

Expanse Tip Sheet

Using and creating Quick Text in PDOCs

Using Quick Text

Open the Acute Status Board (ASB), UCC Tracker, or the Patient Care Status Board (PCS)

Select a patient and click on “Document” in the black navigation bar.

Of note: in PCS click on the down arrow next to “Document” and select Provider Documentation

Click on a PDOC to open

Meditor boxes can be identified by its square corners.

▼ Presenting Complaint

Presenting complaint

History of presenting complaint

Once clicked inside of the box, additional options appear:

▼ Presenting Complaint

Presenting complaint

A B i U [] S []

History of presenting complaint

Quick Text can only be used in Meditor boxes, which are text boxes with additional functions. These can be identified given they have square corners

Presenting complaint

A B i U [] S

Quick Text

Canned Text

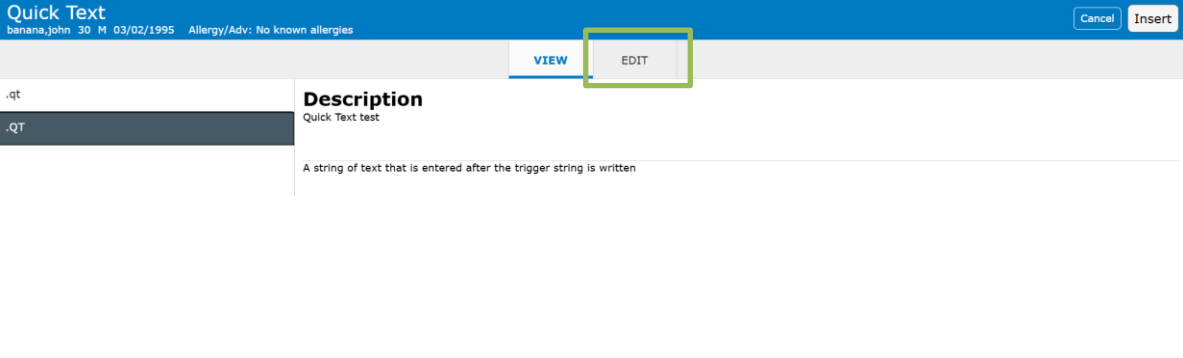
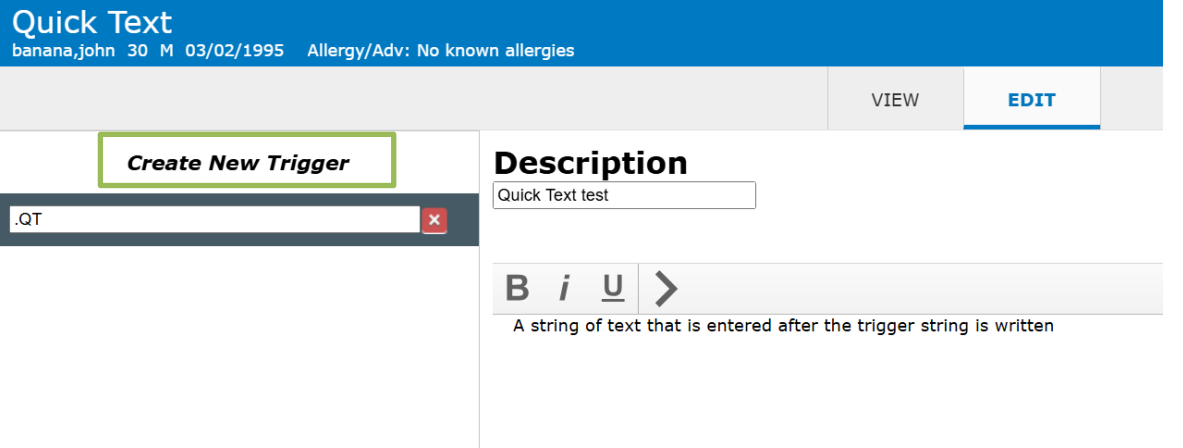
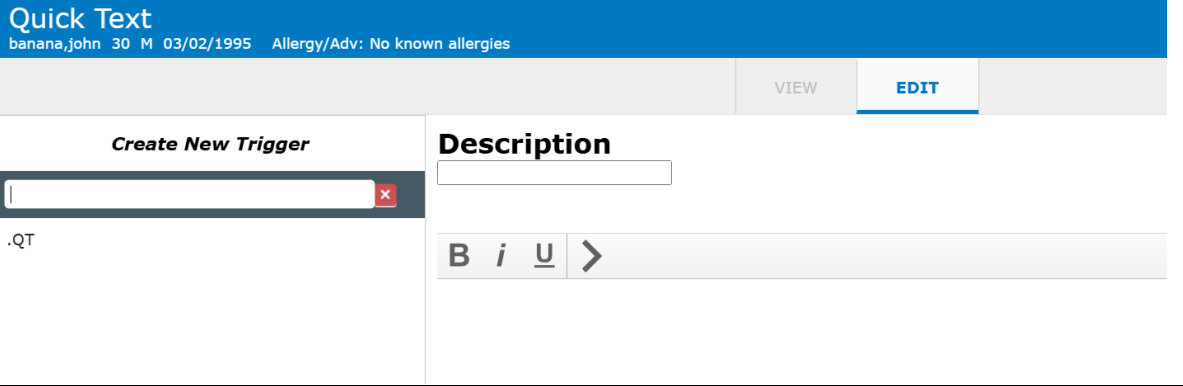
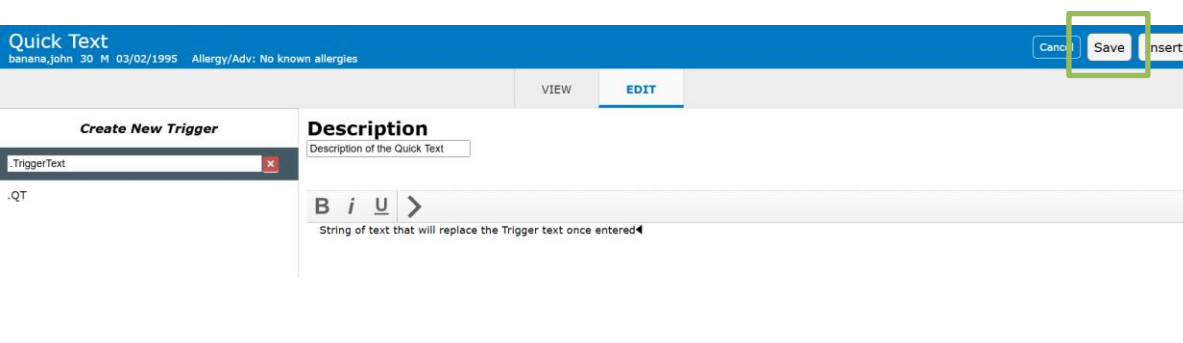
Formatted Data

