

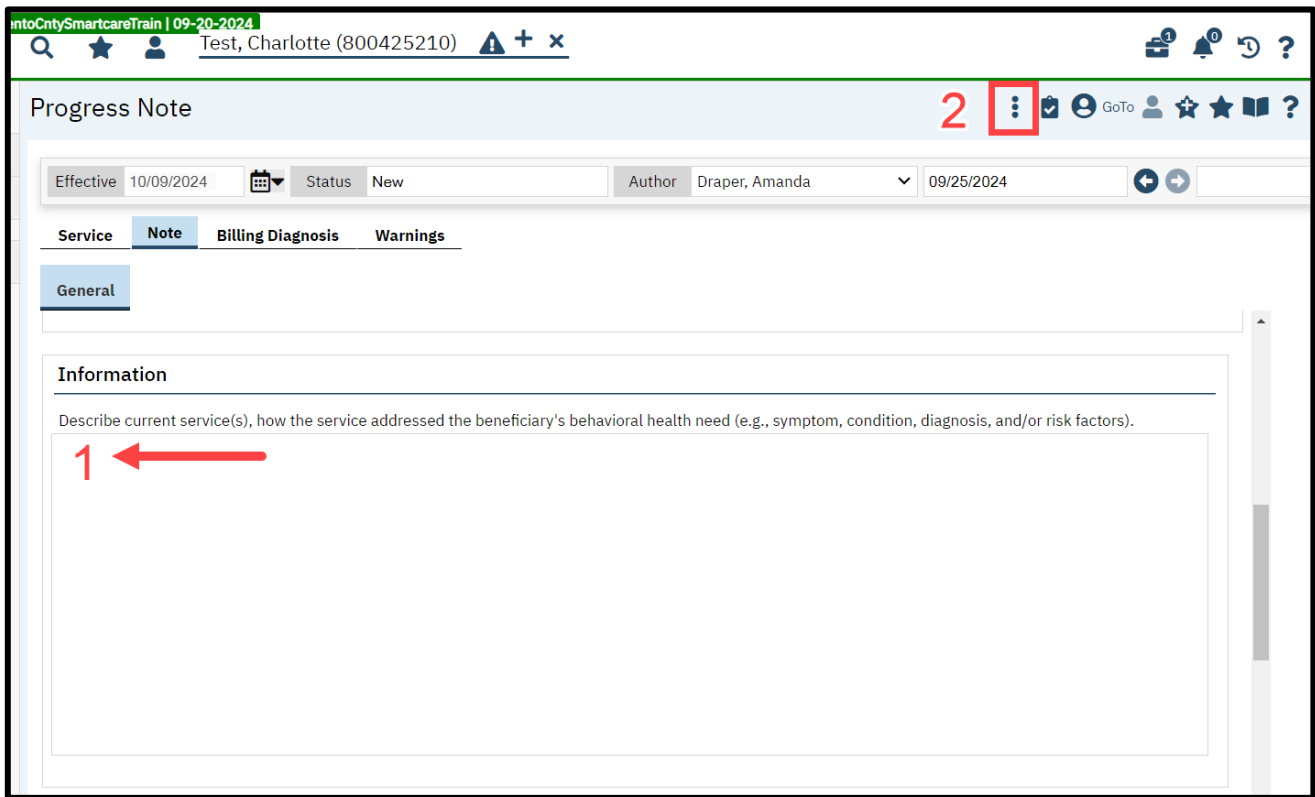
## MHTC Key Phrases Tip Sheet

This Tip Sheet will walk users through the process for adding a key phrase into a note or care plan in SmartCare. This tip sheet may change as trainings are updated. Please view our webpage for the most up to date version. If any additional help is needed, please contact us at [bhs-ehrsupport@sacounty.gov](mailto:bhs-ehrsupport@sacounty.gov).

