
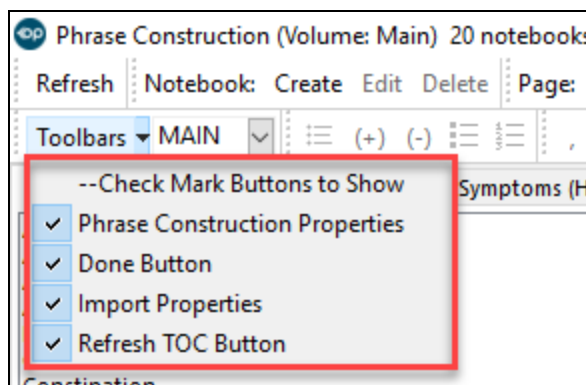
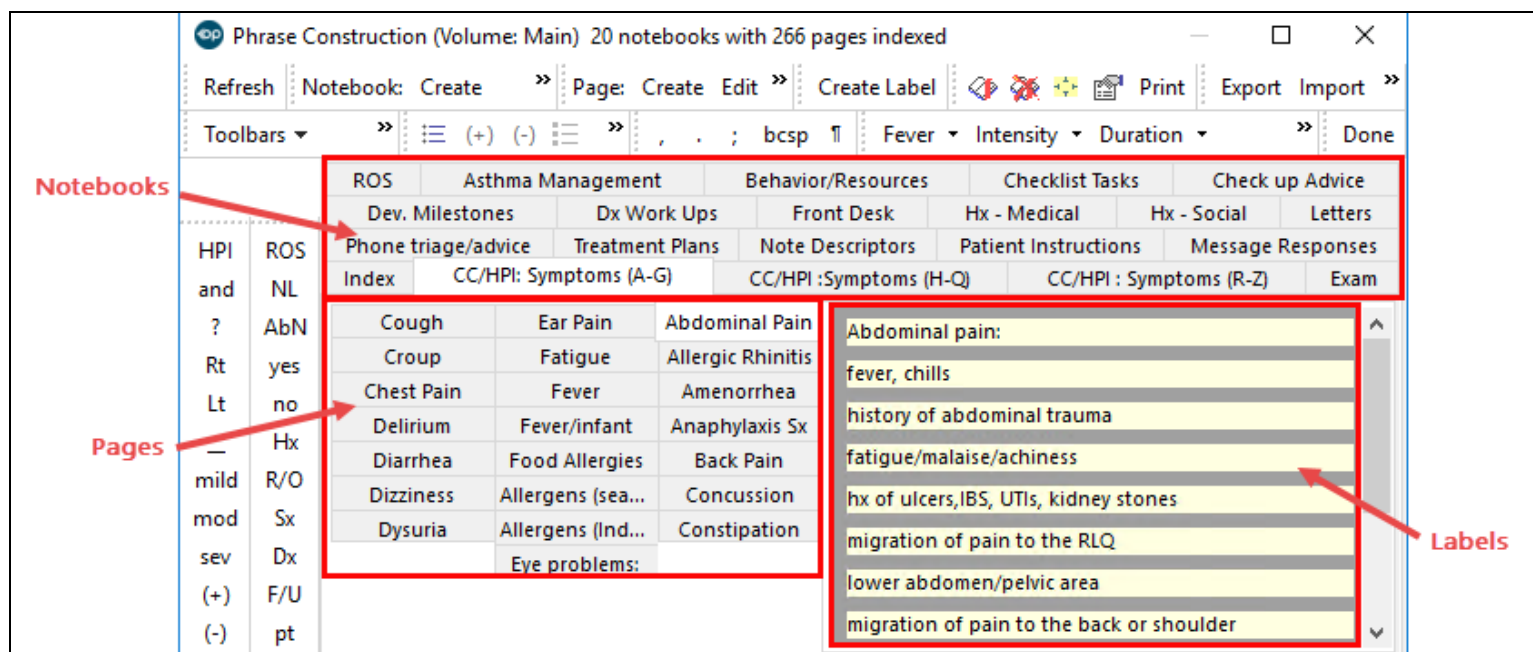


