

# Bp VIP.net Quick Navigation Reference

Kiosk <input type="button" value="v"/> Start Select Kiosk from dropdown list, then Start	
 Spellcheck	 Payments
 Appointment Book	 Receipts
 Patient Appointment History	 Financial History
 Next Appointment Recall	 Prescribing
 Tasklist	 Allergies
 Contacts List	 Monitoring Recall
 Texts List	 Observations
 Profile	 Bad Lab Result
 Outgoing Communication	 Hiso Online
 Referrals	 Medical Desktop
 Inbox	 Injury Claims
 Outbox	 Daystay Episodes
 Consultation Slip	 Medicare Online Claiming
 Consultation	

Task description	Keyboard Shortcut	Menu Pathway
<b>Logging In</b>		
Logging in/out	<b>Ctrl+R</b>	
Help	<b>F1</b>	Help>Online
<b>Searching the Database</b>	<b>F2</b>	
Searching for a patient	<b>F2</b>	Patient>Search
Searching for an organisation	<b>F2</b>	Patient>Search
Searching for deactivated patients	<b>F2</b>	Patient>Search select Include Deactivated.
<b>Patient Details</b>	<b>F3</b>	
Making a patient/organisation current/active		Select Patient from Search Results or Appt Book and click function button.
Entering/Editing patient details: Providers, Financial, Family, Numbers \	<b>F3</b>	Patient>Details
<b>Referring Doctors (Providers – Other Clinics)</b>		
Display Provider list	<b>Shift+F8</b>	Setup>Providers
<b>Appointment Book</b>	<b>Ctrl+F12</b>	
Going to today's date	<b>Ctrl+T</b>	Using Alt + hotkey
Moving back and forward a day	<b>&gt;/&lt;</b>	Only while in Appt book.
Moving back and forward a week	<b>Ctrl &gt;/Ctrl &lt;</b>	Only while in Appt book.
Moving back and forward a month	<b>Alt &gt;/Alt &lt;</b>	Only while in Appt book.
Display small calendar	<b>/</b>	Only while in Appt book.
Opening the page to 24 hour	<b>Ctrl+O</b>	Only while in Appt book.
Using the availability scrollbar (pro-bar -)	<b>Ctrl+B</b>	Defaults to provider page.
Viewing daily All Provider calendar view	<b>Ctrl+L</b>	Only while in Appt book.
Viewing monthly calendar view	<b>Ctrl+M</b>	Only while in Appt book.
Viewing yearly calendar view	<b>Ctrl+Y</b>	Only while in Appt book.
Making a consulting list booking	<b>Ctrl+F12</b>	Type Patient in space
Making a booking for patient in Snapshot	<b>Ctrl+Enter</b>	In Appt book, select slot to book
Cancelling an appointment/operation	<b>Delete</b>	Delete button on keyboard
Making a surgery/hospital booking		In Appt book, select slot to book
Editing the details of a booked operation	<b>Ctrl+D</b>	In Appt book, select booking to edit.
Viewing a patient's appointment history/future appointments	<b>Spacebar</b>	Patient>Appointment History
Auditing an appointment	<b>Ctrl+U</b>	File/Utilities/Audit
Printing a consulting/theatre list	<b>Ctrl+P, Alt+O</b>	Only while in Appt book.
Viewing the waiting room	<b>Ctrl+W</b>	Only while in Appt book.

Task description	Keyboard Shortcut	Menu Pathway
Arriving a patient	<b>Ctrl+A</b>	Only while in Appt book.
Staging a patient (moves them through stage)	<b>Ctrl+S</b>	Only while in Appt book.
End appointment	<b>Ctrl+E</b>	Only while in Appt book.
Waiting/Reschedule List: Viewing the waiting list	<b>Ctrl+M</b>	R Click on Appt>Booking>Add or move to Waiting List
Using Refresh to update auto notes		
Symbols within the appointment: Coins		Red: Owing by Patient Red/Yellow: Part owing by Patient Yellow: Paid by Patient Note: Medical Note created.
<b>Billing/Receipting</b>		
Creating an invoice	<b>F5</b>	Patient>Consult
Viewing transaction history	<b>F8</b>	Patient>Transactions
Creating a quote	<b>Alt+F5</b>	Patient>Quote
Billing a Quote	<b>Alt+F5</b>	'Bill this Quote' button.
Reprinting an invoice/receipt	<b>F8&gt;F7</b>	Patient>Transactions: Select Payment>Print
Deleting transactions	<b>F8&gt;Delete</b>	Delete button.
Financial transaction modifications (modify, reverse, refund, credit, transfer)	<b>F8</b>	Patient>Transactions
<b>Correspondence MyComms Dashboard</b>		
Correspondence	<b>F4</b>	Patient>Outgoing/Incoming Communication
Referrals	<b>Ctrl+F4</b>	Patient>Referrals
Inbox		File>Inbox>MyComms
Outbox		File>Outbox
Saving filter options		Save Settings>Select Filters>Save
Viewing a letter		Select Letter
Editing a letter	<b>F4</b>	Patient>Outgoing Communication>Edit
Creating a new letter		Patient>Outgoing Communication>New
Changing letter status		Status down arrow
Accessing a list of typed/approved letters for a provider		Select>Providers Tick Box
Unfiled images		File>Inbox>Unfiled Images
<b>Templates</b>		
Creating a new letter template		Setup>Letter Templates

Task description	Keyboard Shortcut	Menu Pathway
<b>Reports</b>		
Financial Summary		Reports>Financial Summary
Appointment Book Summary		Reports> Appointment Book Reports>Appointment Book Sum.
Next Appointment Recall		Reports>Appointment Book Reports>Next Appointment Recall
Medical Reports: Recalls		Reports>Medical>Recalls
Aged Debtors		Reports>Financial Reports>Aged Debtors
Daily Summary		Reports>Financial Reports>Daily Summary
Write-off bad debts		File>Accounts>Write Off
Referrers Report		Reports>Referrers Report
<b>Tasks and Contacts</b>		
Task List	<b>Ctrl+F1</b>	File>Tasks
Contacts List (Patient Specific)	<b>Ctrl+F2</b>	Patient>Contacts
Texts List (Patient Specific)	<b>Ctrl+F3</b>	Patient>Texts
Replying and completing tasks		Complete Tick Box
Deleting Task or Contact		Delete Button
<b>Subsidiser and Injury Claiming</b>		
Creating charges		Setup>Charges
Entering a new injury claim	<b>Alt+F8</b>	Patient>Injury Claims
Charging for services	<b>F5</b>	Subsidisor
Batching the charges		File/Accounts/Subsidiser Batching
<b>Medical Desktop</b>	<b>F11</b>	
Entering progress notes for a patient	<b>F11</b>	Medical>Medical Desktop>New Note
<b>Procedures and Operations</b>		
Adding an operation to the patient	<b>Ctrl+F9</b>	Medical>Operations>New
Booking the operation	<b>Ctrl+F9</b>	Medical>Operations>Make Booking
<b>Prescribing and Investigations</b>		
Create a prescription	<b>F9</b>	Medical>Prescriptions
View or add an Investigation Record	<b>Alt+F9</b>	Medical>Investigations
Allergies	<b>Ctrl+F11</b>	Medical>Allergies
Monitoring/Recalls	<b>Alt+F11</b>	Medical>Monitoring/Recalls