

## EMIS GENERAL COMMANDS

<b>GO TO NEXT FIELD</b>	TAB	Move to next field
<b>GO TO PREVIOUS FIELD</b>	Shift TAB	Move to previous field
<b>RETURN TO HOME PAGE</b>	Alt 2	Go back to Emis Web homepage
<b>FIND PATIENT</b>	Alt 4	Opens Patient Search window
<b>CREATE TASK</b>	Alt 5	Creates a New Task
<b>CONSULTATION HISTORY</b>	F6	Switches To The Consultations Tab
<b>GO TO APPOINTMENTS QUICKVIEW</b>	F10	Opens Appointment Quick View Window

## ANYWHERE IN EMIS

<b>SESSION MENU</b>		
<b>CLEAR PATIENT</b>	Alt E,E,C	Clear currently selected patient
<b>CLOSE EMIS</b>	Alt E,E,X	Log off the session and close the application
<b>CARE RECORD MENU</b>		
<b>GO TO SUMMARY</b>	Alt E,C,S	Displays summary of patient record
<b>GO TO CONSULTATIONS</b>	Alt E,C,C	Displays consultation history
<b>GO TO MEDICATION</b>	Alt E,C,M	Manage medication
<b>GO TO REFERRALS</b>	Alt E,C,R	Displays inbound & outbound referrals
<b>GO TO CARE PLANS</b>	Alt E,C,A	Displays patient care plans
<b>APPOINTMENTS MENU</b>		
<b>GO TO APPOINTMENTS BOOK</b>	Alt E,A,B	Opens Appointment Book – Daily & weekly sessions
<b>GO TO CONSULTATION TAB</b>	Alt,C,Alt	Switches to Consultation Tab
<b>GO TO NEW CONSULTATION</b>	Alt C,A,3	Start New Consultation
<b>From Consultation List Pane</b>		
PROBLEM	P	Add a problem
HISTORY	H	Add History
EXAMINATION	E	Enter Examination Details
FAMILY HISTORY	F	Add family history
SOCIAL	S	Enter social factors
COMMENT	C	Add a comment
MEDICATION	M	Add medication
FOLLOW UP	U	Create a follow up diary entry
PROCEDURE	O	Enter procedure
TEST REQUEST	T	Open test request menu
ONLINE TEST REQUEST	N	Select online test request
OFFLINE TEST REQUEST	F	Select offline test request
REFERRAL	R	Open Referrals Menu
CHOOSE AND BOOK REFERRAL	C	Select choose and book referral
STANDARD OUTBOUND REFERRAL	S	Select standard outbound referral

INBOUND REFERRAL	I	Select inbound referral
DOCUMENT	D	Open Documents Menu
CREATE LETTER	C	Select create letter
ATTACH DOCUMENT	A	Select attach document
ATTACH EXISTING DOCUMENT	E	Select attach existing document
ALLERGY	A	Add Allergy information
<b>From Consultation Screen</b>		
ENTER PROBLEM	TAB,P	Add a problem
CODE LIST	SPACE	SNOMED Code List appears
BP READING	SPACE, DOWN, ENTER	BP Readings Screen appears
ENTER HISTORY	TAB,H	Add History
ENTER EXAMINATION	TAB,E	Enter Examination Details
ENTER FAMILY HISTORY	TAB,F	Add family history
ENTER SOCIAL	TAB,S	Enter social factors
ENTER COMMENT	TAB,C	Add a comment
ENTER MEDICATION	TAB,M	Add medication
ENTER FOLLOW UP	TAB,U	Create a follow up diary entry
ENTER PROCEDURE	TAB,O	Enter procedure
ENTER TEST REQUEST	TAB,T	Open test request menu
ONLINE TEST REQUEST	N	Select online test request
OFFLINE TEST REQUEST	F	Select offline test request

ENTER REFERRAL	TAB,R	Open Referrals Menu
CHOOSE AND BOOK REFERRAL	C	Select choose and book referral
STANDARD OUTBOUND REFERRAL	S	Select standard outbound referral
INBOUND REFERRAL	I	Select inbound referral
ENTER DOCUMENT	TAB,D	Open Documents Menu
CREATE LETTER	C	Select create letter
ATTACH DOCUMENT	A	Select attach document
ATTACH EXISTING DOCUMENT	E	Select attach existing document
ENTER ALLERGY	TAB,A	Add Allergy information
<b>GO TO EDIT CONSULTATION</b>	Alt C,E	Opens a selected consultation for editing
<b>GO TO DELETE CONSULTATION</b>	Alt C,D	Deletes the selected consultation
<b>VIEW MY CONSULTATIONS</b>	Alt C,V	Displays current user consultations only
<b>GO TO MEDICATION TAB</b>	Alt,M,Alt	Switches to Medication Tab
<b>GO TO PROBLEM TAB</b>	Alt,P,Alt	Switches to Problem Tab
<b>GO TO INVESTIGATION TAB</b>	Alt,I,Alt	Switches to Investigation Tab
<b>GO TO REFERRALS TAB</b>	Alt,R,Alt	Switches to Referrals Tab
<b>GO TO CARE PLAN TAB</b>	Alt,A,Alt	Switches to Care Plan Tab
<b>GO TO DOCUMENTS TAB</b>	Alt,D,Alt	Switches to Documents Tab
<b>GO TO DIARY TAB</b>	Alt,X,Alt	Switches to Diary Tab
<b>GO TO CARE HISTORY TAB</b>	Alt,H,Alt	Switches to History Tab
<b>GO TO INVESTIGATION TAB</b>	Alt,I,Alt	Switches to Investigation Tab
<b>GO TO SUMMARY TAB</b>	Alt,S,Alt	Switches to Summary Tab

