

Using Medical Objects: Sending through Genie - MAC




1. In **Safari** navigate to <http://ph.med.net.au> . On this page you will be able to look up the providers connected to Medical Objects. You will be able to search either by provider name or postcode.

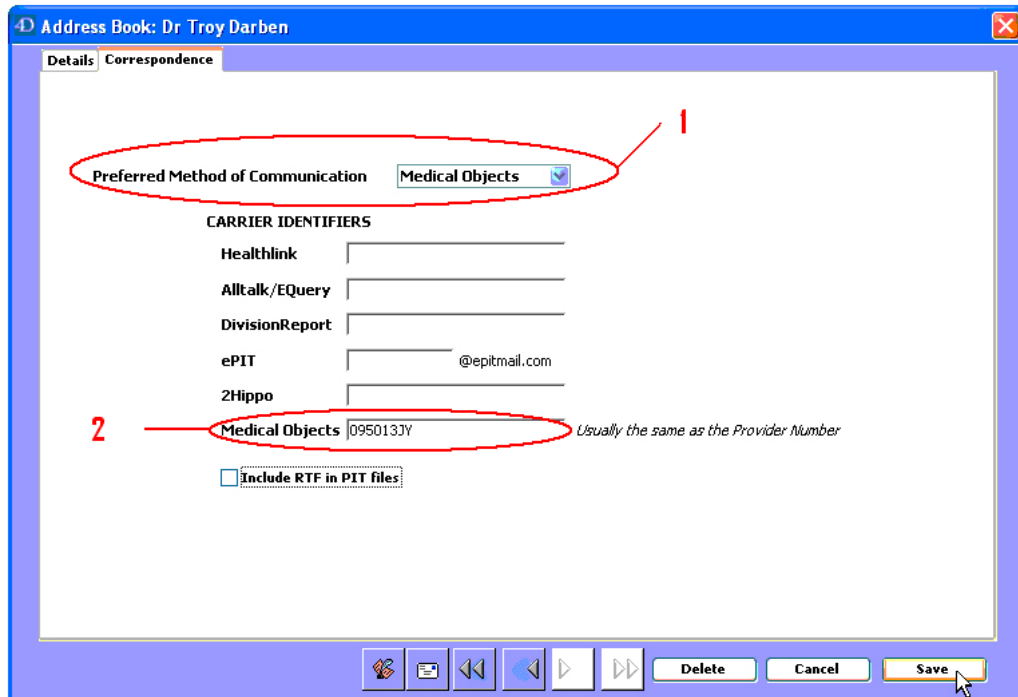
The screenshot shows a web browser window titled "Provider Search" with the URL "http://ph.med.net.au/". The search bar contains "darben" and the "Search" button is highlighted. Below the search bar is a table of search results.

First Name	Surname	Clinic	Address	Suburb	Postcode	Provider #	Is Active	Is Current
TROY	DARBEN	Robina Skin Specialist Centre	Suite 12 Riverwalk Place 238 Robina Town Centre Drive	ROBINA	4226	095013JY	true	true

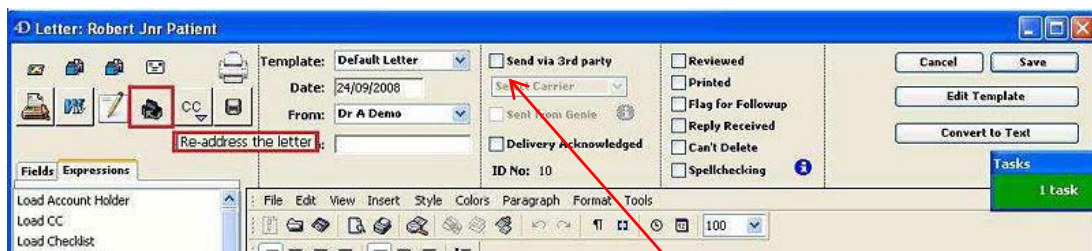
2. Once you have found the provider you wish to send to, copy (click the Command Key-⌘ and hold down C key) their provider number and paste (click the Command Key-⌘ and hold down V key) it into the **Provider Number** field in the Address Book in Genie.

The screenshot shows the "Address Book: Dr Troy Darben" form in Genie. The "Provider No" field is circled in red and contains the value "095013JY". Other fields include Title (Dr), First Name (Troy), Surname (Darben), Clinic (Robina Skin Specialist Centre), Address 1 (238 Robina Town Centre Drive), Suburb (Robina), Postcode (4226), State (QLD), and Country (Australia). The "Category" is set to "Specialist" and the "Specialty" is "Dermatology".

- 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 (click the Command Key-  and hold down V key) this contact's Provider Number in the **Medical Objects** field, (see number 2 in picture). When this is complete, click **Save**.



