

## How to Use Text Macro

Jay-Ileen (Ai) - 2024-03-20 - VSee Clinic for Providers

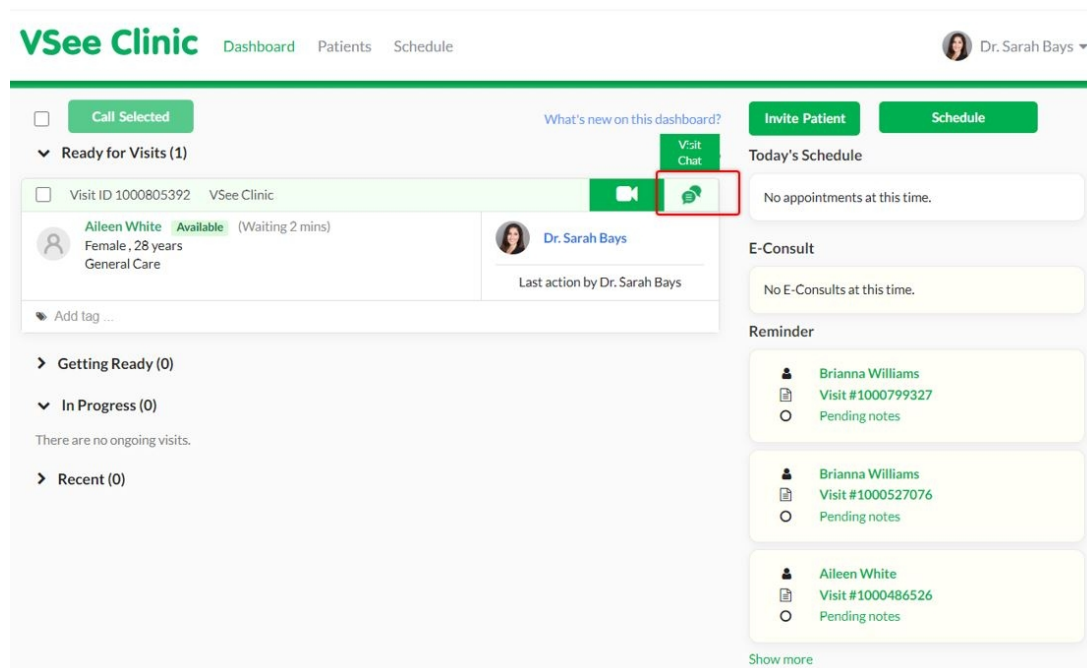
### What is Text Macro?

Text Macro allows users to define and use shorthand notations for longer pieces of text or code. This is useful for automating repetitive tasks, inserting commonly used code snippets, or speeding up the text input process.

### How to Use Text Macro in Chat

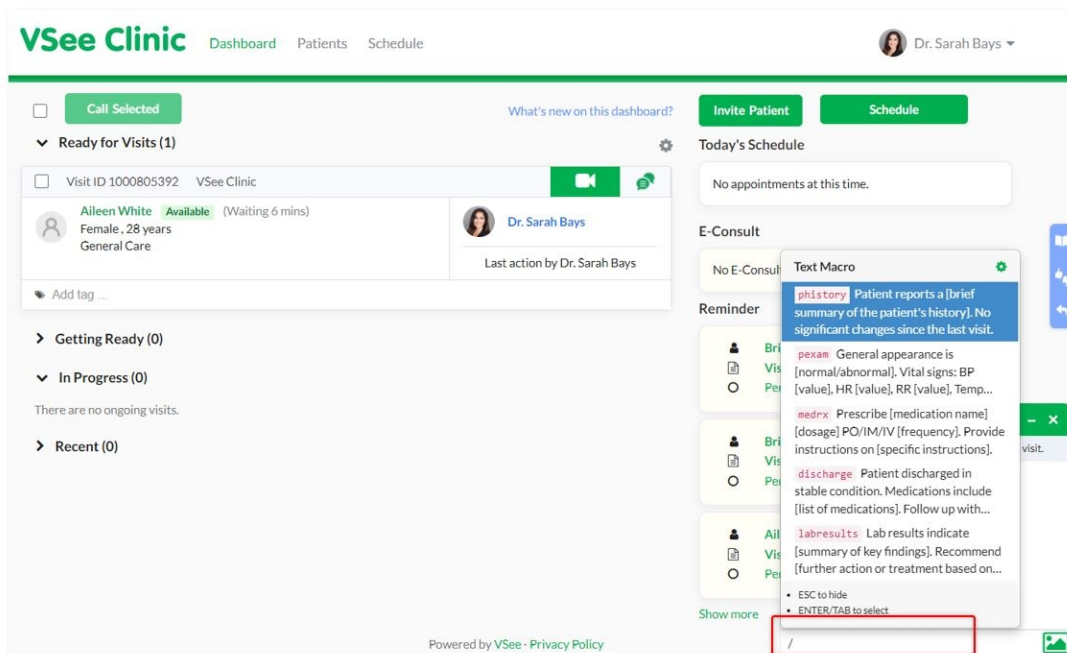
Even before you are on the call with the Patient, you can already use the Text Macro feature in the Visit Chat or Direct Message.

