

How to insert Choice Structures into Templates

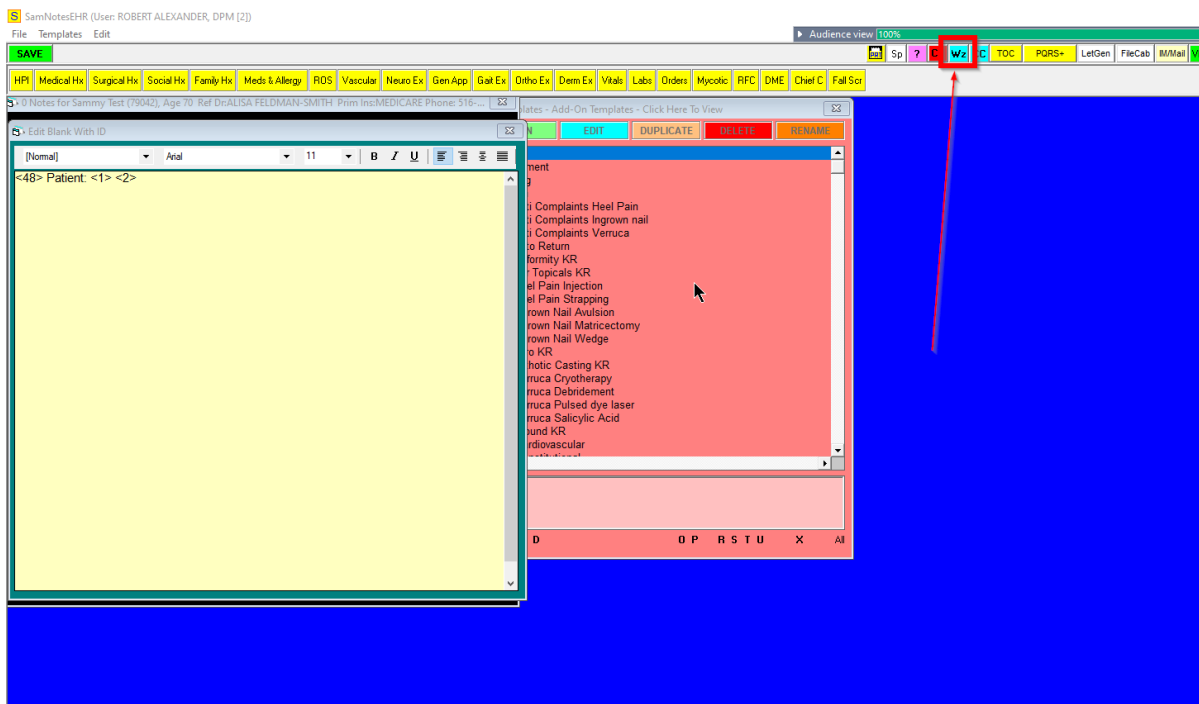
What is a Choice Structure?


A choice structure is a way to set up your own clickable choices into your note. This will make your note more personal for the patient you are running the template for.

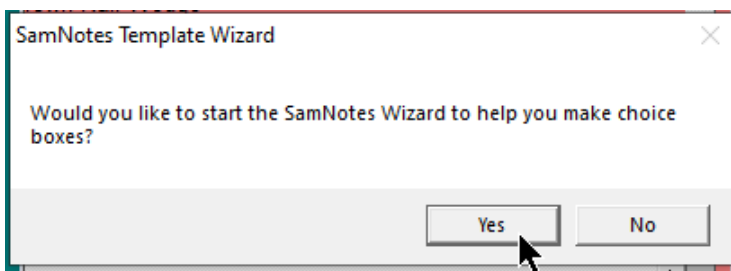
How to create a choice structure:

Is to edit either your start template or your add on template.

Click on the blue Wiz button that is usually located on the top right.



When you click on  it will ask you if you would like to create wizard choices



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When you click on 'yes' a window will appear where you can select specific choices, such as single or multiple choice.

Today we are only covering Single and Multiple Choice

What is Single Choice?

