# **Explorer Online User Guide for Physiotherapists**

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# Overview

Medical-Objects Explorer Online is a **webbased** solution designed for allied health practitioners that makes **creating** and **managing** clinical correspondence a breeze. At the click of a button you can seamlessly **send** and **receive** results from your personal **desktop**, **laptop** or **tablet**. You can also send **P DF** documents to recipients in seconds.

Explorer Online is an efficient practice management system useful for physiotherapists. Explorer Online can be used to send out custom patient questionnaires or self-assessments, record clinical consult notes, complete patient assessments, send doctor letters and receive confidential patient files.

This article will cover the basic functionality of Medical-Objects Explorer Online for physiotherapists. If you have any questions or require any further information, please contact the Helpdesk on (07) 5456 6000.

## Requirements

Explorer Online was designed to run on desktops, laptops and modern tablets running Windows, MacOS or Linux. Mobile phones are not currently supported.

Please take note of the browser requirements below.

### **Supported Browsers**

- Microsoft Internet Explorer 11
- Microsoft Edge
- Chrome
- FireFox
- Opera
- Safari 8+

# Logging in and Out

When first loading Explorer Online you will be presented with a login screen. Simply enter in your username and password and click **Log In** to proceed.

	<b>K</b>		
٤	Username		
e	Password		
	Le	og in	
-	Evelope (	Inline   v1.5.6	-

After entering in your username and password Select Provider.

Note: This is only available if you have multiple provider numbers.

A list will appear with Provider's name and provider number associated with the corresponding location.

1 Overview **1.1 Requirements** 1.1.1 Suppor ted Browsers 2 Logging in and Out 2.1 Email Notifications **3** Dashboard Layout 3.1 Navigation Menu 3.2 Sidebar 3.2.1 Patients 3.2.2 Docum ents **4** Managing Patients 4.1 Registering a Patient 4.2 Editing a Patient 4.3 Merging Patient Records **5** Viewing Documents 5.1.1 Docum ent Actions 5.2 Viewing Documents in Grid 5.2.1 Bulk Actions 5.3 Making Documents as Reviewed 6 Document Actions 6.1 Provider Lookup 6.2 Sending a Text Document 6.2.1 Addres sing Details 6.2.2 Docum ent Details 6.3 Unreleased **Documents** 6.4 Sending a PDF Document 6.5 Sending a Document with an Image 6.6 Sending a Work /RTF Document 6.7 Creating a **Progress Note** 6.8 Using a Structured Document 6.9 Using a Patient Questionnaire 6.10 Document **Template Editor** 6.10.1 Creati ng a Template 6.1 0.1.1 Te mpl ate Na me 6.1 0.1.2 Des cript ion 6.1 0.1.3 Con tent 6.1 0.1.4

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Once logged in, the **User Menu** will display the server you've logged into and also which provider you selected at login.

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When you click on the **User Menu** a drop down will appear with menu options related to your user account. You can edit **User Settings**, **Change Provider**, **Enable Two-factor Authentication**, **Change Password** and **Logout**.

Ľ	Lynden Demo Server YNDEN CRAWFORD (26814913)
20	User Settings
සි	Change Provider
20	Enable Two-factor Authentication
දිස	Change Password
[→	Logout

Note: you will be automatically logged out after 10 minutes if inactivity. You can change this via the **User Settings** option in the **User Menu**.

## **Email Notifications**

Tip! Please <u>contact us</u> to enable this feature on your account.

• Click User Settings from the User Menu if you would like to enable email notifications.

6.11 Editing an Existing Templat 6.12 Deleting a Template 7 Viewing Reports 7.1 Activity Repor 7.1.1 Ui tanding Report 7.1.2 Vi g Docume in the R	ort nders the ewin ents
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7.2 Patient	
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 Next, click **Document Notifications** and enter the email address that you want to receive the notifications to.

User Settings			
Connection	USERNAME		
Document Defaults	EMMA		
🖵 Interface	EMAIL		
Document Notifications	INTERVAL		
	once an hour	*	Enabled
			Cancel Save

 Set up the Interval of how often you want to receive email notifications - it's recommended once an hour or every 4 hours - and select Save.

# **Dashboard Layout**

The Dashboard is the default page that will appear once you have logged into Explorer Online. The Dashboard is split into three sections: **Navigation Menu**, **Sidebar** and the **main content area**.

Tip! The dashboard includes the option to complete a tour found under the help tab.



## Navigation Menu

This is the main **Navigation Menu**. The menu is dynamically built up based on what features your server has enabled and what permissions your user account has. If a menu item is missing you may need to call the Helpdesk (07 5456 6000) to correct your user permissions or enable a server feature.



### Sidebar

The Sidebar is a feature that allows you to access and manage your patient documents. The Sidebar is split into two sections: **Patients** and **Documents**.

If you're using Explorer Online on a smaller screen you have the option to collapse the sidebar by

clicking the collapse icon ( $\leftarrow$ ) found on the left side of the Patients header. You can then expand the Sidebar again by clicking the expand icon ( $\rightarrow$ ).

	Patie	ents	
🗅 Loaded	Patients		1
🗅 Unrevie	wed		3
🗅 Further	Review		6
C Reques	ted Charts		0
🗀 Unrelea	sed		3
	Docur	nents	
All	Groups	Graphs	Diseases
	_	_	_

### Patients

The Patients section of the Sidebar consists of individual folders which contains patient documents. The folders will list each unique patient that has a document for that folder. The count to the right is the number of patients in the folder and not the number of combined documents.

Hovering over a folder will reveal a grid icon ( ). This button will load all the documents in that folder into a grid. From there you can then perform bulk actions on the documents such as printing or forwarding to another provider.

To refresh the contents of the folders simply click the refresh button (  $\stackrel{\scriptstyle{\scriptstyle{\scriptsize}}}{\scriptstyle{\scriptstyle{\scriptstyle{\scriptstyle{}}}}}$  ) in the title bar.

L o	Contains any patients you've done a lookup on or retrieved all documents for.
a d e	You can remove a patient from this list by clicking the remove icon ( $ imes$ ).
d P at ie nt s	If you want to clear the folder and remove all patients you can click on the clear icon ( 🔯 ).
U nr ev ie w e d	Contains patients that have unreviewed documents. Selecting documents from this folder will give you the option to mark the document as reviewed.

F ur th	Contains patient documents that have been parked. A document can be parked by clicking the $\mbox{Pa}$ $\mbox{rk}$ document action button.
er R ev	🐣 Park
ie w	Documents in this folder can only be accessed by the provider who made the original <b>Park</b> request.
	To remove a document from this folder, click the <b>Unpark</b> document action button.
	遙 Unpark
R e q	Contains patient documents with the requested chart status. A document can be moved to the Requested Charts folder by clicking the <b>Request Chart</b> document action button.
u es te	📋 Request Chart
d C h ar ts	Any user in your practice's <b>Explorer Online</b> software, who has the granted permissions to view results, can access documents in this folder. For more information on setting user permissions, see our <u>Explorer Online Admin Guide</u> (hyperlink) or please contact the Helpdesk on (07) 5456 6000.
	Practices can decide how to use this feature in their own workflows. For example, a physiotherapist can use this option when they receive a referral and then clicks <b>Request Chart</b> so that admin staff can be ready with the patients' information upon booking in an appointment. Upon completion of the workflow with that document, staff can then select <b>Cancel Chart</b> document action button to remove it from the <b>Requested Charts</b> folder.
	◎ Cancel Chart
U nr el	Contains patient documents that have not yet been released. Documents in this folder can either be released or deleted.
ea se d	Release 🖾 Delete
u	An unreleased document will have the following red text in the document title to indicate that it has not yet been released.
	Procedure Note - (result has not been released)
	Unreleased documents are created by ticking the <b>For Approval Before Delivered</b> option when sending a document.
Cr ea te	Contains a recent list of documents that you have created, this includes both progress notes and documents that you have sent.
d	You can clear this folder by hovering over it and clicking on the Clear Folder button ( 🔯 ).

