

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:

- 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.
- 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.

Selected Assessment: Other chest pain		A	dd Edit	Sort DX Remove
Impression/Comments:	My Phrases	Differential Diagnosis:		My Phrases
(Only the first 215 characters will be displayed in the Diagnosis Module.)		Previous Patient P	lan Previous Provider Pla	n 🔶 Health Promotion Plan
Patient Plan: * Exclusions 🙋 My Phrases/G	Common Phrases	Provider Plan:		My Phrases/Common Phrases
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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).



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	s/Common Phrases	
⊙ My Phrases ○ Co	ommon Phrases	Add phrase on one click List all phrase types View deleted records
Phrase Type	Phrase Summary	Phrase
Plan - Patient	Fall Risk	Fall jdfkl jiotghjwqiorgreqai[
Plan - Patient	HPP Fall Risk	Patient has issues with gait and need to watch his fall risk. Patient will get RX for cane.
Plan - Patient	listing	1. patient return 2 weeks 2. patient instructed to continue meds 3. listing out assessment plan
Plan - Patient	pat assessment	add to field assessment on SOAP from new my phrase popup
		a Delete
My phrase type:		Phrase: Clear g Delete
◀ My phrase type: Plan - Patient		Phrase: Clear Delete Body of your phrase A
My phrase type: Plan - Patient My phrase summary:		Phrase: Clear f Delete Body of your phrase A

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

🔚 Manage My Phrases/Common Phrases

Phrase Type	Phrase Summary	Phr
Plan - Patient	Fall Risk	Fal
Plan - Patient	HPP Fall Risk	Pat
Plan - Patient	listing	1. p 2. p 3. l
Plan - Patient	pat assessment	ado



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- 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.

My Phrases C Common Phrases View deleted records				
Phrase Type 🛛	Phrase Summary	Phrase 🔺		
Advice	use for health promotion plan	testing		
Diagnostics History	Diagnostic History	patient brought in studies from their PCP for review		
Exam	Apnea	Dry Mouth Tonsils Weight		
HPI	RA stable	patient is here for a follow up to their RA with stable condition. since taking remicade no signs of swoller or tender joints		
Impression	Assessment details	adding to the assessment section details		
Impression	no drinking	Patient was instructed to refrain from alcohol while on the medication.		
Lab Letter	Lab results	after reviewing your lab results please continue with the current medication and instructions given during your last appointment.		
Plan - Patient	Fall Risk	Fall idfkl iiotobiwoiororegail		

- 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.

Manage My Phra	ses/Common Phrases	
• My Phrases • O	Common Phrases	Add phrase on one click List all phrase types View deleted records
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Plan - Patient	HPP Fall Risk	Patient has issues with gait and need to watch his fall risk. Patient will get RX for cane.
Plan - Patient	listing	1. patient return 2 weeks 2. patient instructed to continue meds 3. listing out assessment plan
Plan - Patient	pat assessment	add to field assessment on SOAP from new my phrase popup
T		
My phrase type:		Delete
Dian Dationt		
Plan - Patient Vy phrase summary listing	r.	 Body of your phrase patient brought in studies from their PCP for review Fall Jotk Juctonwoglorgregal Patient has issues with gait and need to watch his fall risk. Patient will get RX for cane. I. patient return 2 weeks 2. patient instructed to continue meds. 3. listing out assessment plan
		Characters left to insert: 9704 Create My Phrase Update My Phrase Insert and Close Cancel