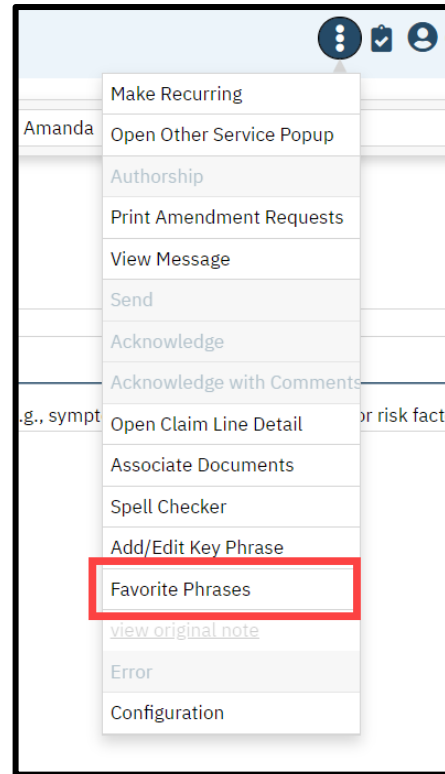
Key Phrases can be used as templates in most text fields. The EHR Support team has entered Agency Phrases that were provided by MHTC. Personal Key Phrases are specific to the user who added them. Please keep in mind to add or edit Agency Key Phrase, the change must be approved by QM.

### Adding a Key Phrase To A Text Box

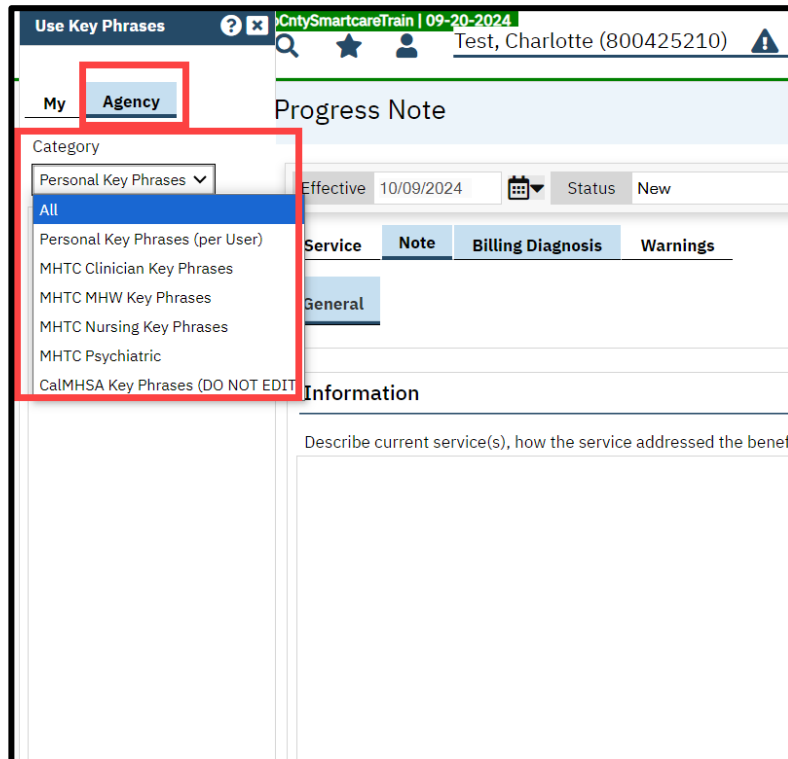
1. Click into the text field where you want to add the Key Phrase.
2. Navigate up to the three vertical dots in the upper right-hand corner and click on them.