Overview

Phrase Construction is a tool built into OP that assists with text entry. Phrases (or Labels) are created and categorized into Pages, and Pages are added to Notebooks. To access the Phrase Construction window, navigate to: **Clinical tab > Phrases**. The Phrase Construction window is also accessed by clicking the Phrase Construction button  anywhere it is located. Before getting started, ensure the Phrase Construction toolbar is displayed at the top of the Phrase Construction window. If the toolbar is blank, click the **Toolbars** drop-down menu and select **Phrase Construction Properties**.



Phrase Construction Window Layout



Notebooks

- ROS
- Asthma Management
- Behavior/Resources
- Checklist Tasks
- Check up Advice

Pages

- Dev. Milestones
- Dx Work Ups
- Front Desk
- Hx - Medical
- Hx - Social
- Letters

Labels

- Abdominal pain:
- fever, chills
- history of abdominal trauma
- fatigue/malaise/achiness
- hx of ulcers, IBS, UTIs, kidney stones
- migration of pain to the RLQ
- lower abdomen/pelvic area
- migration of pain to the back or shoulder

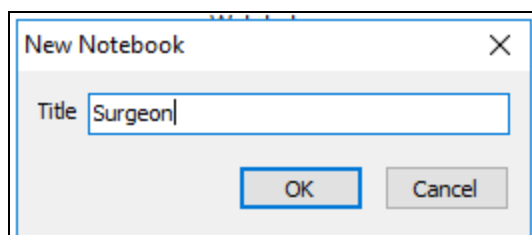
Phrase Construction Notebooks

Notebooks are used to organize and group pages of phrases. For multi-specialty practices, you may have a wide range of specialized Notebooks such as:

- Behavioral Health
- Nutrition Counseling
- Lactation Counseling

Create a Notebook

1. Navigate to the Phrase Construction window.
2. Click the **Notebook: Create** button.
3. Enter a **Title** in the field for the new Notebook.



4. Click the **OK** button. The Notebook is added to the index at the top of the window. New Pages can now be added to the Notebook.

Edit a Notebook Name

1. From the Phrase Construction window, select the **Notebook** that needs to be edited from the index at the top of the window.
2. Click the **Notebook: Edit** button. The Edit Notebook window is displayed.
3. Enter text to update the **Title** in the field.
4. Click the **OK** button.

Delete a Notebook

1. From the Phrase Construction window, select the **Notebook** that needs to be deleted from the index at the top of the window.
2. Click the **Notebook: Delete** button.

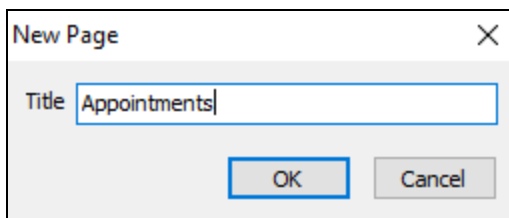
3. Click the **Yes** button to confirm that you want to delete the Notebook. A Warning is displayed that recommends that you export/save the Notebook.
 - Click the **Yes** button to export the Notebook. The Export Notebook window is displayed.
 - a. Select a **file location**.
 - b. Enter a **File name** in the field.
 - c. Click the **Save** button. A Confirmation dialog box is displayed.
 - d. Click the **Yes** button to confirm that you want to delete the Notebook.
 - Click the **No** button to proceed without saving the Notebook. A Confirmation dialog box is displayed.
 - a. Click the **Yes** button to confirm that you want to delete the Notebook without saving it.

Phrase Construction Pages

Pages are created in a Notebook to organize Phrases.

Create a Page

1. From the Phrase Construction window, select the **Notebook** to which you will add a Page.
2. Click the **Page: Create** button. The New Page window is displayed.
3. In the New Page window, enter a page **Title** in the field.



