

Function Keys

F1	Help	F7	Expand Data Portion of Window
F2	Same as left click on a field level button. This includes ellipses, calendar, drop down buttons, etc.	F8	Expand Lookup Portion of Window
F3	Lookup	F9	Query
F4	Data Entry	F10	Documents
F5	Refresh	F11	Save
F6	Edit	F12	Menu Shortcut – Launch pad

Keyboard Shortcuts

Shift + Tab	Backspace one field	Cancel	Escape
Spacebar, Y/N, or T/F	Checks off check boxes	Alt + A	Big Auto Apply Button in PE
Page Up & Page Down	Moves you through the tabs	Alt + U	Little Auto Apply Button in PE
Arrow Keys™	Moves you around within the grids	Alt + X	Save Next
Ctrl + D	Documents	Ctrl +	Sorts thru the recent list newest to oldest
Ctrl + E	Data Entry	Ctrl +	Sorts thru the recent list oldest to newest
Ctrl + H	Error Check	Ctrl +	Same as clicking the blue + sign to add a tab
Ctrl + L	Lookup	Ctrl -	Same as clicking the red – sign to delete a tab
Ctrl + O	Other Actions	Ctrl + Enter	Takes you out of a data grid and to the next data entry box
Ctrl + Q	Query	Enter	Takes you to the next incomplete field
Ctrl + S	Save	Tab	Takes you to the next field
Ctrl + T	Select (when you want to “take” your selection back with you)	Shift + F 2	Is the keyboard shortcut for clicking on the ellipses button

## Most Commonly Used Prompt Codes

AA	Account Administration	ERAP	Electronic Remittance Advice Processing
ADS	Appointment Day Sheet	IC	Insurance Companies
AE	Appointment Entry	LDG	Ledger
AR	Accounts Receivable Analysis	LU	List Users
AS	Appointment Scheduler	OCR	Outstanding Claims Review
ATH	Accounting Transaction Histories	PA	Patient Administration
ATJ	Accounting Transaction Journals	PC	Procedure Codes
CE	Charge Entry	PE	Payment Entry
CI	Clinical Information	PEF	Print Encounter Forms
CNT	Contacts	PIR	Primary Insurance Reflag
CP	Insurance Claim Processing	PRA	Provider Revenue Analysis
CRP	Claims Response Processing	PRP	Print Registration Profile
CRAR	Charge Register and Transaction Reports	QE	Queries
DC	Diagnosis Codes	RD	Referring Doctors
DR	Providers	RI	Registration and Related Information
DTR	Deposit Transaction Reports	STM	Statements
ERA	Electronic Remittance Advice	TD	To Do