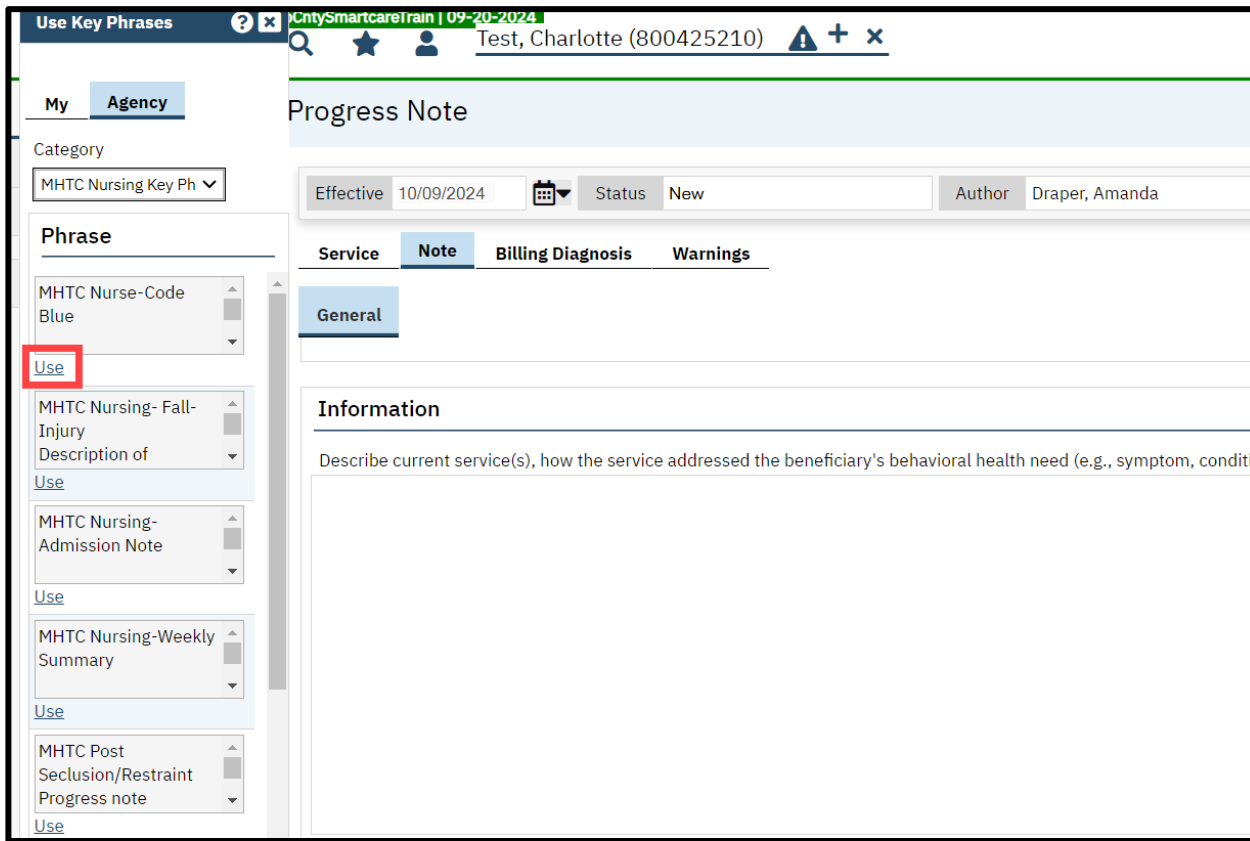
- 3. Scroll down to the option for Favorite Phrases and select it.



