

## Example 1

CHIEF COMPLAINT							Previous	<input type="checkbox"/> Ignore this record for Meaningful Use	
Primary	dry eyes								
Location	Both eyes	Severity		Quality	worse	Duration	ongoing		
Timing	PM	Context	computer	Modifying		Associated	blurred vision		

Option 1: Label will show regardless if the field has a value (example is Severity)

**CC/HPI** dry eyes

**Location:** Both eyes    **Severity:**    **Quality:** worse    **Duration:** ongoing  
**Timing:** PM    **Context:** computer    **Modifying:**    **Associated:** blurred vision

Option 2: Label will show only if the field has a value (example is Severity)

**CC/HPI** dry eyes

**Location:** Both eyes    **Quality:** worse    **Duration:** ongoing  
**Timing:** PM    **Context:** computer    **Associated:** blurred vision

## Example 2:

CHIEF COMPLAINT							Previous	<input type="checkbox"/> Ignore this record for Meaningful Use	
Primary	dry eyes								
Location		Severity		Quality		Duration			
Timing		Context		Modifying		Associated			
Secondary									

Option 1: Label will show regardless if the field has a value (example is all HPI elements)

**CC/HPI** dry eyes

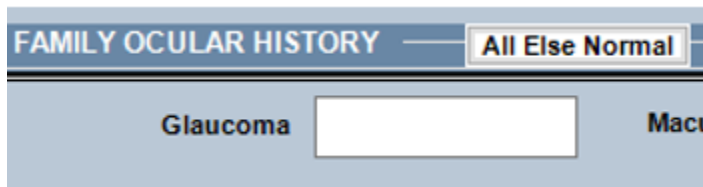
**Location:**    **Severity:**    **Quality:**    **Duration:**  
**Timing:**    **Context:**    **Modifying:**    **Associated:**

Option 2: Label will show only if the field has a value (example is all HPI elements)

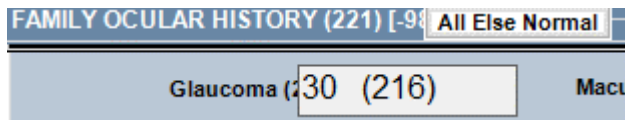
**CC/HPI** dry eyes

## How to set up labels as shown in option 2

I'm going to use Glaucoma in the family ocular history as the example:



Here is the FID for Glaucoma in my records:

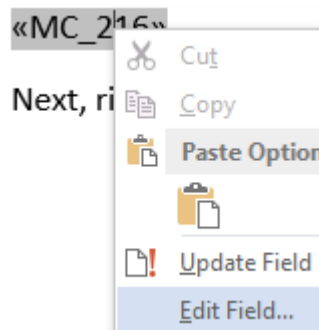


The first thing to do is to insert the merge fields onto the document:

### FAMILY OCULAR HISTORY

«MC\_216»

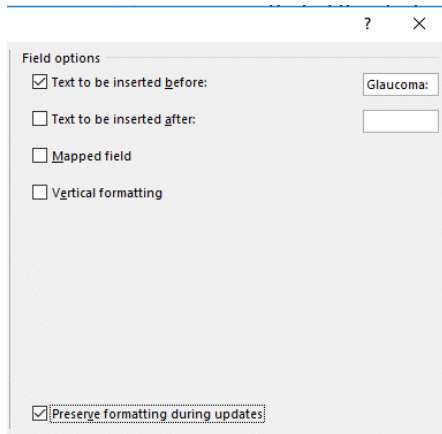
Next, right click on the merge field and choose Edit Field...



Check of Text to be inserted before: (or after, if applicable)

Enter what you would like to appear before (or after) your text. Don't forget a space after the : or the last character you enter.

Also, check off Preserve formatting during updates and then click OK



**Now, you will see your label before the merge field:**

Glaucoma: «MC\_216»

We can tell that Glaucoma: is part of the merge field because if we click on it, it's all one unit:

**Glaucoma: «MC\_216»**

You can bold the label if you want:

**Glaucoma:** «MC\_216»

Steps are complete! You can do as many or as few fields like this as you want 😊