### Documents

The Documents section will list all the documents for the selected patient that correspond to the folder the patient is in. For example, if you select a patient in the **Unreviewed** folder, all unreviewed documents for that patient will be listed.

Hovering over the Documents section will reveal a grid icon (). This button will load all the documents listed into a grid. From there you can then perform bulk actions on the documents such as printing or forwarding to another provider.

Abnormal results will show as red in the documents list.

# **Managing Patients**

### **Registering a Patient**

To register a patient, select the **Patients** button in the top navigation and then click **Register Patient** on the dropdown.

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And the set of the set		•	2/ Register Patient	6	For help finders your way around Evployer Online see the resources linked below.	8
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Name         Control         Sector         Sector </td <td></td> <td></td> <td>Feedback</td> <td>0</td> <td></td> <td></td>			Feedback	0		
Control C		Oot a	Got a suggestion to improve Explorer Online or a new feature you would like added?	12	Encode	
Name         Party Cont           All INAT MARKAN         The control of t			Let us know what we can do for you by providing feedback.		Second .	A
a         Asse         Asse         Degree (Asse         Degree(Asse         Degree(Ass         Degree (Asse<					Two factor Authentication	
Image: Section (Section (		_			Hele protect your account. Each time you been you will need to enter a verification	
The set control way (3-bit) of the 25th Media/Digitant strategy canto.		Distant	Storage Quota	a Enable Two factor Authentication ©	code along with your usemame and password when using an unreceptised device.	
please see our storage quota knowledgebase attude.			You are currently using 5.45% of your 5G8 Medical-Objects atorage quote.		By Enable Two-factor Authentication ()	
please see our storage quota knowledgebase attude.						
			please see our storage quota knowledgebase article.			
			# Request extra storage			

Once clicked, a window will pop up with text fields to input patient information, as seen in the screenshot below.

TITLE	FIRST NAME	SURNAM	E		DATE OF BIF	
~						
IDDLE NAME	KNOWN AS		SEX		MARITAL ST	ATUS
				~		~
MAIL	H	OME PHONE	WORK P	HONE	MOBILE 04	
1EDICARE NO.	D	VA NO.		IHI NO.		

The required fields for registering a patient are **Surname, First Name, and Date of Birth**. While they are the only required fields, it's suggested that you fill as many of them out as possible, so you have as much information on documents as possible.

### **Editing a Patient**

To edit a patient, go to the **Patients** dropdown in the top navigation bar, and then click **Edit Patient Details.** 

	10 Lookup Rutent			
Used		8	Support	8
Overlevel 6		6	For help finding your way around Explorer Online see the resources inked below.	R
futher fieles			Alternatively if you're still stuck please contact Medical-Olgects support.	
Repeated Charls			E Documentation	
Crachesed Crachesed			@ Dashboard Your	
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	Feedback	ø		
	Got a supportion to improve Explorer Online or a new feature you would like added?	and the	Security	
	Let us know what we can do for you by providing feedback.		security	8
			Two-factor Authentication	-
Occurrents al Orden Crasts Dage	Storage Quata You are currently using 5.45% of your 508 Wedgeh-Otivetta storage puncts.		Help protect your account. Each time you login you will need to enter a verification code along with your usemame and password when using an unreceptised device.	
			Sa Enable Two factor Authentication ()	
	-			
	For more information on the storage quota and what contributes towards the usage please see our storage quota knowledgebase article.			
	+ Request odd's shiriye			

This will take you to the **Patient Lookup** window. The patient lookup window is used to search for current patients that your practice has previously created with Explorer Online. You have three different options in which to search for, their name, ID or lab number. You can change these on the dropdown to the right of the search field. You can then type a search term into the text field, press the **Search** button and if all is well, you will see your patient.

smith				Name * 50	<ul> <li>Q Search</li> </ul>
Name	DOB	Medicare No.	Sex	City	Details
SMITH, John	01/01/1980		Male		0
SMITH, John	01/04/2019				0
SMITH, Tony	01/01/2001			MAROOCHYDORE	0

(i)

) will bring up the client's details. An example of the layout of

Clicking on the information icon ( the client detail's is shown below.

Marital Status: Married Mome Contact Details Type Contact Final jsmithöjtestmail.com
Demographic Information Harried Status: Married Home Contact Details Type Contact
Marital Status: Married Mome Contact Details Type Contact Final jsmithöjtestmail.com
Type         Contact           Email         jsmith@testmail.com
Type         Contact           Email         jsmith@testmail.com
Email jsmith@testmail.com
Identifiers
Type Identifier Assigning Authority Assigning Facility
Internal Practice ID 433282 Lynden Demo Server

Once you have found your patient, you can then select the patient you wish to view, and then you will see the edit screen. Fill out the fields that you wish to change or add, and then click the **Save** button.

FIF	RST NAME		SURNAM	E		DATE OF BIRTH	
Mr. 👻 J	ИНС		SMITH			01/01/1980	8
MIDDLE NAME	KNOW	I AS		SEX		MARITAL STATUS	
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EMAIL		HOME P	HONE	WORK PH	IONE	MOBILE 04	
MEDICARE NO.		DVA NO			IHI NO.		
					1		

## Merging Patient Records

To merge patients, open the Patients tab in the Navigation Menu then select Merge Patient Records.

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Documents Al Orders Organis Data	Peedback Out a suggestion to improve Explorer Deline or a new feature you would like added? Let us know what we can do for you by previding functions.	Ø	Security Two factor Arthrestoation Heig protect your assume. Each time you login you will need to inter a senflaction code allong with your constraine and password when using an unrecognoid device.	۵
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Click the **Find Patient 1** and search via the **Patient Lookup**. Ensure the correct patient is chosen and then follow the same steps for **Find Patient 2**. Before merging, make sure their details are the same. Choose which patient file is going to be the master by selecting the corresponding circle.

	3464 591794 Apr 1, 2009 3 454054	Rame     Outs of Birtle     Apt     See     Pelinet 36     Medican No     Medican See     Medican See     Medican State	Pic Julion 1042794 Jann 1, 1990 42 Filde	Name: Date of Birth: Age:
9	3	Apr: Sec Patient 3d: Medicare No:	42 Pide	
		See Patient 3d: Medicare Ro:	Hale	Apri
	454014	Patient 3d: Medicare No.		
	454014	Medicare No.		See
			433292	Patient 3d:
				Medicare No.
			Harried	Norital Status:
		City:		city.
		Peskode		Postcode
		Patient Documents		Patient Documents
	xiety Scale	30-07-2019 Depression Ana	(P GLADSTONE)	28-04-2022 GP Referral
			lure Warning	18-11-2019 Delivery Fail
			rulation Tests (L CRAWFORD)	04-11-2019 Albitude Sim
			ulation Tests (L CRAWFORD)	
			ulation Tests (L CRAWFORD)	
			ulation Tests (L CRAWPORD)	
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				21-05-2019 Procedure N
			ote (L CRAWFORD)	21-05-2019 Procedure N
			ote (L. CRAWFORD)	21-05-2019 Procedure N

# **Viewing Documents**

To view a document in a patients' file, in the sidebar ensure the patient and document are highlighted.