Click on the **chat** icon.

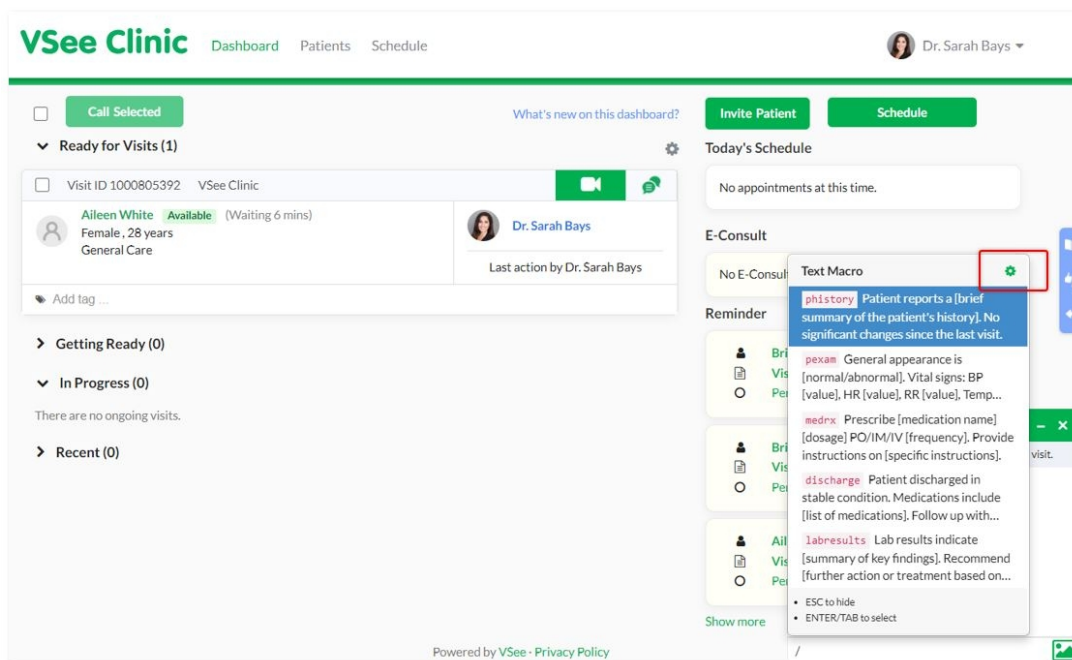


A chat window will open at the bottom right.

Type in a forward slash symbol ( / ) and it will show the recent text that you copied or the Text Macro customizations you recently created.



If you need to create a new Text Macro, click on the **gear** icon.



A pop-up window will appear to show the Text Macro Dataset.

Here you will see all the customizations you've created.

Click on **New Entry** to create a new one.

**TEXT MACRO DATASET**

- Code: [a-zA-Z0-9-] only
- Actual text: text only; no HTML

**phistory** [X]

Patient reports a [brief summary of the patient's history]. No significant changes since the last visit.

**pexam** [X]

General appearance is [normal/abnormal]. Vital signs: BP [value], HR [value], RR [value], Temp [value]. [Other relevant details about the

**medrx** [X]

Prescribe [medication name] [dosage] PO/IM/IV [frequency]. Provide instructions on [specific instructions].

**discharge** [X]

Patient discharged in stable condition. Medications include [list of medications]. Follow up with [appropriate healthcare provider] in

**labresults** [X]

Lab results indicate [summary of key findings]. Recommend [further action or treatment based on the results].

**New Entry** [X]

Close Save Changes

Enter the **Code** and the **Actual text**.

Click on **Save Changes**.

**TEXT MACRO DATASET**

- Code: [a-zA-Z0-9-] only
- Actual text: text only; no HTML

**phistory** [X]

Patient reports a [brief summary of the patient's history]. No significant changes since the last visit.

**pexam** [X]

General appearance is [normal/abnormal]. Vital signs: BP [value], HR [value], RR [value], Temp [value]. [Other relevant details about the

**medrx** [X]

Prescribe [medication name] [dosage] PO/IM/IV [frequency]. Provide instructions on [specific instructions].