- To send a message using that contact, open/create your letter in Genie and choose the Addressee that you have edited in your address book. If their name doesn't appear in the 'To' Box, you can try re-addressing the letter using the Re **address this letter** button. Tick the **Send via 3rd Party** Box.



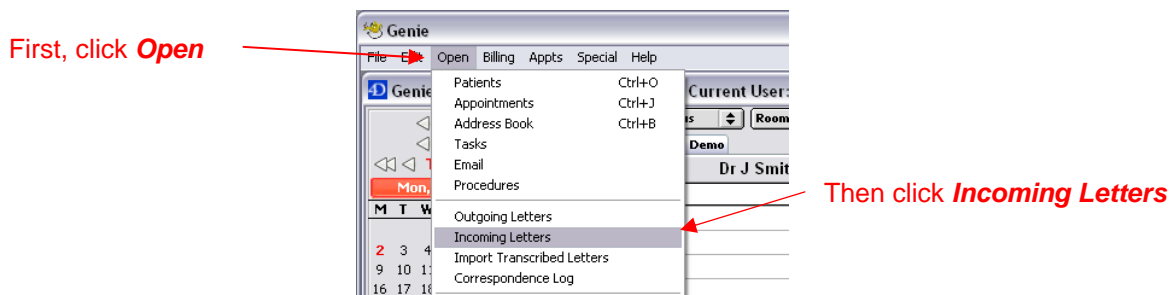
Tick Send via Third Party

- Make sure that **Medical Objects** is chosen as the sending facility, then click on the **Save** button to send. It will take up to 15 seconds for the file to save to the Medical Objects Outgoing folder, where the Capricorn software will then attempt to send it.



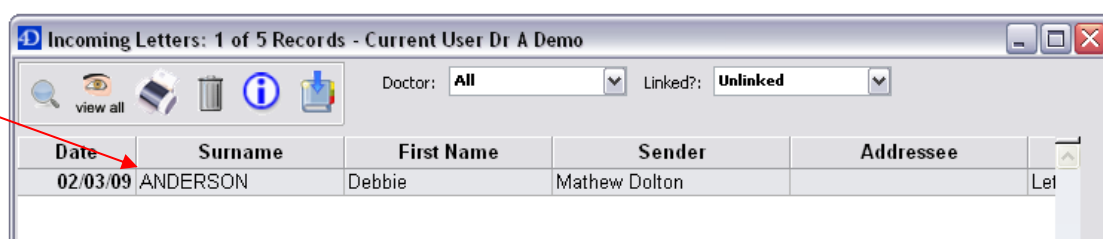
To Check incoming messages and link to a patient

1. From the front page of Genie, click on **Open** then **Incoming Letters**

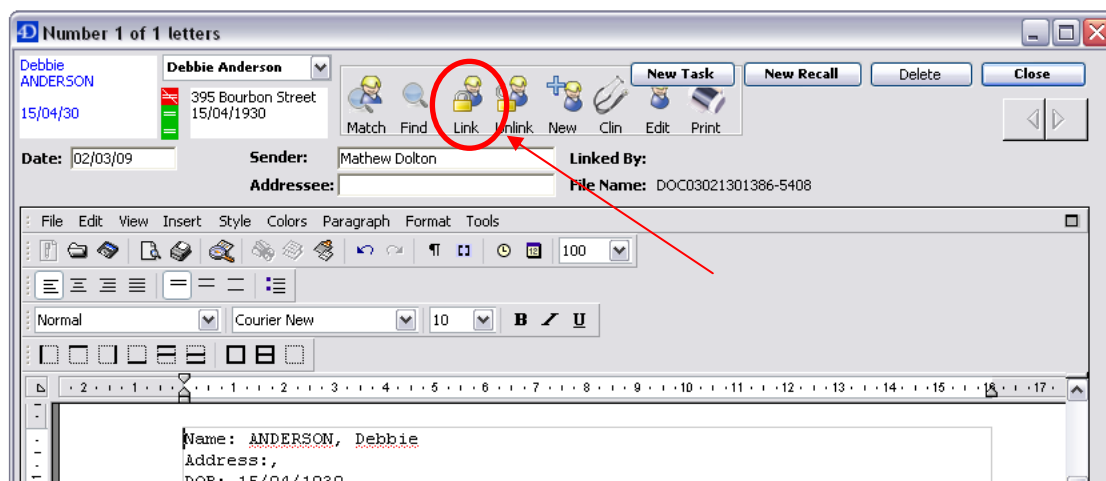


2. Next, in the Incoming Letters window, you will see all letters that have arrived and are still not linked to a patients' record. Double click on the letter to open it.

Double click on the Patient's name



3. Genie will find any patients that have the same details as those of the letter and let you link the letter to the patient. Each letter needs to be linked to a patient chart, to do this merely click on the **Link** button. Confirm that you want to link this patient, and 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.