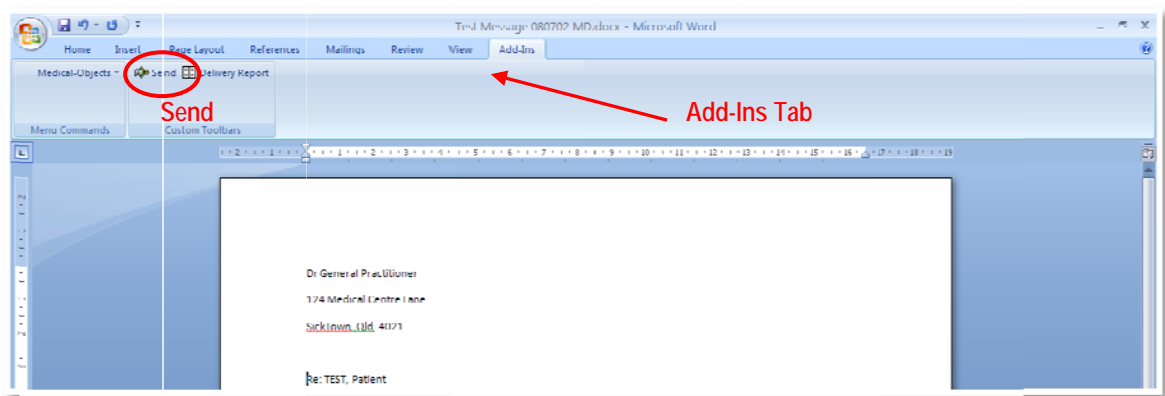


Using Medical Objects: MS Word Plug-in

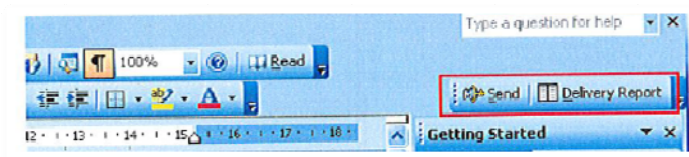


Sending an electronic referral

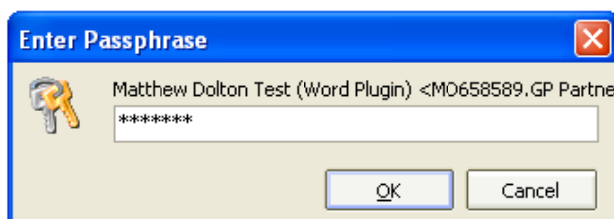
1. After you have finished your referral using Word, in Office 2007, click on the **"Add-Ins"** tab, and then click on the **"Send"** button.



If you have an earlier version, your Word will look like this.



2. Before you can send your first message of the day, you will need to put in your passphrase. After the first message is sent, you will not have to enter this passphrase in again (until the next day).



- Once your passphrase has been entered, the **Report Details** window will appear.
 - Complete as much information as possible regarding the patient.
 - Select the doctor (and provider number) the message is to be sent from
 - Select the doctor/s who are to receive the message.
 - Click the magnifying glass with the red cross to choose the receiving doctor. You can then choose doctors to receive copies of the message by clicking on the green cross beneath.

Click to search for receiving

Select the doctor who is sending the message (and the correct provider number)

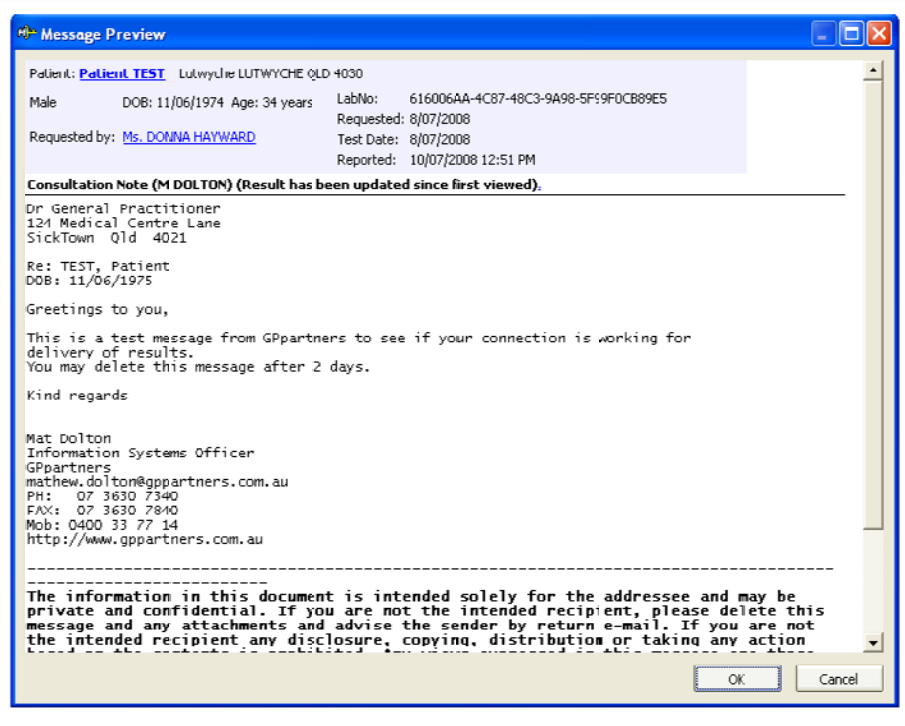
Complete as much of the section above as possible.

- To choose who you are sending the message to type their surname then first name in the box, then press the button with the lightning symbol to search.
 - When you have found the person you wish to send to, click their name.

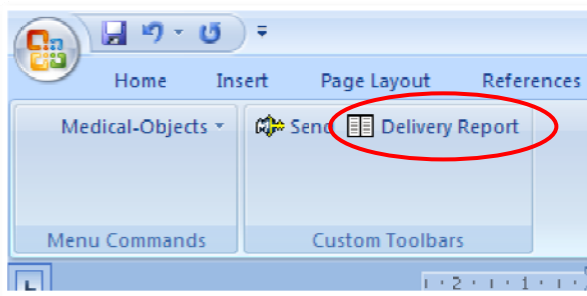
Name	Provider Number	Phone	Address
WHITE, MELISSA	03+1616X	(07) 54455055	BUDERIM Buderim Gastroenterology Cent...
WHITE, MELISSA	03+1615J	(07) 54455055	NAMBOUR Selangor Hosp Specialist Ctr 6...

Type name here here....then click here

- When ready, click 'Send' at the bottom of the window. A confirmation will appear to give you a chance to check your message and details or cancel.



- Finally, to check that your reports have been sent, go back to Word and click 'Delivery Report' (next to the original "Send" button). A delivery log will open in your Internet browser that will show all reports sent and received by that provider.



- Provider Lookup:** Before sending a message, you can look up to see if the user is on the system first. To do this, right click on the Word Processor icon then click on 'Provider Lookup'. This brings up the provider lookup window where you can search the directory.

