

Update Hotkeys

- **`**: 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)

- **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 t 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)

- **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

- 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.
- **Window-N**: New Recipient

Chart Hotkeys

- **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

- **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)

- **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

New Problem Hotkeys

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

Update Problems Hotkeys

- **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

- **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

- **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

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

Customize Letter Hotkeys

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

Customize Letter Hotkeys

- Space, Window-Space, Enter, ‘End’: All close the warning

New Medication Hotkeys

- **F3**: New Problem

Route Document Hotkeys

- **'End' **: Route document
- **Window-N**: New Recipient
- **Right-Click**: in recipients to remove routing, Right Click ‘Route’ to route and go back to Chart Desktop.

New Routing Hotkeys

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

Generic Hotkeys

- **Backtick `**: Goes back to Update or Chart/Desktop
- **Window-Shift-Q**: Quit All Windows, Log Out – (End of day)

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

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