

AVI **mark** AVImark cheat sheet

General

F1	Help
F9	Open Appointment Calendar
F11	Refresh
F12	Logout
Alt + F10	Open Whiteboard
Shift + F9	Open Boarding Calendar

Client area

F2	New client
F3	Change client
F4	Remove client
F5	Client notes
F8	Post (Create Invoice)
F10	Accounting
Ctrl + F2	Close client
Shift + F5	Invoice instructions
Shift + Ctrl + F8	Pre-Invoice
Ctrl + F9	Client more stuff

Patient area

F2	New patient
F3	Change patient
F4	Remove patient
F5	Patient notes
F6	Check-in patient
F7	Choose patient
F8	Post (Create Invoice)
Ctrl + F6	Chart
Ctrl + F10	e-Travel Sheet
Shift + F5	Invoice instructions

Patient area - Reminder tab

F2	New
F3	Change
F4	Remove
F6	Show all reminders
Shift + F8	Post reminder

Patient Area - Follow ups tab

F2	New
F3	Change
F4	Remove

Patient Area - Estimates tab

F2	New
F3	Change
F4	Remove
F7	Choose

Patient Area - Ownership tab

F2	New
F3	Change
F4	Remove

Patient area - Schedule tab

F2	New
F3	Change
F4	Remove
F5	Appointment notes
Alt + F10	Whiteboard

Medical history

F2	New medical history
F3	Change medical history
F4	Remove medical history
F5	Notes for highlighted entry
F6	Check-in patient
F7	Open treatment list
F8	Post (Create Invoice)
F9	Open Appointment Calendar
F10	Medical Condition (SOAP)
Ctrl + F5	Doctor's Instructions
Ctrl + P	Show/Hide amount
Alt + F9	Drug Label
Shift + F8	History Mode
Shift + F10	Zoom

Accounting

F2	New
F3	Change
F4	Remove
F5	Accounting notes
F6	Show Detail
F8	New invoice
Shift + F8	Calculator
Shift + Ctrl + F8	Pre-Invoice

Appointment calendar

F2	New
F3	Change
F4	Remove
F5	Notes
F6	Patient (must highlight on a patient)
F7	Choose client
F8	Check-in
F9	Toggle CID/Appointment calendar
F11	Refresh

Boarding calendar

F2	New
F3	Change
F4	Remove
F5	Boarding notes
F6	Go to Patient
F9	Go to appointment calendar
F10	Go To date
F11	Refresh
Alt + F10	Whiteboard
Space	Bring to Front (stacked appointments)
Shift + F9	Toggle CID/Boarding calendar
Alt + F10	Whiteboard (only if patient checked into boarding)

Users & Security

F2	New
F3	Change
F4	Remove
Shift + F2	Another

Treatment list

F2	New
F3	Change
F4	Remove
F11	Refresh
Shift + F2	Another
Ctrl + A	Select All
Ctrl + Alt + H	Entry History
Ctrl + Z	Undo
Shift + Ctrl + Z	Redo
Shift + Ctrl + P	Show/Hide Preview
Shift + Ctrl + G	Show/Hide Group Panel

Inventory list

F2	New
F3	Change
F4	Remove
F5	Instructions
F11	Refresh
Ctrl + A	Select All
Ctrl + Z	Undo
Ctrl + Alt + H	Entry History
Shift + F2	Another
Shift + Ctrl + Z	Redo
Shift + Ctrl + P	Show/Hide Preview
Shift + Ctrl + G	Show/Hide Group Panel

Information search / Library

F2	New
F4	Remove
F6	Choose
F7	Remove

Problem list

F2	New
F3	Change
F4	Remove
F5	Notes (must select a problem)
F11	Refresh
Ctrl + A	Select All
Ctrl + Alt + H	Entry history
Ctrl + Z	Undo
Shift + F2	Another (must select a problem)
Shift + Ctrl + Z	Redo
Shift + Ctrl + P	Show/Hide Preview
Shift + Ctrl + G	Show/Hide Group Panel

Diagnosis list

F2	New
F3	Change
F4	Remove
F5	Instructions
F11	Refresh
Ctrl + A	Select All
Ctrl + Alt + H	Entry History
Ctrl + Z	Undo
Shift + F2	Another (must select a problem)
Shift + Ctrl + Z	Redo
Shift + Ctrl + P	Show/Hide Preview
Shift + Ctrl + G	Show/Hide Group Panel

Q & A maintenance

F2	New
F3	Change
F4	Remove
F5	Notes
F11	Refresh
Ctrl + A	Select All
Ctrl + Alt + H	Entry History
Ctrl + P	Print

Estimate maintenance

F2	New
F3	Change
F4	Remove
F5	Notes (must select a estimate entry)
F11	Refresh
Ctrl + A	Select All
Ctrl + Alt + H	Entry History
Ctrl + Z	Undo
Shift + F2	Another (must select a estimate entry)
Shift + Ctrl + Z	Redo
Shift + Ctrl + P	Show/Hide Preview
Shift + Ctrl + G	Show/Hide Group Panel

Follow up list

F2	New
F3	Change
F4	Remove
F8	Post (must select a follow up)
F11	Refresh
Ctrl + A	Select All
Ctrl + P	Report
Ctrl + Z	Undo
Ctrl + Alt + H	Entry History
Shift + Ctrl + Z	Redo
Shift + Ctrl + P	Show/Hide Preview
Shift + Ctrl + G	Show/Hide Group Panel
Shift + Ctrl + A	Expand all
Shift + Ctrl + G	Show/Hide Group Pan

Source: Avimark hot keys (PDF)

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More information: defkey.com/af/avimark-shortcuts

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