PSS Commonly Used Keyboard Shortcuts

Ctrl = Command = Apple key

In Patient Chart:

Ctrl + X = Cut
Ctrl + C = Copy
Ctrl + V = Paste
Ctrl + Z = Undo
Ctrl + Shift + Z = Redo
Ctrl + P = Print
Ctrl + U = Change user
Esc = back out of anything
Ctrl + / = Find from appointments
Ctrl + F = Find patient
Ctrl + B = Prescription
Ctrl + N = New note
Ctrl + G = Graph a value
Ctrl + L = New letter
Ctrl + M = Message to PSS user
Ctrl + Shift + G = New graphic (diagram)
Ctrl + T = Lab table (double click a row to graph values)
Ctrl + W = Continuing patient profile (CPP) window
Ctrl + D = Patient demographics
Ctrl + I = Insert stamp, if type stamp name first, it will automatically be inserted
Ctrl + Shift + I = Insert custom form
Ctrl + Shift + T = Table of contents
Ctrl + 1 = All notes
Ctrl + 2 = Only notes logged in user has created
Ctrl + 3 = only notes containing an entered search string
Ctrl + 4 = Diagnostic imaging
Ctrl + 5 = Diagnostic tests
Ctrl + 6 = Consults only
Ctrl + 7 = Notes selected by green bars
Ctrl + 8 = Lab results only

In Appointment List:

Ctrl + 1 = View chart for selected appointment time
Ctrl + 2 = View chart for second appointment booked in the same time slot
Double-click = Edit patient appointment variables
Ctrl + T = View today

In Action box:

initials of physician = appointment list
“week” = view week
“day” = view day
“today” = view today