

Using Medical Objects: Trinity

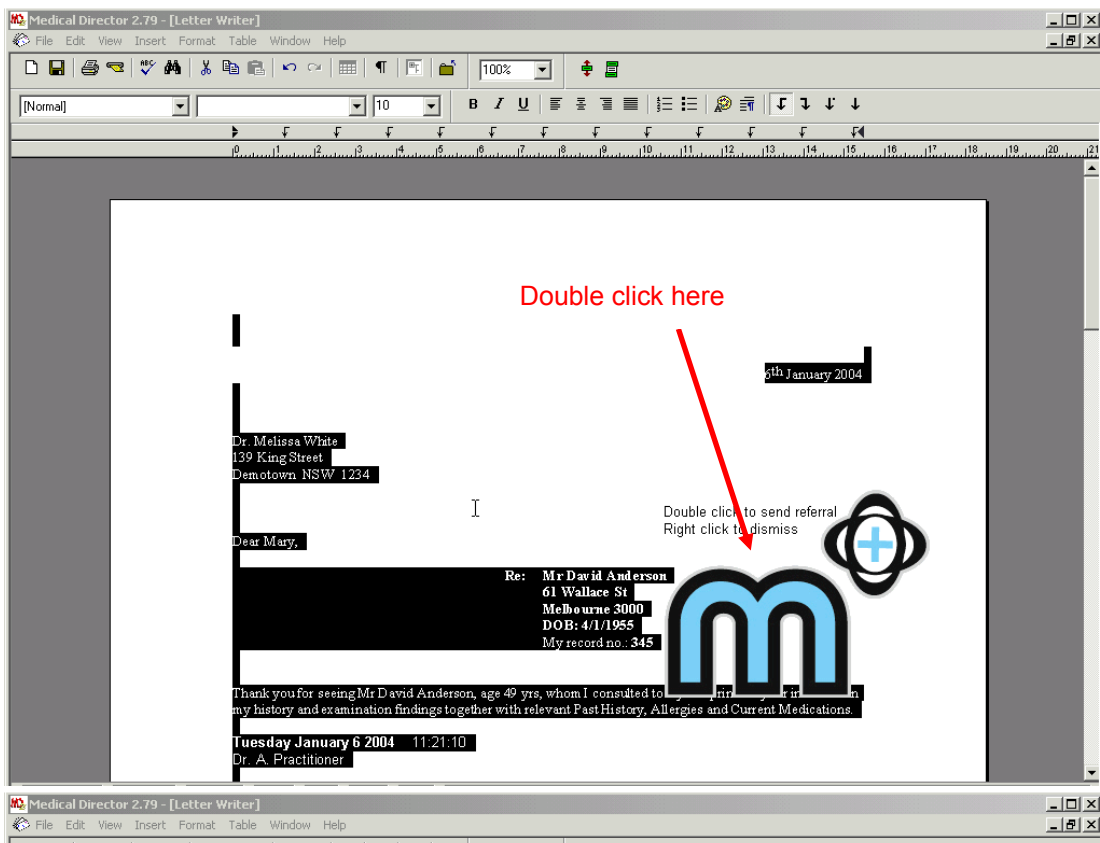


Sending an electronic referral

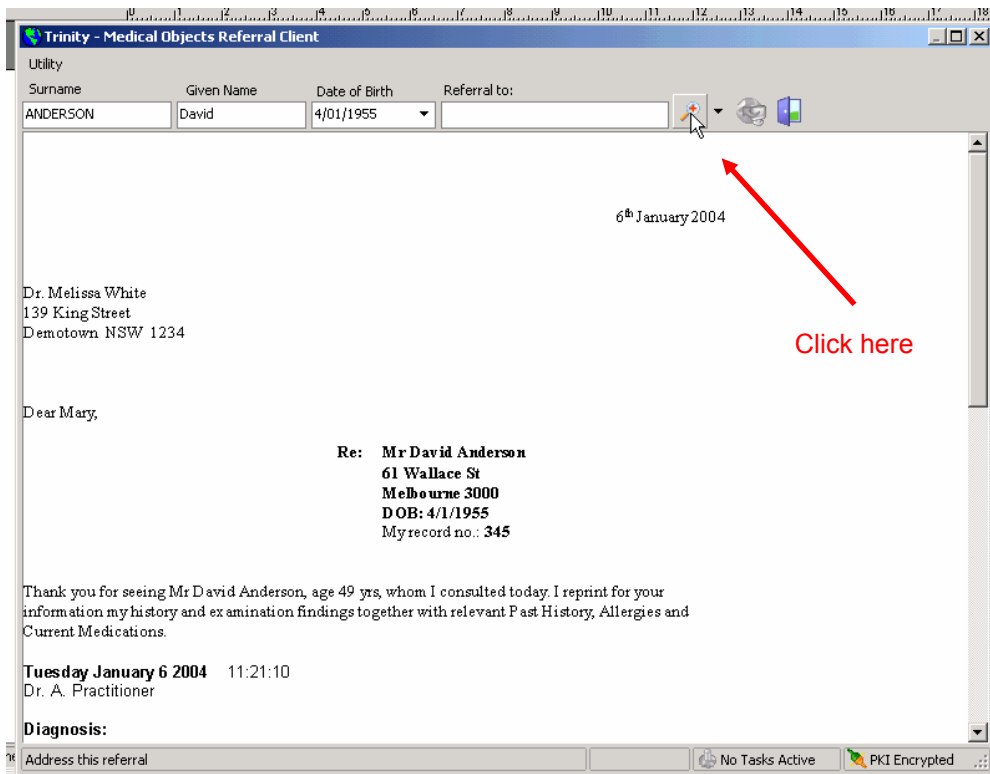
To send electronic referrals through **Trinity** you need to have your **Individual PKI key** plugged into your computer in the USB slot. If you do not have this, or have lost your key, you will not be able to send electronic secure messages.

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.

This automatically launches the Trinity program. A large M symbol will appear at the bottom right of your screen. Double click this M to launch the program.

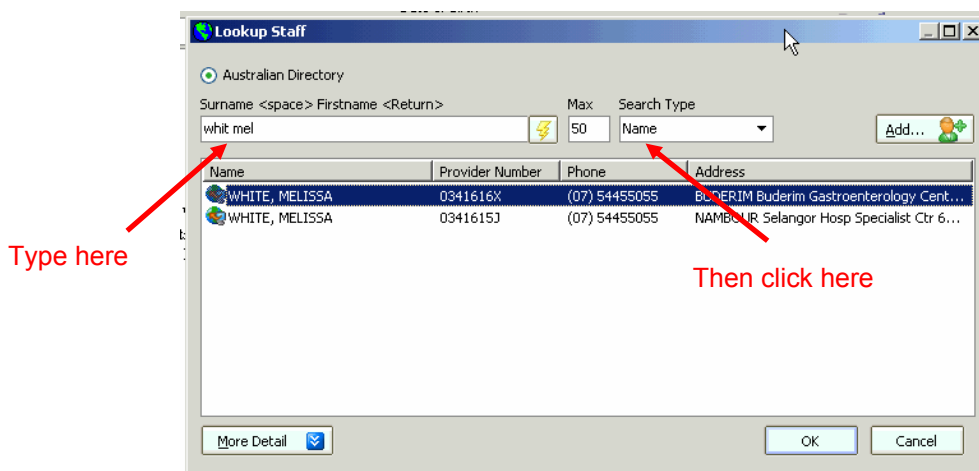


- To select who the referral is going to, click on the magnifying glass with the red cross in it next to "Referral To:" This will bring up the search window.



