

Keyboard Shortcuts in OP

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Version 20.17

Keyboard shortcuts (or key combinations) provide quick functionality at your fingertips.

Click to [download a PDF of this table](#) for your staff's reference.

Help	
F1	Help Topics (context-sensitive Help or direct access to Help Center)
Keyboard Shortcut	Command / Work Area
F8	Patient Chart
Ctrl + F8	Medical Records
F9	Electronic Billing Center
Shift + F12	Bulk Payments
F7	Schedule
CTRL + M	Patient Medical Reports
F4	Address Book
Ctrl + Alt + S	Patient Charges
Ctrl + Alt + L	Logout
Ctrl + Page Up	Tab up to the previous item in the navigation panel (Patient Chart or Visit Notes)
Ctrl + Page Down	Tab down to the next item in the navigation panel (Patient Chart or Visit Notes)
Ctrl + Q	Manage Documents
Ctrl + T	Timestamp
Document Management	
*Document Management must be open to utilize the following shortcuts	
Ctrl + F	Search for documents
Ctrl + N	Add a document
Ctrl + E	Edit a document
Ctrl + S	Save a document
Ctrl + Z	Undo last action
Ctrl + Alt + S	Send a document
Ctrl + Alt + M	Mark a document reviewed
Ctrl + Alt + R	Reconcile content to patient chart
Ctrl + Alt + A	Attach a document to a problem list, lab result, or referral letter
Ctrl + Alt + C	Cancel

Instant Messages

Tab + S	Send a newly created IM
Tab + C	Close the IM window
