



ORCHIDS-MDE Cheat Sheet
Revised: 8/1/07

• Entering client data:

1. Log into FamilyNet.
2. Select **Client Processes**.
3. To perform “client search,”
select **Open** .
4. Search for client.
5. If client is found, double-click
on client name to update data.

OR

If client is NOT found, select
Add New Client to enter data.

6. Select **Close** .
7. Select **Return W/ Client**.
8. Enter data in Client Info Tab.
9. Select **New Case** to open a
new case.

OR

Select **New Visit** to open a new
visit.

10. Enter case and/or visit data.
11. Select **Save**.




• TCM Billing Tips

- To bill, select **Submit TCM Claim**, then select **Save**.
- To rebill, make edits, select **Rebill**, then select **Save**.

• MCM Billing Tips


- To bill, select appropriate **MCM Services, Location, and Diagnosis**, then select **Save**.
- To rebill, make edits, select **Rebill**, then select appropriate **Location, and Diagnosis**, and select **Save**.

• To add more selections

- In a row that contains a blue
arrow , add more selections
add more selections by clicking
Insert .
- To delete selections, click
Remove .


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ORCHIDS-MDE Shortcuts

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General Windows support	
Tab	Move forward between objects (fields or sections) on screen
Shift+Tab	Move backwards between objects (fields or sections) on screen
F2	Move to the tab page to the left (previous tab)
F3	Move to the tab page to the right (next tab)
Enter	Activate the selected/default button

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Toolbar commands	
Ctrl+F4	Close
Ctrl+O	Open Client
Ctrl+S	Save
Ctrl+R	Refresh
Ctrl+I	Insert Row
Ctrl+D	Remove Row

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FC100-ORCHIDS Client screen	
Alt+C	New Case button
Alt+O	Open selected Case or Visit
Alt+V	New Visit button

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FC100-Select Program window	
Down Arrow	Scroll to next entry (down)
Up Arrow	Scroll to previous entry (up)
Space bar	Check/uncheck current entry
B	Select BabiesFirst!
C	Select CaCoon
M	Select Maternity Care Management
O	Select Oregon MothersCare
Enter	OK button

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Dropdown list boxes	
F4	Show/hide list
Down arrow	Scroll to next entry (down)
Up arrow	Scroll to next entry (up)
Delete	Remove entry
<ul style="list-style-type: none">Drop down list boxes also support a type-ahead feature to scroll to the desired entry. Type the first few letters of the desired entry, and the list box will scroll to the first entry fitting the description.When the desired entry is highlighted, press Tab to select the current entry and move to the next field.	

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Pop-up message boxes (only)	
Alt+Y	Yes
Alt+N	No

Pop-up message boxes (only)	
Alt+Y	Yes
Alt+N	No

Pop-up message boxes (only)	
Alt+Y	Yes
Alt+N	No

