

Using Medical Objects:

Editing “Copy To Doctor’s” Details in Genie

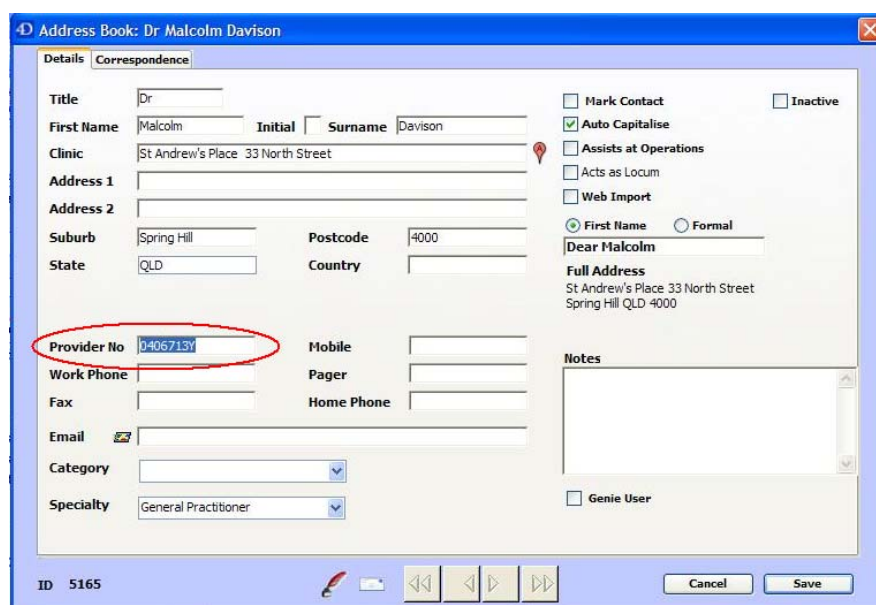


When creating a letter in Genie with “Copy To Doctor’s” included, you may find the Copy To Doctor’s are on Medical Objects, however the Dr’s details in the Genie Address Book do not indicate this. Follow these steps to edit the Doctor’s details in the Genie Address Book.

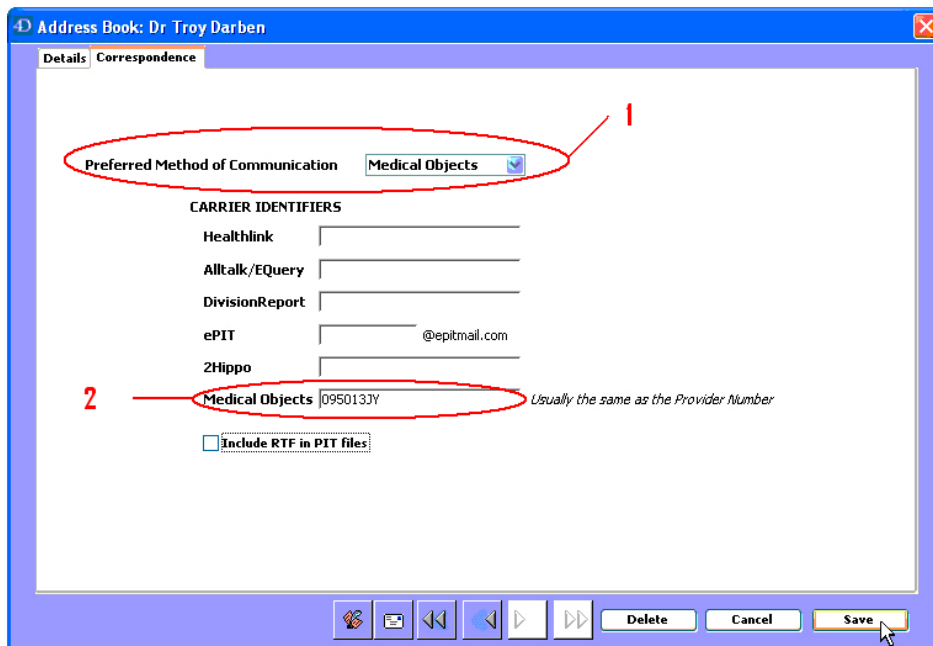
1. Right click on the Copy To Doctor’s name and select **Edit**.



2. This will open the Doctor’s details in the **Address Book**. Copy (Ctrl C) the Doctor’s Provider Number out of the **Provider Number** field.



- Now open the **Correspondence** tab in the address book for this contact. Set the **Preferred Method of Communication** to **Medical Objects**, (see number 1 in picture). You will now need to paste (Ctrl V) this contact's Provider Number in the **Medical Objects** field, (see number 2 in picture). When this is complete, click **Save**.



- The Copy To Doctor will now have a **green** tick in the **Send** column in the **Copies** section. The letter is now ready to send to all recipients.