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Documents All Orders Graphs Inter Studiet *	Donates			Patient in read-ing tractment. unit report specialist referral. Palles op in 2 mente.					
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De SD-2028 Althouge Simulation Test	6.0A#.								
De CO-2019 Altitude Discutation Trait	G. OARL								
In 12-2019 Altrude Simulation Balt									
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12-13-2119 Specialist Roberts (), CR									
21-05-2028 Depression Analety Bod									
21-05-2018 Providy's Note (), Okto									

Tip! Pressing the space bar while viewing a document will scroll the document and then move to the next in the list.

### **Document Actions**

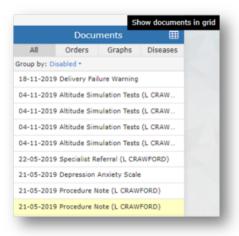
The actions are found below the Navigation Menu.

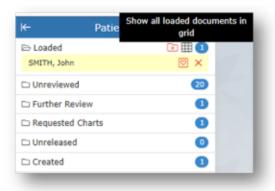
Cumula tive Results	Allows you to compare the patient's scores after they have submitted the same survey multiple times.
lioouno	Click the total check box on the left-hand side to graph the results over time.
Park	Adds the document to the Further Review sidebar folder.
Unpark	Removes the document from the Further Review sidebar folder.
Reques t Chart	Adds the document to the <b>Requested Charts</b> sidebar folder.
Cancel Chart	Removes the document from the Requested Charts sidebar folder.
Create Respo nse	Brings up the <b>Send Document</b> form with the patient, ordering provider and copies to fields pre-populated from the document.
History	Loads the transaction history of the document.
Audit report	This button shows the selected documents audit log.

Edit	Editing the document allows the addressing details, document details, and parts of the written document to be altered.
Forward	Found under the <b>More</b> button, it allows you to forward the document to another provider.
Print	Found under the <b>More</b> button, it allows you to print the document.
Release	This button is only visible for unreleased documents. It will release the document and send it to the addressed provider/s.
Delete	This button is only visible for unreleased documents. It will delete the unreleased document.
Mark as Review ed	This button is only visible when viewing a document from within the <b>Unreviewed</b> sidebar folder. It will mark the document as reviewed.
All Docum ents	This button will show up when viewing a document from any sidebar folder <i>except</i> the <b>Load ed Patients</b> folder. When clicked it will load all the documents for the patient of the currently selected document.

# Viewing Documents in Grid

To list documents in a grid allowing for bulk actions you can simply click on the grid icon ( ) in the sidebar from either the documents section or when hovering over each folder.





#### Tip!

- You can hide or show columns via the grid menu ( ) which can be accessed by clicking the far button on the grid.
- You can drag to re-order columns. The position of columns will be remembered.
- You can reset the grid layout by choosing **Reset View** from the grid menu.
- You can filter the documents in the grid by clicking the Add filter

P	stient Documents						
8	Export * Ö Print Selected	<0 Forward Selected					
Y	Filters active: + add filter						
	Dube/filme +1	Putient Name +2	Patient ID	Title	Filler Order Number	Absornal	View I
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	2019-11-04	SHETH, John	433282	Althouse Simulation Tests (L. CRAW/F0RD)	54318C00-AFEA-4402-A33F-056CC0529A		
	2019-11-04	SNETH, John	433252	Althouge Simulation Tests (), CRAWF0R0)	60906005-0A68-4481-8038-2779482780		
	2019-13-04	SNETH, John	433282	Altitude Simulation Tests (), CRAMPORD)	78743FD8-59CE-4EFE-AE5E-087637C7CS		
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	2019-05-32	SPETH, John	433282	Specialist Referral (L CRANFORD)	CF139995-CB18-4D33-808D-58186838A.		Ð
	2019-05-21 10:54	SMETH, John	433282	Depression Anxiety Scale	C3598600-1AF2-4C24-9935-5938766FDD.		
	2019-05-21	SHETH, John	433292	Procedure Note (L CRAWFORD)	0FD41050-0E4E-4040-8975-2F357241780C		Ð
	2019-05-21	SMETH, John	433292	Procedure Note 0, CRAWFORD0	01245430-4910-4904 8468-10022312A		

#### **Bulk Actions**

You can select multiple documents in the grid and then perform an action on the selection. Currently the bulk actions available are:

- Exporting to CSV (this exports the transaction details and not the document itself, useful for auditing purposes)
- Printing (this can be sent to a printer or saved as a single PDF)
- · Forwarding (sends document/s to chosen provider)

### Making Documents as Reviewed

Documents that appear in your **Unreviewed** sidebar folder will need reviewing so that the sender of the document receives an acknowledgement.

Marking a document as reviewed can be done one of two ways. Both methods will only be accessible if you're viewing the document from within the **Unreviewed** sidebar folder.

• Clicking on the Mark as reviewed document action button.



• Navigating to the next document in the **Unreviewed** folder. A pop-up window will appear and this will prompt you with a few options.

Mark As Review	wed		
Mark the result is O Park this result f			
$^{\bigcirc}$ Leave the result $^{\bigcirc}$ Show me again			
2 days			*
	Cancel	Conf	irm

# **Document Actions**

Found on the **Navigation Menu** the Documents tab is spit into 3 different sections: Send; Create; and Manage.

Examples of how documents can be sent or received include:

- sending letters to the patient's doctor after care plan appointments
- sending/receiving reports or progress updates to/from any other health professionals the patient is involved with (E.g. their paediatrician, psychologist, GP, occupational therapist etc.)
- sending/receiving patient questionnaires or self-assessments to/from the client
- sending/receiving any other type of document, PDF or image file

Tip! A clinician is required to be setup with Medical Objects to be able to receive incoming documentation. Being setup to receive with Medical Objects is quick, simple and also free – completed by either filling out an online form or calling the Sales team. The setup time takes about 10 minutes.

Creating documents in Explorer Online is useful for physiotherapists to write progress notes, use patient assessments and send out custom patient questionnaires.

Using the template editor is quick and easy to design commonly used documents like doctor letters, initial assessments, DVA reports and review progress notes.

### **Provider Lookup**

The **Provider Lookup** feature allows you to easily search details and check if a provider is routable (setup to receive sent results) <u>before</u> you send a document.

• To access the **Provider Lookup** feature, click on the **Tools** tab, then click **Provider Lookup**.



• Enter the details of the provider in the search box, enter the surname first if you are searching by the **Name** search type. Press the **Search** button or hit the enter key to load results.

