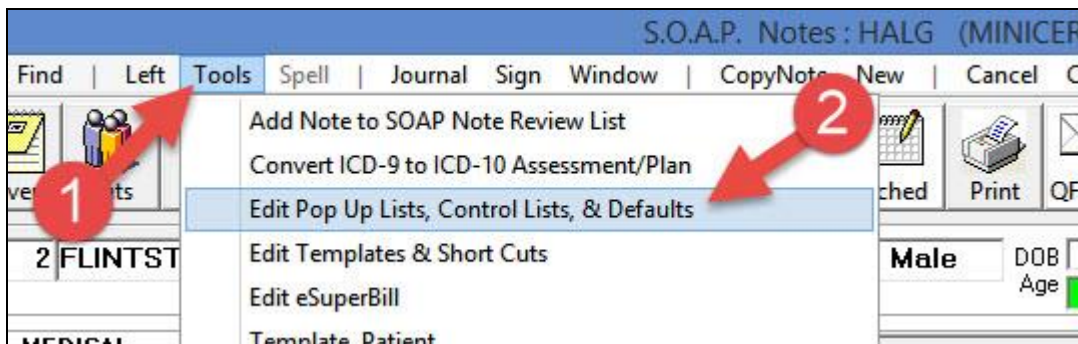


## SOAP Note Abbreviations

Optionally, you can create and use abbreviations in the SOAP Note text windows. For example you could have an abbreviation of “SOB” that automatically changes to “Shortness of Breath” as you type.

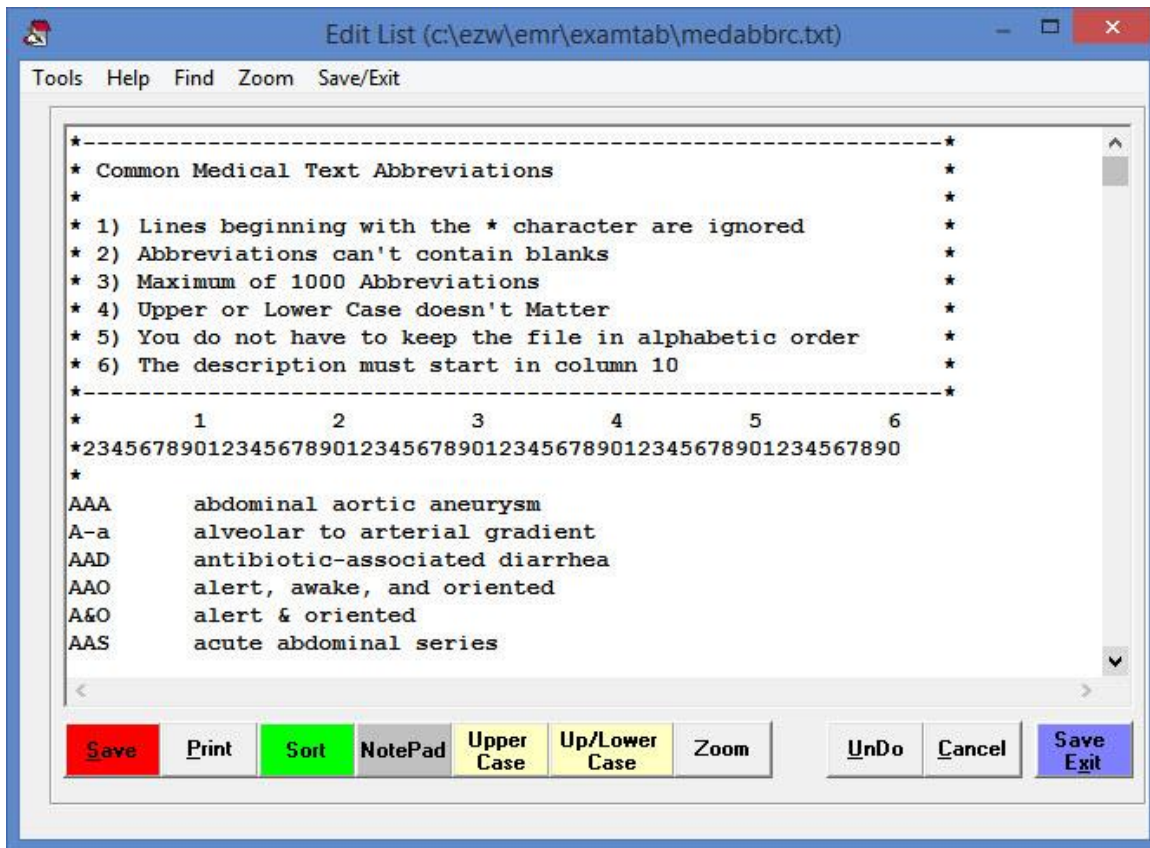
1) First, you must create or edit the Abbreviation list. From the top of the SOAP Note screen select the “Tools” option, then select “Edit Pop Up Lists, Control Lists, & Defaults”.



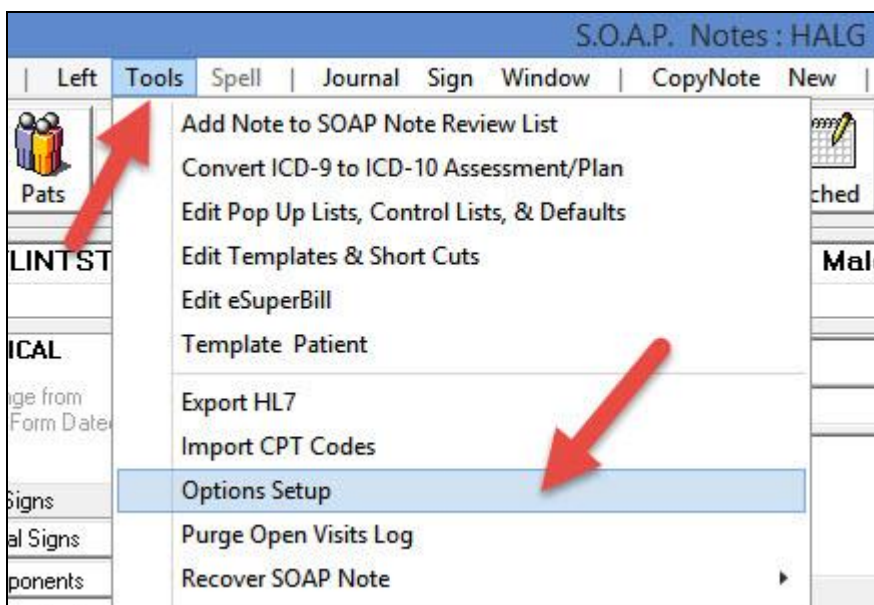
2) Click on the entry “Medical Text Abbreviations”.



3) On the Edit List screen, read the help information at the top of the screen then scroll through the list customizing it as you wish. You can delete an entire line by highlighting it and pressing your keyboard “Delete” key twice. When you finished with your changes; press “Save/Exit”.



4) To **Activate** or **De-Activate** the use of this list, select “Tools” from the top toolbar, then “Options Setup”.



5) Check the “Activate Medical Text Abbreviations” option to **Activate** it or **Un-Check** the option to **De-Activate** it.

