

Office Practicum Keyboard Shortcuts

Keyboard Shortcut	Command	Keyboard Shortcut	Command
<u>Work Areas</u>		<u>Document Management</u>	
F8	Chart	Ctrl + F	Search for documents
Ctrl + Alt + C	Patient Task List*	Ctrl + N	Add a document
Ctrl + F8	Event Chronology	Ctrl + E	Edit a document
F12	Patient Account	Ctrl + S	Save a document
F9	E-Billing Center	Ctrl + Z	Undo last action
Shift + F12	Bulk Payments	Ctrl + Alt + S	Send a document
F7	Scheduling	Ctrl + Alt + M	Mark a document reviewed
		Ctrl + Alt + R	Reconcile content to patient chart
		Ctrl + Alt + C	Cancel
		Ctrl + Alt + A	Attach a document to a problem list, lab result, or referral letter
<u>Reports</u>		<u>Help</u>	
CTRL + M	Patient Medical Reports	F1	Help Topics
<u>Correspondence</u>			
F10	New Message		
F11	Message Manager		
F4	Address Book		
<u>Records</u>			
F5	Patient Directory Smart		
F2	Patient Register		
F3	Patient's Insurance		
<u>Log In/Out</u>			
Ctrl + Del	Log In or Log Out		

* Ctrl + Alt + C only opens the Patient Task List when in the Patient Chart or Schedule and Practice Workflow windows.