Single choice feature in Sammy enables you to have a choice list where you can only select ONE choice.

How to Create a Single Choice:

Check off Single Choice

Then you are able to fill in options you would like to have as single choice when running a template:

SamNotes Wizard

No. of Items	Your Text
1	left heel
2	right heel
3	both heels
4	
5	
6	
7	
8	
9	
10	
11	

☐ Std Multiple Choice
☒ Single Choice
☐ Admits/Denies (TF)
☐ Admits (T\$)
☐ TC Multiple Choice
☐ TN Multiple Choice
☐ Other Multiple (T@)
☐ TL Multiple List Format

☐ No Commas/And (\$)
☐ No Period At End (T's)
☐ Alphabetize When Done

Now use your DOWN/UP arrow to move to the next choice or click on a choice you need to edit/fix.

Create Structure

Close

Convert To Multiple Choice

GV1GV GV7GV GVDGV GVJGV GVPGV
 GV2GV GV8GV GVEGV GVKGV GVQGV
 GV3GV GV9GV GVFGV GVLGV GVRGV
 GV4GV GVAGV GVGGV GVMGV GVSgv
 GV5GV GVBGV GVHGV GVNGV GVTGV
 GV6GV GVCgv GVIGV GVOGV GVUGV

- When entering a choice please make sure you press enter after each option.
- Once the choices are added, click on create structure and then click on insert structure into my template

SamNotes Wizard

No. of Items	Your Text
1	left heel
2	right heel
3	both heels
4	
5	
6	
7	
8	
9	
10	
11	

☐ Std Multiple Choice
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☐ Admits/Denies (TF)
☐ Admits (T\$)
☐ TC Multiple Choice
☐ TN Multiple Choice
☐ Other Multiple (T@)
☐ TL Multiple List Format

☐ No Commas/And (\$)
☐ No Period At End (T's)
☐ Alphabetize When Done

<left heel|right heel|both heels>

Create Structure

Insert Structure Into My Template

Close

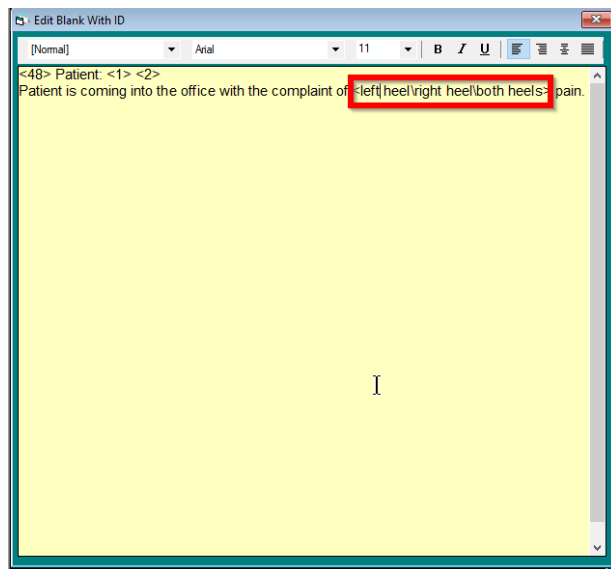
Convert To Multiple Choice

GV1GV GV7GV GVDGV GVJGV GVPGV
 GV2GV GV8GV GVEGV GVKGV GVQGV
 GV3GV GV9GV GVFGV GVLGV GVRGV
 GV4GV GVAGV GVGGV GVMGV GVSgv
 GV5GV GVBGV GVHGV GVNGV GVTGV
 GV6GV GVCgv GVIGV GVOGV GVUGV

