Add Web Links to the Local Content Library

Last Modified on 03/22/2022 1:25 pm EDT

Version 20.16

> **Path: Clinical tab > More button (Customize group) > Patient Education**

> 📌 **Note**: The AAP Content Library has been pre-loaded with web links pertinent for pediatrics. If you use additional web links, handouts, or resources, you can add them to your Content Library.
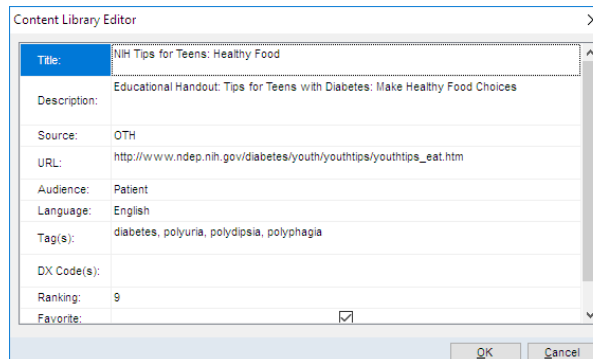>
> Handouts and resources that are created by your Practice (and not on a public website), would need to be saved to an online common drive like **Google Drive** or **Dropbox**. Once your documents are on an online common drive, obtain a shareable link and proceed with the steps below.

The AAP/Local Content Library is organized into sections defined by the source: **BF** (Bright Futures), **CPG** (Clinical Practice Guidelines), **PCA** (Pediatric Care Advice), and **OTH** (Other).

Adding Web Links

Once in the AAP/Local Content Library, you can add additional web links that you want to have accessible in Office Practicum.

1. Click on the **Add Article** button at the bottom of the AAP/Local Content Library window. The Content Library Editor window opens.

2. Fill out the following information:

   - **Title**: This is how you will search for this article.
   - **Description**: The description will be visible only in this window. This should summarize the information available at the link for other staff members to view.
   - **Source**: The source for articles that you add will be **OTH** (Other) unless the link is from one of the other sources listed:
     - **Internal Sources**: **BF** (Bright Futures), **CPG** (Clinical Practice Guidelines), **PCA** (Pedicatric Care Advice)
     - **External Sources: PCO** (Pediatric Care Online), **PEO** (Patient Education Online), and **RBO** (Red Book Online), **LEX** (Lexi-Comp Online), **UPD** (UpToDate).
   - **URL**: This will be the web link of the page. For your locally-created documents, this would be the link you share on an online common drive like **Google Drive** or **Dropbox**.

     A. From your internet browser, **highlight** the link.
     B. **Right-click** on the highlighted link and click **Copy**.
     C. In Office Practicum, put your cursor in the URL section, **right-click** and then click **Paste**.

- **Audience**: Select Patient from this menu so that you can order this while in a visit. The option for Provider is not recommended, as you will only be able to access these handouts via the AAP/Local Content Library.
- **Language**: Choose the language of this handout from the list provided. This is for your reference only.
- **Tag(s)**: Enter key words here that are similar to the handout. When you are in Office Practicum, you can then **right-click** on any of the tag words and have a quick link to access this handout.

> 📌 **Note**: If the handout was for Asthma, your tags might show as: Asthma, Wheezing, Shortness of Breath.

- **DX Code(s)**: Type in diagnosis codes that are similar to this handout. In any areas of Office Practicum where ICD Codes are visible, you can **right-click** on the code to have a quick link to access this handout.

> 📌 **Note**: For the Asthma handout example, your DX Codes might show as J45%. Placing a % after a diagnosis code will allow all codes that start with the number before the % to be included.

- **Ranking**: Your ranking number will be how frequently you intend to use this article. You can have the same ranking number used for multiple handouts.
- **Favorite**: Check this box to indicate that this is a favorite article of yours. This will make the article appear highest on a list of articles when you access handouts by right clicking on a tag or DX Code.

3. Click **OK** to save your article.

Version 20.15

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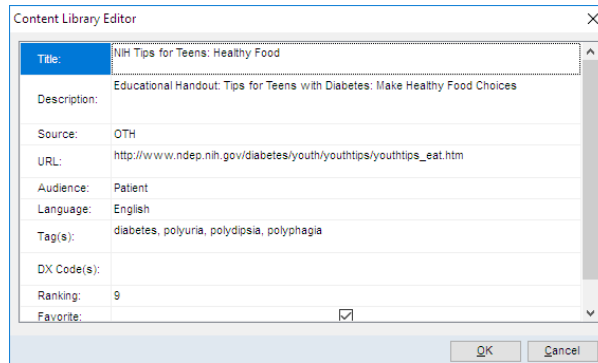>
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