				Search type
doe jan				Name * 🖓 Q Search
Name	Job Title	Practice	Provider ID	City
DOE, JANE	Clinical psychologist	Practical Medicine Clinic	JD4558001EU	MAROOCHYDORE
DOE, JANE		Medical-Objects	JD4558000E9	MAROOCHYDORE

You can check to see if the provider number is routable by looking for the green globe in the Na me column.

doe jan				Name 👻 🛛 🔍 Search
Routable - provider assigned to a pr		Practice	Provider ID	City
DOE, JANE	Clinical psychologist	Practical Medicine Clinic	JD4558001EU	MAROOCHYDORE
DOE, JANE		Medical-Objects	JD4558000E9	MAROOCHYDORE

Tip! Having issues finding a doctor? Try the following:

- Change the search type to **Organisation**, and search for the practice name.
- Try a partial name search if you're unsure of the full name. "Bob Johnson" can be found by searching for "John B" or "Jo Bob".
- If the doctor has a space in their surname, try leaving out the space. For example, "Bob Von Doctor" can be found by searching "VonDoctor" as the surname.

You can also complete the **Provider Lookup** when completing the **Addressing Details** when sending a document (see below).

## Sending a Text Document

To send a document, you can click the **Documents Document** (Under Send) in the navigation bar at the top.



Most of filling out the document information is done automatically. If you have a patient selected in the **Pat ients Sidebar** then the **Patient Details** will already be filled out. If not, then you can click the **Find** button in the **Patient Details** section and find the patient details you need. You can also **Add** a patient on this screen, if the patient whose document you want to send isn't in the system yet.

Send Document							Mr John SMITH
Patient Details ~					Q, find	× Oear Addressing De	tažs
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SMETH	John			01/05/1990	Male		
STATET ADDAESS				STATE	POSTCODE	COPIES TO	+ Add X Clear
HEDICARE NO	. NO. PATH	ENT CLASS	-	144 CLASS			
			•			•	
Document Details							
REQUEST DATE		OBSERVATION			FEEK		
28/04/2022 12:10 PH	8 0	26/94/2922	12:10 PH	8 0	PALA, GLADSTONE (00220	(XON)	~
DOCUMENT TITLE					CLINICAL AREA		
Select a document title					<b>Clinical letter or report</b>		*
Dear Dr Test, Thank you kindle for the referral	af John Smith (31,101,100).]						
Confidential Abnormal	🔿 For Approval Defore Del	lvery					Cher Sout

### **Addressing Details**

To add a practitioner to send to, you can go across to the **Addressing Details** section. To add providers, click the **Find** and **Add** buttons, to either add the main provider, or to send copies to certain providers. This button will take you to the **Provider Lookup** window where you can find the providers you wish to send to.

+ Add	× Clear

### **Document Details**

You can then fill in the **Document Details** section with the specific details of your document. One of the special additions is the use of **Templates**, which you can click the **Insert Template** button to quickly add content to your document.

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er er report v

Tip! You can make the text editor section full screen by clicking on the expand toolbar button.



### **Unreleased Documents**

An unreleased document can be thought of as a draft before sending the document. You may want to keep it in your system, but not send it off to the Addressee. If this is the case, then you can click the **For Approval Before Delivery** button in the bottom right of the **Send Document** screen.

Document Details ~					
REQUEST BATE		OBSERVATION BATE		FROM	
26/04/2022 12:10 PM	10 C	28/04/2022 12:10 PM	11 O	PAUL GLADSTONE (002203RX)	*
DOCUMENT TITLE				CLINICAL AREA	
Select a document title				Clinical letter or report	~
• < × ≥ ₩ υ · 2	🗙 🗄 insert Tempi	ato			
28/04/22					
Dear Dr Text.					
Dear by heit,					
Thank you kindly for the referral of 3d	ne Smith (05/05/80).				
Confidential Abnormal					Cear Send

Once For Approval Before Delivery has been selected a preview of the document will appear with a clear reminder in red next to the document title.

Mr Jol	hn SMITH 음			Born 01-Jan-1980 (42y) Gender Male 42y at the time of observation
Address			Phone Not recorded	Medicare No
Specimen	Lab No 0175EB73-D5D6-48B0-8659- 67650A9C45F9	Request Date 28/04/2022 12:10 PM	Effective Date 28/04/2022 12:10 PM	Generated Date 28/04/2022 12:25 PM
Requested			сс	
	lest.			

This will then save it into the Unreleased folder in the Patients section of the Sidebar.

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🗅 Loaded			•
🗅 Unreview	wed		20
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	Docur		
All	Orders	ments Graphs	Diseases
All Group by: D	Orders		
Group by: D	Orders	Graphs	Diseases

## Sending a PDF Document

Sending a PDF document is very similar to sending a plain document. The main difference is that you aren't sending text, you are sending an attached PDF file. All of the Addressing and Patient detail setting is the same, the main difference is in the **Document Details**, where you normally would type in the content, there is now a **PDF Viewer**.

To send a PDF document, you can click the **Documents PDF Document** (Under Send) in the navigation bar at the top.



#### To open a PDF, click the Browse button:

OBSERVATION DATE		reow	
M 3 28/04/2022 12:41 PM	18 (3)	PAUL GLADSTOME (0022038X)	*
		CLINE CAL AREA	
		Clinical letter or report	
			(> trevs
	- + N	Jonatic Zoon 4	: e b   >
	1 0 20194/2022 12:41 PM	■ 0 24/94/2022 12:41 PM ■ 0	III         ©         24/14/2022 12:41 PH         III         ©         PHIL GLADSTONE (00220303)

Tip! You can make the PDF preview full screen by clicking on the full screen toolbar icon.



To send the PDF document, simply hit the Send button once all the information has been included.

### Sending a Document with an Image

To send images you can click the **Documents Images** (Under Send) in the navigation bar at the top.

Luded O	Recent (2 Document		e	Support	8
(Interleved Carls Forther Redee O Resemble Carls O Overhead O Graded O	Julio 1:         20 Pointment           Sony 0:         Siz Darages           Julio 5:         Size Nongress Note           Size 0:         Transferrational Document           Or 1:         Size Note Note	]	6	For help finding your way around balance Online see the resources linked below. Adverservely of you'ne still study please existed. Helpoil-Objects support. El Doctmentation de Doctdande New El Constant Swapert	8
Documents Al Ondes Copie Docuses	Feedba & Order Got a R. B Snaples Editor Let us k D Snaples Editor T Refered Otor	or a new feature you would like added? drog feetback.	ø	Security Tree-factor Astherotication Heig protect your account. Dath time you login you will need to enter a verification code allong with your unentrane and partnered when using an unrecognised device.	۵
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To add the images, you would like to send, click the **Browse Images** button. To send the images, click the **Send** button once all the information has been included.

t honge skale (Drage skale) Drop Images Here (or browse for images above) ∧ ~ K S. H 0 - L X Benethaw	Image Details 🗸			Take a picture
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## Sending a Work/RTF Document

Currently on Explorer Online it's only possible to send a plain text document OR a PDF document. If you wish to send a Microsoft Word document or any other format you have the option to save the document as a PDF (for example from Microsoft Word) and then send it as a PDF if you do not have the **Word Plugin**.

We're currently looking into adding the ability for sending other document types through Explorer Online.

## Creating a Progress Note

A Progress Note is an internal document for a patient that is stored in the patient's file. You can create a Progress Note for a patient from the **Documents** menu in the top navigation.

