

Using Medical Objects: Trinity Clipboard



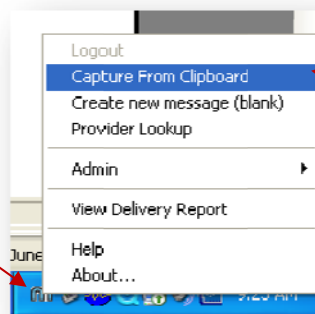
To send electronic referrals through Trinity you need to have your **Individual PKI key** plugged into your computer in the USB slot. If you do not have this, or have lost your key, you will not be able to send electronic secure messages.

1. After you have finished your referral using your medical software program (e.g. Medical Director), press **Ctrl+A** to select all text, then **Ctrl+C** to copy the text.

If the big M icon does not appear in the bottom of the screen, **right click** on the Trinity icon at the bottom of the screen, and select **Capture From Clipboard**.

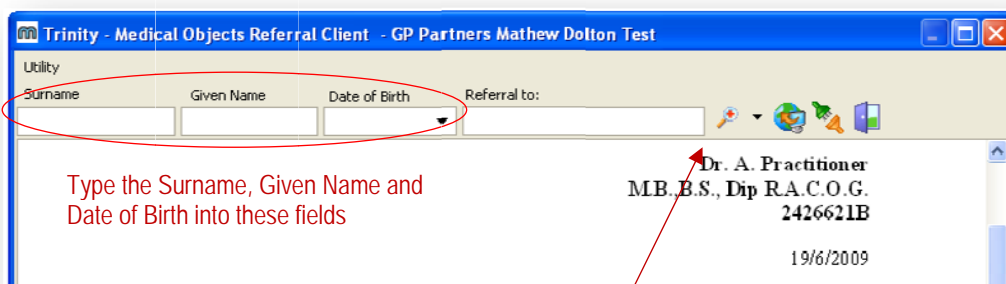


First, right click



Then Select
Capture from Clipboard

2. First, you will need to manually enter the patients name and date of birth into the relevant fields. Then select who the referral is going to. To do this, click on the magnifying glass with the red cross next to "Referral To:" This will bring up a search window.



Trinity - Medical Objects Referral Client - GP Partners Mathew Dolton Test

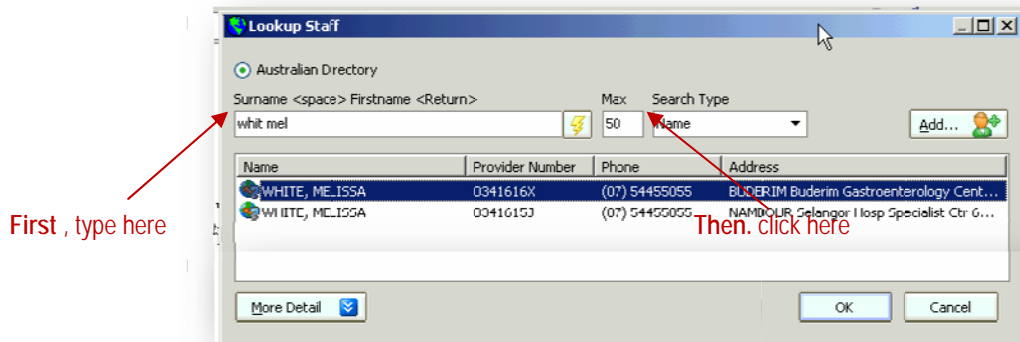
Utility	Surname	Given Name	Date of Birth	Referral to:

Type the Surname, Given Name and Date of Birth into these fields

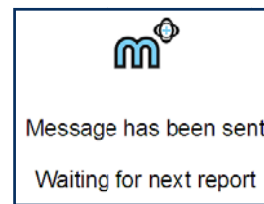
Dr. A. Practitioner
MB.B.S., Dip R.A.C.O.G.
2426621B
19/6/2009

Click the magnifying glass to search for who the referral is going to.

3. Type the name of the person (or place) that you are referring to. For example, to send a referral to Dr Melissa White, you can just type – whit mel.
4. After you have typed the name, click the **lightning button** next to the name. When the person you want comes up, click on their name to select them.



5. Once you have selected the recipient, it will ask if you wish to **“Send now?”** If you are ready to send, click ‘yes’.
6. The first time you send a referral for the day you will be asked to provide your passphrase. This is the password that allow you to use your individual PKI key.
7. Enter your passphrase and clicc Enter. Now that you have entered your passphrase, unless you restart your computer or remove your key, you will not have to enter it again until tomorrow.
8. Once the referral is sending, two messages will appear.



Once the second message displays, your referral has been encrypted, digitally signed, and sent and you can continue working in your medical software.

9. **Provider Lookup:** Before you try to send a message, you can check to see if the user is on the system first. To do this, right click on the Trinity icon, then click on **“Provider Lookup”**. This brings up the provider lookup window where you can search the directory.