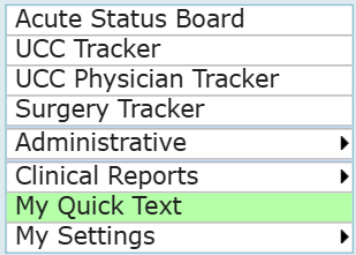
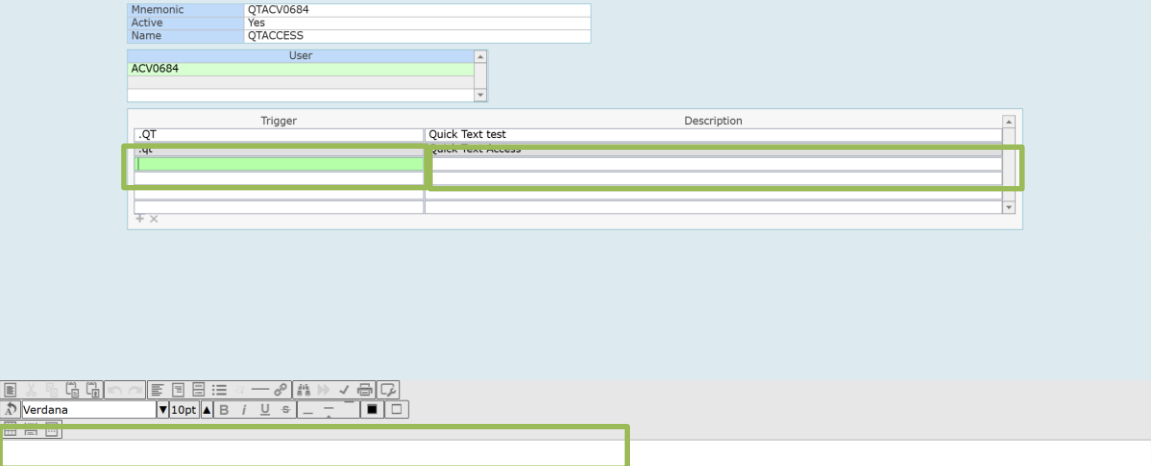
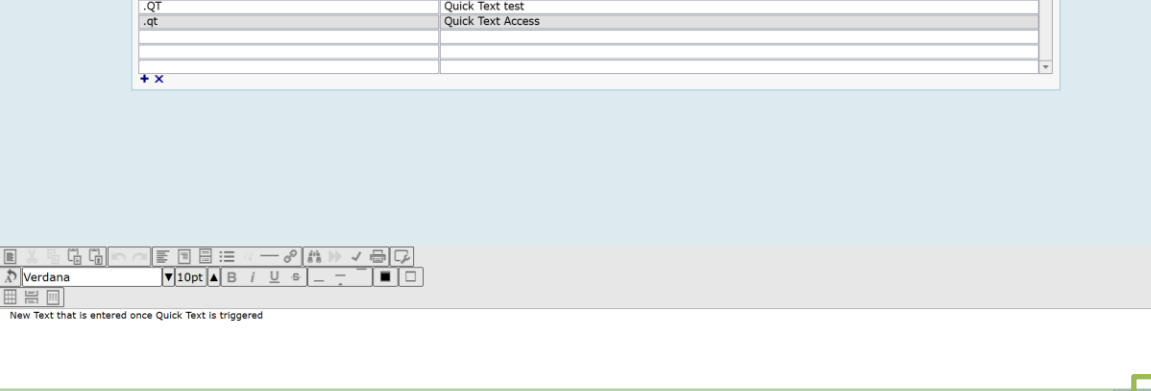
Saved Data

