



Prevent Blindness

Eye Health Audio Library

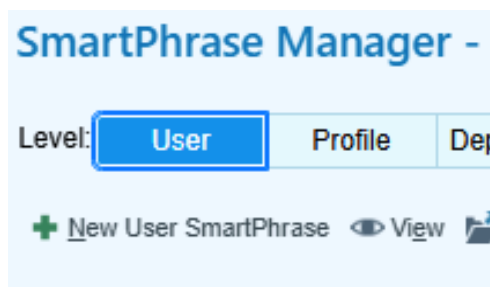
Instructions to Add the Prevent Blindness Eye Health Audio Library into Epic Electronic Medical Records (EMR)

Note: Epic users are typically allowed to create user-level SmartPhrases or can engage their IT team for system-level SmartPhrases that are available to everyone.

1. Log into EMR
2. Type “My SmartPhrases” into the search bar to load the SmartPhrase Manager activity



3. Click “New User SmartPhrase”



4. Fill out the relevant fields

1. Input content into the SmartPhrase body

Make sure to include both a hyperlink [Prevent Blindness Eye Health Audio Library](https://preventblindness.org/eye-health-audio-library/) and the URL <https://preventblindness.org/eye-health-audio-library/> to accommodate scenarios where the patient might get a printed AVS

2. *In the Settings section, give the SmartPhrase a unique name (for example PBAUDIOLIB)*

(Epic does not let you hide the hyperlink in a phrase, so the URL appears fully typed out, see below)

Do not include PHI or patient-specific data in SmartPhrases.

Insert SmartText Insert SmartList

Prevent Blindness Audio Library: <https://preventblindness.org/eye-health-audio-library/>

Settings

Name
PBAUDIOLIB

Description
Prevent Blindness Audio Library: <https://preventblindness.org/eye-health-audio-library/> [Populate from Text](#)

Text Format

3. *In the description, add this information:*

DO YOU KNOW HOW DIABETES CAN AFFECT YOUR EYES?
Free, confidential diabetes-related eye health information available 24/7 by phone in English and Spanish. Carefully reviewed by medical experts to provide reliable, high-quality information for patients and caregivers.

Call Now! 1-833-998-5850

4. *In the Sharing section, add any additional users*
5. *Click Save then Accept*
6. *Load the SmartPhrase into various patient communication features*
 1. *After Visit Summary, for MyChart or printing: use the Patient Instructions section of a scheduled visit*
 2. *MyChart Message: use the New Patient Message button from your In Basket*