

# Recording Consultation Notes

## Keyboard Shortcuts

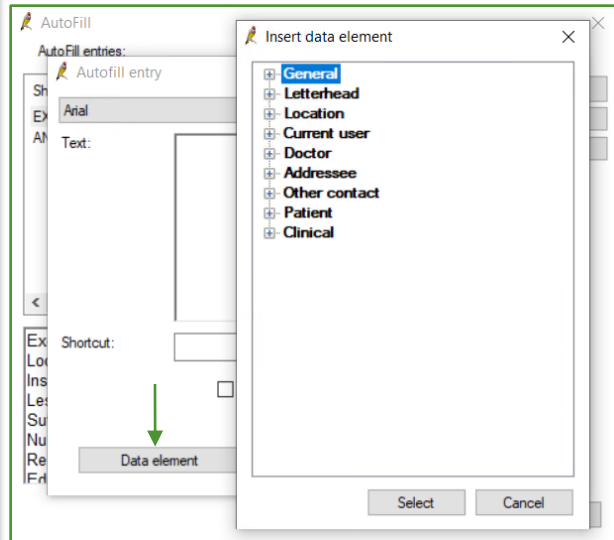
Shift + F4	Open medical certificate template in word processor
Ctrl + Alt + T	Today's notes
Ctrl + Alt + V	Past visits
Ctrl + Alt + X	Current Rx
Ctrl + Alt + H	History
Ctrl + Alt + I	Immunisations
Ctrl + Alt + R	Investigation Reports
Ctrl + Alt + C	Correspondence Out
Ctrl + Alt + N	Correspondence In
Ctrl + Alt + P	Past prescriptions
Ctrl + Alt + O	Observations
Ctrl + Alt + F	Family/Social
Ctrl + Alt + Y	Obstetric
Ctrl + Alt + S	Pap smears
Ctrl + Alt + E	EPC
Ctrl + Alt + A	Health Assessment
Ctrl + Alt + L	Care plans
Ctrl + Alt + M	Medication reviews
Ctrl + Alt + D	Diabetes cycle of care
Alt + D Or Alt + G	Open Diagnosis window

## Autofill shortcuts

PC	Presenting complaint:
HX	History:
OE	Examination:
MX	Management:
DX	Diagnosis:
RV	Review interval:
S:	Subjective:
O:	Objective:
A:	Assessment:
P:	Plan:
AX	Actions:

Create a custom autofill:

- From Today's notes, **Autofill > Add**
- From the Word Processor, **Insert > Autofill > Add** (add data elements to an autofill here)



You CAN delete or amend past visit consultation notes depending on the time since the visit.

Search for "**Delete or amend past visit notes**" article on the Knowledge Base.



Add caret (^) where you want free text in the inserted Autofill. **Shift + F5** moves your cursor through the carets.

Search for 'Autofill' on the Knowledge Base.