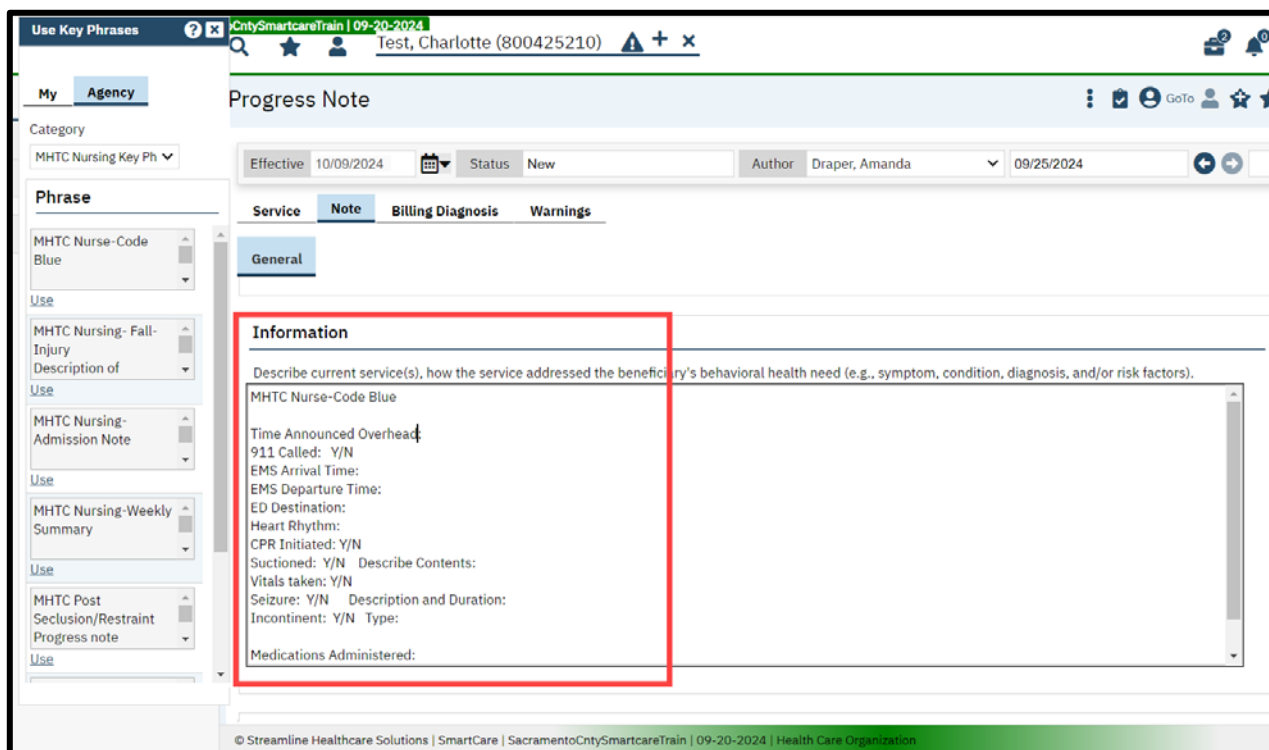
- 4. The "Use Key Phrases" pop up will appear on the side of your screen. Select the "Agency" tab then use the drop down to select your classification.



- After you have selected your classification from the drop down, you will see the Key Phrases that are available for use. Select "Use" to add the Key Phrase into your text box.



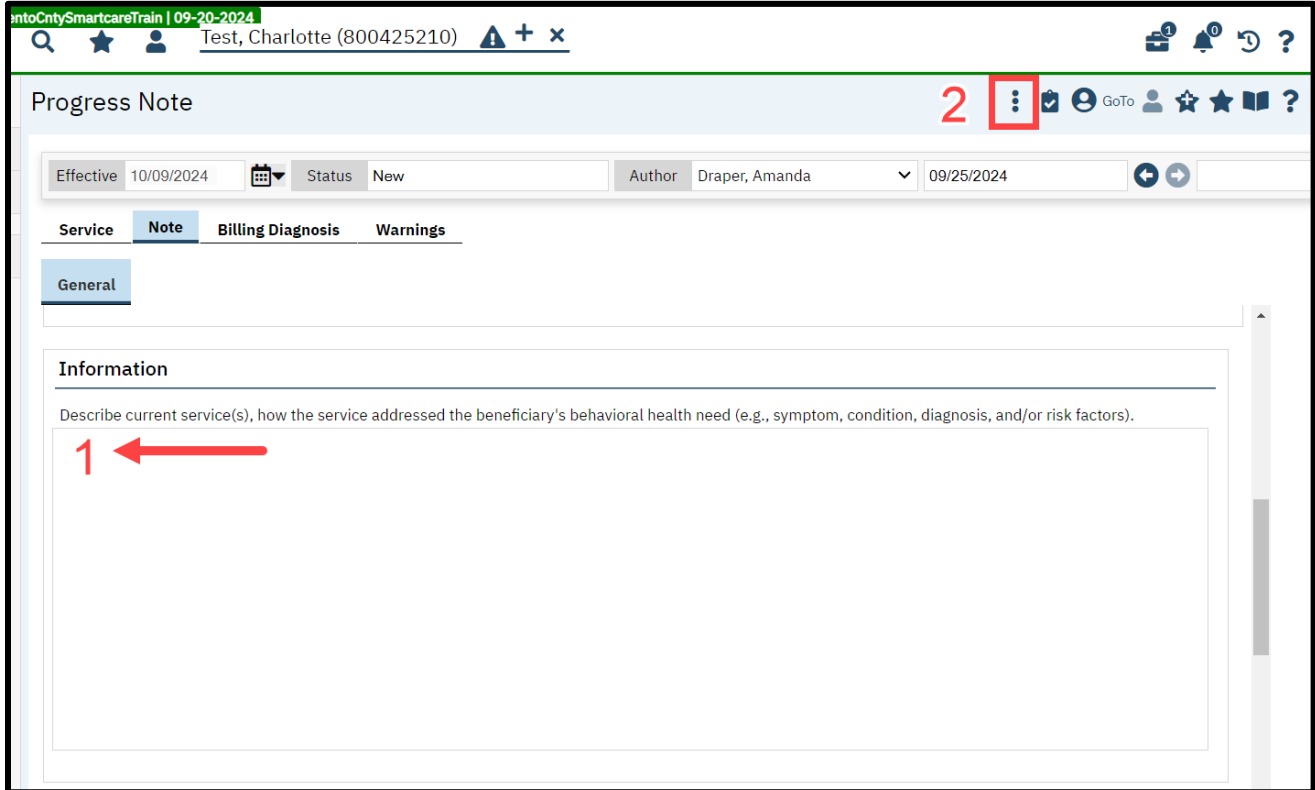
- Once the Key Phrase has been added you can go in and edit your template as appropriate. Once you are finished, make sure you are saving and signing your work.