Patients C	Recent Q Insurant			Support	
Laaded O			2	support	8
Overlevel	John S B Holf Bocument		- mp	For help finding your way around Explorer Online see the resources linked below.	
Fuller Review 0	Tony 5 GJ Images			Alternatively if you're still stuck please contact Medical-Objects support.	
Inspend charts	Julia S course			Cocumentation	
Created Created	Angres tote			Bushboard Tour     Second Tour	
	2. Clea D. Structured Ecoument			E conset support	
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Documents	Let us k	drig leetback.		Help protect your account. Each time you login you will need to enter a verification	
## Onlive Sciphe Discases	ST Rations Order			code along with your usemame and password when using an unrecognised device.	
	Storage Quita			As trable Two-factor Authentication ()	
	ourage (page				
	You are currently using 5.45% of your 508	Medical-Objects storage quota.	-		
	1000				
	For more information on the storage quota	and what contributes towards the usage			
	please see our storage quota knowledgebar	ie article.			
	+ Request sets storage				

If you don't already have an active patient, you will be prompted to find a patient. Once a patient is selected you will be prompted with the Progress Note window.

ogres	s Not	te: SN	4ІТН,	. Jol	hn D	юв	: 01/01/1980 (42y)			E
THOR							TITLE		MODE	PDF
AUL GI	ADST	ONE (0	02203	RX)		~	Progress Notes	× •	e lext	E PDF
n e	×	Ð 1	10		<u>I</u> ×		Insert Template			

A Progress Note can contain plain text or a PDF document, but not both. Select which document content you'd like to add via the **Text** or **PDF** mode buttons in the top right-hand corner.

🖹 Text	🖄 PDF
--------	-------

Tip!

- You can insert a document template by clicking the Insert Template button.
- You can make the Progress Note window bigger by clicking the maximise button (

### Using a Structured Document

A collection of physiotherapist-related assessments has been created and currently exist on Explorer Online as structured documents. To access this feature, open **Documents** tab in the **Navigation Menu** th en select **Structured Document**. If this does not appear on your account please contact Helpdesk on (07) 5456 6000.

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Standared Co Studier Review Co Staggered Oarts Co Strandared Co Strandared Co Sciencies Co	John S (2) ADF Goovern John S (2) Images Tury S ceners (2) Program Note (2) Structured Goovern		•	For help fording your way around Explore Online as the assures Inded Indon. Attenuative you've all thick please context Medical-Objects support. © Decommendation © Decommendation © Decommendation	8
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Decuments Al Orders Draphs Diseases		iding feedback.		Two factor Authoritication Independent your absound, Each Inne you login you will need to enter a senfactore code along with your second possioned aben using an unrecognised denice. Ag Total for enter Authoritication $\oplus$	U
	Scorega Lgasse Now are concerning using 5.45% of your 508 1 EXE For more information on the storage quota phases see an atmospin quota knowledgebox Remove and the storage quota knowledgebox	nd what contributes towards the usage	8		

The list of structured documents will load under the heading of **Available Archetypes**. Choose a structured document for your desired purpose.

The **Patient Lookup** popup will appear if a patient wasn't already chosen from the **Dashboard**. The structured document will load and is ready to be completed. At the bottom of the form there are the options to **Reset Template**, **Revert Changes**, **Submit or Save Draft**.

Once the structured document has been submitted, the **Send Document** popup will appear. The **Patient Details** will have automatically populated, leaving the **Addressing Details** and **Document Details** to be filled out.

Once the Send button has been clicked the structured document will be added to the patients file and be visible in the **Document Sidebar**.

Structured documents are assessments or questionnaires that can help with clinical decisions. These forms can be customised to meet your practice needs. If interested please get in contact with our sales team here.

Examples of existing physiotherapist -related structured documents include:

- New Client Form
- Performance Assessment of Self-Care Skills (PASS)
- National Institutes of Health Stoke Scale (NIHSS)
- Gait Analysis

### Using a Patient Questionnaire

The **Patient questionnaire** function is similar to structured documents. It is ideal for gathering information before the appointment. The patient can fill out the questionnaire or assessment online via their phone, table or computer and the results are automatically added to their patient file. To access this feature, open **Documents** tab in the **Navigation Menu** then select **Structured Document**. If this does not appear on your account please contact Helpdesk on (07) 5456 6000.

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2 Drawlewell	Juliu E Juliu E Tory 5 cmans Roy 5 cmans		B	For help finding your way around builter Online see the resources linked below. Alternatively if you've still stuck please contact Hedical-Objects support.	8
	2. Clas ] Structured Document 27 Patient Quantizerative Feedba 2: Cellar	]		El Context Support	
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a our our court	Storage Quote Nos are currently using 5.45% of your 568		0	a Enable Two-factor Authentication ()	
	The and controlling using 5,45% of your Sole For more information on the storage quota please see our storage quota knowledgebar 4 August core storage	and what contributes towards the usage			

The Create Patient Questionnaire popup will appear and will require the Family Name, Given Name and Date of Birth to be filled in.

Create Patient Questionnaire	
GIVEN NAME:	DATE OF BIRTHI
FORM TEMPLATE:	
ADDRESSED TO: CRAWFORD, LYNDEN (2681491J)	
+ Add × Clear	
	Cancel Submit

Choose the questionnaire or assessment from the Form Template drop down menu and click Submit.

Once submitted, a QR code will appear which allows the patient to scan and access the form directly or the URL link provided can be distributed to the patient for them to access. You are able to create another **Patient Questionnaire** from the same popup or close if done with the feature.



The QR code and the URL link will display the form on the patient's device ready to be filled out. Once completed, the patient is able to **Reset Template**, **Revert Changes**, **Submit or Save Draft**.

Once the patient has submitted the form, it will be added their file and they will be displayed the following screenshot.



Patient questionnaires are forms or questionnaires that can help with gathering information and informing clinical decisions prior or after the appointment. These forms can be customised to meet your practice needs. If interested please get in contact with our sales team here.

Examples of existing physiotherapist -related patient questionnaires include:

- New Client Form
- Feedback Form

## **Document Template Editor**

To get to the Document Template Editor, you can click **Documents Template Editor** (Under manage). A screen should show up with text editors, and a sidebar.

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Loaded O	Recent (2 pourset	0	Support	0
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all Online Graphs Elonees	21 Ratrieve Order			
	Storage Quota	0	2s Enable Two-factor Authentication (2)	
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	You are currently using 5.45% of your 568 Medical-Objects storage queta.			
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	please see our storage guota knowledgebase article.			
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After clicking that button, the screen below will appear.

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Time		
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Hedicare no.		
DVA no.		

### **Creating a Template**

A document template must have a template name, description and some content.

#### **Template Name**

The template name is what you'll see on your end to identify each template. You should call it something descriptive, but also keep it concise.

#### Description

The description will show as a sub header when selecting the template. This is generally longer than the Template name and can help when you have a few very similar template names.

#### Content

The content is what will automatically be generated into the document when you select a template. You can see on the left of the template editor a **Template Fields**, these are special fields, that when you import the template into your document, they will fill out with the details you've included.

For example, if you have selected a patient named "John Doe", then the **Given Name** template field will be "John" and the **Family Name** field will be "Doe". You can also write plain text with no template fields.

#### Submitting a Template

Once you have filled out the required fields, you can create the template by clicking the **Save Template** b utton, highlighted in the below screenshot.

