Acronym Expansion New Features

Accessing Acronym Expansion

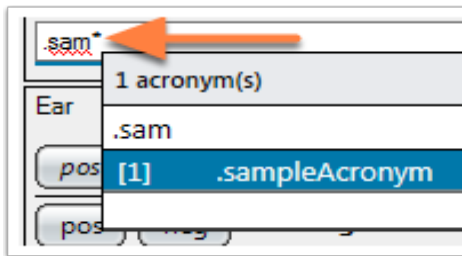**To access acronym expansion -**

Do one of the following

1. Your pointer must also be in a box where you can enter an acronym, such as Description in Heath Issue Manager, or Topic Comments in a document. Click the acronym expansion button from inside an active document during document entry.

2. Click the preferences link from the top of the homepage from the drop-down list

Acronym Expansion Auto Fill

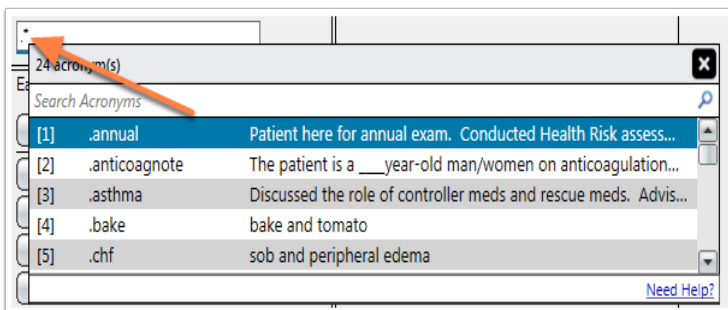**Using acronym expansion auto feel auto, select**

Click in the desired text box, " . " (period) And the asterisk (*) (the shift eight key)

To search, the user can either enter the first few characters of an acronym then an * for a refined search, or simply input an * for a full search.
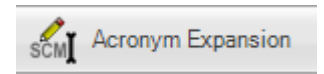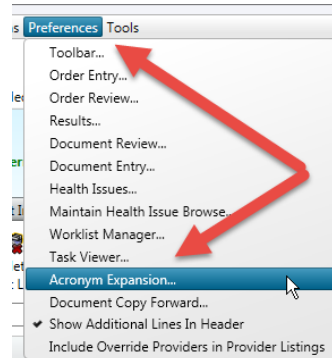

Using acronym expansion auto feel auto, select

Enter an asterisk (*) for a full catalog search

Where to access Acronym Expansion

Listed below are the several different areas within patient charting that you can utilize acronym expansion -

1. While entering a patient's documents
2. While entering a description in health issues manager
3. While entering a secured health message

Note: You cannot use acronym expansion in the letter writer

Important rules to remember

1. Enter *. (Astrisk and Shift + 8 key)
2. The search results displayed are based on the acronyms you have defined and imported. The results can also include enterprise-defined acronyms.
3. A pop-up window opens that displays only the search box or up to 5 acronyms.
4. Enter search criteria. If you entered the first few characters of an acronym, this step is not required. If you change any of the search criteria, the results displayed change to match your entry.
5. Search results are displayed. To display additional matches, press Page Down. Up to 5 additional matches are displayed.
6. To return to the top of the list, press Home. In the pop-up window, select the required acronym and press Enter.
7. You can also double-click or enter the number associated with the acronym in the search box after you enter your criteria.
8. The pop-up window closes and the expanded text is entered.