TELUS | HEALTH

Wolf Shortcut Keys – BC Users

Shortcut	Wolf Appointment Scheduler	Wolf Billing	Wolf WorkDesk	Wolf Patient Maintenance	Wolf Practice Search
F1	Opens Wolf Online Help Files				
F2	Add Appointment Notes				
F3	Add Appointment Notes	New Bill			
F4	Exit Screen	Exit Screen		Exit Screen	
F5					
F6	Vital Entry screen		Open Vital Entry Screen		
F7	Medical Summary				
F8	Opens Today's Date				
F9	Patient Maintenance				
F11					
F12					
Ctrl+A	Arrive Appointment	Opens Additional MD/Patients screen		Name/Addr/Phone tab	Select All the patients in the list
Ctrl+B	Book Appointment	Billing Details screen		Go to Billing tab	
Ctrl+D		Delete Bill screen		Go to Documents tab	Deselect All patients in the list
Ctrl+E	Assign Patient to Exam Room		Encounter Records		
Ctrl+F	Finish Appointment		Search Patient for Medical Summary		Assign selected patients to a Follow-up List
Ctrl+G				Patient List Maintenance	
Ctrl+I	Double book	Insert Line after current line			
Ctrl+J	Clinic Day View				
Ctrl+K	Block off day for physician				
Ctrl+L	Block off selected time slots		Lab Results In Basket	Go to Lab Results tab	
Ctrl+M	Missed Appointment Patients	Update the selected bill as a Memo	Opens Medical Summary	Go to Appointments tab	Assign Primary MD to the selected patients
Ctrl+N		New Bill		New Patient	
Ctrl+O	Mark appt Memo (Not Billable)			Go to Other Demographics tab	Open Search
Ctrl+P	Copy appointment	Print Invoice	Print		Print All patients in the list
Ctrl+Q	Quick Add	New Patient (Quick Add)	Medical History Quick Entry	Copy info to Quick Add new pt	
Ctrl+R	Return to Day View				
Ctrl+S			Patient Doc In Basket	Save	Save Search
Ctrl+T	Open Time Search screen			Go to Notes tab	Opens Time Search
Ctrl+U	Jump to specific day's schedule			Go to Patient Status tab	
Ctrl+V	Move an appointment				
Ctrl+W	Opens the Patient Lists screen	Open Write Off Bill			

Wolf Shortcut Keys – BC Users

Shortcut	Wolf Appointment Scheduler	Wolf Billing	Wolf WorkDesk	Wolf Patient Maintenance	Wolf Practice Search
Ctrl+X	Remove			Exit	
Ctrl+Y		Open Accounting Summary Report			
Ctrl+Z		Open Accounts Receivable Report			
Ctrl+Insert	Quick Add Walk-in				
Alt+A			Opens Application menu		
Alt+B					
Alt+D	Day view				
Alt+E	Opens Edit menu		Opens End Session menu		
Alt+F	Go to Family Name field				
Alt+G	Go to Clinic drop down menu				
Alt+H	Go to Ph (H) field		Opens Help menu		
Alt+I					
Alt+L					
Alt+M	Monthly view				
Alt+N					
Alt+O					
Alt+P					
Alt+Q					
Alt+R	Refresh		Opens Reference menu		
Alt+S			Opens Sign Out menu		
Alt+T	Today view				
Alt+U					
Alt+V	View menu				
Alt+W	Weekly view				
Alt+X					
Alt+Y					
Alt+#					
Alt+$					
Alt+F4					Close the Screen
Ctrl+Tab		Go to Next Bill			
Ctrl+Shift+Tab		Go to the Previous Bill			
Ctrl+Alt+Shift		Go to the First Bill			
Ctrl+Shift+P			Open Current Patient ID		
Ctrl+Alt+M					
Ctrl+Shift+$ Ctrl+Shift+4			Opens a New Bill		