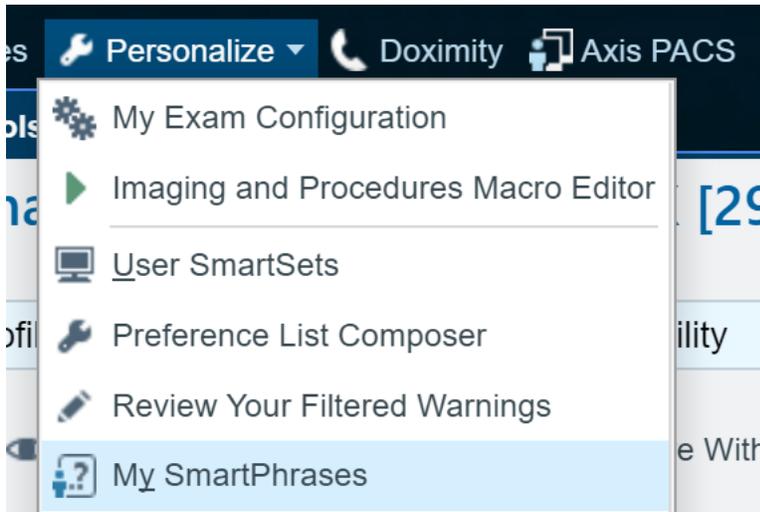
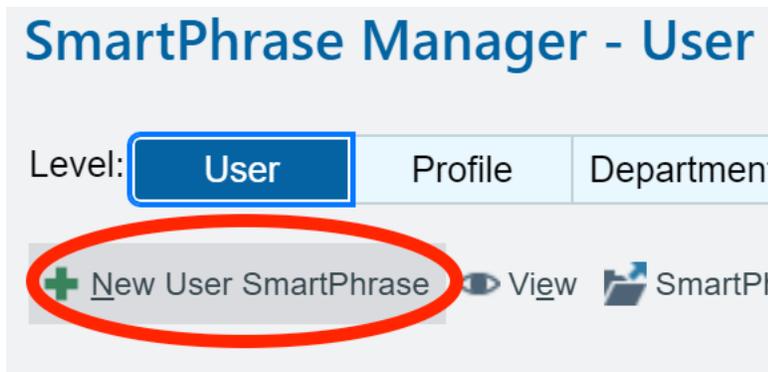


## Instructions to Add Patient Education Information into Epic Electronic Medical Records (EMR)

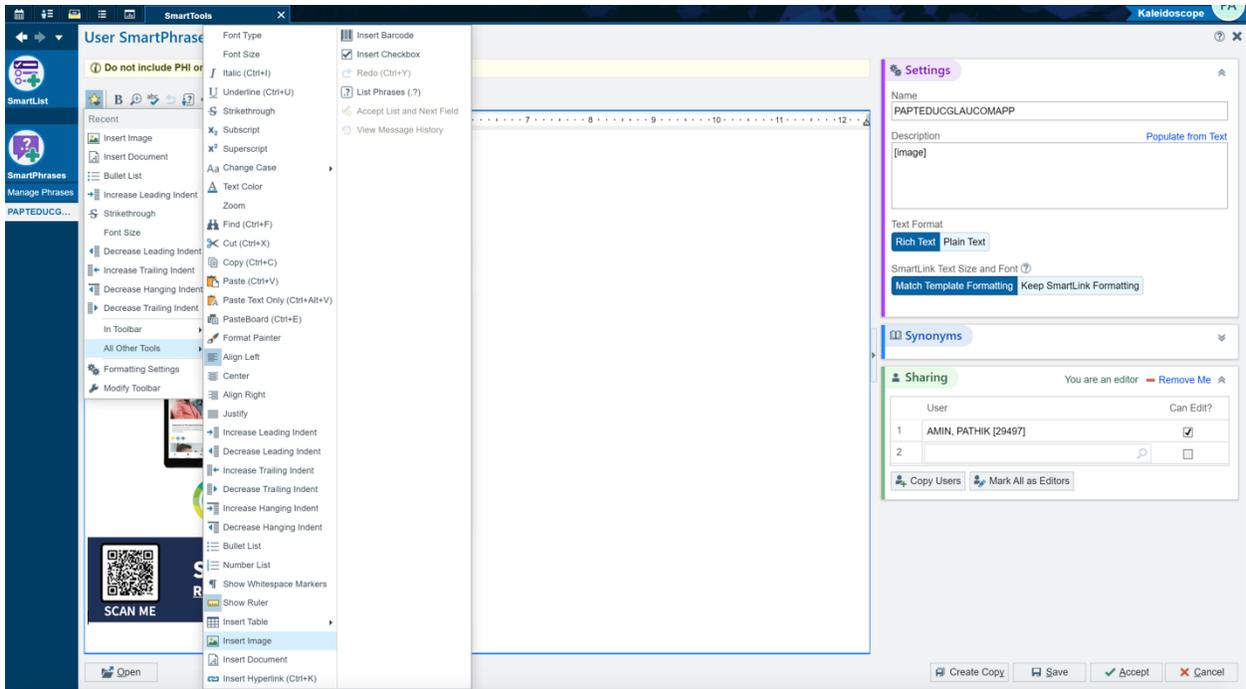
1. Navigate to **My SmartPhrases** in Epic:



