Optum

Assurance Reimbursement Management™

Claim display shortcut keys

Moving between claims

Task	Keystroke(s) / Mouse click
Open claim list	**Ctrl+F5**
Open a claim from the claim list	**Double click the claim in the list.**

Moving inside a claim

Task	Keystroke(s) / Mouse click
Switch to Form tab	**Ctrl+1**
Switch to Electronic tab	**Ctrl+2**
Switch to Additional tab	**Ctrl+3**
Switch to Detail tab	**Ctrl+4**
Switch to History tab	**Ctrl+5**
Switch to Changes tab	**Ctrl+6**
Switch to Payer Activity tab	**Ctrl+7**
Go to beginning of page	**Ctrl+Home**
Go to end of page	**Ctrl+End**
Go to next field	**Tab or Enter**
Go to previous field	**Shift+Tab** or **Shift+Enter**
Open field list	**F5**
Next recurring line (service line, etc.)	**Down arrow**
Previous recurring line (service line, etc.)	**Up arrow**

Working inside a claim

Task	Keystroke(s) / Mouse click
Open help for a field	**Click any** 
Find next error	**F8 (or F3)**
Find previous error	**Shift+F8**
Show error description	**F7 (or Shift+F3)**

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Task	Keystroke(s) / Mouse click
Validate claim	**F12**
Save claim	**F2**
Print claim	**Ctrl+P, Ctrl+Alt+P**
Open auto entry list	**F9** (in any field with a colored edge)
Save auto entry data	**Shift+F9**
Add claim note	**Ctrl+A**
Delete claim	**Ctrl+D**
Delete recurring line (service line, etc.)	**Ctrl+Delete**
Cut entire service line	**Ctrl+Shift+X**
Copy entire service line	**Ctrl+Shift+C**
Paste entire service line	**Ctrl+Shift+V**
Combine service lines	1. Press **Ctrl+Shift+X** on one line. 2. Move to the other line and press **Ctrl+Shift+J**

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