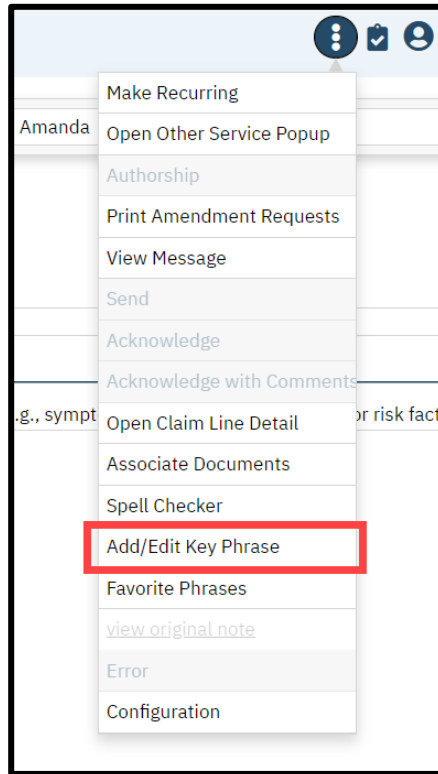
**Adding your own Personal Key Phrase**

Users in SmartCare can add their own Key Phrases to create personalized templates that can be used in text boxes. To create and use your Personal Key Phrases, please follow the steps below.

