

**MAC KEYBOARD**

# Shortcut keys

**FROM ANYWHERE IN ACCURO**

<b>Command</b>	Opens the Accuro Start Menu
<b>Alt + Enter</b>	(when cursor is in any patient search field) Edit Patient demographics
<b>Fn + Alt + F2</b>	Address Book
<b>Fn + Alt + F4</b>	Close the active window
<b>Fn + Alt + F12</b>	Default to mask the Accuro window (can be modified through user preferences)
<b>Alt + Y</b>	Selects 'Yes'
<b>Alt + N</b>	Selects 'No'
<b>Ctrl + 1</b>	Opens the Home section
<b>Ctrl + 2</b>	Opens the Scheduler section
<b>Ctrl + 3</b>	Opens the Patients section
<b>Ctrl + 4</b>	Opens the Documents section
<b>Ctrl + 5</b>	Opens the Claims section
<b>Ctrl + 6</b>	Opens the EMR section
<b>Ctrl + 8</b>	Opens the Waitlist
<b>Ctrl + A</b>	Select all
<b>Ctrl + B</b>	New Bill
<b>Ctrl + C</b>	Copy
<b>Ctrl + F</b>	Find in a list of patients (ie. Waitlist or Claims)
<b>Ctrl + I</b>	Find Invoice
<b>Ctrl + K</b>	Find Claim ID
<b>Ctrl + L</b>	New Waitlist booking
<b>Ctrl + Q</b>	Exit Accuro

<b>Ctrl + R</b>	Reports
<b>Ctrl + V</b>	Paste
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y</b>	Redo
<b>Ctrl + Z</b>	Undo
<b>Ctrl + F9</b>	Batch Chart Sheets
<b>Ctrl + F10</b>	Quick Patient Actions
<b>Ctrl + Spacebar</b>	Card Swipe (BC and ON only)
<b>Ctrl + Command + C</b>	Calculator
<b>Ctrl + Command + L</b>	New Lab Test
<b>Ctrl + Command + O</b>	New Order
<b>F1 + Delete + Enter</b>	(on a screen with a search field) Shows last 12 patients
<b>Enter</b>	(in an empty search field) Shows last 12 patients
<b>Enter + Enter</b>	In an empty search field) Selects the last patient
<b>Fn + F1</b>	Patient Search
<b>Fn + F2</b>	Provider Management
<b>Fn + F3</b>	Quick Patient Summary (Virtual Chart)
<b>Fn + F4</b>	Appointment History
<b>Fn + F5</b>	Patient Documents
<b>Fn + F6</b>	New Patient
<b>Fn + F7</b>	Patient Tasks
<b>Fn + F8</b>	Patient Status History
<b>Fn + F9</b>	Chart Sheets
<b>Fn + F11</b>	New Template
<b>Fn + F12</b>	Username/Time Stamp

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## Scheduler Specific

<b>Ctrl + Alt + S</b>	Masks all appointments on screen
<b>Ctrl + D</b>	Cancels appointment
<b>Ctrl + S</b>	(when an available time slot is selected) Create Appointment
<b>Ctrl + click on Print Daysheet icon</b>	CSV export of daysheet

## Claims Specific

<b>Ctrl + P</b>	New Procedure
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## Clinical Notes

<b>Ctrl + ↑</b>	(when bookmarks are in use) Move to the next bookmark
<b>Ctrl + ↓</b>	(when bookmarks are in use) Move to the previous bookmark
<b>Ctrl + Enter</b>	Activate Macro
<b>Ctrl + N</b>	New Note
<b>Ctrl + O</b>	Open a different template
<b>Ctrl + P</b>	Print
<b>Ctrl + S</b>	Save

## Accelerators

<b>Hold Alt</b>	(in several windows such as Claim Details, Documents, Appointment Details etc) Displays accelerators by underlining a single letter on the accelerated buttons
<b>Alt + accelerator letter</b>	Selects the button that the accelerator character was underlined on or brings the cursor to that field