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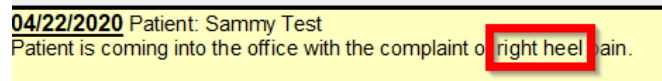
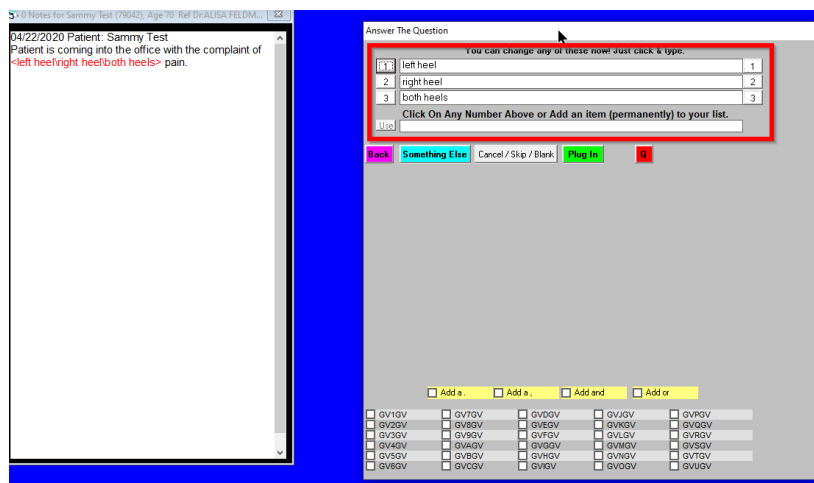
Once the SINGLE choice structure is entered into the note it will appear like this: <left heel\right heel\both heels>.

Single choice structures will be separated by a <\> and will only allow you to make one selection from the list



What does it look like when running through the template?

You will get a popup where you can select the choice you want in your note.



How to insert Choice Structures into Templates

What is a Multiple-Choice Structure?

The multiple-choice structure in Sammy enables you to have a choice list where you will be able to select more than one choice. If multiple choices are selected Sammy will properly enter the correct grammar and punctuation.

How to Create a Multiple-Choice Structure:

Check off the box that states Multiple choice.

Begin to enter different choices and make sure you press enter after each one.

SamNotes Wizard

No. of Items	Your Text
1	constant
2	throbbing
3	on palpation
4	when walking
5	when running
6	
7	
8	
9	
10	
11	

Enter/Edit Your Text for Choice #6

Now enter the text for this item. Then press ENTER.

☒ Std Multiple Choice
☐ Single Choice
☐ Admits/Denies (TF)
☐ Admits (T\$)
☐ TC Multiple Choice
☐ TN Multiple Choice
☐ Other Multiple (T@)
☐ TL Multiple List Format

☐ No Commas/And (\$)
☐ No Period At End (T's)
☐ Alphabetize When Done

Create Structure

Close

GV1GV GV7GV GVDGV GVJGV GVPGV
 GV2GV GV8GV GVEGV GVKGV GVQGV
 GV3GV GV9GV GVFGV GVLGV GVRGV
 GV4GV GVAGV GVGGV GVMGV GVSgv
 GV5GV GVBGV GVHGV GVNGV GVTGV
 GV6GV GVCgv GVIGV GVOGV GVUGV

Once you are done entering all your choices click on create structure and then click on insert structure into my template.

SamNotes Wizard

No. of Items	Your Text
2	constant
3	throbbing
4	on palpation
5	when walking
6	when running
7	
8	
9	
10	
11	

<constant|throbbing|on palpation|when walking|when running>

If you want to have this structure placed in your template at the last cursor position, just click on 'Insert Structure Into My Template'.

☒ Std Multiple Choice
☐ Single Choice
☐ Admits/Denies (TF)
☐ Admits (T\$)
☐ TC Multiple Choice
☐ TN Multiple Choice
☐ Other Multiple (T@)
☐ TL Multiple List Format