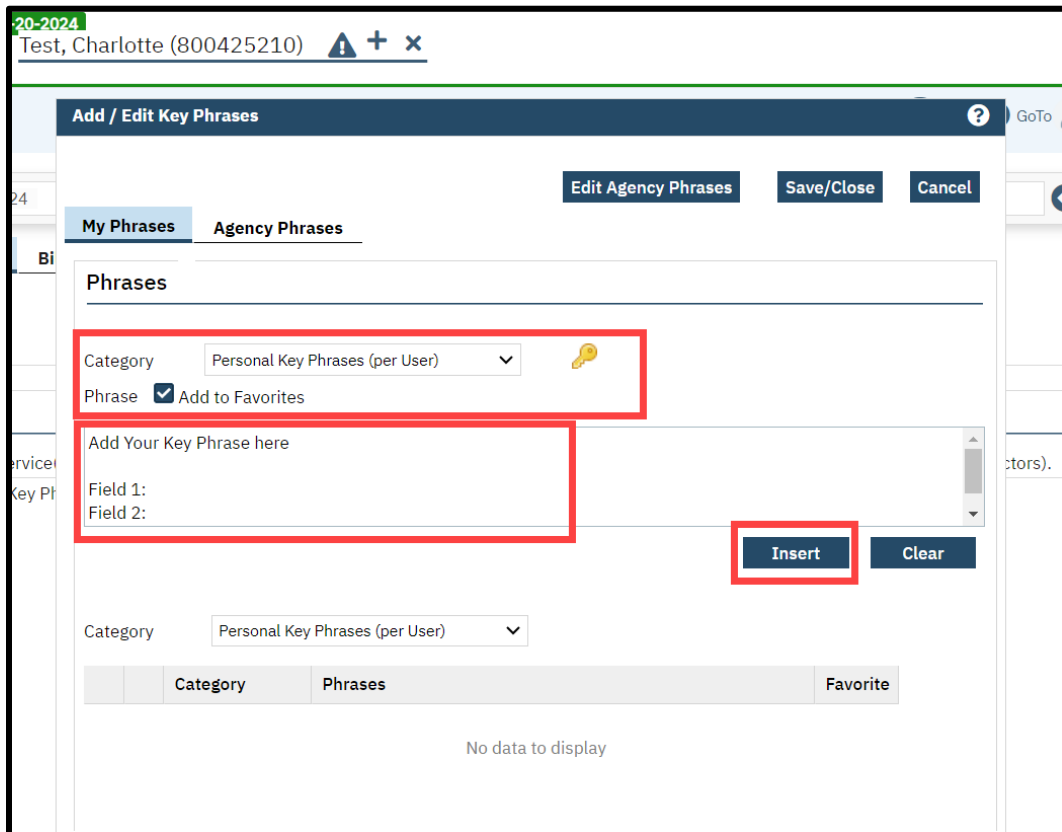
1. Click into the text field where you want to add the Key Phrase.
2. Navigate up to the three vertical dots in the upper right-hand corner and click on it.



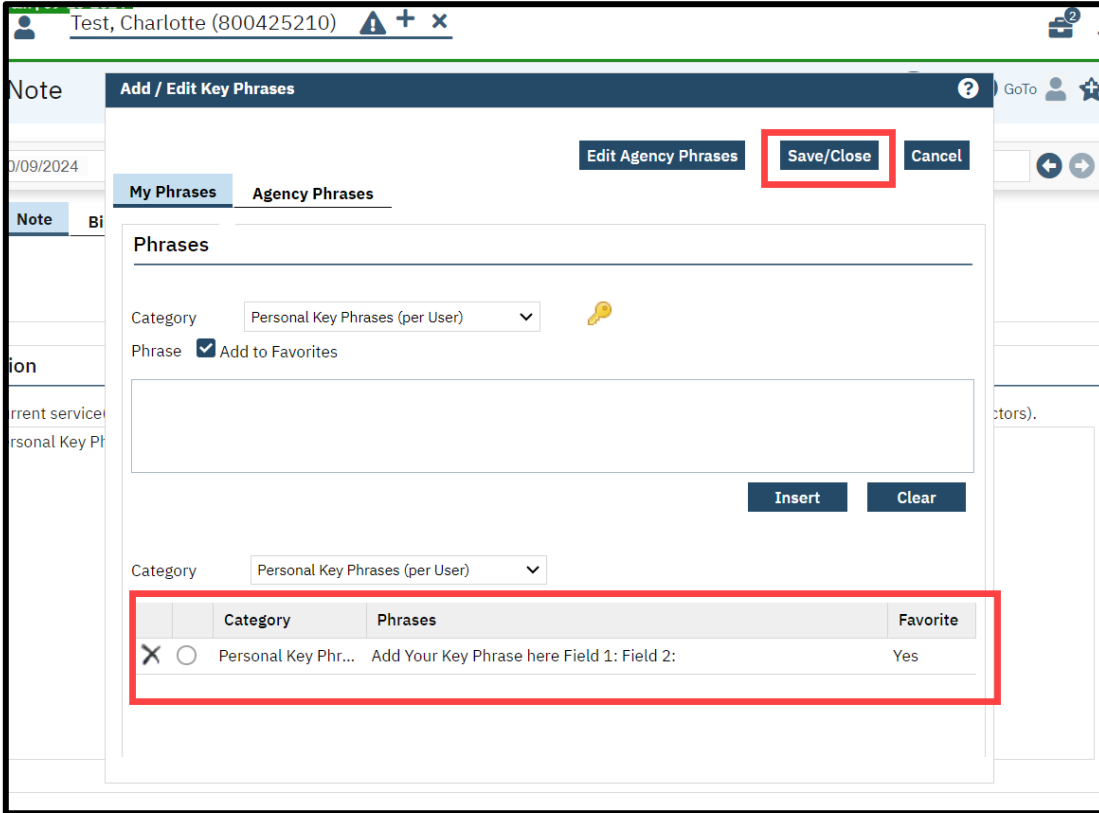
3. Select Add/Edit Key Phrases.



