



AVImark Hot Keys



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AVImark Hot Keys

General Shortcut keys:

These shortcuts work in many areas of the program

F1 – Help

F9 – Open Appointment Calendar

F11 – Refresh

F12 – Logout

Alt+F10 – Open Whiteboard

Shift+F9 – Open Boarding Calendar

Client Area:

F2 – New client

F3 – Change client

F4 – Remove client

F5 – Client notes

F8 – Post (Create Invoice)

F10 – Accounting

Ctrl+F2 – Close client

Shift+F5 – Invoice instructions

Shift+Ctrl+F8 – Pre-Invoice

Ctrl+F9 – Client more stuff

Patient Area:

F2 – New patient

F3 – Change patient

F4 – Remove patient

F5 – Patient notes

F6 – Check-in patient

F7 – Choose patient

F8 – Post (Create Invoice)

Ctrl+F6 — Chart

Ctrl+F10 – e-Travel Sheet

Shift+F5 – Invoice instructions

Patient Area – Reminder Tab:

F2 — New

F3 — Change

F4 – Remove

F6 – Show all reminders

Shift +F8 – Post reminder

Patient Area – Follow-ups Tab:

F2 — New

F3 — Change

F4 – Remove

Patient Area – Estimates Tab:

F2 — New

F3 — Change

F4 – Remove

F7 — Choose

Patient Area – Ownership Tab:

F2 — New

F3 — Change

F4 – Remove

Patient Area – Schedule Tab:

F2 — New

F3 — Change

F4 – Remove

F5 – Appointment notes

Alt+F10 – Whiteboard

Medical History:

F2 – New medical history

F3 – Change medical history

F4 – Remove medical history

F5 – Notes for highlighted entry

F6 – Check-in patient

F7 – Open treatment list

F8 – Post (Create Invoice)

F9 – Open appointment calendar

F10 – Medical Condition (SOAP)

Ctrl+F5 – Doctor’s Instructions

Ctrl+P – Show/Hide amount

Alt+F9 – Drug Label

Shift+F8 – History Mode

Shift+F10 – Zoom

Accounting:

F2 – New

F3 – Change

F4 – Remove

F5 – Accounting notes

F6 – Show Detail

F8 – New invoice

Shift+F8 — Calculator

Shift+Ctrl+F8 – Pre-Invoice

Appointment Calendar:

F2 — New

F3 — Change

F4 — Remove

F5 — Notes

F6 – Patient (must highlight on a patient)

F7 – Choose client

F8 – Check-in

F9 – Toggle CID/Appointment calendar

F11 — Refresh

Boarding Calendar:

F2 – New

F3 – Change

F4 – Remove

F5 – Boarding notes

F6 – Go to Patient

F9 – Go to appointment calendar

F10 – Go To Date

F11 – Refresh

Alt+F10 – Whiteboard

Space – Bring to Front (stacked appointments)

Shift+F9 – Toggle CID/Boarding calendar

Alt+F10 – Whiteboard (only if patient checked into boarding)

Users & Security:

F2 — New

F3 — Change

F4 – Remove

Shift+F2 – Another

Treatment List:

F2 — New

F3 — Change

F4 – Remove

F11 – Refresh

Shift+F2 – Another

Ctrl+A – Select All

Ctrl+Alt+H – Entry History

Ctrl+Z — Undo

Shift+Ctrl+Z – Redo

Shift+Ctrl+P – Show/Hide Preview

Shift+Ctrl+G – Show/Hide Group Panel

Inventory List:

F2 — New

F3 — Change

F4 – Remove

F5 – Instructions

F11 – Refresh

Ctrl+A – Select All

Ctrl+Z — Undo

Ctrl+Alt+H – Entry History

Shift+F2 – Another

Shift+Ctrl+Z – Redo

Shift+Ctrl+P – Show/Hide Preview

Shift+Ctrl+G – Show/Hide Group Panel

Information Search/Library:

F2 – New

F4 –Remove

F6 – Choose

F7 – Remove

Problem List:

F2 — New

F3 — Change

F4 – Remove

F5 – Notes (must select a problem)

F11 – Refresh

Ctrl+A – Select All

Ctrl+Alt+H – Entry History

Ctrl+Z — Undo

Shift+F2 – Another (must select a problem)

Shift+Ctrl+Z – Redo

Shift+Ctrl+P – Show/Hide Preview

Shift+Ctrl+G – Show/Hide Group Panel

Diagnosis List:

F2 — New

F3 — Change

F4 – Remove

F5 – Instructions

F11 – Refresh

Ctrl+A – Select All

Ctrl+Alt+H – Entry History

Ctrl+Z — Undo

Shift+F2 – Another (must select a problem)

Shift+Ctrl+Z – Redo

Shift+Ctrl+P – Show/Hide Preview

Shift+Ctrl+G – Show/Hide Group Panel

Q & A Maintenance:

F2 — New

F3 — Change

F4 – Remove

F5 – Notes

F11 – Refresh

Ctrl+A – Select All

Ctrl+Alt+H – Entry History

Ctrl+P – Print

Estimate Maintenance:

F2 — New

F3 — Change

F4 – Remove

F5 – Notes (must select a estimate entry)

F11 – Refresh

Ctrl+A – Select All

Ctrl+Alt+H – Entry History

Ctrl+Z — Undo

Shift+F2 – Another (must select a estimate entry)

Shift+Ctrl+Z – Redo

Shift+Ctrl+P – Show/Hide Preview

Shift+Ctrl+G – Show/Hide Group Panel

Follow Up List:

F2 — New

F3 — Change

F4 – Remove

F8 – Post (must select a follow up)

F11 – Refresh

Ctrl+A – Select All

Ctrl+P – Report

Ctrl+Z – Undo

Ctrl+Alt+H – Entry History

Shift+Ctrl+Z – Redo

Shift+Ctrl+P – Show/Hide Preview

Shift+Ctrl+G – Show/Hide Group Panel

Shift+Ctrl+A – Expand All

Shift+Ctrl+G – Show/Hide Group Panel