

EPIC TRAINING



Keyboard Shortcuts Quick Start Guide

HOUSTON
Methodist[®]
LEADING MEDICINE



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From Anywhere

Alt+1	Return to home screen
Ctrl+#	Access a specified activity based on the location of its button across the top of Willow Ambulatory. Ctrl+1 accesses the activity with the leftmost button, Ctrl+2 accesses the activity with the next button to the right, and so on for as many activities as you have across the top.

From the Home Screen

Alt+S	Switch home screen context to separate pharmacy
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From Rx Management

Alt+Y	Make profile only
Alt+F	Incoming transfer
Alt+O	Access the Dose fields
Alt+U	Edit sig
Alt+E	Prescribed dispensed amount
Alt+D	NDC
Alt+K	Dispense package
Alt+N	Pharmacy dispense amount
Alt+M	Pharmacy comments
Alt+X	Enter a new prescription
Alt+I	Add refills
Alt+J	Defer adjudication
Alt+B	Number of labels
Alt+L	Days' supply
Alt+W	Advanced View
Alt+A	Accept and close the patient tab



From a Patient Work Space

Alt+T	Patient home page
Alt+I	Med Profile to add refills
Alt+X	Rx Management to add new fills
Alt+G	Allergies
Alt+S	Snapshot Report

From the Med Profile

Alt+N	Recent Pharmacy Profile
Alt+L	Entire Pharmacy Profile
Alt+M	Medical Record
Alt+F	Fill selected prescription
Alt+ Y	Receive hard copy
Alt+R	Transfer prescription
Alt+D	Discontinue medication
Alt+E	Prescription History
Alt+O	Medication Warnings
Alt+P	Reprint



From Work Queues

Alt+W	Change Work Queue view
Alt+L	Load all lines
Alt+R	Resolve flags
Alt+I	Initiate fills
Alt+E	Enter Rx
Alt+V	Verify fills
Alt+O	Open patient's Med Profile

From the Point of Sale Activity

Alt+C	Counseling
Alt+D	Declined
Alt+M	More
Alt+N	New Payment
Alt+P	Process Prescriptions
Alt+R	Remove All

Flag Resolution

Alt+R	Resolve flag
Alt+C	Close