

EHR Shortcuts

- If the name of a button, menu, or tab includes an underlined letter, press Alt and the letter to select it.
- Alt: Opens menu of Epic on main workspace
- Alt+D: Opens order sets
- Alt + W: places cursor in new order
- Alt+M: Opens side bar of manage orders
- Alt+F: Find patient
- Alt + S: Sign a note
- Alt + A: Accept orders
- Alt+Up Arrow: Moves up through the table of contents. The selected section opens when you release the Alt key.
- Alt+Down Arrow moves down through the table of contents. The selected section opens when you release the Alt key.
- Alt+F4: Close Hyperspace.
- Enter: Saves selection and moves to next row
- ; (semi-colon): use between selections on a mutli-select list to remain in the row but choose more than one selection
- For date: T=today, Y=year, M=month, W=week
 - T-1 is yesterday, y+2 is 2 years from now, etc.
- Ctrl+A: Selects all text.
- Ctrl+C: Copies selected text
- Ctrl+X: Cuts selected text
- Ctrl+V: Pastes selected text
- Ctrl+Z: Undoes last action
- Ctrl+Y: Re-dos last action undid
- Ctrl+F: Find
- Ctrl + H: Replace
- Ctrl+D: Opens the menu for more activities
- Ctrl + O: Orders
- Ctrl+Home: Moves cursor to the beginning of the text
- Ctrl+End: Moves cursor to the end of the text
- Ctrl+Right Arrow: Moves cursor to the next word
- Ctrl+Left Arrow: Moves cursor to the previous word
- Ctrl+Shift+Right Arrow: Highlights from cursor position to end of the word
- Ctrl+Shift+Left Arrow: Highlights from the cursor position to beginning of the word
- Ctrl+Up Arrow: Moves up through activity tabs
- Ctrl+Tab: Moves right through open workspaces
- Ctrl+Shift+Tab: Moves left through open workspaces
- Ctrl+Down Arrow: Moves down through activity tabs
- Ctrl+W: Closes selected workspace
- Ctrl+Alt+S: Secures your Hyperspace session
- Ctrl+Alt+L: Logs out of Hyperspace
- Ctrl+Spacebar: Moves cursor to the Chart Search search bar.
- Ctrl+space: Jumps to Epic search function
- F1: Opens online help for the current activity.
- F6: Add comments to the rows
- F7: Opens the previous section
- F8: Opens the next section
- F9: Opens or closes current section
- Shift+F5: Opens the list of choices for a field
- Shift+F7: Goes to the previous section without opening it
- Shift+F8: Goes to the next section without opening it
- Shift+End: Highlights from the cursor position to the end of the line
- Shift+Home: Highlights from the cursor position to the beginning of the line
- Shift+Down Arrow: Highlights the line below the current line
- Shift+Up Arrow: Highlights the line above the current line
- Shift+Left Arrow: Highlights one character to the left of the cursor
- Shift+Right Arrow: Highlights one character to the right of the cursor
- Shift +Tab: Moves to the previous field or button on the page
- Tab: Moves to the next field or button on the page

Sources:

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2. Epic Keyboard Shortcuts. Health Information and Technology. https://hit.healthsystem.virginia.edu/index.cfm/_api/render/file/?fileID=E0976D31-17A4-77A0-3EBEB3F6A9CBFF38&fileEXT=.pdf. Accessed October 12, 2021.
3. Keyboard shortcuts. Our Epic Story. <https://ourepicstory.com/tips-shortcuts/keyboard-shortcuts>. Accessed October 12, 2021.
4. Outpatient APM and EMR training Manual For Research Staff. Penn Medicine. https://www.med.upenn.edu/ocrobjects/prod/OutpatientAPM_EMRTTrainingManual_ResearchStaff2013-04-26.pdf. Accessed October 12, 2021.