☐ No Commas/And (\$)
☐ No Period At End (T's)
☐ Alphabetize When Done

Create Structure

Insert Structure Into My Template

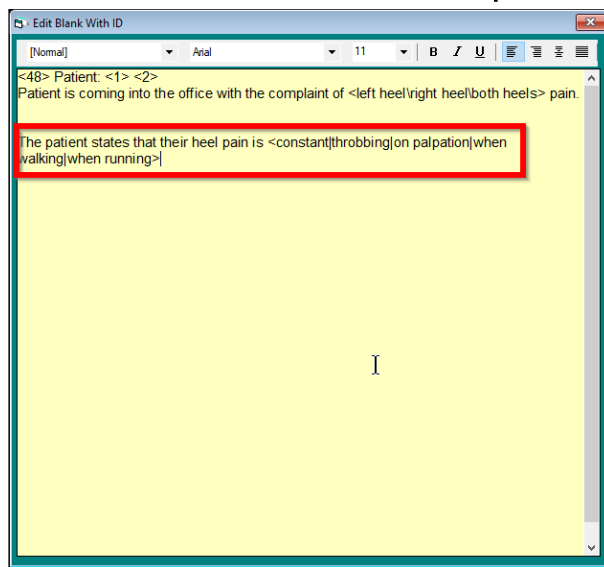
Close

GV1GV GV7GV GVDGV GVJGV GVPGV
 GV2GV GV8GV GVEGV GVKGV GVQGV
 GV3GV GV9GV GVFGV GVLGV GVRGV
 GV4GV GVAGV GVGGV GVMGV GVSgv
 GV5GV GVBGV GVHGV GVNGV GVTGV
 GV6GV GVCgv GVIGV GVOGV GVUGV

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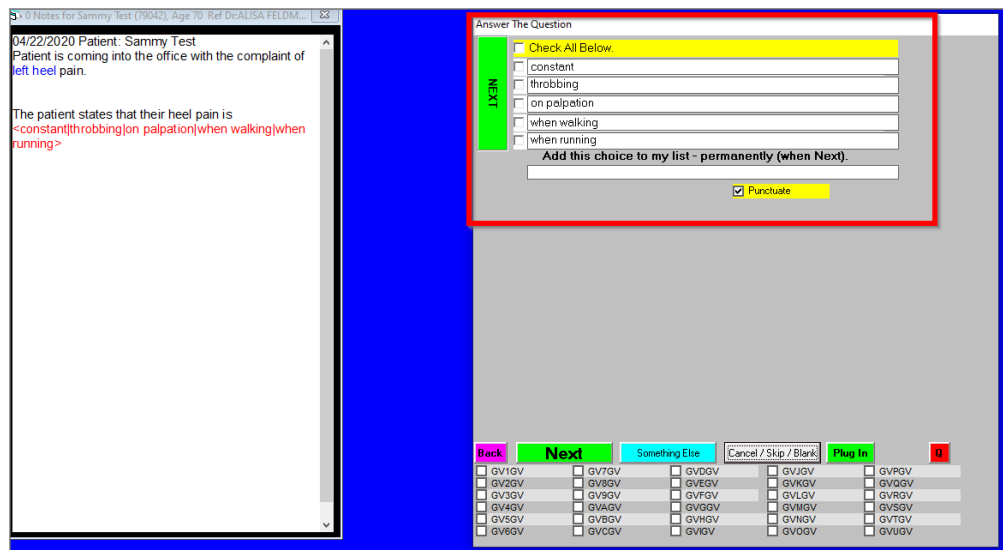
Once the MULTIPLE-choice structure is entered into the note it will appear like this: <constant|throbbing|on palpation|when walking|when running>.

Multiple choice structures will be separated by a <|> and will allow you to make more than one selection from the list.



What does it look like when running through the template?

You will get a window where you are able to check off more than one choice.



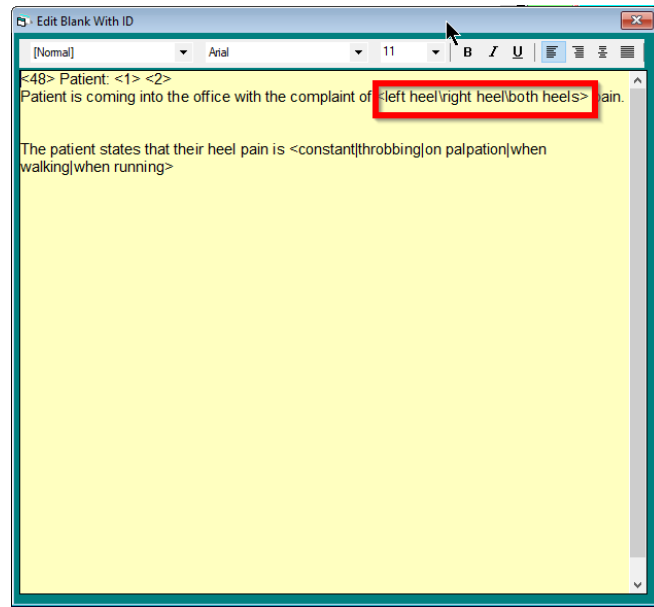
The patient states that their heel pain is constant, throbbing and when walking