- 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.

After you have typed the name, click the lightning button next to the name and when the person you want comes up, click on their name to select them.

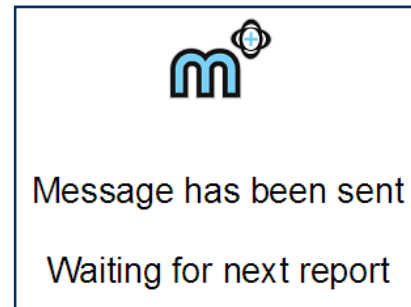
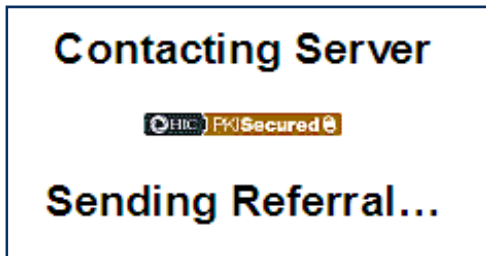


- Once you have selected the recipient, it will ask if you wish to "Send now?" If you are ready to send, click yes.

5. For the first time you send a referral for the day you will now be asked to provide your passphrase. This is the password that lets you use your individual PKI key.

Enter your passphrase and press enter. Now that you have entered your passphrase, unless you restart your computer or remove your key, you will not have to enter this again until tomorrow.

6. 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.