MAC KEYBOARD
SHORTCUT KEYS

From anywhere in Accuro

Command	Opens the Accuro Start Menu
Alt + **Enter**	(when cursor is in any patient search field) Edit Patient demographics
Fn + **Alt** + **F2**	Address Book
Fn + **Alt** + **F4**	Close the active window
Fn + **Alt** + **F12**	Default to mask the Accuro window (can be modified through user preferences)
Alt + **Y**	Selects 'Yes'
Alt + **N**	Selects 'No'
Command + **click**	(on the navigation bar) Opens the selected Accuro section in its own window (on a chart item) Masks the selected item
Ctrl + **1**	Opens the Home section
Ctrl + **2**	Opens the Scheduler section
Ctrl + **3**	Opens the Patients section
Ctrl + **4**	Opens the Documents section
Ctrl + **5**	Opens the Claims section
Ctrl + **6**	Opens the EMR section
Ctrl + **8**	Opens the Waitlist
Ctrl + **A**	Select all
Ctrl + **B**	New Bill
Ctrl + **C**	Copy
Ctrl + **F**	Find in a list of patients (ie. Waitlist or Claims)
Ctrl + **I**	Find Invoice
Ctrl + **K**	Find Claim ID
Ctrl + **L**	New Waitlist booking
Ctrl + **Q**	Exit Accuro

Ctrl + **R**	Reports
Ctrl + **V**	Paste
Ctrl + **X**	Cut
Ctrl + **Y**	Redo
Ctrl + **Z**	Undo
Ctrl + **F9**	Batch Chart Sheets
Ctrl + **F10**	Quick Patient Actions
Ctrl + **Spacebar**	Card Swipe (BC and ON only)
Ctrl + **Command** + **C**	Calculator
Ctrl + **Command** + **L**	New Lab Test
Ctrl + **Command** + **O**	New Order
F1 + **Delete** + **Enter**	(on a screen with a search field) Shows last 12 patients
Enter	(in an empty search field) Shows last 12 patients
Enter + **Enter**	In an empty search field) Selects the last patient
Fn + **F1**	Patient Search
Fn + **F2**	Provider Management
Fn + **F3**	Quick Patient Summary (Virtual Chart)
Fn + **F4**	Appointment History
Fn + **F5**	Patient Documents
Fn + **F6**	New Patient
Fn + **F7**	Patient Tasks
Fn + **F8**	Patient Status History
Fn + **F9**	Chart Sheets
Fn + **F11**	New Template
Fn + **F12**	Username/Time Stamp

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SHORTCUT KEYS

Scheduler Specific

Ctrl + **Alt** + **S**	Masks all appointments on screen
Ctrl + **D**	Cancels appointment
Ctrl + **S**	(when an available time slot is selected) Create Appointment
Ctrl + **click on Print Daysheet icon**	CSV export of daysheet

Claims Specific

Ctrl + **P**	New Procedure

Clinical Notes

Ctrl + **↑**	(when bookmarks are in use) move to the next bookmark
Ctrl + **↓**	(when bookmarks are in use) Move to the previous bookmark
Ctrl + **Enter**	Activate Macro
Ctrl + **N**	New Note
Ctrl + **O**	Open a different template
Ctrl + **P**	Print
Ctrl + **S**	Save

Accelerators

Hold Alt	(in several windows such as Claim Details, Documents, Appointment Details etc) Displays accelerators by underlining a single letter on the accelerated buttons
Alt + **accelerator letter**	Selects the button that the accelerator character was underlined on or brings the cursor to that field