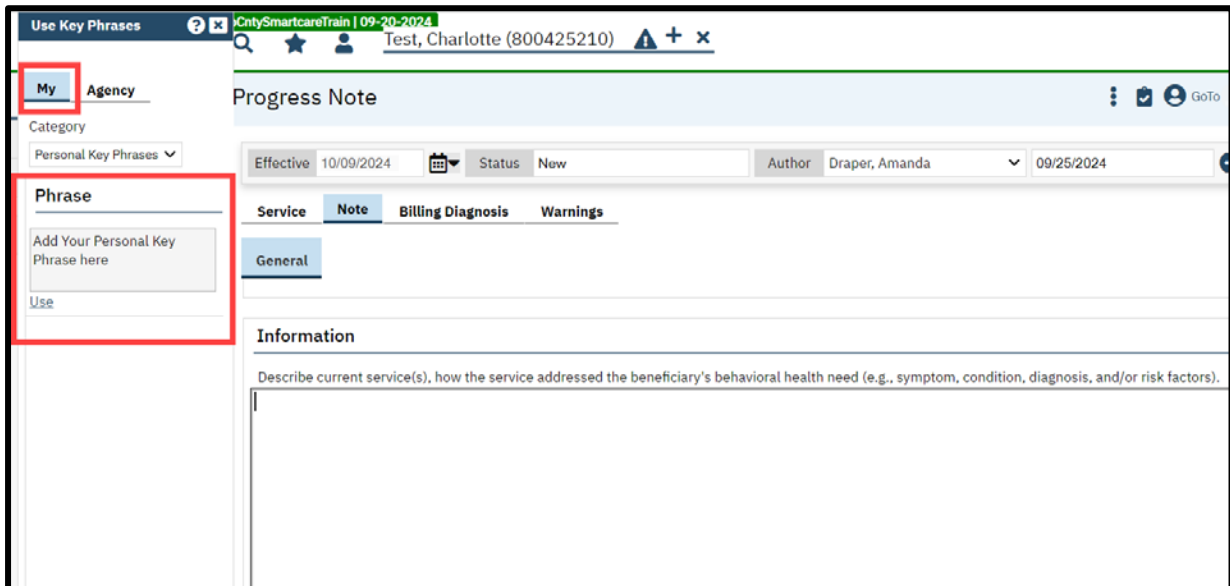
3. This will pull up the “Add/Edit Key Phrases” box. The category will automatically be set to “Personal Key Phrases”. Select the “Add to Favorites” box and type in your Key Phrase. Once you have finished typing your Key Phrase, select “Insert”.



- Once you select Insert, your Key Phrase will drop down into the lower section. Then select "Save/Close".



- To use your Key Phrase, you will follow the same steps on Pages 1-2 of this tip sheet. When the "Use Key Phrases" pop up appears on the side of your screen, its automatically set to "My". Your personal Key Phrases will show up here. You can then click the "Use" button to add the Key Phrase to your text box.



- Once the Key Phrase has been added you can go in and edit your template as appropriate. Once you are finished make sure you are saving and signing your work.