To use an existing Quick Text, click on the “A” with the down arrow and select “Quick Text” from the dropdown.

Using and creating Quick Text in PDOCs

Creating Quick Text

 <p>Quick Text banana, john 30 M 03/02/1995 Allergy/Adv: No known allergies</p> <p>VIEW EDIT</p> <p>.qt</p> <p>.QT</p> <p>Description Quick Text test</p> <p>A string of text that is entered after the trigger string is written</p>	<p>One way of creating Quick Text is through the previous pop-up in PDOCs.</p> <p>Once there, click on the EDIT tab</p>
 <p>Quick Text banana, john 30 M 03/02/1995 Allergy/Adv: No known allergies</p> <p>VIEW EDIT</p> <p>Create New Trigger</p> <p>.QT</p> <p>Description Quick Text test</p> <p>B i U ></p> <p>A string of text that is entered after the trigger string is written</p>	<p>Click on "Create New Trigger" on the right side of the screen</p>
 <p>Quick Text banana, john 30 M 03/02/1995 Allergy/Adv: No known allergies</p> <p>VIEW EDIT</p> <p>Create New Trigger</p> <p>.QT</p> <p>Description</p> <p>B i U ></p>	<p>Create a Trigger text (the string of text that will trigger the Quick Text once typed).</p> <p>Add a description and a string of text that will replace the Trigger text once entered</p>
 <p>Quick Text banana, john 30 M 03/02/1995 Allergy/Adv: No known allergies</p> <p>VIEW EDIT</p> <p>Create New Trigger</p> <p>.TriggerText</p> <p>.QT</p> <p>Description Description of the Quick Text</p> <p>B i U ></p> <p>String of text that will replace the Trigger text once entered</p>	<p>Once this is complete, click on Save to create a new Quick Text.</p> <p>In this case, when the text ".TriggerText" is entered in the Meditor box followed by the space key, it will get replaced to "String of text that will replace..."</p>

 <p>Acute Status Board UCC Tracker UCC Physician Tracker Surgery Tracker Administrative Clinical Reports My Quick Text My Settings</p>	<p>Alternatively, in the Main Menu you may find the “My Quick Text” function.</p>								
 <p>QTACV0684 - QTACCESS Last Edit: 24/10/25 16:48</p> <p>Mnemonic: QTACV0684 Active: Yes Name: QTACCESS</p> <p>User: ACV0684</p> <table border="1"> <thead> <tr> <th>Trigger</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>.QT</td> <td>Quick Text test</td> </tr> <tr> <td>.qt</td> <td>Quick Text Access</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>Verdana 10pt</p>	Trigger	Description	.QT	Quick Text test	.qt	Quick Text Access			<p>A new window opens, where new trigger text, descriptions and text can be entered.</p>
Trigger	Description								
.QT	Quick Text test								
.qt	Quick Text Access								
 <p>Trigger: .NewEntry, .QT, .qt</p> <p>Description: New Description, Quick Text test, Quick Text Access</p> <p>Verdana 10pt</p> <p>New Text that is entered once Quick Text is triggered</p> <p>Cancel Save</p>	<p>Once completed, click on Save.</p> <p>The new Quick text should now be available for use in PDOCs</p>								

Of note:

The content of the Quick Text can be edited to customise its content such as font style, colour, size, etc.

It is recommended that if you are creating a new Quick Text trigger, it should start with a dot.