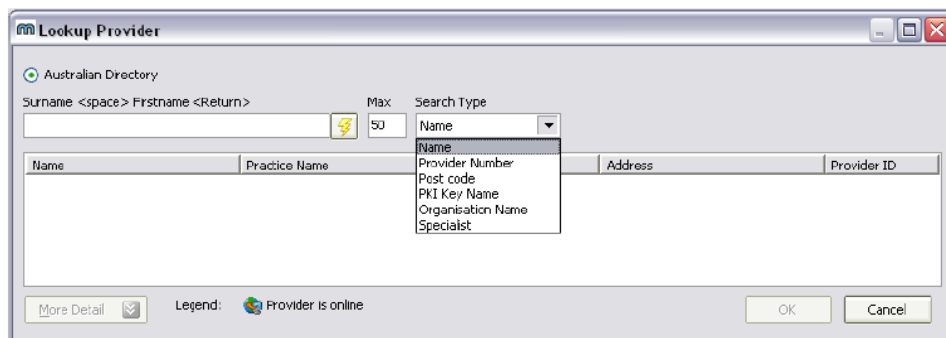
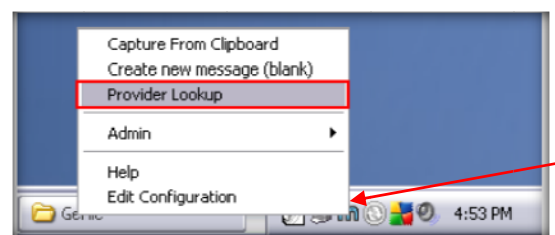


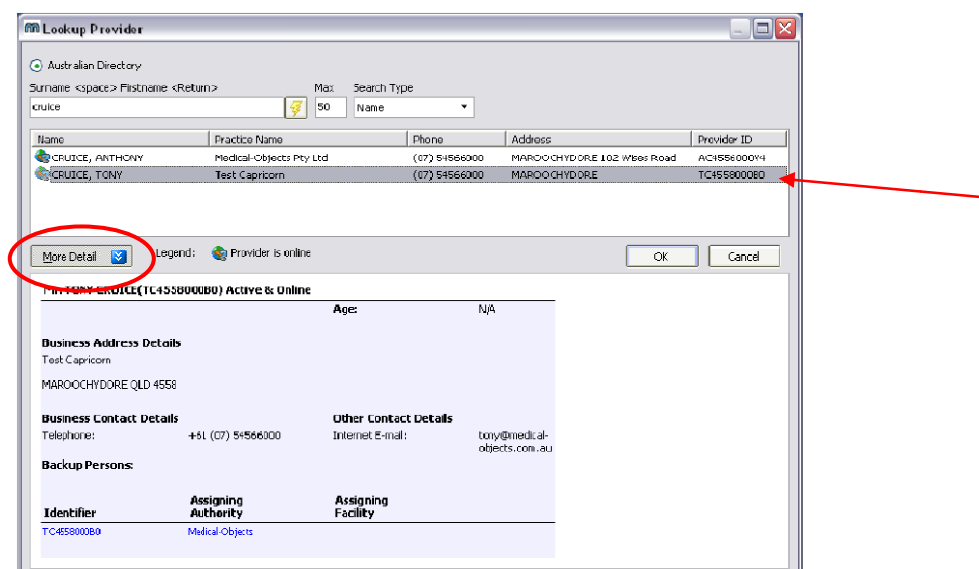
Medical Objects: Genie

Sending through Medical Objects from within Genie

1. Right click on the Trinity icon and choose [Provider Lookup](#).
2. When in Provider Lookup multiple search types are available. The most commonly used is 'Name'. Use the name search by entering the surname, then a space and then the first name (or parts of each) into the box provided. When you click on the lightning bolt results will appear.



3. When you click on one of the search results, the provider number for the provider you selected will be copied to the clipboard. You can view additional details of that provider by clicking [More Detail](#).



- The provider number you have copied must be pasted into the Provider Number field in the details panel of that contact in Genie.

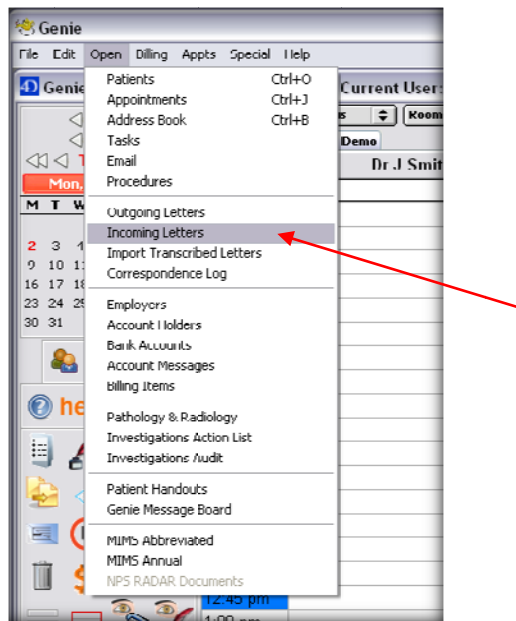
- In the contacts' address book, select the **Correspondence** tab set the 'Preferred method of communication' to Medical Objects. Past the provider number into the Medical Object field at the bottom of the form.

- To send a message using that provider from correspondence saved in Genie, make sure the 'send via Third Party' box is ticked and that Medical Objects is selected. As long as the provider has been setup as above the message should route correctly.
- It is advisable to check the delivery report at the end of each day to make sure all messages have been sent and appear in the outgoing sub header.

Note, if you are sending to a practice for the first time, messages may sit in un-routable for a short time whilst address details are locating in the system.

To check incoming messages and link to a patient

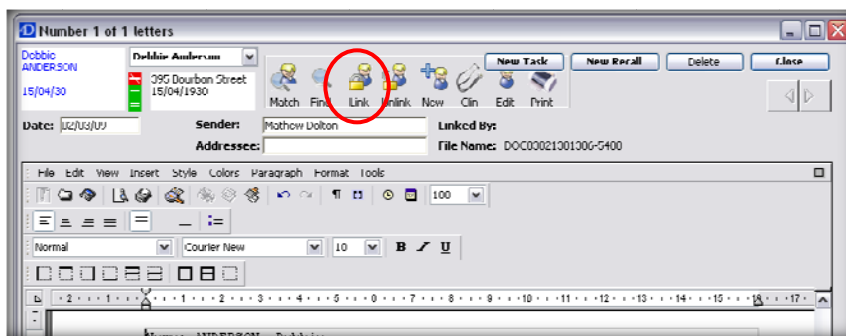
1. From the front page of Genie, select Open then [Incoming Letters](#).



2. In the Incoming Letters window, you will see all letters that have arrived and are still not linked to a patient record. Double click a letter to open it.



3. Genie will find patients that have the same details as those of the letter and will allow you to link the letter to the patient. Each letter needs to be linked to a patient chart. To do this, select the [Link](#) button and confirm the link with the patient, then close the letter.



4. If the letter is for a patient who is yet to visit the practice, merely click on the "New" button and enter the details that are in the letter itself. All the information that is required to make a new patient file will import itself from the letter that has been sent