

KEYBOARD

Shortcut keys

FROM ANYWHERE IN ACCURO

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

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

KEYBOARD


Shortcut keys

Scheduler Specific

- Ctrl + Alt + S** Masks all appointments on screen

- Ctrl + D** Cancels appointment

- Ctrl + S** (when an available time slot is selected) Create Appointment

- Ctrl + ** CSV export of daysheet

Claims Specific

- Ctrl + P** New Procedure

Clinical Notes

- Ctrl + ↑** (when bookmarks are in use)
Move to the next bookmark

- Ctrl + ↓** (when bookmarks are in use)
Move to the previous bookmark

- Ctrl + Enter** Activate Macro

- Ctrl + N** New Note

- Ctrl + O** Open a different template

- Ctrl + P** Print

- Ctrl + S** Save

Accelerators

- Hold Alt** (in several windows such as Claim Details, Documents, Appointment Details etc) Displays accelerators by underlining a single letter on the accelerated buttons

- Alt + accelerator letter** Selects the button that the accelerator character was underlined on or brings the cursor to that field