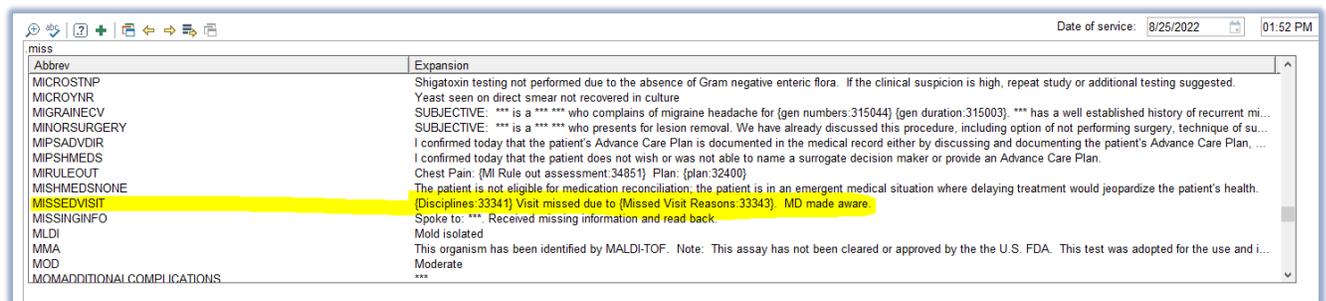


Document Missed Visits with Smart Phrase

When documenting missed visits, you can use a Missed Visit smart phrase to save time by pre-populating certain information. This helps to make documentation consistent and thorough.

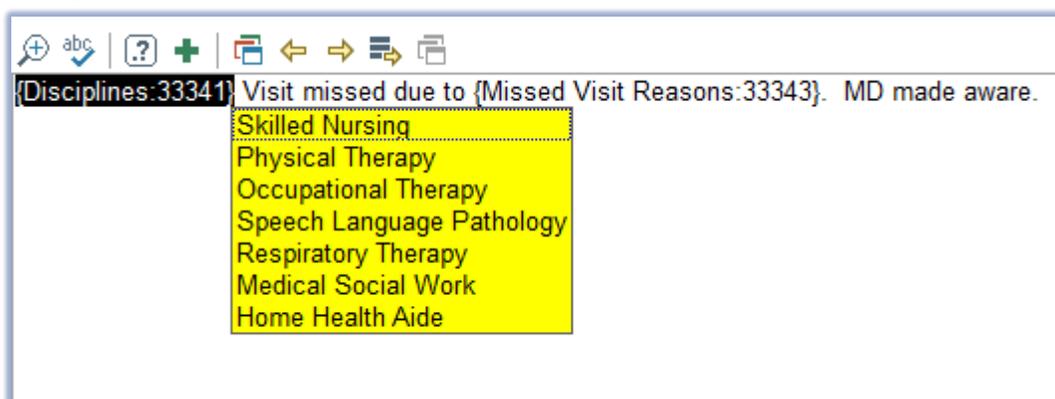
1. Once your missed visit is open, navigate to the Communication Notes form. This is where your notes will go.
2. In the **Communication Details** section, begin typing the dot phrase **.MISSEDDISIT**. Corresponding smart phrases will populate in the list and you can double click the correct one to insert the Missed Visit Note smart phrase.



3. The Missed Visit smart phrase has built-in smart tools to help you complete your notes. Use the **F2 key** on your keyboard or click the **yellow arrows** in the smart toolbar to navigate through the options. Once you make your selections, hit **Enter** to move to the next smart list.

Note: If you select ******* in a smart phrase, you will need to enter your own custom text to replace the asterisks.

Smart Phrase Options:



abc | ? + | ↩️ → ⋮ 📄

{Disciplines:33341} Visit missed due to {Missed Visit Reasons:33343}. MD made aware.

family emergency
inclement weather
MD appointment
NHNF
patient cancelled
scheduling conflict

Final Result:

abc | ? + | ↩️ → ⋮ 📄

Skilled Nursing Visit missed due to family emergency. MD made aware.