

Function Keys

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|----|---|-----|---------------------------------|
| 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 |