EHPLATE NAME		OESCRIPTION	Clone Template	<b>C</b> , Load Yemplate	C New Template
Template Fields	* * X & # 0 ·	I X			
REPORT	-(Report_Date)-				
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Dute	+(Patient_eds000)+				
Time	<pre>«Patient_edPfedicareNo)»</pre>				
PATIENT	<pre>«TsDoctor_Prefix)» «TsDoctor_Giv «TsDoctor_Previder10)»</pre>	mkame)=={foDoctor_FamilyName}=			
Title	(ToDoctor_Practice)-				
Given name	1				
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Dute of birth	1				
Age					
Street					
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Post code					
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Home phone area					
Home phone					
Work phone area					
Work phone					
Mobile phone					
Hedicare no.					
DVA no.					
	*				
				Delete Territole	Save Template

## Editing an Existing Template

To edit an existing template, you need to:

Load a template

EPLATE NAME		DESCRIPTION	Cione Template C Load Template (i) New Template
Template Fields	· · × · H · Z	×	
REPORT	1		
TON			
Date			
Time			
PATIENT			
Title			
Given name			
Hiddle name			
Family name			
Date of birth			
Age			
Street			
City			
State			
Post code			
teal			
Home phone area			
Home phone			
Work phone area			
Mork phone			
Hobile phone			
Medicare no.			
DVA no.			

• Select a template from the preceding screen by clicking on the desired template, and clicking Lo ad in the bottom right

ReferralResponse Referral Response	Referral Letter
SpecialistLetter Specialist Letter	«[Report_Title]» «[Report_Date]»
Test Message Test Message Template	<pre>«Recort_Time). Hi ={TbDcdtr_GivenName}, {TbDcdtr_FamilyName}. This is gf=romDcdtr_Frefic}. {fromDcdtr_GivenName}. Information From ={FromDcdtr_GivenName}. {fromDcdtr_FamilyName}.</pre>
Delete	Cancel Load

• Make any changes that you wish to make, and then click the **Save Template** button in the bottom right, exactly how you would save a new template.

# Deleting a Template

• Click the Load Template button

EMPLATE NAME		DESCRIPTION	() Clone Yemplate Q. Load Yemplate 🔅 New Yemplate
Template Fields	ちぐX2番ロ・Z 10		
REPORT	1		
Title			
Date			
Time			
PATIENT			
Yde			
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Family name			
Date of birth			
Age			
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City			
State			
Fost code			
Email			
Home phone area			
Home phone			
trock phone area			
Work phone			
Hobile phone			
Hedicare no.			
DVA ne.			
			Delete Template Sizer Templat

• Then, select the template you wish to delete, and then click the **Delete** button in the right-hand corner of the new screen

ReferralResponse Referral Response	Referral Letter
SpecialistLetter Specialist Letter	<{Report_Title}+ <{Report_Date}+
TestMessage Test Message Template	<pre>«Faport_Time)- Hi «[ToDottor_GivenName)-«[ToDottor_FamilyName]&gt; This is «[FromDottor_Family-i «[FromDottor_GivenName]&gt;. Information From «[FromDottor_GivenName]&gt; «[FromDottor_FamilyName]&gt;</pre>
Delete	Cancel Load

# **Viewing Reports**

# Activity Report

The Activity Report allows you to view the transaction history of both incoming and outgoing documents. You can access the **Activity Report** via the **Reports** tab in the navigation menu.

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Documento Al Union Grade Disaster	Peodback Oot a suggestion to improve Dipliner Online or a new feature you would like added? Let us know what we can do far you by providing fractuals.	۵	Security Two factor Authentication Mig pretext your recours. Each time you login you will need to enter a wentication code allog with your usersman and password when using an unrecognised device.	Α
	Storage Queb. To a set control using 3.4% of your 500 Medical Option stronge audit. EE Description of the option graph and a direct on their terms of the same between the option of the option graph and a direct on the option of the Berlin of the option of the option of the option of the option of the Berlin of the option of the option of the option of the option of the Berlin of the option of the option of the option of the option of the Berlin of the option of the Berlin of the option of the Berlin of the option of the Berlin of the option of the Berlin of the option of the Berlin of the option of		A fraith for for the form of the form	

After selecting **Activity Report**, you will be presented with a window listing the report filtering options available. These will help you narrow the report down to only the documents you're interested in. By default, the filter options will show the current daily activity. The date range can be adjusted via the calendar icon.

Filter	Options					
REPORT	DATE:					
From	28/04/2022	Ē	То	29/04/2022	2	<b>—</b>
PATIENT	n.					
						Q
RECIPIE	NT PROVIDER NUMBER				× Clear	+ Add
AUTHOR	PROVIDER NUMBER:				× Clear	+ Add
DELIVE	RED:					
						~
DELIVER	RY TYPE (OUTGOING):					
						~
Clear	Filters			Cance	Apply	Filters
	_					

Once the filters have been applied, the following screen will appear. The orange box indicates the active filters and can be edited when clicked.

	TRefresh V	Filter Options B	Export * 0 mint	Selected (D Farma	nd beleded							ACK Leger	MI @ Y>
7	Filters active	Report Data - Fram	: 28-04-0022, To: 29-0	4-2022									
đ	5 Outgoing 🤇	a Incoming											
	Date v <sub>1</sub>	Patient + 2	Recipient	Report Yide	Author	To Practice	Status	Filler Order Nu	Delivery Type	Delivered	Reviewed	ACK	View i
	2019-05-21	SHETH, John C198	808, TEST (78101.	Procedure Note (L	CRANFORD, UND.	VIP NZ Capricorn C.	Final result	8034/A30-A918-4.					
						VIP NZ Caseluara	Find result	R0346430-4818-4					Ð

Tip!

- You can hide or show columns via the grid menu ( ) which can be accessed by clicking the far-right button.
  You can drag to re-order columns. The position of columns will be remembered.
  You can reset the grid layout by choosing **Reset View** from the grid menu.

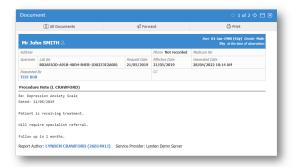
### **Understanding the Report**

Date	The date the document was created.
Patie nt	Patient name. SURNAME, First name (Date of Birth).
Recip ient	The provider the document was addressed to.
Repo rt Title	The document title.
Auth or	The provider that authored the document.

To Pract ice	The server name of the practice that the document was sent to. This is generally the practice name.
Statu s	<ul> <li>The status of the document. The most common are:</li> <li>Final result - document stored and verified. Can only be changed with a corrected result.</li> <li>Not yet verified - document stored but not yet verified.</li> <li>Correction - correction to the document</li> </ul>
Deliv ery Type	The software of the recipient that received the document.
Deliv ered	This is a timestamp for when the document was delivered. It does not necessarily mean that the document has been viewed or reviewed - only that it has been delivered.
	If this field is blank then the document has not been delivered.
Revie wed	The document has been marked as reviewed at the receiver's end. This column will only be populated if the receiver's <b>Delivery Type</b> is <i>EQUATORDXTRAY</i> . If not then it's best to look at the <b>ACK</b> column for an indication if the document has been acknowledged.
ACK	This column allows you to know whether or not the document has been acknowledged. To see what each icon in this column means; refer to the <b>ACK Legend</b> that can be found in the top right. Hover your mouse over each icon for a description.
	ACK Legend: ⊘ ✓ ×
View	Clicking the icon in this column will display the document.
Filler Order Num ber	Unique identifier of the message. Can be based on the laboratory code or for Medical Objects generated reports it's a globally unique identifier (GUID/UUID).

