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## Appointment Diary

<b>ctrl</b> <b>F12</b>	Appointment Book
<b>ctrl</b> <b>L</b>	Daily Overview for all Page Owners
<b>ctrl</b> <b>M</b>	Monthly Overview & Waiting List
<b>ctrl</b> <b>Y</b>	Year Planner
<b>ctrl</b> <b>W</b>	Waiting Room
<b>ctrl</b> <b>B</b>	Toggle Availability Scrollbar
<b>ctrl</b> <b>O</b>	Open 24 Hour View
<b>ctrl</b> <b>T</b>	Today - Date & Time
<b>ctrl</b> <b>F</b>	Find Next Vacant Of A Type
<b>ctrl</b> <b>N</b>	Next Vacant, Any Type
<b>ctrl</b> <b>J</b>	Jumble Names
<b>ctrl</b> <b>A</b>	Arrive/Un-arrive
<b>ctrl</b> <b>E</b>	End
<b>ctrl</b> <b>S</b>	Stage
<b>ctrl</b> <b>b/space</b>	Un-stage
<b>insert</b>	Insert Extra Booking Slot
<b>delete</b>	Delete Booked Appointment
<b>ctrl</b> <b>D</b>	Edit Booked Operation/Procedure
<b>ctrl</b> <b>G</b>	Flag
<b>+</b> (plus)	Extend Appointment Slot
<b>-</b> (minus)	Reduce Appointment Slot
<b>space</b>	Current Patient's Appointment History
<b>ctrl</b> <b>P</b>	Print Bookings
<b>ctrl</b> <b>P</b> <b>alt</b> <b>O</b>	Print Operations

## Communication

<b>F4</b>	Current Patient's Outgoing
<b>shift</b> <b>F4</b>	Current Patient's Incoming
<b>ctrl</b> <b>F4</b>	Current Patient's Referrals
<b>ctrl</b> <b>F1</b>	Tasks
<b>ctrl</b> <b>F2</b>	Current Patient's Contacts
<b>ctrl</b> <b>F3</b>	Current Patient's Texts
<b>shift</b> <b>ctrl</b>	Fast Keys for Templates & MyComms Personal Settings

## Medical

<b>F11</b>	Medical Desktop
<b>alt</b> <b>F8</b>	Injury Claims
<b>F9</b>	Medications & Prescribing
<b>alt</b> <b>F9</b>	Investigations
<b>shift</b> <b>F9</b>	Problems
<b>ctrl</b> <b>F9</b>	Operations
<b>alt</b> <b>F11</b>	Recalls/Monitors
<b>shift</b> <b>F11</b>	Episode of Care
<b>ctrl</b> <b>F11</b>	Allergies

## Billing

<b>F5</b>	Charge Consult
<b>F6</b>	Payments/COH
<b>F7</b>	Print Invoice/Receipt
<b>F8</b>	Transactions History
<b>alt</b> <b>F5</b>	Quote
<b>ctrl</b> <b>F7</b>	Individual Patient Statement

## General

<b>F2</b>	Search
<b>shift</b> <b>F2</b>	Repeat Last Search
<b>alt</b> <b>F2</b>	Previous Snapshot
<b>F3</b>	Patient Details
<b>ctrl</b> <b>insert</b>	Add New Family Member to Patient in Snapshot
<b>ctrl</b> <b>S</b>	Spellcheck
<b>ctrl</b> <b>A</b>	Select All
<b>ctrl</b> <b>X</b>	Cut
<b>ctrl</b> <b>C</b>	Copy
<b>ctrl</b> <b>V</b>	Paste
<b>ctrl</b> <b>D</b>	Today's Date in Date Field
<b>alt</b> <b>N</b>	New
<b>ctrl</b> <b>R</b>	Login New User
<b>//</b>	Insert Autotext
<b>esc</b>	Close a Window
<b>F12</b>	Save & Close
<b>ctrl</b> <b>F8</b>	Daystay Episodes

## Lists

<b>shift</b> <b>F8</b>	External Providers
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