

## Billing Shortcuts

Alt + A: AHC Hist

Alt + C: Close

Alt + D: Done

Alt + E: Encounter

Alt + F: Facility

Alt + L: Last

Alt + N: New client card

Alt + P: Patient Lookup

Alt + R: Referral

Alt + T: Text

Alt + U: Undo

Shift + Tab: Go Back

## Function Key Shortcuts

F1: Online Help

F2: Edit Client Card

F3: View Appointments

F4: Worklists

F5: Charting

F6: Doctor View

Ctrl + F6: Remote Support

F8: Instant Messaging

F9: Chart Summary

F11: Login

F12: Lock Workstation