

When You See.... Choose F3



Drop-down button - Views a list of available options



Magnifying Glass - Searches the Misys Vision database



Umbrella - Searches the patient records



Ellipsis - Selects further options

Selection Tools

The spacebar selects/deselects the radio button and check-box item.



Radio button - Select one option in a list



Check-box - Select one or more options in a list



Equivalent of the right-click; Displays menu options

Scheduler Tips

B - Book appointment

D - Go to today

F5 - Refresh

F11 - Show pop-up calendar

Charge Entry Tips

Insert - Adds a new charge line

Delete - Deletes a charge line

F11 - Opens the All Fields window

Misys Vision/Optimum™

QUICK REFERENCE CARD

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Charge Entry - Keyboard Style

Follow the steps below to enter a charge using the keyboard from the Charge Entry activity.

1. Press **CTRL + P** to open the Find Patient Window.
2. Enter the encounter number or patient number and press **Enter**.
Verify the correct patient appears.
3. Press **Enter** to select the patient. The Link Charges screen appears.
4. Verify the batch number, appointment, and incoming referral grid choices. Make necessary edits.
5. Press **Enter** to move to the Charge Entry screen.
6. Verify the information in the Charge Header grid. Make necessary edits and use the **Tab** key to move to the next field.
7. Press **Enter** to begin a new line. Verify the Line Header fields are correct.
8. Enter necessary data in the Line Details section and press the **Tab** key to move to the next field.
9. Press **F2** to accept and finish Charge Entry, or press the **Alt+N** to add another charge.

Keyboard Shortcut Keys

Use these keys: **To perform this action:**

CTRL+P Find a patient

CTRL+W Open a workbook

CTRL+A Open an activity

CTRL+F Access the Forms window

CTRL+R Access the Reports window

CTRL+L Access the Scheduler

CTRL+G Select a group

Shift+Tab Move back one field

Shift+F5 Clear the screen

Shift+F10 Close the activity

Daylist and Scheduler

CTRL+M Make current patient

Scheduler

CTRL+Y Access Activity Base application

Activity-Based Keys

ALT+N New

ALT+D Delete

ALT+V View

ALT+S Save

ALT+C Cancel

Help Keys

F1 Access the field Guide Me help

ALT+H Access the Help Menu

ALT+F1 Access the activity Guide Me help

Shift+F1 Activates/Deactivates the Guide Me windows

Function Keys

Use this key: **To perform this action:**

F1 Access Guide Me field-level help

F2 Save

F3 Scan

F5 Refresh or repaint the screen

F9 Access the last patient

F11 Show the pop-up calendar in the Scheduler

Navigation Buttons

Use this: **To perform this action:**

Tab Move to the next field

Shift+Tab Move back a field

ESC Close a modal (pop-up) window

Enter Choose the highlighted action

Down Arrow Move down the screen

Up Arrow Move up the screen

Left Arrow Move to the left of the screen

Right Arrow Move to the right of the screen