



**INCISIVE™ PM**  
Keyboard and Menu Shortcut Guide

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**CrossCurrent, Incorporated**  
1200 NW Naito Parkway, Suite 200  
Portland, Oregon 97209-2831

[www.incisivemd.com](http://www.incisivemd.com)

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## Function Keys

F1	Help	F7	Expand Data View
F2	Open ... ▼	F8	Expand Lookup
F3	Lookup	F9	Query
F4	Data Entry	F10	Documents
F5	Refresh	F11	Save
F6	Edit	F12	Menu Shortcut

## Navigation

←	Move to empty field	Page Down	Move forward a tab
↔	Move forward a field	Page Up	Move back a tab
↑ ↔	Backspace a field	Ctrl + =	Add a tab
F2	Open ellipses button	Ctrl -	Delete a tab
☐	Mark <input checked="" type="checkbox"/> on/off	Ctrl ←	Move to next lookup
Ctrl ←	Go to search results	Ctrl →	Move back to last lookup

## Grid Shortcuts

Ctrl ↓	Sort newest to oldest	←	Move forward in a grid
Ctrl ↑	Sort oldest to newest	→	Move back in a grid
↵	Move to empty field	↑	Move up a grid row
↑ F2	Open ellipses button	↓	Move down a grid row
	Mark <input checked="" type="checkbox"/> on/off	Ctrl ↵	Jump from grid to next empty field

## Menus

F7 / F8	Expand Lookup/Data	Ctrl D	Documents Menu
Ctrl L	Lookup Mode	Ctrl O	Other Actions Menu
Ctrl T	Select Lookup	Ctrl H	Error Check
Ctrl E	Data Entry Mode	Ctrl S	Save
Ctrl Q	Query	Ctrl X	Save Next
		Esc	Cancel

## Window Mnemonics

<b>ADS</b>	Appointment Day Sheet	<b>ERA</b>	Electronic Remittance Advice
<b>AE</b>	Appointment Entry	<b>ERAP</b>	ERA Processing
<b>AR</b>	Accounts Receivable Analysis	<b>IC</b>	Insurance Companies
<b>AS</b>	Appointment Scheduler	<b>LDG</b>	Ledgar
<b>ATH</b>	Accounting Transaction History	<b>PA</b>	Patient Administration
<b>CE</b>	Charge Entry	<b>PC</b>	Procedure Codes
<b>CI</b>	Clinical Information	<b>PE</b>	Payment Entry
<b>CNT</b>	Contacts	<b>PEF</b>	Print Encounter Forms
<b>CP</b>	Claims Processing	<b>PRA</b>	Provider Revenue Analysis
<b>CRP</b>	Claims Response Processing	<b>PRP</b>	Print Registration Profile
<b>CRAR</b>	Charge Register Transaction Rpts	<b>RD</b>	Referring Doctors
<b>DC</b>	Diagnosis Codes	<b>RI</b>	Patient Registration
<b>DR</b>	Providers	<b>STM</b>	Statements
<b>DTR</b>	Deposit Transaction Reports	<b>TD</b>	User To Do List

## Reminder Icons

- Confirmed Appt**
- M** **Message Machine**
- D** **Disconnected**
- A** **Answered**
- △** **Unable to deliver**
- Cancelled**



# Special Keys

  **View RPP field name**

 **A** **Big Auto Apply in PE**

 **U** **Little Auto Apply in PE**

