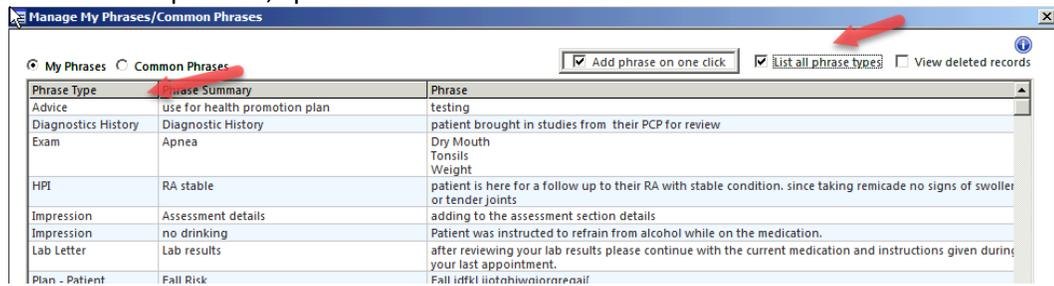
4. To add multiple phrases without closing the template, uncheck add phrase on one click check box and now you can select multiple phrases from your list. This feature is used when your phrase is split or you are wanting to add more than one phrase to your selected area.

5. Select Insert and Close when you have added as many phrase as needed.