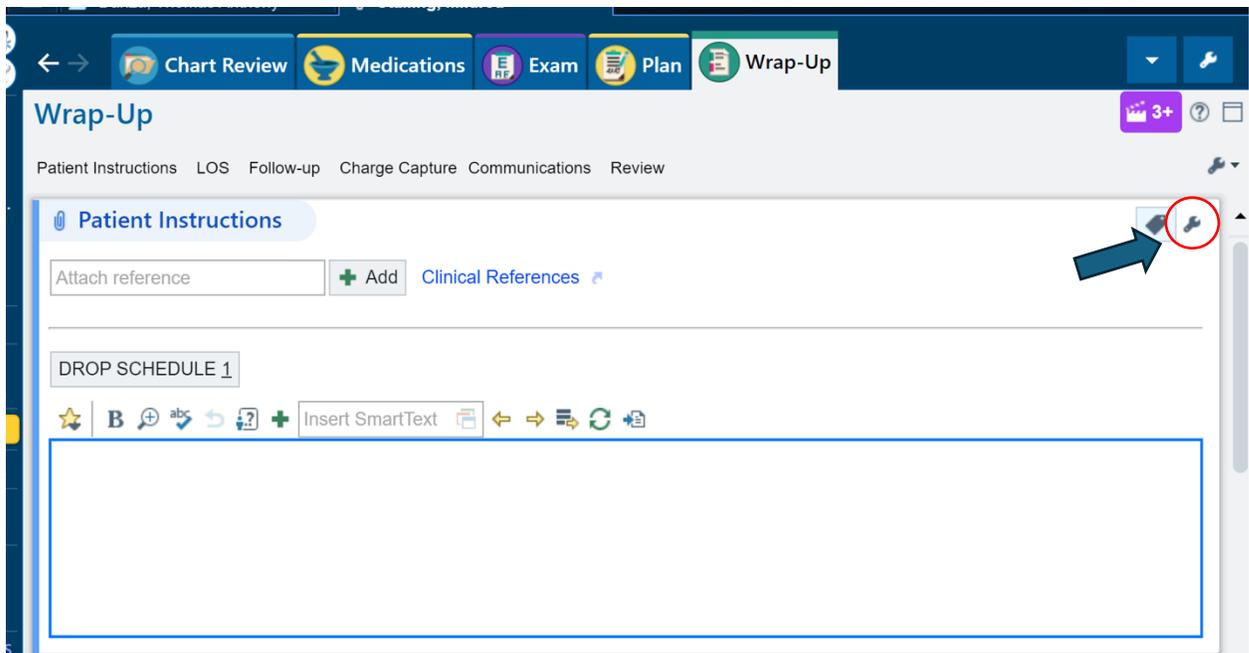
2. Select **New User SmartPhrase**:



3. Select **Insert Image**, choose the file containing The Glaucoma Community Flyer.
  - a. *Note: this should be an image file, PDF files will not work. This file should be saved on your network drive, you cannot upload a file from your personal computer.*
  - b. Assign a **Name** to this **SmartPhrase**, and **Save**.



4. Navigate to the **Wrap-Up** tab in a patient encounter and select the wrench icon on the top right of the **Patient Instructions** panel.



