

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

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

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

CC/HPI dry eyes

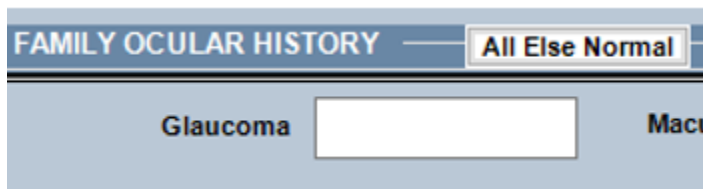
Location: **Severity:** **Quality:** **Duration:**
Timing: **Context:** **Modifying:** **Associated:**

Option 2: Label will show only if the field has a value

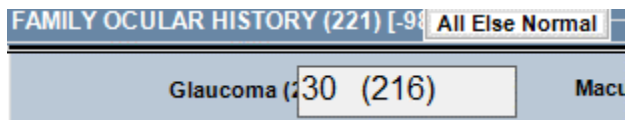
CC/HPI dry eyes

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:

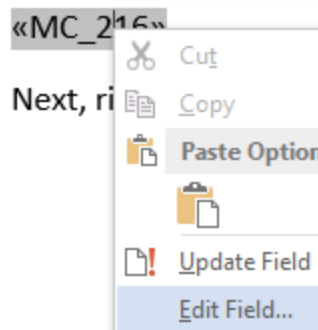


The first thing to do is to insert the merge fields onto the document:

FAMILY OCULAR HISTORY

«MC_216»

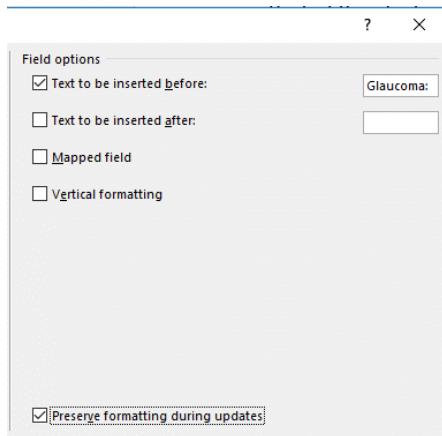
Next, right click on the merge field and choose Edit Field...



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 😊