

# PS Suite keyboard shortcuts



## Patients

### Menu: Edit

Ctrl {Cmd}+X = Cut  
Ctrl {Cmd}+C = Copy  
Ctrl {Cmd}+V = Paste  
Ctrl {Cmd}+Alt {Opt}+F = Family Addressee  
Ctrl {Cmd}+A = Add Record  
Ctrl {Cmd}+Shift+A = Add Family Member

### Menu: Find

Left arrow = Previous Record  
Right arrow = Next Record  
Ctrl {Cmd}+F = Find  
Ctrl {Cmd}+G = Find Again

### Menu: View

Ctrl {Cmd}+B = Old Bills  
Ctrl {Cmd}+K = Family  
Ctrl {Cmd}+=(equals) = Appointments  
Ctrl {Cmd}+Shift+3 = Multiple Health Numbers  
Ctrl {Cmd}+[ = View Patient Records  
Ctrl {Cmd}+Shift+K = View Relations

### Menu: Bill

Ctrl {Cmd}+ = Bill This Patient  
Ctrl {Cmd}+T = Turbo Patient Bill  
Ctrl {Cmd}+Shift+S = Supercode

### Menu: Print One

Ctrl {Cmd}+L = Label for This Patient  
Ctrl {Cmd}+Shift+F = Family Label  
Ctrl {Cmd}+Shift+E = Envelope Label  
Ctrl {Cmd}+Shift+N = Name & Number Label  
Ctrl {Cmd}+Shift+W = Wrapping Label  
Ctrl {Cmd}+Shift+R = Appointment Label for Referral

### Menu: Email


Ctrl {Cmd}+E = Email Patient

### Preferred method of contact

Ctrl {Cmd}+2 = Email  
Ctrl {Cmd}+3 = Home phone  
Ctrl {Cmd}+4 = Business phone  
Ctrl {Cmd}+5 = Other contact number

## Appointments

### Appointment flags

\$\$\$ = patient owes money  
# = problem with health card  
? = health card eligibility unknown  
(!!) = appointment alert  
(WL) = wait list  
~ = appointment billed to government  
` = appointment billed to patient  
+ = appointment list flag  
x = should not book in this slot  
 = repeating appointment  
Ctrl {Cmd}+ = ● = confirmed

Ctrl {Cmd}+Shift+up arrow ↑ = arrived  
Ctrl {Cmd}+Shift+right arrow → = in room  
Ctrl {Cmd}+Shift+down arrow ↓ = ready  
Ctrl {Cmd}+Shift+left arrow ← = finished  
details = no show or left without being seen

### Navigating appointments

Arrow keys will move selection between time slots and days  
Ctrl {Cmd}+arrow will take you to next week, when in week view  
Ctrl {Cmd}+1 = view patient in Records, 1<sup>st</sup> patient in time slot  
Ctrl {Cmd}+2 = view patient in Records, 2<sup>nd</sup> patient in time slot  
Ctrl {Cmd}+3 = view patient in Records, 3<sup>rd</sup> patient in time slot  
Ctrl {Cmd}+Shift+1 = view patient demographics, 1<sup>st</sup> patient in time slot  
Ctrl {Cmd}+Shift+2 = view patient demographics, 2<sup>nd</sup> patient in time slot  
Ctrl {Cmd}+Shift+3 = view patient demographics, 3<sup>rd</sup> patient in time slot

### Action box

Press enter after typing each command:  
t = today  
d = day view  
w = week view  
m = month view  
nd/-nd = move ahead/back *n* days  
nw/-nw = move ahead/back *n* weeks  
nm/-nm = move ahead/back *n* months  
ny/-ny = move ahead/back *n* years  
mon = show only Mondays (tue = Tuesday, wed = Wednesday etc.)  
date = move to specific date  
initials = view that provider's schedule

### Menu: Appointments

Ctrl {Cmd}+B or Enter = Book  
Ctrl {Cmd}+Shift+G = Book Group Appointment  
Ctrl {Cmd}+Shift+R = Rapid Booking for Patient  
Ctrl {Cmd}+Shift+B = Do Bills for Selected Appointments  
Ctrl {Cmd}+\ = Change Schedule  
Ctrl {Cmd}+E = Send Email Reminders  
Ctrl {Cmd}+Shift+H = Check Health Numbers for Visible Patients  
Ctrl {Cmd}+Shift+S = Check Health Numbers for Selected Patients

### Menu: Find

Ctrl {Cmd}+F = Find  
Ctrl {Cmd}+G = Continue Search  
Ctrl {Cmd}+/- = Next Opening

### Menu: View

Ctrl {Cmd}+L = Wait Lists

### To mask patient names

Hold Shift key while opening appointments.  
To unmask, close and re-open appointments.

