Date Fields

Change date to beginning of week	W
Change date to end of week	K
Change date to beginning of month	M
Change date to end of month	H
Change date to start of year	Y
Change date to end of year	R
Display a calendar	C
For quickly jumping between dates when presented with a date field.	

Appointments

Open Appointments	Ctrl + J
Find Appt	Ctrl + F
Find Appt for Pt	Ctrl + G
New Patient	Ctrl + N
Go to Today	Ctrl + T
Open Demograph Win	Ctrl + E
Open Clinical Window	Ctrl + K
Delete Appointments	Ctrl + D
Toggle View	Ctrl + Y
Print	Ctrl + P
Put in Waiting Room	Ctrl + M
Invoice	Ctrl + I
Receipt	Ctrl + R
View Account History	Ctrl + H
Print Blank DB4	Ctrl + L
Select Letter Template	Ctrl + Shift+T
Diff Derm View	Alt + ⬅ or ➡
Derm's Prefs	Alt/Click Name
Move an Appointment	Alt/Click Drag

General

OK or Save Button	Enter or Return
Cancel Button	Escape
Removing an Item from a Drop-down Menu	Alt - select
Wildcard Character for searches	@

General (cont)

Select/deselect checkbox	Spacebar
Quit the Program	Ctrl Q

Clinical Window - Summary Page

Add a Prescription	Ctrl + M
Print Selected Prescriptions	Ctrl + P
Delete Selected Prescription/s	Ctrl + D
Add Medication without doses	Alt - Click on Add button
Select/deselect all prescriptions	Alt - Click on Print button
Back-date a script	Alt + Ctrl - Click Print button
Open Clinical Window	Ctrl + K

Clinical Window - General

Open Demographic Window	Ctrl + E
Pathology Request	Ctrl + L
Radiology Request	Ctrol + U
Create a Letter	Ctrl + R
Select Letter Template	Ctrl + Shift+T
Open Images Window	Ctrl + I
Move to next/previous page	Alt + ⬅ or ➡
Create a new Task	Ctrl T

Clinical Window - Notes Page

Delete Selected Item	Ctrl + D
Toggle between windows	Ctrl + Z

Pathology & Radiology

Match	Ctrl + M
Link	Ctrl + L
Unlink	Ctrl + U
Print	Ctrl + P
Edit Patient	Ctrl + E

Patient List

Open Patient List	Ctrl + O
Find Patient	Ctrl + F
New Patient	Ctrl + N
Show All Patients	Ctrl + G
Open Demographic Window	Ctrl + E
Delete Record	Ctrl + D
Print Patient List	Ctrl + P
Sort a Column	Click on Header
Select All	Ctrl + A
Select Multiple Contig Records	Shift - Click
Select Multiple Non-Contig Records	Ctrl - Click
Invoice	Ctrl + I
Receipt	Ctrl + R
Account History	Ctrl + H
Search with Query Editor	Ctrl + S
Select a Letter Template	Ctrl + Shift + T

Invoice Window

Add New Item	Ctrl + M
Self	Ctrl + 1
Bulk Bill	Ctrl + 2
DVA	Ctrl + 3
Workcover	Ctrl + 4
Other	Ctrl + 5
Health Fund	Ctrl + 6
Select Provider in New Item Window	⬆ or ⬇
Use Health Fund Schedule	Ctrl + P