

CATEGORY: KEYBOARD SHORTCUTS

For maximum efficiency, the system has been designed to allow full program functionality using the keyboard or the keyboard in combination with the mouse. We have **question mark ‘?’** Help text and hover over text throughout.

Keyboard Controls

<u>F2</u> Saves the current data entry screen	<u>F3</u> Brings the user back to the Home Dashboard
<u>F5</u> Refreshes the screen	<u>F12</u> Switch Database
<u>Esc</u> Cancels data entry and returns to the previous screen	<u>Ctrl-F7</u> Insurance Management
<u>Alt-C</u> Clear Filter Criteria	<u>Ctrl+Ctrl</u> Moves cursor to Go box
<u>Ctrl-Click</u> Opens popup window from link	<u>Alt+letter</u> any underlined letter

‘Go’-Cuts	Destination	Example
	Green and underlined shortcuts (0) appear throughout the system and can be entered into the Go-Cut box to quickly access that screen or function	0
apt, cal	Appointment scheduling calendar	apt
np, rp	New Patient Registration	np
nr, pp, pr, pa	New Receipt	nr
nc, pc	New Charge	nc
pcol, col	Pre-Collection or In Collections List	pcol
ref, rb [ID]	List of Reference Batches. If you search by ID, you will be taken to the Reference Batch Items for the given ID.	ref ref 22
cn [ID]	Chart Number: You can use this command to look up a patient by chart number. You will be taken to the Patient Dashboard for the given number.	cn 1234
pat, p [ID]	Patient ID: You can use this command to look up a patient by name or ID. If you search by ID, you will be taken to the Patient Dashboard for the given ID.	pat pat 1234, p1234
pat, p [Last Name]	Last name/partial last name of patient: If you search by name, you will be taken to the Patient Search where you will see a list of all patients with matching names.	pat doe pat doe,j
enc, e [ID]	Encounter ID: the Encounter Dashboard with the given ID.	enc 5678, e5678
gua, g [ID]	You can use this command to look up a guarantor by name or ID number. If you search by ID, you will be taken to the Guarantor Dashboard for the given ID.	gua gua 2345, g2345
gua, g [Last Name]	If you search by name, you will be taken to the Guarantor Search, where you will see a list of all guarantors with matching names	gua doe gua doe,j

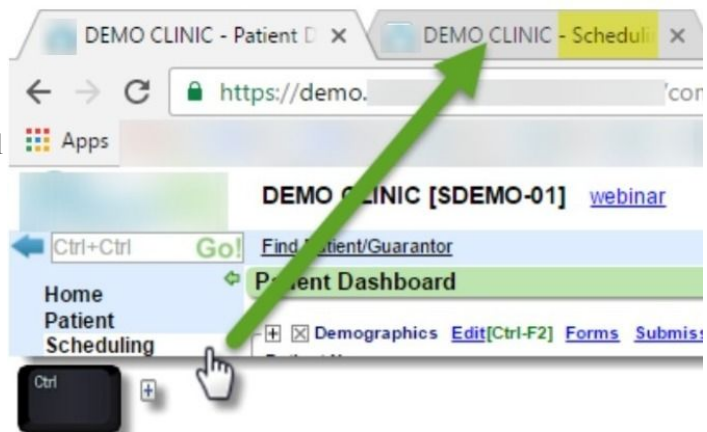
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clb [ID]	List of all Claims Batches. If you search by ID, you will be taken to List of Claims Batch Items for the given ID.	clb clb 16
stb [ID]	List of all Statements Batches. If you search by ID, you will be taken to List of Statements Batch Items for the given ID.	clb clb 16
era [ID]	List of all Electronic Remittance Advice. If you search by ID, you will be taken to the ERA Dashboard for the given ID.	era era 8
rmt [ID]	Modify Remit Screen for the given ID	era rmt 25
rcpt, r, rh [ID]	List of all Receipts. If you search by ID, you will be taken to the Receipt Dashboard for the given ID.	rcpt rcpt 255, r255
ia	Interactive Aging	ia
wk/dw	Worklists/ Denial Worklist	wk/ dw
ps	Productivity Snapshot	ps
cpq/caq	Custom Patient Query/ Custom Appointment Query	cpq/caq
Reference batch	'Ctrl+Home' to open the Reference Batch popup When a specific Reference Batch is highlighted: 'c' to Close Reference Batch 'o' to Open Reference Batch 'a' to Attach/Detach to Reference Batch	

How do I open new tabs in my browser?

Hold down your Ctrl key while clicking on the desired link or sidebar item- this spawns a new tab in your browser while keeping the original screen open.

In this screenshot we are on the Patient Dashboard and receive a call to make an appointment for another patient. We hold down the Ctrl key and click on the Scheduling link to open a new tab directing us to the Scheduling page.



Use the letter 't' to populate today's date

Use the letter 't' in any date field to populate today's date.