New Page

Title Appointments

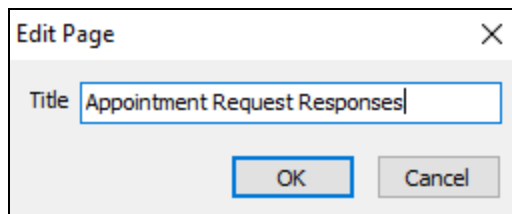
OK Cancel

4. Click the **OK** button. The new Page is added to the Notebook. You can now create a Label for the Page.
5. Repeat steps 1-4 to create additional Pages.

Edit a Page

1. From the Phrase Construction window, select the **Notebook** that has a Page Name that you need to edit.
2. Select the **Page** that needs to be edited.
3. Click the **Page: Edit** button. The Edit Page window is displayed.

4. Enter a new **Page name** in the Title field.



5. Click the **OK** button. The new Page name is displayed in the Notebook.

Delete a Page

When Pages are removed from a Notebook, any associated Labels are also removed.

1. From the Phrase Construction window, select the **Notebook** that has a Page Name that you need to delete.
2. Select the **Page** that needs to be deleted.
3. Click the **Page: Delete** button. A Confirmation pop-up box is displayed.
4. Click the **Yes** button. The Page is removed from the Notebook and is no longer displayed.
5. Repeat steps 1-4 to delete multiple Pages from a Notebook.

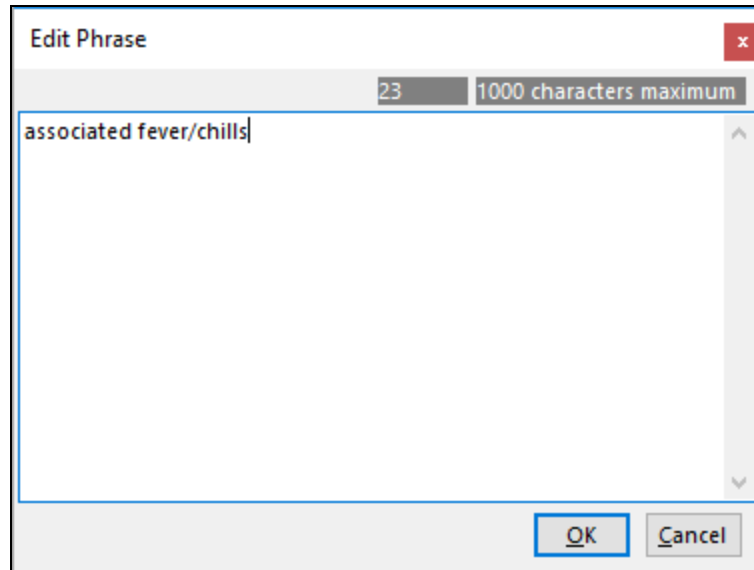
Phrase Construction Labels

Labels are phrases that can be easily be added to documentation in the OP application. Labels can be created once you have created Pages in your Notebook.

Create a Label

1. From the Phrase Construction window, select the **Notebook** and then select the **Page** that you want to add a Label to.
2. Click the **Create Label** button. The Edit Phrase window is displayed. You can enter up to 1,000 characters into the Label field.

3. Enter the **Text** for the Label in the field.
4. Click the **OK** button.



5. Repeat these steps if you need to create more than 1 Label for a Page.

Edit a Label

1. From the Phrase Construction window, select the **Notebook** and then select the **Page** that contains the Label that you need to edit.
2. Right-click on the **Label**.
3. Select **Edit Label**. The Edit Phrase window is displayed.
4. Enter new **Text** in the field
5. Click the **OK** button.
6. Repeat these steps if you need to edit multiple Labels in a Page.

Delete a Label

1. From the Phrase Construction window, select the **Notebook** and then select the **Page** that contains the Label that you want to delete.
2. Right-click on the **Label**.
3. Select **Delete Label**. The Label is removed
4. Repeat these steps is you need to remove multiple Labels.