## Bill Book

### When adding a bill

Ctrl {Cmd}+Alt {Opt}+P = set agency to Patient  
Ctrl {Cmd}+Alt {Opt}+O = set agency to Other (Ctrl {Cmd}+Alt {Opt}+A for French users)  
Ctrl {Cmd}+Alt {Opt}+W = set agency to WSIB  
Single – same double quote ( " or " ) in the following fields:  
Institution = same institution as last bill  
Admission date = same admit date as last bill  
Patient Name/# = same patient as last bill  
Details/diagnosis – same diagnosis as last bill for this patient  
Code – same first service code as last bill for this patient  
Ctrl {Cmd}+ Left/Right Arrow in Code field = move through list of service codes

### Menu: Edit

Ctrl {Cmd}+X = Cut  
Ctrl {Cmd}+C = Copy  
Ctrl {Cmd}+V = Paste  
Ctrl {Cmd}+A = Add Record

### Menu: Find

Left arrow = Previous Record  
Right arrow = Next Record  
Ctrl {Cmd}+F = Find  
Ctrl {Cmd}+G = Find Again

### Menu: View

Ctrl {Cmd}+Alt {Opt}+4 = Payments Applied to This Bill  
Ctrl {Cmd}+B = Old Bills  
Ctrl {Cmd}+K = Family  
Ctrl {Cmd}+=(equals) = Appointments  
Ctrl {Cmd}+[ = View Patient Records  
Ctrl {Cmd}+[ = View Patient

### Menu: Print One

Ctrl {Cmd}+P = Invoice/Receipt

### Menu: Special Billing

Ctrl {Cmd}+Y = Calendar Billing

### Menu: Supercodes

Ctrl {Cmd}+Shift+S = Do Supercode

## Clients

### Menu: Edit

Ctrl {Cmd}+A = Add Record  
Ctrl {Cmd}+Shift+A = Add Contact

### Menu: View

Ctrl {Cmd}+B = Old Bills

### Menu: Print One

Ctrl {Cmd}+Shift+E = Envelope Label for This Client

## Messages

Left/Right arrow = rotate through available tabs  
Up/Down arrow = scroll through message list

### Menu: Messages

Ctrl {Cmd}+M = New Message  
Ctrl {Cmd}+ F = Find Message  
Ctrl {Cmd}+Alt {Opt}+F = Forward  
Ctrl {Cmd}+R = Reply  
Ctrl {Cmd}+Shift+=(equals) = Append  
Ctrl {Cmd}+A = Archive  
Ctrl {Cmd}+Alt {Opt}+A = Quick Archive  
Ctrl {Cmd}+P = Print Message  
Ctrl {Cmd}+G = Go to This Patient

## Records

Ctrl {Cmd}+Right/Left Arrow = select from list of next/previous 20 patients

### Menu: File

Ctrl {Cmd}+Shift+R = Lab Report Inbox  
Ctrl {Cmd}+P = Print  
Ctrl {Cmd}+Shift+F = Send electronically or fax  
Ctrl {Cmd}+Shift+W = Close window

### Menu: Edit

Ctrl {Cmd}+Z = Undo  
Ctrl {Cmd}+Shift+Z = Redo  
Ctrl {Cmd}+X = Cut  
Ctrl {Cmd}+C = Copy  
Ctrl {Cmd}+V = Paste  
Ctrl {Cmd}+Shift+C = Attach Diagnosis  
Ctrl {Cmd}+I = Insert Stamp

### Menu: Style

Ctrl {Cmd}+Alt {Opt}+B = Bold  
Ctrl {Cmd}+Alt {Opt}+I = Italic  
Ctrl {Cmd}+Alt {Opt}+U = Underline  
Ctrl {Cmd}+Alt {Opt}+S = Strike-through  
Ctrl {Cmd}+Alt {Opt}+L = Highlighted  
Ctrl {Cmd}+Alt {Opt}+[ = Indent Left  
Ctrl {Cmd}+Alt {Opt}+] = Indent Right

### Menu: Settings

Ctrl {Cmd}+Up Arrow = Increase Text Size  
Ctrl {Cmd}+Down Arrow = Decrease Text Size

### Menu: Patient

Ctrl {Cmd}+F = Find  
Ctrl {Cmd}+/= Find from Appointments  
Ctrl {Cmd}+[ = Edit or Add Patient Demographics  
Ctrl {Cmd}+] = Bill this Patient  
Ctrl {Cmd}+Shift+L = Print label for this patient  
Ctrl {Cmd}+= (equals) = View This Patient's Appointments

### Menu: View

Ctrl {Cmd}+D = Show/Hide Demographics  
Ctrl {Cmd}+W = Show/Hide Profile  
Ctrl {Cmd}+Alt{Opt}+W = Hide/Show Reminders Toolbar  
Ctrl {Cmd}+Shift+T = Show/Hide Table of Contents  
Alt{Opt}+Shift+M = Show/Hide Attached Messages  
Ctrl {Cmd}+T = Show/Hide Lab Table  
F1 = Show/Hide Flowsheet  
Ctrl {Cmd}+G = Show/Hide Graph

