

## Update Hotkeys

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- **`**: go back to chart (single), Swap between Text and Form views.
  - **[**: go to previous form
  - **]**: go to next form
  - **'End'** \: End Update (single), *End to your CA* (double)
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- **F1**: Order Search (single), Sign Orders (double)
  - **F2**: New Medication Search (single), Update Med List (double)
  - **F3**: New Problem Search (single), Update Problem List (double)
  - **F5**: Go to HPI form
  - **F6**: Go to Preventive form (single), Commit Preventive Flowsheet (double)
  - **F7**: Go to Medical Hx form (single), Insert Medical Hx into Note (double)
  - **F8**: Go to ROS form (single), Go to ROS-2 form (double)
  - **F9**: Go to PE form (single), Basic CV Exam, Adults Only (Double), URI Exam, Adults Only (Triple), Psych Exam, Adults Only (Long Hold)
  - **F10**: Go to CPEO form (single), Go CPOE, 'Assessments Due' (double)
  - **F11**: Go to Patient Instructions form (single), Print the Visit Summary(double)
  - **F12**: Go to Prescriptions form (single), Send Prescriptions(double)
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- **Window-Shift-S**: Ends update, Signs, (No Routing to anyone) and back to Chart Desktop.
- **Window-/:** Go to Chart, Documents Section (to, say, review a scan, test result, consultation.)

## End Update Hotkeys

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- Right click in routing to remove. Right click "OK" to go back to Chart Desktop
- **'End'** \: Hold Update (single), *End to your CA* (double)
- **Window-Shift-S**: Signs, (No Routing to anyone) and back to Chart Desktop.

## Chart Hotkeys

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- **Space**: Opens item (Single), Signs Document (Double).
- **Window-R**: Reply to a patient with a Web Append.
- **Window-Shift-R**: Reply to a patient blank letter
- **Window-C**: CPOE Append.
- **`**: Swap between Chart/Chart Desktop/Update
- **Window-J**: Append document (makes this consistent between Chart, Chart Desktop.)
- **Window-Shift-P**: Preventative Append
- **Window-/:** Go to Documents Section

## Chart Desktop Hotkeys

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- **Space**: Open Item
- **Shift-Space**: Open Patient Chart (not the item)
- **`**: Swap between Chart/Chart Desktop/Update
- **Window-J**: Append document (makes this consistent between Chart, Chart Desktop.)
- **Window-S/Window-Shift-S**: Signs Document
- **Window-Shift-P**: Preventative Append
- **Window-R**: Reply to a patient with a Web Append.
- **Window-E**: E-Rx Append.
- **Window-C**: CPOE Append.
- **Window-/:** Go to Documents Section

## Centricity Practice Solution Browser (Scans)

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- **Space**: Page Down (Single), Close Document, Sign (Double)

- **End \:** Close Document
- **Up/Down Arrows:** Page Up and Down
- **Window-S/Window-Shift-S:** Close Document, Sign
- **Window-Shift-P:** Close Document, Preventative Append

## Blackbird Hotkeys

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- **Window-Space:** Done
- **Enter:** Selects

## New Problem Hotkeys

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- **Window-Space:** Done
- **F3:** Make 30 day Problem, Done.

## Update Problems Hotkeys

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- **Arrows:** Moves items up/down/right/left (single). Top/Bottom (double)
- **Delete/Backspace:** Removes Problem
- Done with 'Enter' or 'End' or Window-Space
- Right-click problem to remove. Right click removed problem to change back.

## Update Medications Hotkeys

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- **F2:** New Medication
- **Arrows:** Moves items up/down (single). Top/Bottom (double)
- Done with 'Enter' or Window-Space
- **Delete/Backspace:** Removes Medication
- Right-click medication to remove. Right click removed meds to change back.

## Update Orders Hotkeys

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- **Window-space:** Signs Orders, Done.
- **/:** Search Orders
- **Window-D:** Order Details
- **F1:** Signs Orders (Double).
- **F3:** New Problem (Single) Edit Problem (Double).
- Left Click OK always signs first. (Prevents unsigned orders for x-rays, labs)
- Right click Order to delete

## Assessments Due Hotkeys

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- You can use many keys to do 'OK' like Enter, Esc, Window-Space

## Customize Letter Hotkeys

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- **Window-Space:** Print and Save Letter

## Customize Letter Hotkeys

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- Space, Window-Space, Enter, 'End': All close the warning

## New Medication Hotkeys

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- **F3:** New Problem

**Associating Diagnosis:** Will Force Association. Can use 'Enter' key to proceed without association.

## Route Document Hotkeys

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- **'End' \:** Route document
- **Right-Click:** in recipients to remove routing, Right Click 'Route' to route and go back to Chart Desktop.

## New Routing Hotkeys

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- **Window-Space:** OK, Hold Document, Go back to Chart Desktop

## Generic Hotkeys

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- **Window-Shift-Q:** Quit All Windows, Log Out – (End of day)

## Typing Aids (Quicktexts that work everywhere – not just where CPS allows)

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- **SBAR** a template for call notes
- Changes “;,” into “->” to quickly type an arrow