

Bp VIP.net Keyboard Shortcuts

Main screen

Shortcut Key	Action
F2	Search
Shift+F2	Repeat last search
Alt+F2	Go to previous Snapshot
F3	Patient Details
Shift+F8	External Providers
Ctrl+F8	Day stay episode
Ctrl+Insert	Add new family member to patient in Snapshot
Ctrl+S	Spellcheck
Ctrl+A	Select All
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+D	Select today's date (if focus is on a date field)
Ctrl+R	Log in new user
Alt+N	New record (from relevant screens)
//	Insert Autotext
Esc	Close window with focus
F12	Save and close

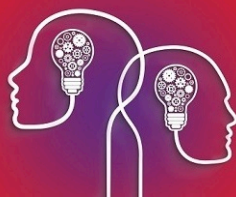
Appointment Book


Shortcut Key	Action
Ctrl+F12	Opens the Appointment Book from the main screen.
Ctrl+T	Selects today's date and current time.

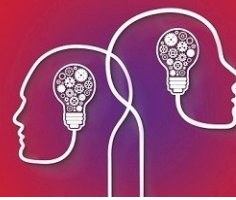
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



Shortcut Key	Action
Ctrl+F	Opens the Find Appointment Slot screen to search for a free appointment slot or search for a booking by text.
Ctrl+O	<p>Toggles the appointment book to show the entire 24-hour period.</p> <p> Tip: This allows operators to book times outside of normal opening hours. Operators will have to change the type of an Unavailable appointment to make a booking for outside-of-hours-slots.</p>
Ctrl+B	Toggles the Availability Bar on the right hand side of the appointment book.
Ctrl+J	Scrambles the patient names to prevent them from being displayed to unintended viewers.
Ctrl+L	Opens the Daily Overview screen.
Ctrl+M	Opens the Monthly Overview screen.
Ctrl+Y	Opens the Year Planner screen.
Ctrl+Enter	Inserts a booking in the selected slot for the patient in the snapshot.
Ctrl+N	Finds next available slot of any kind.
Ctrl+X	Cuts, pastes, and copies a booking. These operations will appear in a booking's audit log.
Ctrl+V	Cut or copied and pasted bookings are considered a 'rescheduled' booking.
Ctrl+C	
Ctrl+D	<p>If the focus is in a date field, Ctrl+D will select today's date.</p> <p>Otherwise, opens the Operation Details screen for operation type bookings.</p>
Ctrl+U	Opens the Audit Log for a booking.
Ctrl+P	Opens the Print Bookings screen.
Ctrl+G	Flags a booking. The meaning of a flag is practice-dependent.
Ctrl+W	Opens the Waiting Room .
Ctrl+A	Arrives a patient. Use on an arrived patient to unarrive the patient.
Ctrl+S	Moves a patient to the next stage.
Ctrl+Backspace	Moves a patient to the previous stage.
Ctrl+E	Ends the appointment.
Insert	Inserts a slot after the selected slot (creates a double booking).
Ctrl+I	



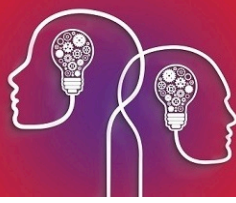
Shortcut Key	Action
Delete	Deletes the selected booking, if permitted by the page-owner.
+	Extends the selected booking by the default duration.
-	Retracts the selected slot by the default duration.
/	Select a date.
*	Select a time.
Space bar	On an empty slot, opens the Search screen to find a patient and open the patient's Appointment History . On a booking, opens the patient's Appointment History .

Appointment book icons

Icon	Indicates
	Red — billed but not paid Red / Gold — bill partly paid Gold — bill fully paid. This might be a private, bulk-billed, or fully redirected consult.
	Doctor's notes have been entered for this booking.
	Doctor's notes have been entered and completed.
	SMS message has been sent to this patient from clinic.
	Appears over the phone icon. From left to right: patient has replied 'Yes', patient has replied 'No', patient reply unknown.
	Slot has been flagged (Ctrl+G).

Billing

Shortcut Key	Action
F5	Consultation (Charge a consult)
Ctrl+F5	Print consultation slip
Alt+F5	Quote
F6	Payment (or record Credit on Hold)
F7	Invoice
Ctrl+F7	Patient Statement
F8	Transactions History



MyComms and patient contacts

Shortcut Key	Action
F4	Open MyComms at patient's Outgoing
Shift+F4	Open patient's Incoming
Ctrl+F4	Open patient's Referrals
Ctrl+F1	Tasks
Ctrl+F2	Patient's contacts
Ctrl+F3	Patient's SMS messages
Ctrl+Shift	Access to custom Fast Keys

Medical

Shortcut Key	Action
F11	Opens the Medical Desktop from the main screen
Alt+F8	Injury Claims (ACC)
Ctrl+F8	Day stay episode
F9	Prescribing
Alt+F9	Investigations
Shift+F9	Problems (Diagnosis)
Ctrl+F9	Operations
Alt+F11	Recalls
Shift+F11	Episode of Care
Ctrl+F11	Allergies