Take advantage of shortcuts in MEDITECH MAGIC

Have you ever seen someone press the Enter key a few hundred times while navigating through a single record? Screen after screen and never use the Escape, Pg. Down, F12, Tab, or Mouse Click to save their keyboard from premature death? Yeah, me neither.

OK, so I have seen it a few times and even some of the most seasoned end-users sometimes forget these shortcuts, so please share them. Share them annually, because we all forget sometimes. Some of us more often, as I've noticed after reaching 50.

Getting side-tracked is another symptom.

I've also included a few tips on how to send jobs to the background or "off-line" so that you aren't waiting for your screen to present the next prompt. How to stop wasting paper and take advantage of spooling, viewing, and virtual printing.

Again, all of this is available on-line within your MEDITECH client – just press the **Shift**+**F8** keys if you're ever curious about what that field is that you cursor is sitting in. It is called On line documentation and you even have the option of copying it and adding your own helpful notes to it for others to see.

Task to perform and most efficient way to do it

Task	Shortcut
On line documentation	Shift + F8
Selection choices (Look-up)	F9
Quick File (as opposed to hitting enter 40 times and then filing)	F12
Quick Exit	F11
Need a calculator	Ctrl + F12
Need a Calendar while in a date field	Ctrl + F12

Cont…..

EVTF – Systems Monitoring & Maintenance   -   Live Support Call Center & Resolution

Need to send a report to someone in house? Don't waste paper, send it via e-mail. At the print on prompt type **MAIL** .

Printing documents to the same printer? At the print on prompt press the **Space Bar then Enter Key**

Maybe you don't need a hard copy. You can print to your screen by typing a **capital S** at the print on prompt. You can also type **VIEW** for most print jobs. Viewing allows you to scroll up and down, left and right. Viewing also allows you to manage the output and search using the Index option.

Are you on a PC and running multiple MEDITECH sessions or other applications? Use the **Alt** + **Tab** keys to navigate between applications. This will reduce the number of times your eyes and hands leave your keyboard and/or monitor.

Need to print a report and not tie up your session while it prints? At the print on prompt type in **S/Printer.Name** then press the enter key. This will submerge the print job and free your MEDITECH session for other use.

Need to enter a doctor's mnemonic or name into a record? There's a lot more info at your fingertips than the doctor's mnemonic. Try entering a few characters of their mnemonic followed by /X. Then hit the **LOOKUP Key (F9)**. Then you can just press **(F12)** or experiment with the options you see. You'll see the following info about the physician you were about to select:
Name, Telephone #, Provider Group, ADM & ABS Service, if they have admitting privileges, and are on staff. So that's **MNEM/X** + **LOOKUP** + **F12**

By the way – this helps with those provider names that are close to another name. You see more info and are more likely to select the correct provider.

In the Pharmacy module and trying to locate a patient on a particular floor? At the patient name prompt type **L\A3** to see a list of patients registered on A3.

In the RAD module and trying to locate a patient or specific exam? At the patient prompt type an "X" then the exam number (X000000397). This does not work in the Inactive Patient Profile routine.

Bonus round –

For those dealing with providers in your system who see your patients from any of their 2 or more office locations and you'd like a way of flagging the registration process and routing results correctly; reach out to me for the MAGIC based solution I designed back in 2012. It has only gotten better since then as others are adding their own twist on it.