Using System Keyboard Shortcuts

Descriptions:

- **Header** is the summary of the information from a bill, such as the DOS (date of service) that the bill covers or the total amount paid for the bill.

- A **line** is the information from the bill details, such as specific procedure codes or revenue codes, the amount billed for each code, and the amount paid for a detail line item.

Which Bills Detail Page?	Where can the shortcut be used?	Shortcut Key(s)
3M Output Pricing	Header	Alt + Shift + M
Account Codes	Header and Line	Ctrl + K
Additional Providers	Header and Line	Alt +Shift +A
Anesthesia Procedure Codes	Header and Line	Ctrl + L
Claim Conditional Codes	Header	Ctrl + Y
Claim Cutbacks	Header and Line	Alt + C
Claim Deductions	Header and Line	Ctrl + Shift + D
Claim Enhancement Amounts	Header and Line	Ctrl + M
Claim Header Detail	Line	Alt + H
Claim Limit List	Header and Line	Alt + L
Claim Notes	Header and Line	Alt + N
Claim Occurrence Codes	Header	Alt + Y
Claim Occurrence Span Code	Header	Alt + Z
Claim Recoveries	Header and Line	Ctrl + Z
Claim Value Codes List	Header	Alt + V

Bills Shortcut Keys Listing
Job Aid

Using System Keyboard Shortcuts – Cont.

Which Bills Detail Page?	Where can the shortcut be used?	Shortcut Key(s)
Denied Reasons	Header and Line	Alt + F
Diagnosis Codes	Header and Line (P, D), Header(I)	Alt + X
Drug Information	Line	Ctrl + Q
Duplicate List	Header and Line	Alt + K
Error History	Header and Line	Alt + E
HIPAA File Details	Header	Alt+ Shift+ H
Indicators	Header and Line	Alt + J
Related Causes	Header and Line	Ctrl + Shift + R
Resolution Notes Summary	Header and Line	Alt + Shift + R
RuleIT Log View	Header	Alt + Shift + V
Service Line List	Header and Line	Alt + S
Surgical Codes	Header	Alt + W
Hospital Pricing	Header and Line	Alt + Q
Submitted Values	Header and Line	Alt + U
Price Path Information	Line	Alt + Shift + G

Other System Keyboard Shortcuts

Which Bills Detail Page?	What Action is performed?	Shortcut Key(s)
Resolve Claim Header Detail	Resolve	Enter
Claim Resolve Error List With Reason	General comments (To move the cursor to next line in the comments box)	Shift + Enter
Claim Resolve Error List With Reason	Submit Resolve	Shift + R
Common for all Pages	Cancel	Escape
View Service Line Detail or any service line detail page	Next	Alt + Down Arrow
View Service Line Detail or any service line detail page	Previous	Alt + Up Arrow
Header or Service Line List or any Show Menu page	To navigate to the first Service Line Detail page	Alt + Shift + S