Ctrl {Cmd}+Shift+H = Show/Hide Treatment History

Ctrl {Cmd}+Alt+F Show Future Health Services  
Ctrl {Cmd}+Shift+=(equals) = Medication Information  
F2 = Custom Form  
Ctrl {Cmd}+0 = Show a Subset of Notes  
Ctrl {Cmd}+1 = Show All Notes  
Ctrl {Cmd}+2 = Only Data I Produced  
Ctrl {Cmd}+3 = Only Notes Containing Reports  
Ctrl {Cmd}+4 = Only Diagnostic Imaging Reports  
Ctrl {Cmd}+5 = Only Diagnostic Test Reports  
Ctrl {Cmd}+6 = Only Consultation Reports  
Ctrl {Cmd}+7 = Only Notes Selected by a Click  
Ctrl {Cmd}+8 = Only Lab  
Ctrl {Cmd}+9 = Only Treatments/Allergies

### Menu: Data

Ctrl {Cmd}+N = New Progress Note  
Ctrl {Cmd}+L = New Letter  
Ctrl {Cmd}+Shift+G = New Diagram  
Ctrl {Cmd}+Shift+I = New Custom Form  
Ctrl {Cmd}+R = New Report  
Ctrl {Cmd}+Alt {Opt}+A = Absentee Note  
Ctrl {Cmd}+K = Pending Test or Consult  
Ctrl {Cmd}+B = Prescribe  
Ctrl {Cmd}+J = New Treatment  
Ctrl {Cmd}+Shift+A = New Allergy  
Ctrl {Cmd}+Enter = Fast Profile Entry  
Ctrl {Cmd}+Shift+P = New Current Problem  
Ctrl {Cmd}+Alt {Opt}+P = New History of Past Health Item  
Ctrl {Cmd}+Y = Lab Manual Result

### Menu: Letter

Ctrl {Cmd}+\ = Show Letter View  
Ctrl {Cmd}+Alt {Opt}+F = Attach Custom Form  
Ctrl {Cmd}+P = Print this Letter  
Ctrl {Cmd}+Shift+F = Send electronically or fax  
Ctrl {Cmd}+E = Email this Letter

### Cumulative patient profile

Ctrl {Cmd}+Shift + up or down arrow = Change the order of items in the PROB, FH, and HPH fields

### Manage Received Documents

F5 = Refresh contents of folder  
F4 = Change folder  
Ctrl {Cmd}+Delete = Delete a document from the list  
Up and down arrows = Move through the document list

## Labs

Enter = Next Patient or Next Abnormal  
Ctrl {Cmd}+Shift+A = View Patient's Next Appointment  
Ctrl {Cmd}+M = Send Message About This Lab Data

## Stamps, searches, and reminders

Ctrl {Cmd}+S = Export  
Ctrl {Cmd}+Shift+S = Export All  
Ctrl {Cmd}+I = Import (stamp)  
Ctrl {Cmd}+Shift+I = Import All  
Ctrl {Cmd}+Shift+backspace = Delete  
Ctrl{Cmd}+D = Duplicate (searches & reminders)

## Navigation quick tips

### Anywhere in PS Suite, type

Ctrl {Cmd}+O then A to open Appointments  
Ctrl {Cmd}+O then P to open Patients  
Ctrl {Cmd}+O then B to open the Bill Book  
Ctrl {Cmd}+O then R to open Records  
Ctrl {Cmd}+O then M to open Messages  
Ctrl {Cmd}+O then H to open Handouts  
Ctrl {Cmd}+Q = Quit  
Ctrl {Cmd}+W = Close (except in Records where it show/hides the CPP)  
Ctrl {Cmd}+P = Print  
Ctrl {Cmd}+F = Find  
Ctrl {Cmd}+~ (button with the ~) = rotate through open windows

### Any window with "Save" and "Save & Add" buttons

Enter = Save and Add  
Shift+Enter = Save  
Esc = Cancel

## Toolbar

### Menu: Settings

Ctrl {Cmd}+U = Change User  
Ctrl {Cmd}+Shift+U = Change Billing Doctor  
Ctrl {Cmd}+Shift+Alt {Opt}+U = Change Supervising MD/NP  
Ctrl {Cmd}+Shift+D = Change Processing Date  
Ctrl {Cmd}+, (comma) = Preferences

### Menu: Messages

Ctrl {Cmd}+Shift+M = Show Messages  
Ctrl {Cmd}+M = New Message  
Ctrl {Cmd}+Alt {Opt}+M = New Instant Message  
Ctrl{Cmd}+Alt{Opt}+E = Send emergency message to all users  
Ctrl {Cmd}+; (semi-colon) = Find Message  
Ctrl {Cmd}+Shift+Left Arrow = Previous Message  
Ctrl {Cmd}+Shift+Right Arrow = Next Message

## Date Entry Shortcuts

t = Today  
Right-click in a date field to view a calendar  
Hold the following keys and click the arrows in any date field to quickly change the date by:  
Alt {Opt} = week  
Shift = month  
Alt {Opt}+Shift = year