



MOIS Hot Keys



Commonly Used Hot Keys		Navigation Keys		Screen Specific Keys			
Save	F2	Patient Summary	ALT H	Patient Chart		Billing - Unsent	
Prompt	F4	Demographics	ALT 1	Swipe ID Card	F12	Prompt Sent to MSP	ALT F1
Clear This Screen/Refresh	F5	Encounters	ALT 2	Audit Report	CTRL SHIFT A	Prompt Unsent by Patient Name	ALT F2
Skip to Next Section	F6	Measures	ALT 3	Prescriptions		Prompt Unsent by Provider	CTRL F4
Search Backwards	F7	Imaging	ALT 4	Duplicate Rx or LTM	CTRL D	Prompt Unsent by Service Date	CTRL F5
Search Forwards	F8	Consults	ALT 5	Print Prescription	CTRL P	Fee Code Option 1	F11
Find	F9	Procedures	ALT 6	Add to Long Term Medications	CTRL U	Fee Code Option 2	F12
Toolbar	F10	Family History	ALT 7	Select from Favorite Medication	SHIFT F4	Duplicate Claim - DOS	ALT F3
Superfind	SHIFT F9	Allergies/Intolerances (Reaction Risks)	ALT A	Long Term Medications		Duplicate Claim diff Provider	CTRL F3
Superfind Previous	SHIFT F7	Long Term Meds	ALT C	Renew	CTRL R	Set as WCB Claim	CTRL W
Superfind Next	SHIFT F8	Prescriptions	ALT S	Patient Chart - Measures		Set as Pay Patient (PP) Claim	CTRL P
Account Summary ¹	ALT F1	Social History/Risk	ALT O	Graph	CTRL G	Duplicate Claim - NOS	F3
Close Active Window	ALT F4	Documents	ALT K	Filter	CTRL F	Change Claim Provider	CTRL D
Open Chart	ALT F9	Health Issues (Conditions)	ALT P	Patient Chart - Orders			
Change Desktop Provider	ALT D	Orders	ALT F	Create Referral Report	CTRL R	Billing - Sent	
Free Text/Zoom (Voice Dictation)	ALT Z	Daybook	ALT 8	Create Consult Note	CTRL SHIFT R	Prompt Sent by Recon Code	ALT F2
Bill MSP ²	CTRL B	Unsent to MSP	ALT 9	Encounters		Prompt Sent for Chart	ALT F1
Copy	CTRL C	Sent to MSP	ALT 0	Encounter Detail Window	CTRL Z	Resubmit Claim	F2
Private Invoice	ALT I	Tab 1 ⁷	CTRL 1	Text Zoom Window	ALT Z	Debit Claim	CTRL F2
Health Maintenance Review ³	CTRL H			Flow Sheet (Encounter Form)	ALT F	Duplicate Claim	F3
Create Task ⁴	CTRL K	Printing		Create Order for a Consultation	CTRL R	Toggle - Approve/Adjust	CTRL A
Print Labels	CTRL L	Patient Chart		Close Encounter Detail Window	CTRL W / Esc	Toggle - Write Off	CTRL W
Create Messages ⁵	CTRL M	Print Demographics	CTRL D	Workspace		Toggle - Mark for Delete	SHIFT F2
New Line	CTRL N	Encounter Care Form	CTRL O			Detail Expl. Code	CTRL E
Current Date/Time	CTRL T			Mark for Review	CTRL R	Detail Adjustment Summary	ALT Z
Paste	CTRL V	Billing - Invoices					
Cut Highlighted Text	CTRL X	Print Statement	CTRL A	Daybook		Billing - Invoice	
Family Summary ⁶	CTRL F	Print Receipt	CTRL R	Daybook Bar - Multi	ALT F2	Prompt by Recon Code	ALT F1
Undo	CTRL Z			Daybook Bar - Single	ALT F3	Prompt by Payor Code	ALT F2
Skip to Next Field	TAB	Letter Writer		Copy/Move Daybook Items	CTRL O	Prompt by Invoice #	ALT F3
Skip to Previous Field	SHIFT TAB	Print	CTRL P	Bill MSP ALL (All Encounters)	CTRL I	Pay Balance	CTRL P
Check off a Box	Space Bar	Print To... (Word Processor)	CTRL SHIFT P	Find Prescription	ALT F8	W/O Balance	CTRL W
Spell Check	CTRL F7	Redo	CTRL Y	Copy Encounter Data	CTRL SHIFT C		
Select All	CTRL A	Italics	CTRL I	Paste Encounter Data	CTRL SHIFT P	Data Exchange- Manual Entry Folders	
Print a Note/Print Select Text	CTRL SHIFT N	Delete	Del	Default Fee Code 2	F11	Link to Order	CTRL O
Open Drop-Down List	ALT ↓	Bold	CTRL B	Default Fee Code 3	F12	Save and Duplicate	F3
Delete	SHIFT F2	Underline	CTRL U	Mark Appointment as Arrived	CTRL A		

- Account Summary: Content of the summary will vary depending on the module and folder opened.
 - Bill MSP: Will bill the selected encounter record (Encounters folder, Daybook, Encounter Detail window).
 - Health Maintenance Review: Will open the Health Maintenance Review whenever a Patient's Chart is opened.
 - Create Task: Opens the 'Create New Task' window. This option is available from the Patient Chart module.
 - Create Messages: Opens the 'Create New Message' window. This option is available from most MOIS screens.
 - Available in the Patient Chart module - Demographics folder only.
 - When a MOIS screen has multiple horizontal tabs, use CTRL + the number of the tab to navigate to that tab without using the mouse (i.e. Patient Detail in Demographics is the second tab for hotkey CTRL 2).
- Revised July 2015