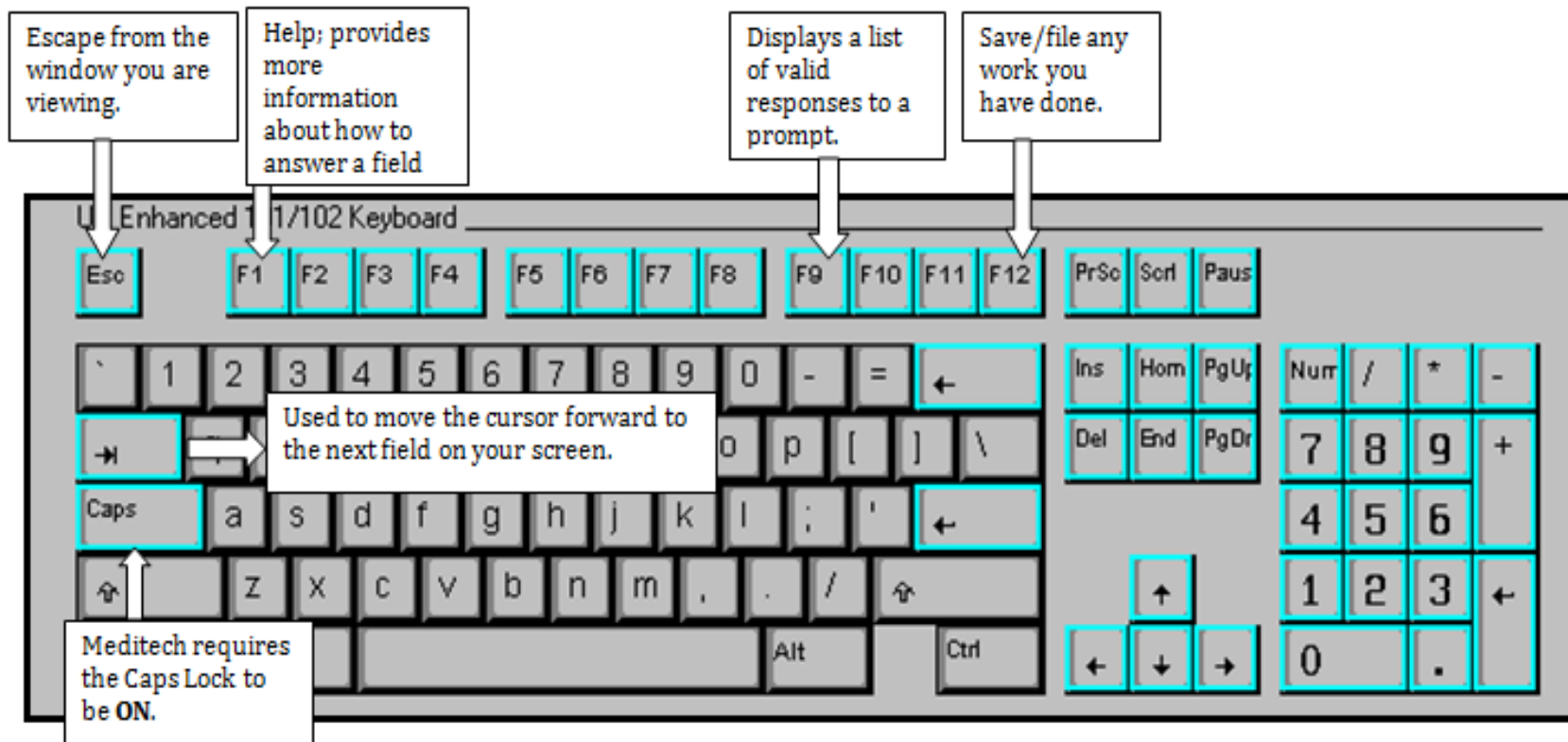# Meditech Keys Reference Document

The **FUNCTION KEYS** are your most important keys for communicating within Meditech. Each key serves a different purpose. You may also use your mouse.

Escape from the window you are viewing.

Help; provides more information about how to answer a field

Displays a list of valid responses to a prompt.

Save/file any work you have done.

U LEnhanced 1 1/102 Keyboard

Used to move the cursor forward to the next field on your screen.

Meditech requires the Caps Lock to be **ON.**

Efficiency Shortcuts: you can also use these shortcuts to navigate Meditech faster and more efficiently

Spacebar + Enter	By pressing the Spacebar on the keyboard, and then pressing the ENTER key, you can call up the last patient you were using.
Shift + Tab	SHIFT-TAB allows you to move the cursor to the previous field.
T (or T+)	Enters today's date