Summary Sheet

Sending a Document Using Medical-Objects

Medical-Objects is a secure messaging software program that allows the secure transfer of patient documents between healthcare providers. It uses software referred to as the 'Referral Client' to send documents (referrals, health summaries etc) to other Medical-Objects users.

Sending a Document (Medical-Objects)

Note: All templates to be used with Medical-Objects must contain the following data to ensure they can be read by the recipient.

'RE: and **DOB:** included. Having the **RE:** and **DOB:** acronyms in your template will enable the Medical-Objects Referral Client to automatically fill in the patient details and date of birth for you. Keep in mind that both **RE** and **DOB** need to have **":"** at the end for this method to work correctly.'

1. **Open** a patient file **(F2)**
2. Open the **Wordprocessor (F4)**
3. Create a New document **(File>New Document)**
4. Double click to **select a template** to use.
5. **Edit the document** to write the letter/ referral and then **Save.**
6. To send the letter to the referral client, Use **Ctrl + A** (to select all the text in the document) then **Ctrl + C** keys (to copy the text).
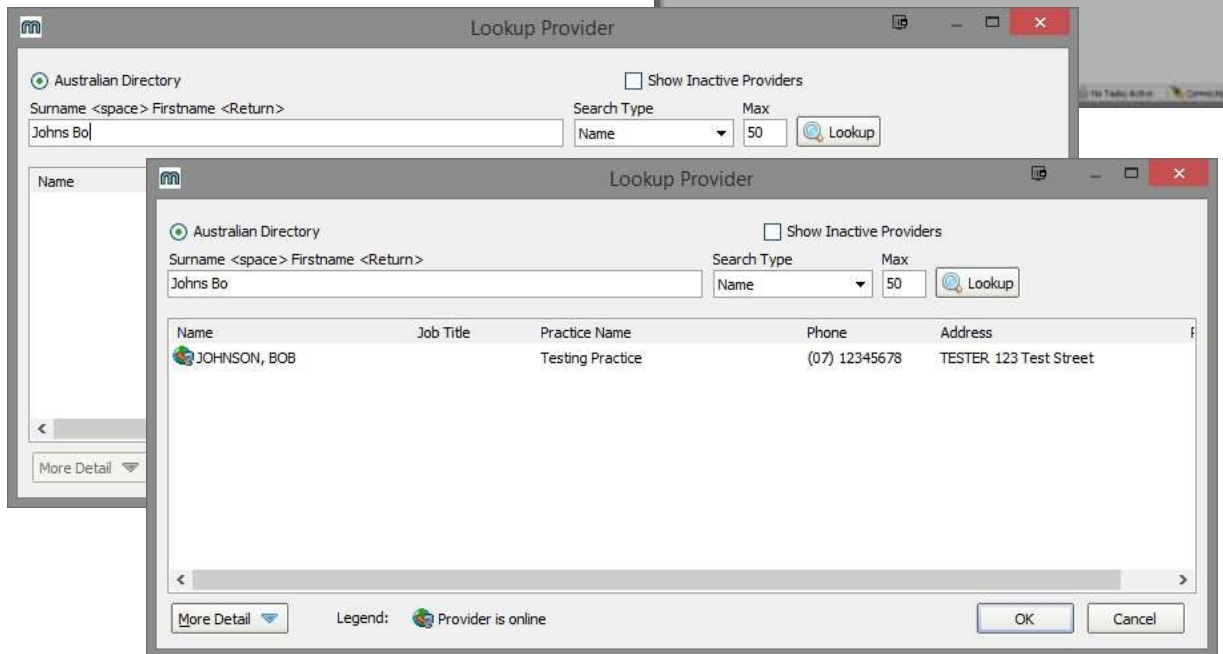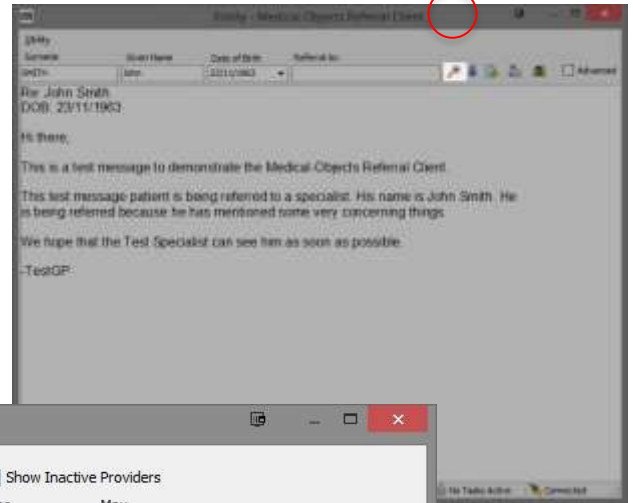
7. The referral client will recognise the template, and will pop up a large "M" on the screen (usually in the bottom right corner).

