

## How to Create Alternate Terms

Creating additional Alternate Terms for your most commonly used codes can help with faster searching and quick coding when adding a new row in the Patient Chart. These Alternate Terms are managed through the Administration module → Codeset Management → Codes.

From here, you can add additional Alternate Terms by clicking on 'Find' to select your code. Once selected, you can see the Alternate Terms that are currently loaded by the system, and add your own by selecting 'Add' next to the Alternate Terms box.

Codes					
New	Delete	Save	Undo	Find	
Code:	<input type="text"/>				
Code System:	<input type="text"/>				
Term:	<input type="text"/>				
Category:	<input type="text"/>	Active	<input checked="" type="checkbox"/>		
Alternate Terms				Add	Delete
	Term	Lang	Active	Type	Subtype

As you add a new Alternate Term you will notice that it automatically selects the Subtype as a 'Quick Code'; this means you can use this new term when adding a row in the Patient Chart. Once you type in your term on the row and hit tab, it will automatically code your entry according to your modifications in this window.

Tip: Alternate Terms that are pre-loaded into MOIS cannot be modified, but a user can go back to make changes to any terms that have been added by the clinic.

*This feature is similar to the 'Snippets' function seen in previous versions of MOIS.*