

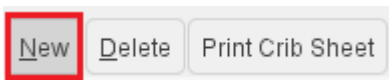
NECS Clinical Systems Specialist Team SystemOne – Code Synonyms

Creating Synonyms

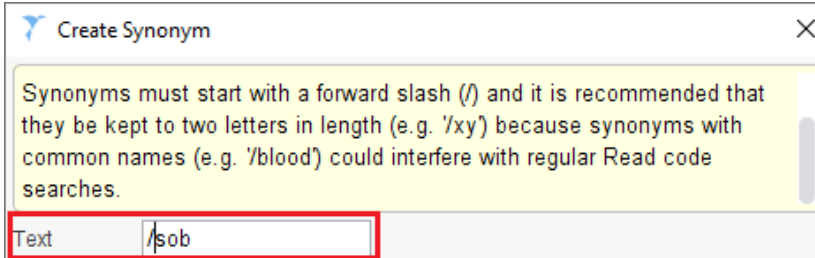
Synonyms assist with a quicker way of coding of information within the patient record.

Note: You must have the **Formulary Manager** access right to create synonyms.

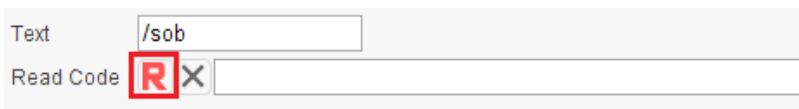
1. Click **Setup – Data Entry – Read Code Synonyms**
2. A list of already existing synonyms will display, click **New**



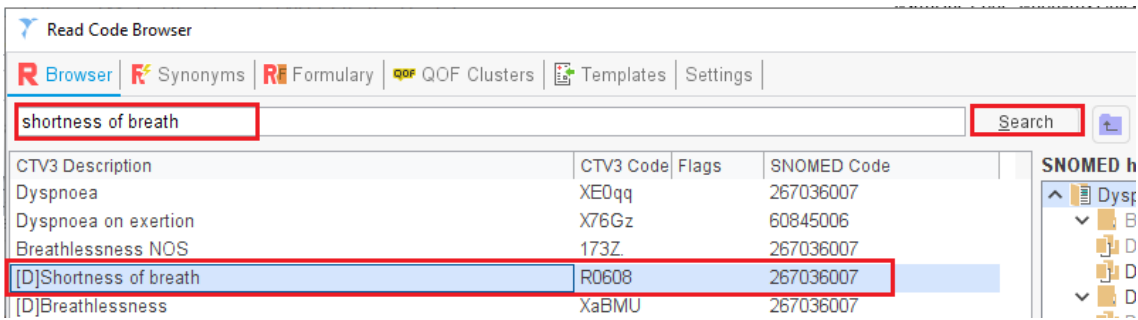
3. The Create Synonym dialogue will display
4. Type the **synonym shortcut text** within the text field
Note: This must start with a forward slash (/)



5. Click the **Read Code** icon to launch the **Read Code Browser**



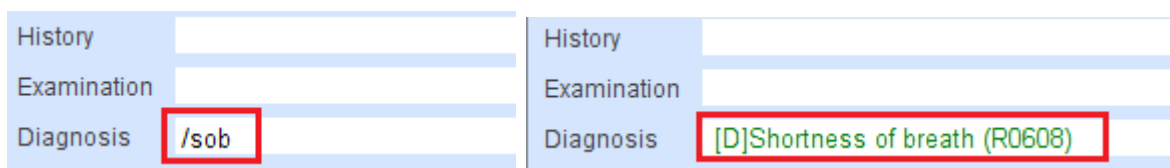
6. Enter the text for the code, click **Search**
7. Click the **relevant code** to be used for the synonym, click **OK**



8. The create synonym dialogue will display, click **OK**

Using A Code Synonym

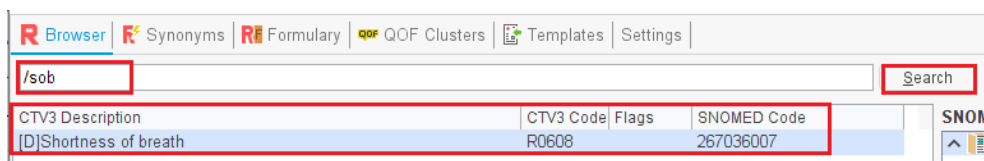
1. Retrieve a patient record
2. Synonyms can be used in the following ways:
 - a. **Start Consultation**, within any of the consultation fields type the **shortcut synonym** and press return e.g. /sob the code term and the code will now display. Continue the consultation in the usual way.



b. Click **Enter a new read code** from the toolbar, the **read code browser** will display.



Type the **shortcut synonym** and click **Search**, the code term and code will display, click **OK**



The **Record New Coded Entry** dialogue will display with the code term displayed. Continue coding in the usual way.