

# Medical-Objects Meridian One Page User Guide

## Basic Operations

To...	Perform...	Description
Lookup a provider	Select [Providers   Lookup Providers] from the main menu	Searches for a provider to see if they are online with Medical-Objects
Add a doctor	Select [Providers   Add new profile] from the main menu	Creates a local provider, for those clinicians who are not online
Lookup Patient	Select [Patients   Lookup Patients]	Finds a particular patient and loads the clinical notes for that patient. Change the Matching drop down list to change the search criteria
Register a patient	Select [Patient   Register New Patient]	Adds a patients details without a consultation note
Create a report (New Patient)	Select [Create Document   New Patient   New Document]	Creates a new report to be filled in on the patient
Create a report (Existing Patient)	Perform a patient search to find the patient and then select [Create Document   Existing Patient   New Document]	Creates a new report or clinical note of the patient
View the electronic report delivery status	Select [Reports   View Document Delivery]	View the delivery status of reports sent electronically. Should be performed daily at least

## Advanced Operations

To...	Perform...	Description
Add an image to the report	[Create Document   Add Clinical Images]	Adds an image to a clinical report
Merge two patients	Select [Patients   Merge Patients Records]	Merges two patient records
Unmerge two patients	Select [Patients   Unmerge Patient Identity]	Unmerges patients results who should not be merged
Searching for results	Use the patient search if you know the patient [Document   Wildcard Search] or [Document   Regex search]	Search for results on a particular user
Scan a report	Select [Create Document   Scan Clinical Images]	Scan an image from a Twain compatible scanner to include in a report or clinical note
Write a report for approval	Create the report as per normal and select the 'for approval before delivered' option	Allows a typist to create the report for a doctors approval
See reports pending approval	Select the 'Check for new reports for editing' tool button or [Reports   Documents awaiting approval]	Allows a doctor to mark reports as reviewed for on sending.