

Sending PDF through Genie

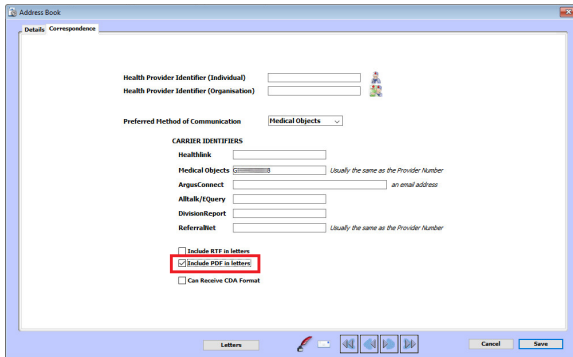
Note:

You will need to have Ghostscript and a PostScript Printer installed for the following process to work. If you are unsure, please contact Genie (1300 889 362)

- 1 Setting up the address book
- 2 Setting up the patient file
- 3 Attaching the PDF to the letter

Setting up the address book

1. Search for the provider in the **Genie Address Book**.
2. Change to the **Correspondence** tab.
3. Tick the **Include PDF in letters** checkbox.



The screenshot shows the 'Address Book' window with the 'Correspondence' tab selected. The 'Include PDF in letters' checkbox is checked and highlighted with a red box. Other fields include 'Health Provider Identifier (Individual)', 'Health Provider Identifier (Organisation)', 'Preferred Method of Communication', and 'CARRIER IDENTIFIERS'.

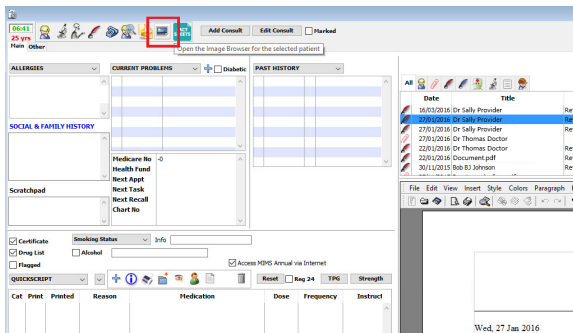


Genie Address Book

This will need to be ticked in every provider they wish to send PDF to.

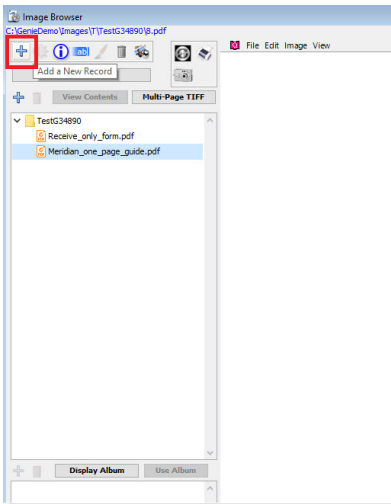
Setting up the patient file

1. Search up the patient in the Genie patient database.
2. Click on the Image Browser icon to open it up.



The screenshot shows the Genie patient database interface. The 'Image Browser' icon is highlighted with a red box. The interface includes sections for 'ALLERGIES', 'CURRENT PROBLEMS', 'PAST HISTORY', 'SOCIAL & FAMILY HISTORY', and 'Medication'.

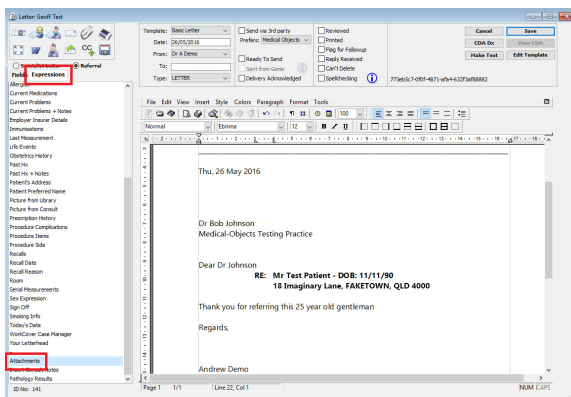
3. Click on Add a New Record to upload the PDF into the Image Browser.



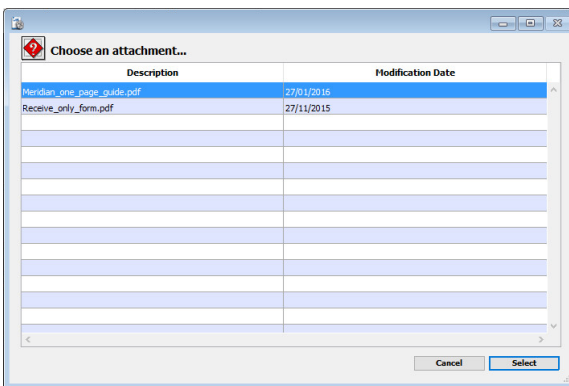
4. This will attach the PDF to the patient's file.

Attaching the PDF to the letter

1. Create a new letter by clicking on the Red Quill.
2. On the left hand side, select Expressions, then Attachments.



3. Choose the attachment you wish to include.



4. Send off the letter as per normal.