

Keyboard Commands in Practice Manager

- To get a different tab in Practice Manager without using the mouse, press **Ctrl** + the appropriate key as shown in Figure 1.

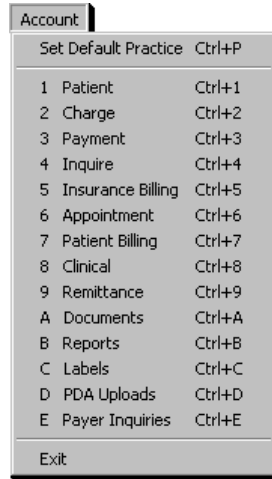


Figure 1 – The Account Menu

- To move around in a screen, press **Alt** + any underlined number or letter in the field, section, or button. See Examples 1 . 3.

Example 1: **Alt + P** will take you to the **Procedure** field in the Charge screen. **Alt + D** will take you to the first field in the **Charge Detail** area. **Alt + Q** will activate the **Quick Pay** button, and take you to the Charge List . Quick Pay screen. **Alt + X** will activate the **Next Procedure** button, etc. See Figure 2.

Figure 2 – The Enter a Charge Screen

Example 2: If you are in the **Review Payments** screen and you want to go to the **1. Make a Payment** tab, press **Alt + 1**. To get to the **3. Enter Credits** tab, press **Alt + 3**. See Figure 3.

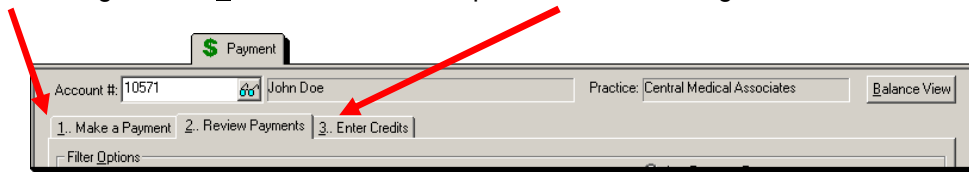


Figure 3 – The Payment Tab

Example 3: If you are in the Patient screen and want to go to the **4. Insurance** section, press **Alt + 4**. See Figure 4.

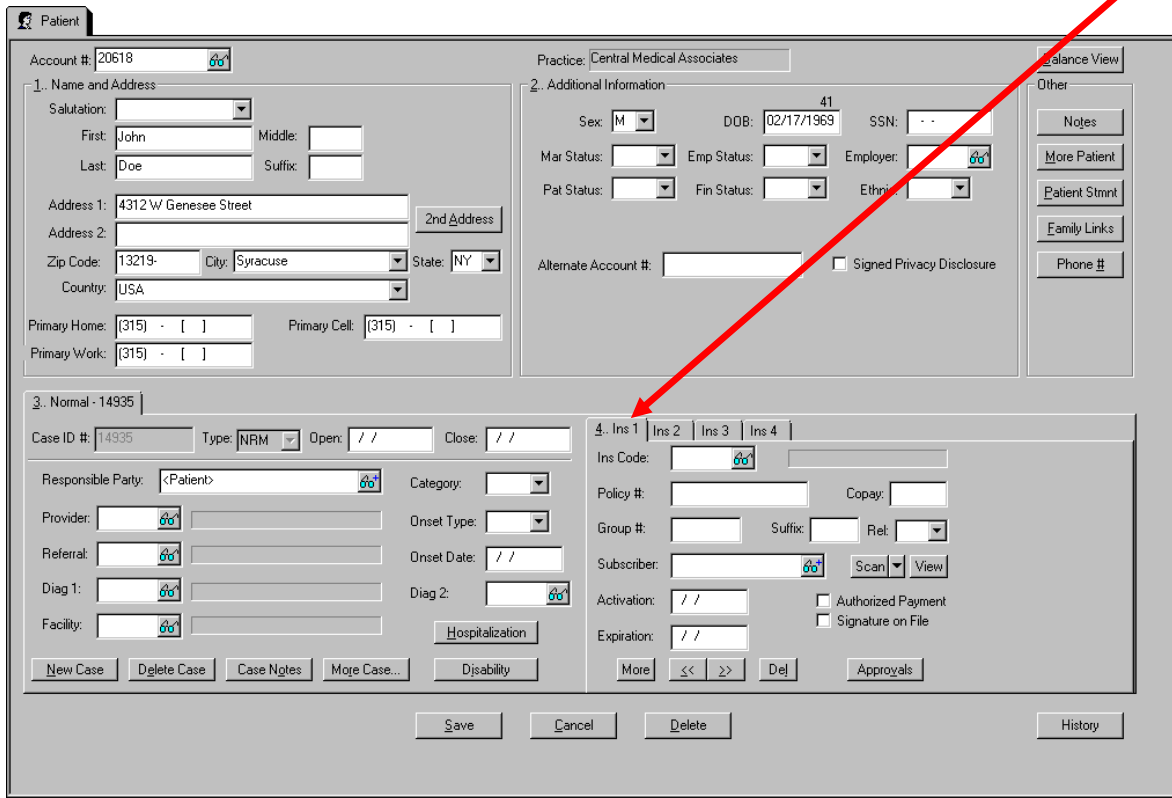


Figure 4 – The Patient Screen

- To move around in a section, use the **Tab** and/or the **arrow** keys.
- When a pop-up box appears and you need to select **OK** button to continue, you can just press **Enter**. See Figure 5. If there is more than one choice, you can use the **arrow** keys to move to the correct choice, and then press **Enter**.

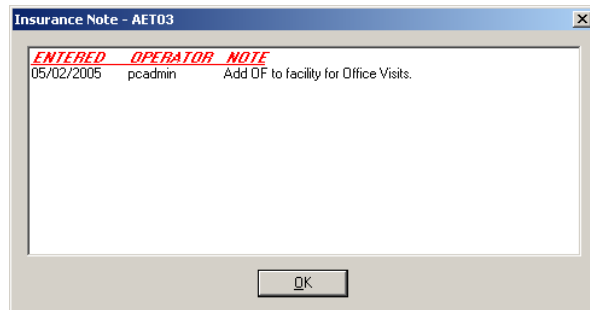


Figure 5 – Insurance Note