**discharge** [X]

Patient discharged in stable condition. Medications include [list of medications]. Follow up with [appropriate healthcare provider] in

**labresults** [X]

Lab results indicate [summary of key findings]. Recommend [further action or treatment based on the results].

Code [X]

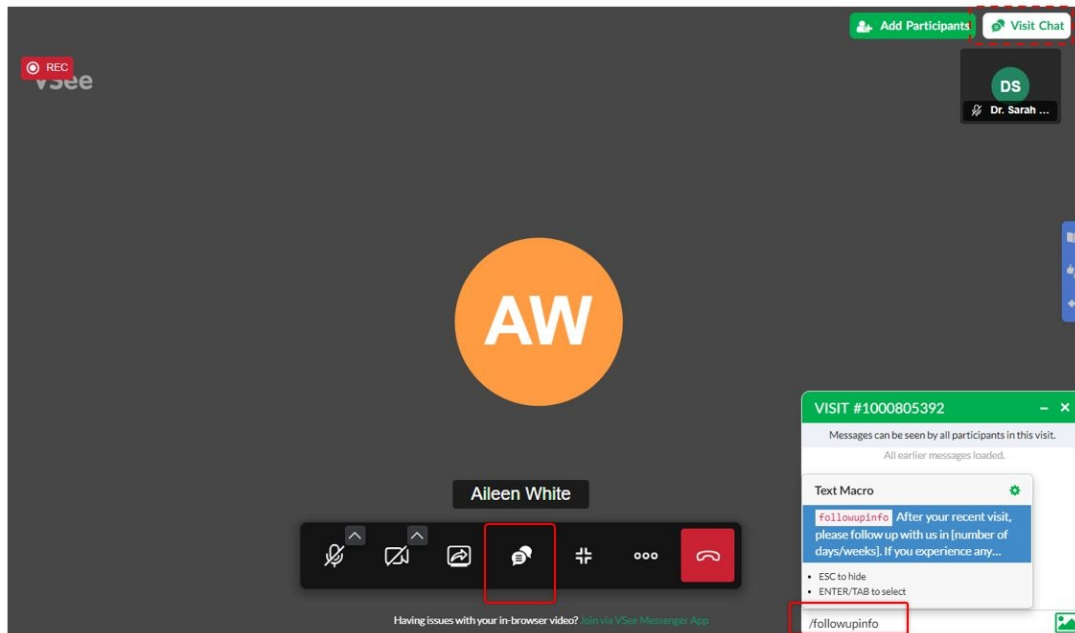
Actual text [X]

**New Entry** [X]

Close **Save Changes** [X]

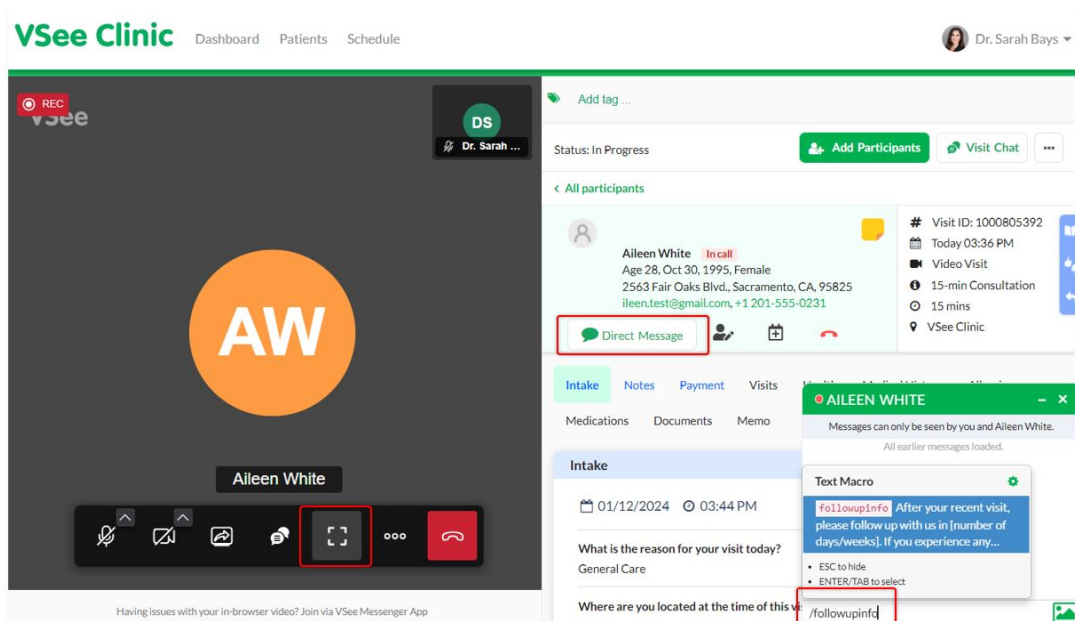
When you are on the call, you can also use the Text Macro feature.