# Viewing Documents in the Report

You can view a single document by clicking on the view document icon (



From this window you can perform various actions on the single document such as print, forward or loading the patient file via the **All Documents** button. You can also navigate to other documents via the back and forward buttons in the top right.

	All Documents	🗐 Forw	ard	🖨 Print
Mr Jol	hn SMITH 🛎			Born 01-Jan-1980 (42y) Gender Mal 39y at the time of observatio
Address			Phone Not recorded	Medicare No
Specimen	Lab No B02AFA3D-A91B-48D4-B4EB-1D0233E2A081	Request Date 21/05/2019	Effective Date 21/05/2019	Generated Date 28/04/2022 10:14 AM
Requested			сс	
e: Depre	e Note (L CRAWFORD) ession Anxiety Scale			
	L/05/2019 is receiving treatment.			
ill requ	uire specialist referral.			
	in 2 months.			
ollow up				

#### **Bulk Actions**

You can select multiple documents in the grid and then perform an action on the selection. Currently the bulk actions available are;

- Printing
- Forwarding
- Exporting to CSV (this exports the transaction details and not the document itself, useful for auditing purposes)

C futureh 1	Filter Options	Export • 🕘 Print	Selected (© Forma	rd Selected							ACK Legen	id: ⊘√×
? Fibers activ	Engent Date-From	- 28 Ge 2622, Toi 29 G	4-2022									
d). Outgoing	a Incernie											
✓ Date	Patient .	Recipient	Report Title	Author	To Practice	Status	Filler Order Nu	Delivery Type	Delivered	Reviewed	ACK	View II
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21112-05-21			Descendance Made At		VIP NZ Capricare	First seconds	01245332-4418-4					

## Patient Questionnaire Reports

The **Patient Questionnaires** report enables you to view the history of created questionnaires, forms and assessments and if they have been completed or to re-access the QR code and link.

This function is found in the **Reports** tab on the navigation menu.

Pedenta 🔅	Recently Londed Pel Putert Questionaires		Support	0
Uncelored D forther Review O Regulated Charts O Conduced O Conduced O	Main SHETH (1) and 2100 Main SHETH (1) and 2100 Tany SHETH (1) and 2000 Tany SHETH (1) and 2000	Ba	For help finding your way around Dalarer Online see the resources Initial below. Alternatively if you're still stuck please contact Medical-Objects support. El Documentation & Docubend Than & Contact Support	8
Documents Al Orders Orgits Diseases	Peoplianck dist a suggestion to improve Diplacer Driline or a new feature you would like added? Let us know what we can do fer you by providing feadback.	0	Security Two factor Ambentikation Help patiently van assess. Each time you logie you will event to enter a settification code killing with your constraint and patiented shear, stering an unrecognised device.	8
	Stanger Quots The set or sensity using 3-8th of your 508 Motion Objects storage auxil. The main sector and using signal and advat cardibuses baseds the usage advances are and account of the storage particular action. Memory Rest Account	0		

After selecting **Patient Questionnaires**, you will be presented with a window listing the report filtering options available. These will help you narrow the report down to only the documents you're interested in. The date range can be adjusted via the calendar icon. Click **Apply Filters** to access the report.

DATE CREATED:				
From	8	то		8 -
PATIENT GIVEN NAME:				
PATIENT FAMILY NAME:				
PATIENT DATE OF BIRTH:				
				8
NUMBER OF RESULTS:				
50				~
ARCHETYPE:				
				×
Clear Filters			Cancel A	pply Filters

Once the filters have been applied, the following screen will appear. The orange boxes indicate the active filters and can be edited when clicked.

V Filters active: Patient family 6	Inne-unith Number of Results-50							
Putient	Dute Of Birth	Date Created -	Archetype	Start Date	End Date	Date Satisfied	View	Cancel II
SmETH, John	1980-01-05	2022-04-29	Dietitian new client form	2022-04-29	2922-04-30	Not Satisfied	12	0
SHETH, John	2019-04-01	2929-07-30	Calculate 0455 21 score	2009-07-30	2919-87-31	2019-07-30	11	0
SPETH, John	1990-01-01	2929-06-03	Calculate 0455 21 score	2009-06-03	2929-06-04	Not Satisfied	12	0
SPETH, John	1980-05-05	2029-05-07	Calculate 0ASS 21 score	2009-05-07	2019-05-08	not Satisfied	12	0
SMETH, John	2980-03-05	2929-05-05	Calculate DASS 21 score	2009-05-00	2029-05-02	Not Satisfied	12	0
SHETH, John	1990-01-01	2929-05-01	for diet followup for patient self reporting	2009-05-00	2919-05-02	Not Saturfied	22	0
SPETH, John	1990-01-01	2029-05-00	K30 assessment of depression and anxiety	2009-05-00	2919-05-02	Not Satisfied	12	0

The three icons in the top right-hand corner are used to **Create New Patient Questionnaire**, **Refresh Report** and **View/Edit filters**.

### Understanding the Report

Pat ien t	Patient name (SURNAME, First name)
Dat e of Birt h	Patient date of birth (year, month, date)
Dat e Cre ate d	Date that patient questionnaire was sent to patient
Arc het ype	Type of patient questionnaire sent to patient
Sta rt Date	Date that patient started to complete questionnaire
En d Date	Date that patient submitted questionnaire
Dat e Sat isfi ed	Indicates if the questionnaire was completed (will show the date that the questionnaire was started by the patient) or <b>Not Satisfied</b> (meaning the patient has not submitted their form).

View	The <b>View</b> column holds the QR code icon and when selected the original QR code and link will appear.
Ca ncel	The <b>Cancelled</b> column has a red icon that when selected, you are able to cancel the sent patient questionnaire. Once a patient questionnaire has been cancelled it will disappear from the list. You are only able to cancel if the form hasn't been submitted by the patient.

## **Delivery Count Reports**

The **Delivery Counts** report enables you to view the history of where and how many correspondences you have sent to practices through Explorer Online.

This function is found in the **Reports** tab on the navigation menu.

MM 0	Recently Loaded Put Instant Questionnaires		Support	-
rtviewel O rtver Review O rquestied Charls.	No recent patients	8	Far help finding your way around Explaner Online see the resources linked below. Alternatively if you're skil shuck please context Helical Objects support.	8
redeal O	The second second		© Dashbased Tour El Contact Support	
	Peedback	ø		
	Got a suggestion to improve Explorer Online or a new feature you would like added? Let us know what we can do for you by providing loodback.		Security	A
Decements	the sent North data North and North data North	-	Two factor Authentication Relo entert your account. Each time you loom you will need to enter a verification	
at Orders Orachs	Storage Quota	8	code along with your username and password when using an unrecognised device.	
	You are currently using 21.05% of your 508 Medical-Objects storage quots.	, °	& Enable Two-factor Authentication ()	
	For more information on the storage quota and what contributes towards the usage please see our storage quota knowledgebase article.			
	+ Request solva starage			

After selecting **Delivery Counts**, you will be presented with a window listing the report filtering options available. These will help you narrow the report down to only the dates you're interested in. The date range can be adjusted via the calendar icon. Click **Apply Filters** to access the report.

