

| Record             | Views                     |                       | Action                                 |                                    | Utilities                       | Help                        |                             |
|--------------------|---------------------------|-----------------------|--|------------------------------------|---------------------------------|-----------------------------|-----------------------------|
| Delete             | Patient Chart             | Billing               | Global                                 | Billing - Unsent Claims            | Patient Chart                   | User Manual                 |                             |
| Find               | Interventions             | Unsent to MSP         | Print Label                            | Prompt Sent to MSP                 | Paste Patient Text              | Context Help                |                             |
| Next               | Alerts                    | Sent to MSP           | Patient Chart                          |                                    | Flow Sheet Review               | Launch Remote Support       |                             |
| Previous           | Notification              | Review Claims         | Invoice Window                         | Prompt Unsent by Service Date      | Change Teleplan Password        | End User Licence Agreement* |                             |
| Superfind          | Medication Administration | Invoice               | Print Demographics                     | Fee Code Option 1                  | MSP Eligibility Check           | MOIS Product Key            |                             |
| Superfind Next     | Facility Admissions       | Administration        | Family Summary                         | Fee Code Option 2                  | Calculator                      | Check for Updates           |                             |
| Superfind Previous | Workspace                 | Security Profiles     | Create task                            | Duplicate Claims diff Provider     | Gestational Age                 | About                       |                             |
| Find First         | Imaging Basket            | User Accounts         | Create Message                         | Set as WCB Claim                   | BMI                             |                             |                             |
| Find Last          | Consults Basket           | Teams                 | Duplicate Meds                         | Set as Pay Patient (PP) Claim      | BSA                             |                             |                             |
| Save               | Facility Admission Basket | Password Policy       | Renew Meds                             | Billing - Sent Claims              |                                 |                             |                             |
| Prompt             | Procedures Basket         | Provider List         | Print Rx                               | Prompt Sent by Reconciliation Code | Drug Interaction Check          |                             |                             |
| Modules            | Measures Basket           | Resource List         | Add to Long Term Meds                  | Prompt Sent for Chart              | Predicted PEF                   |                             |                             |
|                    | Documents Basket          | Facility List         | Bill MSP                               | Resubmit Claim                     | Health Maintenance Review       |                             |                             |
| Patient Chart      | Progress Notes Basket     | Service Center        | Template Entry                         | Debit Claim                        | Print                           |                             |                             |
| Workspace          | Task List                 | Computer Registration | Open Detail                            | Duplicate Claim                    | Scheduler and Billing           |                             |                             |
| Scheduler          | Inbox                     | Global Reminders      | Referral Report                        | Toggle - Approve/Adjust            | Patient Chart                   |                             | Daysheet - Desktop Provider |
| Billing            | Sent Items                | Data Exchange         | Encounter Detail Window                | Toggle - Write Off                 | Daysheet - All providers        |                             | Daysheet - All Providers    |
| Administration     | Share Workspace           | Imaging               | Create Order for Lab Requisition       | Toggle - Mark for Delete           | Current Daybook as Slate        | Current Daybook as Slate    |                             |
| Data Exchange      | Scheduler                 | Consults              | Create Order for Image Requisition     | Detail Expl. Code                  | Problem List for Patient        | Daybook                     |                             |
| Reports            | 1 Daybook - Provider      | Facility Admission    | Create Order for Procedure Requisition | Detail Adjustment Summary          | Cumulative Lab Data             | Print Appointment Card      |                             |
|                    | 2 Week View - Provider    | Procedure             | Create Order for Misc. Requisition     | Billing - Invoices                 |                                 | Print Encounter             |                             |
|                    | 3 Day View - 1 Provider   | Measure               | Workspace                              |                                    | Radiology Reports for Patient   |                             |                             |
|                    | 4 Day View - 3 Providers  | Document              | Mark for Review                        | Prompt by Payor Code               | Consultations for Patient       |                             |                             |
|                    | 5 Day View - 8 Providers  | MSP Claims            | Show History                           | Prompt by Invoice #                | Procedure List for Patient      |                             |                             |
|                    | 6 Daybook - Resource      | Lab Interfaces        | Data Exchange                          | Pay Balance                        | Medications for Patient         |                             |                             |
|                    | 7 Week View - Resource    | CDM Toolkit           | Save and Duplicate                     | W/O Balance                        | Prescriptions for Patient       |                             |                             |
|                    | 8 Day View - 3 Resources  |                       |  | Transaction Note                   | Interventions for Patient       |                             |                             |
|                    | 9 Day View - 8 Resources  |                       |  | Paste Sent MSP Claim               | Family History (Hx) for Patient |                             |                             |
|                    | Group Booking             |                       |  |                                    | Social History for Patient      |                             |                             |
|                    | Wait List                 |                       |  |                                    | Cumulative Progress Notes       |                             |                             |
|                    | Reservation - Provider    |                       |  |                                    |                                 |                             |                             |
|                    | Reservation - Resource    |                       |  |                                    |                                 |                             |                             |
|                    | Shift Manager - Provider  |                       |  |                                    |                                 |                             |                             |

- MOIS offers many accelerator keys. These keys are recognized by underscores within the words (as seen above).
  - The ALT Key acts as a 'Hint' button and will prompt the underscores for you to view. To use the accelerator, select ALT + the underscored letter/number.
- Revised: July 2016