Click on the **chat** icon on the menu bar or the **Visit Chat** icon at the top right.



You can also use Text Macro for Direct Message.

A patient can also use the Text Macro feature just the same for both Visit Chat and Direct Message



## How to Use Text Macro in Notes

1. On the Visit Details page, click on **Notes**.
2. Under the SOAP Notes fields (from Subjective until Patient Instructions) type in a forward slash symbol ( / ) and it will show the recent text that you copied or the Text Macro customizations you recently created. You can also type in directly the Text Macro shortcut. Select the Text Macro from the dropdown.

3. Click on **Sign & Send** or Save to finish later.

A. Click on **Quick Edit** to open Text Macro Dataset where you can add or edit Text Macros.

B. Click on **Manage** to go to your My Account page and manage the Text Macros.

*Note: Read under Related Articles below the KBA How to Manage Text Macro*

The screenshot shows a patient note for Aileen White. The 'Notes' tab is selected and highlighted with a red box and a red circle with the number 1. The note content area contains a 'Text Macro' dropdown menu that is open, showing several macros like 'pain', 'backpain', 'hpaIned', and 'otcbbackpain'. A red box and a red circle with the number 2 highlight the 'Text Macro' dropdown. At the bottom of the note, there are buttons for 'Quick Edit' (labeled A), 'Manage' (labeled B), 'Save', and 'Sign & Send'. A red box and a red circle with the number 3 highlight the 'Save' and 'Sign & Send' buttons. The 'Sign & Send' button is highlighted with a green border. The 'Save' button is highlighted with a dashed red border. The 'Quick Edit' and 'Manage' buttons are highlighted with a dashed red border. The 'Sign & Send' button is highlighted with a green border. The 'Save' button is highlighted with a dashed red border. The 'Quick Edit' and 'Manage' buttons are highlighted with a dashed red border.

Under Text Macro Dataset:

1. To create a new Text Macro, click on **New Entry**.

2. Enter the **code** or **shortcut** text and the **Description** of the Text Macro.

3. Click on **Save Changes**.

A. You can edit the Text Macro shortcut and description.

B. You can also delete permanently a Text Macro.

**TEXT MACRO DATASET**

- Text macro is for private only
- Code: [a-zA-Z0-9-\_] only
- Actual text: text only, no HTML

**diabetesfollowup**

Patient with known type 2 diabetes mellitus. Recent HbA1c 7.2%.  
Current medications include metformin 1000 mg BID.  
Blood glucose log shows readings within target range.  
No complaints of hypoglycemia or hyperglycemia symptoms.  
Discussed lifestyle modifications including diet and exercise.  
Reiterated importance of medication compliance and regular follow-ups.  
Plan: Continue current regimen. Schedule follow-up in 3 months for repeat labs and assessment.

**emergency**

Emergency Room Visit:  
Patient presents with severe abdominal pain, rated 8/10.  
Pain started suddenly after eating a large meal.

**pain**

Pain Management:  
Take prescribed pain medications as directed by your healthcare provider.  
Use ice packs or heating pads as recommended for pain and swelling relief.  
Follow any additional pain management techniques provided during your visit.

