DeliverHealth
SOLUTIONS

INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS WITH STRUCTURED

Legend: White – InScribe Core or windows shortcut, Green - Navigation, Blue – Structured, Purple – Editing, Tan - Playback

WEEK 1	WITH STRUCTURED
CTRL + SHIFT + S	Access shortcut reference window
ALT + SHIFT + P	Search by patient ID
ALT + SHIFT + N	Search by patient name
TAB and SHIFT + TAB	Move edit cursor between content boxes
CTRL + N	Add Section at Cursor Convert text into section
CTRL + SHIFT + \	Remove Current Section (convert section into text)
WEEK 2	
ALT + ;	Jump to body
ALT + N	Jump to patient name
ALT + I	Jump to patient ID
ESC or ALT + F4	Close open windows
CTRL + F	Using the find
CTRL + SHIFT + N	Add Sub-Section at Cursor (turn on subsections)
CTRL + ,	Promote Subsection (convert subsection to section)
WEEK 3	
ALT + C	Jump to CC's
CTRL + D	Delete CC
ALT + W	Jump to document type drop down

CTRL + ↑ OR ↓	Move edit cursor up or down paragraphs at a time WITHIN content box
CTRL + ← or →	Move edit cursor whole words at a time
CTRL + F6	Edit Section Name
Week 4	
CTRL + ALT + M	Jump to comment box
CTRL + AL T + B	Preview transcription with print template
F1 or CTRL + G	Go to next bracketed field [ ]
HOME	Move edit cursor to beginning of line
END	Move edit cursor to end of line
CTRL + ALT + \	Remove Current Section and Contents
CTRL + L	Add or Remove Numbered List.
WEEK 5	
SHIFT + CTRL + ↑ OR ↓	Select whole paragraphs at a time up or down within content box
SHIFT + CTRL + ← or →	Select whole words at a time right or left
SHIFT + HOME	Select to beginning of line from cursor position
SHIFT + END	Select to end of line from cursor position
CTRL + HOME	Move edit cursor to the top of CONTENT BOX
CTRL + END	Move edit cursor to the bottom of CONTENT BOX
CTRL + .	Demote Section (convert section to subsection)
WEEK 6	
CTRL + X	Cut selected text
CTRL + C	Copy selected text
CTRL + V	Past selected text
CTRL + DELETE	Delete one whole word to right of edit cursor

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CTRL + BACKSPACE	Delete one whole word to left of edit cursor
WEEK 7	
ALT + B	Jump to birthdate
ALT + A	Jump to appointment date
CTRL + U	Toggle letter case
CTRL + Z	Undo last action
CTRL + Y	Redo last action
CTRL + ALT + HOME	Move edit cursor to the top of document (first content box)
CTRL + ALT + END	Move edit cursor to the bottom of document (last content box)
WEEK 8	
ALT + R	Jump to author (aka clinician)
ALT + Z	Jump to authorization (aka Addl Auth)
CTRL + W	Mark for Review
CTRL + Q	Mark for QA
SHIFT + CTRL + H	Find and Replace
CTRL + ALT + ,	Move Section Up
CTRL + ALT + .	Move Section Down
WEEK 9	
F2	Play/pause audio playback
CTRL + SPACE	Attach edit cursor to voice cursor
LEFT or RIGHT ARROW	Detach edit cursor
SHIFT + CTRL + SPACE	Start audio playback at edit cursor position
WEEK 10	
CTRL + ALT + S	Spit transcription at cursor position

CTRL + SHIFT + Y	Copy transcription
CTRL + T	Speed up audio playback
CTRL + E	Slow down audio playback
CTRL + R	Return audio playback to normal
WEEK 11	
CTRL + ALT + G	Insert dictation template
SHIFT + CTRL + G	Reload document template
F3	Rewind audio playback
F4	Fast forward audio playback
SHIFT + ALT + ,	Move section and Contents up (move main section and subsections together)
SHIFT + ALT + .	Move Section and Contents Down (move main section and subsections together)
WEEK 12	
ALT + G	Jump to Gender
ALT + L	Jump to Location
F11 or SHIFT + CTRL + P	Show work pool
CTRL + 0	Hide all panels and only show editor
ALT + TAB	Switch between windows programs
WEEK 13	
CTRL + ALT + X	Toggle doc type name from short name to long name
CTRL + ALT + UP ARROW	Move up one job in dictation queue
CTRL + ALT + DOWN ARROW	Move down one job in dictation queue
F12 or CTRL + SHIFT + RETURN	Get next dictation from server
WEEK 14	

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CTRL + ALT + Q	View QA feedback
ALT + V, ALT + [, ALT +]	Jump to, Add/Remove Comment tag
ALT + SHIFT + L	Get appointment listing
ALT + 1 - 5	Jump to user fields ALT + 1 jump to user field 1, ALT + 2 jump to user field 2 etc.
WEEK 15	
ALT + D	Highlight navigation bar in web browser
CTRL + T CTRL + W	Open New Tab Close the current tab
CTRL + TAB SHIFT + CTRL + TAB	Move forward between open tabs Move backward between open tabs
WEEK 16	
Windows logo key	Open/close start menu Type program name to search and open like "Fire" to highlight Fire fox program and hit enter to open
Windows logo key + M Windows logo key + D Windows logo key + SHFT + M	Minimize all windows Show the desktop (same as minimize all windows) Restore minimized windows
Windows logo + ↑ Windows logo + ↓	Maximize the current window Minimize the current window