

PSS Commonly Used Keyboard Shortcuts

Ctrl = Command = Apple key

In Patient Chart:

Ctrl + X = Cut

Ctrl + C = **C**opy

Ctrl + V = Paste

Ctrl + Z = Undo

Ctrl + Shift + Z = Redo

Ctrl + P = **P**rint

Ctrl + U = Change **u**ser

Esc = back out of anything

Ctrl + / = Find from appointments

Ctrl + F = **F**ind patient

Ctrl + B = Prescription

Ctrl + N = **N**ew note

Ctrl + G = **G**raph a value

Ctrl + L = New **l**etter

Ctrl + M = **M**essage to PSS user

Ctrl + Shift + G = New **g**raphic (diagram)

Ctrl + T = Lab table (double click a row to graph values)

Ctrl + W = Continuing patient profile (CPP) **w**indow

Ctrl + D = Patient **d**emographics

Ctrl + I = **I**nsert stamp, if type stamp name first, it will automatically be inserted

Ctrl + Shift + I = Insert custom form

Ctrl + Shift + T = **T**able 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