



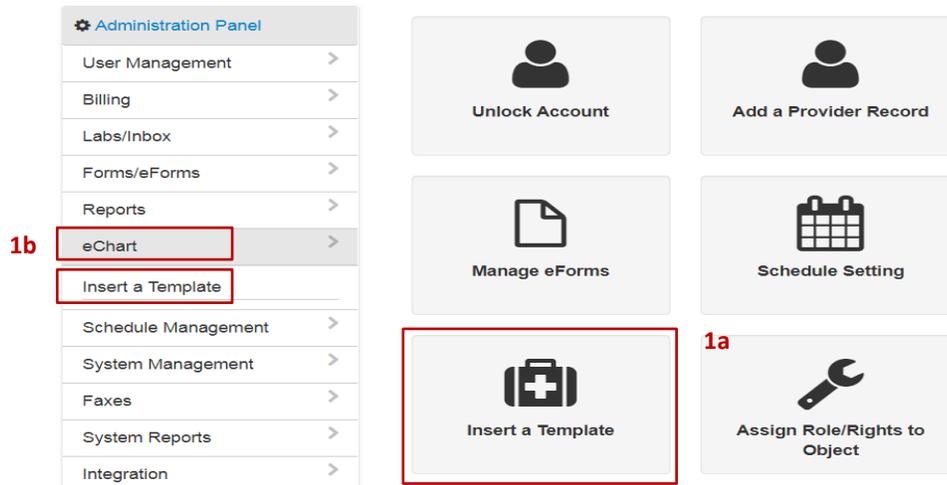
Practice Support Program

OSCAR: TYPING TEMPLATES

Oscar - Typing Templates

Please see the accompanying list of templates created by physicians to get you started. You can copy the text into a new template & then make edits to suit your charting style.

1. In Admin, select the **(a)** Insert a Template icon or chose **(b)** eChart & Insert a Template



2. Choose Add/Edit a Template
 - a. You can select an existing template to edit
 - b. You can make a new one
3. Name your template if you are making a new one

Hint: in multi-physician clinics it's a good idea to use your initials when you name your templates (ie TG – CPX or Tim - CPX) it makes them easier to find (see below).
NOTE: The name of the template will not show when you pull it into an encounter note, so repeat the name in the template text field if you want it to appear in your note.
4. Type in your text & select the “save” button at the bottom

Hint: You can copy & paste text from an existing template you like (or mostly like) and then just make a few edits rather than starting from scratch

ADD/EDIT A TEMPLATE

The image shows a screenshot of the 'ADD/EDIT A TEMPLATE' form. It consists of several input fields and buttons. The first field is a dropdown menu labeled 'Select Template' with an 'Edit' button next to it, highlighted with a red box and labeled '2a'. Below this is a 'Template Name:' field, highlighted with a red box and labeled '2b & 3'. The final field is a large text area labeled 'Template Text:', highlighted with a red box and labeled '4'.

Using Your Templates in an Encounter Note

- When you want to use a template in a patient's chart, **(a)** search for it in this box and select the one you want & it will insert into your encounter note – this is where your initials come in handy **(b)** you can enter your initials & get a list of all the templates you've made
- The Templates drop down in the e-chart is a list of all the templates you have, but when you want to use one, you need find it in the search box **(5)**

Oscar comes with pre-loaded templates that most doctors do not find useful. I usually recommend deleting these as they just clutter up the list. To delete – pull up a template to edit & then select the “delete” button at the bottom