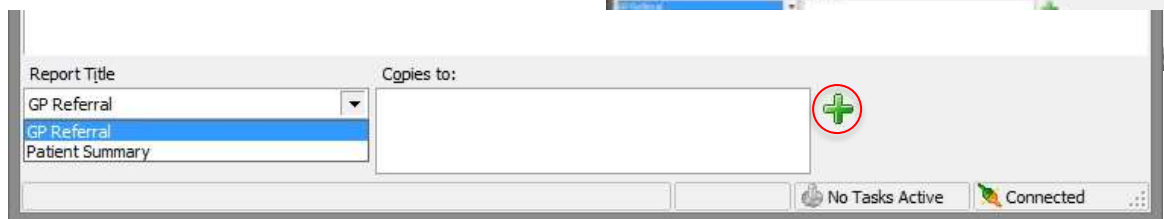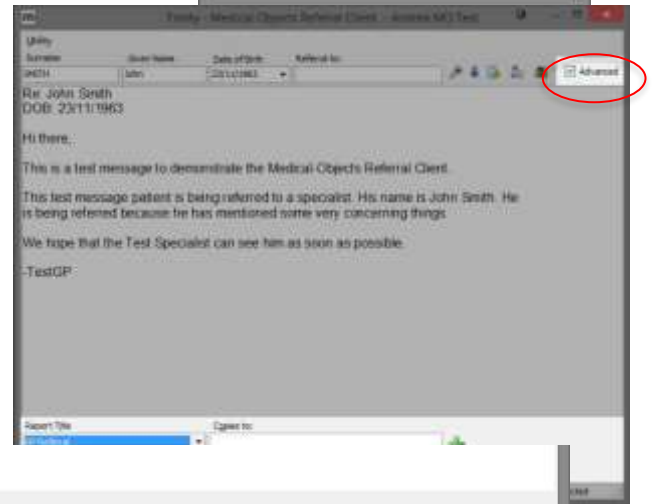   Double click the **"M"** icon to open the referral window shown below.

8. Select the **Lookup Provider** icon shown above.

9. Enter the first few letters of the surname of the doctor that you wish to send the report to, then press **Enter.**

10. A list will be displayed showing the doctors in our system that matches your request.

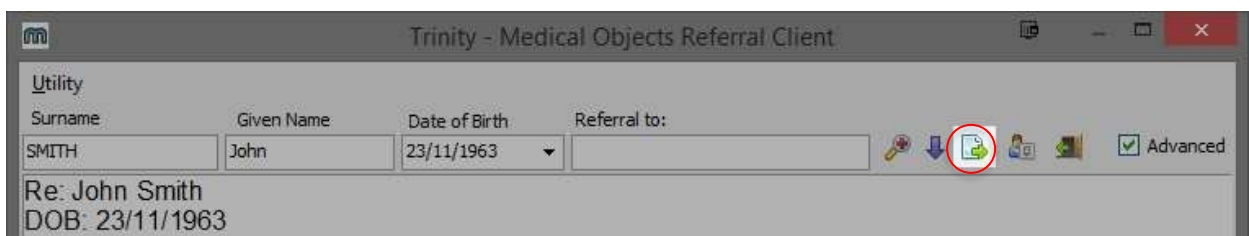| Name	Job Title	Practice Name	Phone	Address	
JOHNSON, BOB		Testing Practice	(07) 12345678	TESTER 123 Test Street	

Legend: Provider is online

Note: Some providers practice at multiple locations. Make sure that the one you select matches your intended recipient.

11. Once you select the provider to send to, You will be asked if you wish to send the referral now.

12. If you wish to send the letter to more than one provider or make any further changes, select **No.** Otherwise proceed to step 19.

13. Back on the main screen, click on the **Advanced** checkbox in the top right hand corner. This will open the following panel down the bottom of the referral client window.

14. You can select the letter type from the dropdown box on the left hand side
   - **GP Referral** or **Patient Summary.**

15. You can also add more than one recipient to the letter by selecting the green **"+"** button on the right. It will open another **Provider Lookup** window exactly like the ones selected in **step9** and **step 10**.

16. To remove a provider from the list, Select it and click the red **"-"** button.

17. Click the button highlighted in the image below to send the referral.

18. Verify the report is okay, and then select **Yes** to send.

19. You will be required to enter the passphrase for your Medicare Individual PKI token. If you are not using a token, You can choose **SendWithout Signature.**

Note: If you do not know this passphrase, check with your practice manager, or preferably call Medicare as these tokens do become unusable if you enter the password incorrectly too many times.

For further information, please refer to the following document for detailed instructions on using the referral client with Best Practice. https://kb.medical-objects.com.au/display/PUB/Using+the+Referral+Client