Code

Actual text

**New Entry**

Manage

Close **Save Changes**

## How to Use Text Macro in Memo

1. On the Visit Details page, click on **Memo**.

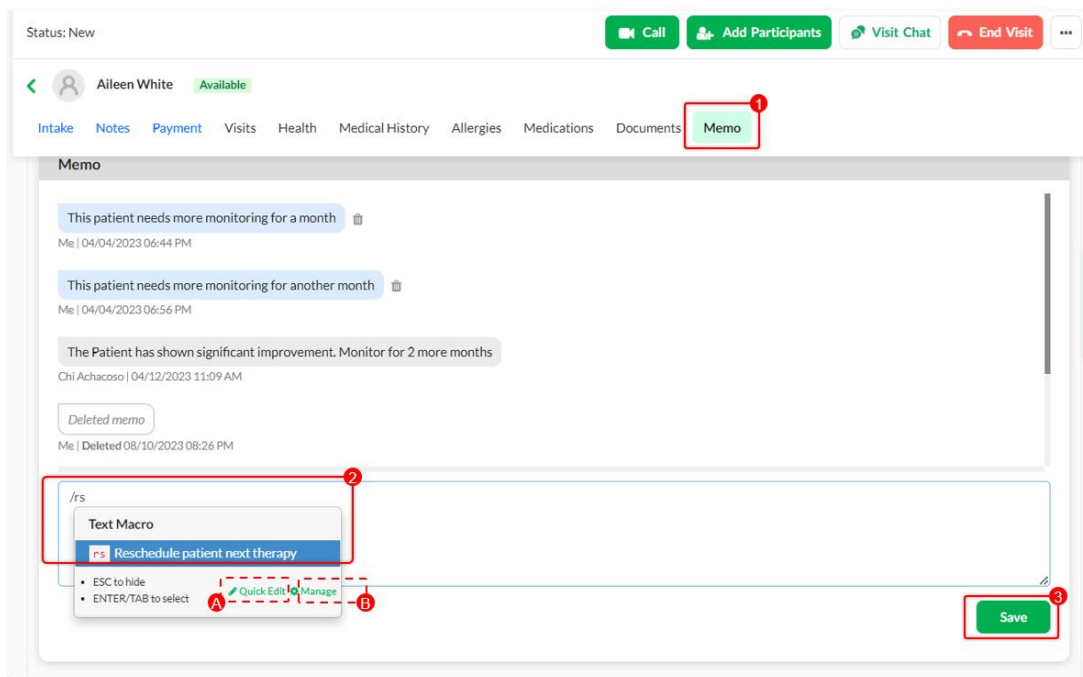
2. Under the field provided type in a forward slash symbol ( / ) and it will show the recent text that you copied or the Text Macro customizations you recently created. You can also type in directly the Text Macro shortcut. Select the Text Macro from the dropdown.

3. Click on **Save**.

A. Click on **Quick Edit** to open Text Macro Dataset where you can add or edit Text Macros.

B. Click on **Manage** to go to your My Account page and manage the Text Macros.

*Note: Read under Related Articles below the KBA How to Manage Text Macro*

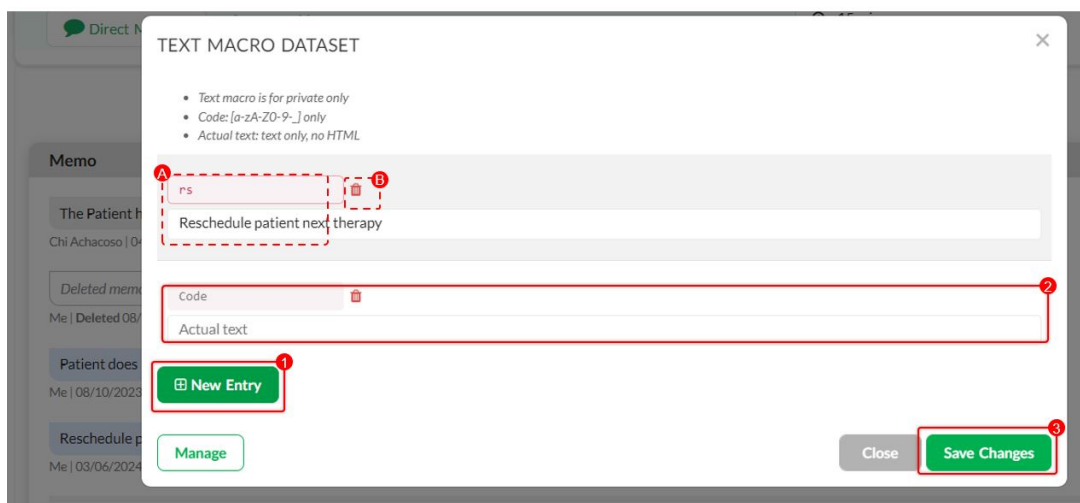


Under Text Macro Dataset:

1. To create a new Text Macro, click on **New Entry**.
2. Enter the **code** or **shortcut** text and the **Description** of the Text Macro.
3. Click on **Save Changes**.

A. You can edit the Text Macro shortcut and description.

B. You can also delete permanently a Text Macro.



## Notes:

- The Text Macro you created from either the 'Visit chat' or the 'Direct Message' can be used interchangeably.

- All the Text Macro you've created can be used for the same patient on the next visit, or for other patients of yours.
- A Text Macro is created per Provider of the Clinic.

#### Related Article:

[How to Manage Text Macro](#)

Need more assistance? Send us an email at [help@vsee.com](mailto:help@vsee.com) or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

Tags

Text Macro