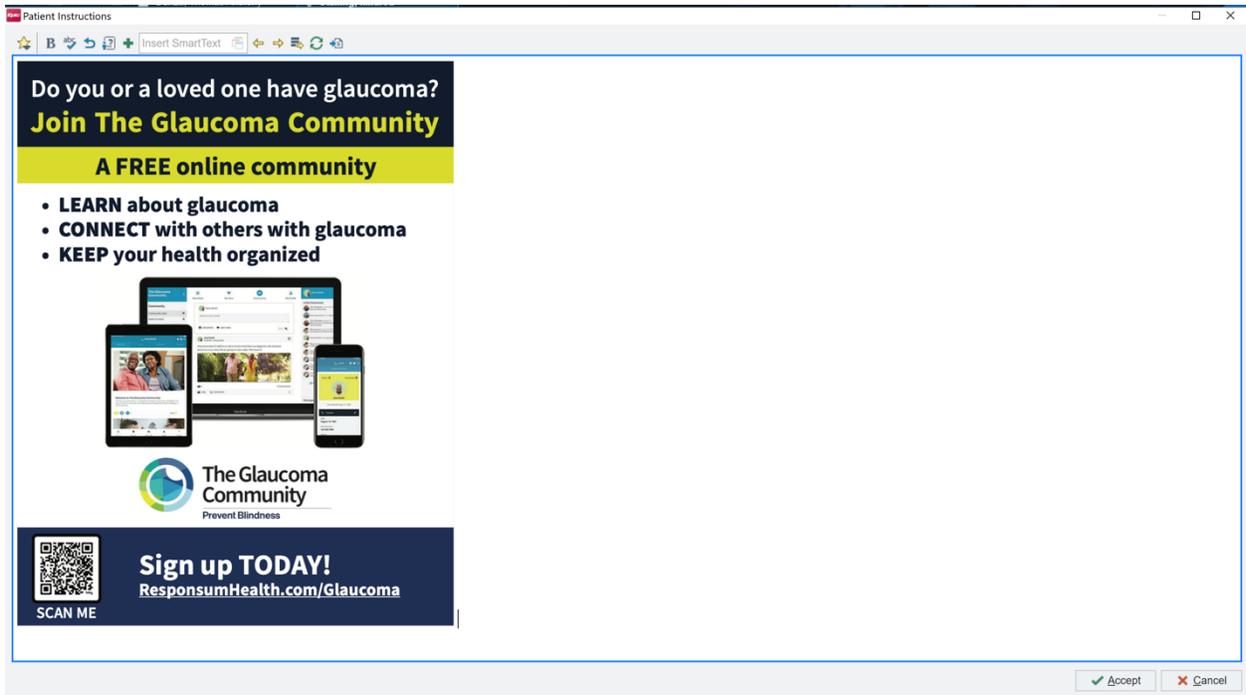
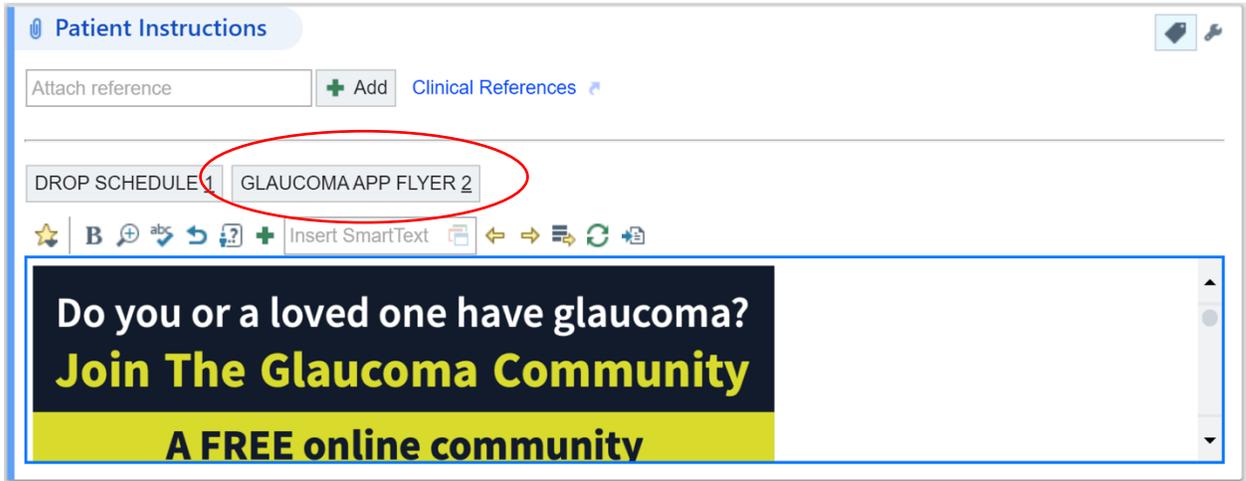
5. Search for your **SmartPhrase** and select it to add as a **Speed Button**.

The screenshot shows the 'My Notes Settings' dialog box. It has three main sections: 'Clinical Reference Speed Buttons', 'Patient Instructions Speed Buttons', and 'When Creating New Patient Instructions'. In the 'Patient Instructions Speed Buttons' section, there are two input fields: 'SmartPhrase' and 'SmartText', each with an 'Add' button. Below these is a list of buttons. The first button is 'PAPTEDUC', which is highlighted with a red circle. The second button is 'PAPTEDUCDRYEYE' with the text 'DRY EYE PATIENT EDUCATION One of the main goals'. The third button is 'PAPTEDUCGLAUCOMAPP' with the text '[image]'. At the bottom of the dialog, there are buttons for 'Restore Defaults', 'Refresh SmartPhrases', 'Accept', and 'Cancel'.

6. Rename the button to a title of your choosing.

The screenshot shows the 'My Notes Settings' dialog box. It has three main sections: 'Clinical Reference Speed Buttons', 'Patient Instructions Speed Buttons', and 'When Creating New Patient Instructions'. In the 'Patient Instructions Speed Buttons' section, there are two input fields: 'SmartPhrase' and 'SmartText', each with an 'Add' button. Below these is a list of buttons. The first button is 'DROP SCHEDULE'. The second button is 'GLAUCOMA APP FLYER', which is highlighted with a red circle. Below the buttons is a 'Caption' field with the text 'GLAUCOMA APP FLYER', which is also highlighted with a red circle. At the bottom of the dialog, there are buttons for 'Restore Defaults', 'Refresh SmartPhrases', 'Accept', and 'Cancel'.

7. Select the **Speed Button** to insert the flyer into the **Patient Instructions**



8. This flyer will now print on the patient's **After Visit Summary (AVS)**.