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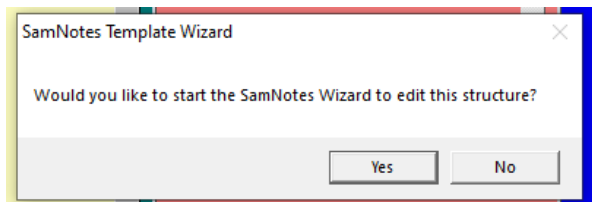
How can I edit my choice structures that are in my template?

To edit a choice structure in your template you will need to edit your template first.

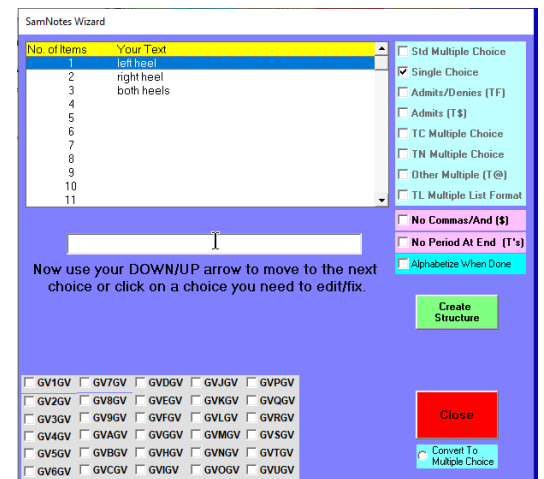
Once you are in edit mode, you are able to double click within your choice structure, it doesn't matter if it is single choice or multiple choice.



Once you double click it will ask if you would like to edit your structure:



Once you click on yes, it brings you back were you can edit any of the choices:



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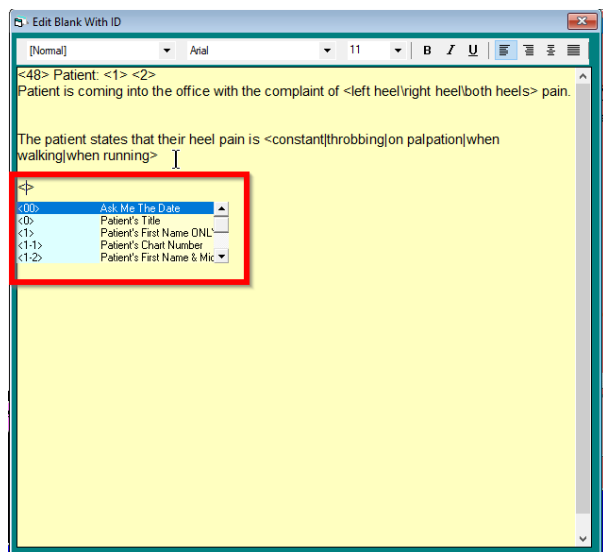
How to create a free text box:

Sometimes you might want to free text in your note when running the template, or even maybe want to dictate something into this free text box.

You want to edit your template that you would like to have a free text box.

Put your cursor where you want the box and click on the shift key on your key board and the < less than symbol.

Once you do that a window will appear like you are searching for a choice structure.



In-between the brackets (the <>) you can type anything in there, like FREE TEXT

<free text>

That will now prompt a window to appear when you are running a template so you can free text into it.

You can type anything into the white box, and then click on Use It/Continue

