

UTMB's Style Guide for Data Entry into the Epic Electronic Medical Record

A Shadowing font style should not be used. If necessary use maximum 5% density.

Use only black print on a white background.

Standard title font should be Arial, size 12, bold.

Standard content font should be Arial, size 11.

Italics, underlined, and bolded fonts should be used sparingly.

Header fonts may be bolded to identify sub-headings in lengthy documents.

When using headers, the text should begin immediately after the header and colon to keep documentation on one line.

All capital letters should be used sparingly; exceptions may be for well known acronyms.

Symbols should only be used when no other option is available, and they must not be a UTMB prohibited abbreviation.

Note: Adherence to the above style guidelines will occur if using Epic documentation templates. If documentation is added to Epic through cutting and pasting, special care should be taken to ensure style guidelines are met. The copy and paste function must be used as described in the Medical Record Documentation policy #9.2.15.