

July 2, 2025

Auto Text Copy Utility allows searching for a user and copying one, multiple, or all the selected user's Auto Text library.

Copying Auto Texts

• From the top toolbar in PowerChart or FirstNet, select **Auto Text Copy Utility mPage**.

🌇 Auto Text Copy Utility mPage

- Use the **Search** bar to find user.
- Locate the Auto Text (s) to copy.
 - To select multiple Auto Texts to copy, hold the **Ctrl** key on the keyboard and select all the Auto Texts to be copied.
 - Check the Select All box to copy all the selected user's Auto Text.
- After selecting the Auto Texts to copy, click **Copy**.
 - All text, smart templates, data tokens, and drop lists will be copied.
- The Copy Auto Text window will appear where Auto Text Phrases can be renamed prior to copying to library, if desired.

ZELNICK MD, CHARLES J	• • 4					
ZELNICK MD, CHARLES J						
Search User	٩	Search A	uto Text		a	
hni concer genetic esteen	Coreaning history for Co	matic acrosping for concer	11/10/2010			
hpi_cfs_chronic_fatioue	Diagnostic criteria for C	ES	07/10/2022		^	
.hpi_CHF	Heart Failure Diuretic L	CV crossFIN	12/11/2022			
.hpi_chrPain	History requird by policy	for Chronic Pain CSM Rx	09/15/2018		- 11 C	
hpi soun' chronic	History and workep pla	formdult shrons count	9/22/2024			
.hpi_homevisit			01/06/2021		~	
.hpi_IBS_RomeIV_Criteria	Rome IV Criteria for IBS	5	12/13/2020			
				Select All Copy		
Preview Auto Text						
CHF Specific HPI:					~	
Weight: [VS Weight Last 5 crossFI]	N ST]					
Weight gain of 5 pounds or more in 7 da	ays or fewer _▼					
2 or more acute HF exacerbations in pas	st 12 months _					
[LAB BNP LCV crossFIN ST]						
IAMR Heart Failure FF I CV crock	Copy Auto Text (1)	Copy Auto Text (1)				
	Proceeding to copy will add	the following Auto Texts to you	library.			
	Abbreviation	Description	My Abbreviation	My Description		
	.hpi CHF	Heart Failure Diuretic LCV crossFIN	.hpichfj	Heart Failure D	iuretic LCV crossFIN	

<u>NOTE</u>: Any duplicate abbreviations will overwrite the version in library unless renamed.

• The My Auto Text Library screen will be updated with the newly copied Auto Text(s).

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.