

Keyboard Shortcuts for Profile EMR

File Menu

Ctrl + S = Save

Ctrl + W = Close

Ctrl + Alt + W = Close Most

Ctrl + P = Print

Ctrl + F3 = Server Login

Ctrl + ' = Lock

Ctrl + Q = Quit

Patient Menu

Ctrl + N = New Patient

Ctrl + A = Alter Patient

Ctrl + Alt + N = Build New Family

Ctrl + 7 = Referral Out

Clinical Menu

Ctrl + Y = Medical Summary

Ctrl + Alt + K = Prescriptions

Ctrl + R = Care Plans

Ctrl + Alt + M = Immunizations

Ctrl + U = Problems

Ctrl + - = New Letter

Ctrl + 9 = Documents

Ctrl + L = New Encounter

Ctrl + Alt + ; = Review Results

Ctrl + ; = Pathology

The content of this guidance document is intended to provide general information and guidance to the reader on the subject matter. The NBMS does not provide legal/accounting or professional advice. Specialist advice should be sought about your specific circumstances where necessary.

Ctrl + , = Radiology

Ctrl + . = Other

Financial Menu

Ctrl + I = Invoice

Ctrl + T = Payment

Ctrl + 4 = Quick Bill

Ctrl + F5 = Billing

Ctrl + F2 = Reconciliation

Ctrl + G = Approvals

Special Menu

Ctrl + B = Appointments

Ctrl + 5 = Search Appointments

Ctrl + 3 = Show Unassigned Transactions

F3 = New Task

Ctrl + [= Task List

Report Menu

Ctrl + ` = Print Label

Ctrl + = = Slip

Ctrl + E = Multiple Report View

Other

Ctrl + L = New Encounter

Ctrl + H = Transactions

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