ATE RANGE:			
From	🗎 То		<b>.</b> -
Clear Filters		Cancel Ap	ply Filters

Once the filters have been applied, the following screen will appear. The orange box indicates the active filters and can be edited when clicked.

		C 7
Thiters active: Date targentroes: 00-01-0002, for 81-00-0822		
Practice Key	Creanil	
Brightwater Medical Centre (Capricorn)	1	
Buderim Harketplace Hedical Centre (Capricum) <809217707.Capricum Twenty One>	1	
Chanoellor Rark Family Hedical Practice (Capricore) +HDH361226-Capricore Southernex Texco	2	
Dr. Heber R. Johnson Millilla (Capricom): <9013354018. Capricare: One Hundred and Seventy Three>	1	
Farrell Street Family Practice (Capricore) 100095580.Capricore Eighty One	1	
Graw Medical Sherwood (Capricom) +H07125980.Capricom One Hundred and Bevero	3	
Healthy Family Clinic (Capricore) <90882309.Capricore Thirty Four>		
Kawana Ramily Clinic (Capricom) <90364285 Capricom Thirty One>	2	
Medical Objects Administrators Server: crose@medical-objects.com.au>	1	
Hooloolaba Family Hedicine (Capricorn) <h0531655.capricorn sixteero<="" td=""><td>2</td><td></td></h0531655.capricorn>	2	
Hountain Creek Hedical Centre (Capricorn) <h04766980 capricorn="" td="" twenty="" two<=""><td>1</td><td></td></h04766980>	1	
OCHRE Health Hedical Centre Sunshine Coast (Capricov) «MO2887875.Capricov Seventy Nine»	2	
Ocean Family Medicine (Capricam)	2	
Ochre Health Hedical Centre Caloundra (Capricom) <h04844656.capricom seven="" twenty=""></h04844656.capricom>	4	
Ouhre Health Hedical Centre Hontville and Haleny (Capricon) v/H000221867.Capricon Seventy Fives	4	
Stuart Park Surgery (Capricorn) -0104005280.Capricorn Ninety>	1	
Surahine Ceast Paediatrics (Capricern) <h0427335.capricern four="" southernex=""></h0427335.capricern>	1	
901M,	42	

The two icons in the top right-hand corner are used to Refresh Report and View/Edit filters.

### **Understanding the Report**

Practice Key	Practice name
Count	The number of times correspondence has been sent to a practice.
Total	The number of times correspondence has been sent.

# My Health Record (MyHR)

To access a patient's health summary from My Health Record, ensure the patient's name (First and Surn ame), Date of Birth, Sex, Medicare, DVA or IHI number is entered.

Mr. V JOH	T NAME	SURNAME			DATE OF BIRTH	8
AIDDLE NAME	KNOWN AS		SEX		MARITAL STATUS	
			Male	Ý	Married	~
STREET ADDRESS		CITY		STATE		TCODE
					~	
IMAIL	н	DME PHONE	WORK PHONE		MOBILE	
jsmith@testmail.com					04	
IEDICARE NO.	D	/A NO.		THI NO.		
			1			

Note: Your practice must be registered with HPI-O for users to view a patient's My Health Record summary.

Once these details are entered and you are registered, a coloured heart will appear next the patient's name in the sidebar.

- Orange heart: will appear if they do not have a My Health Record.
- Red heart: will appear if their IHI number needs to be revalidated. •
- Green heart: will appear if that patient has a My Health Record.

← Patients	ទ
🗁 Loaded	3
ANDREWS, Debra	🖾 🗙
BULLOCK, Heather	🖾 🗙
SMITH, John	🖾 🗙
🗅 Unreviewed	18
🗅 Further Review	2
Requested Charts	•
🗅 Unreleased	0
C Created	1

You are able to access My Health Record by clicking on the green heart icon.

₩	Patients	ដ	Ô
🗁 Loaded	Sho	w My Health Re	cord
ANDREWS, Debr	а	♥ ×	
			-

The patient's past medical history if uploaded to My Health Record will appear ready for perusal.

By clicking on the tabs along the top you are able to navigate the available documents in Health Record Summary, Pathology Report and Diagnostic Imaging.

Use the Document Filters to help find and sort for the necessary information and adjust the dates in the Documents From tab. Click View Documents to view the filtered documents.

alth Record Summary Pathology	Report Diagnostic Imagi	ng			
Document Filters	Document Date +	Service Date	Document	Organisation	Organisation Type
	12 May 2022		Hedicines View	Hy Health Record	Provision and administration of publi.
Shared Health Summary	12 May 2022		Pathology Overview	Hy Health Record	Provision and administration of publi.
e Referral	12 May 2022		Diagnostic Imaging Overview	Hy Health Record	Provision and administration of publi-
Specialist Letter	12 May 2022		Immunication Consolidated View	My Health Record	Provision and administration of publi-
Clocharge Summary	18 May 2022		Specialist Letter	Test Health Service 657	Specialist Hedical Services
Event Summary	06 Oct 2021		Specialist Letter	Test Health Service 657	Specialist Hedical Services
Pharmaceutical Benefits Report	06 048 2023		Specialist Letter	Test Health Service 657	Specialist Hedical Services
Australian Childhood Immunisation	OB Oct 2023	0.7 Oct 2021	Specialist Letter	Test Health Service 657	Specialist Medical Services
Register	08 041 2021	07 Oct 2021	Specialist Letter	Test Health Service 657	Specialist Hedical Services
🔿 Medicane/DVX Benefits Report 💿 💌	08 Oct 2021		Specialist Letter	Test Health Service 657	Specialist Hedical Services
Documents From	08 Oct 2021	07 Oct 2021	Specialist Letter	Test Health Service 1953	Specialist Hedical Services
C Last 3 months C Last 6 months E Last 12 months Onte range FROM TO 12/05/2021 II 11:24 AM					
Show Latest Discharge Summary					
Show Labest Shared Health Summary	1				
Add Access Code					
View Documents					

Note: You may need an access code if locked by the patient. You are able to get emergency access but will be recorded on the eHealth audit log and the patient will be notified.

Click on the desired document to view the patients' My Health Record.

		medicines in t	his My He 12 May 2 SEX Female	022	d - sorted by   6085 0015 494	
		SI	ART OF DO	CUMENT		
v Health Record	ł					
·						
ailable medicines i						d of medicines related information
the links provided. This view ormation. Jiew generated on 12-May-2						
Allergies and Adverse		Click here for Media	danar	Click here for	Channel	
Reactions Penicillin allergy, Prozac allergy, Allergy to peanut Aloes - chemical (substance), Contact dermatilis due to nickel, Dystonic tremor from Olanzapine, Milk intoleran food (product)	s,	Preview 06-May-2015 to 10- (2 days ago)		Health Sur	(7 years ago)	No Discharge Summary found
Penicillin allergy, Prozac allergy, Allergy to peanut Aloes - chemical (substance), Contact dermatitis due to nickel, Dystonic tremor from Olanzapine, Milk intoleran	s, nce	Preview 06-May-2015 to 10-P		Health Sun 06-May-2015 Author: Own Own organisa	(7 years ago)	
Penicillin allergy, Prozac allergy, Allergy to peanut Aloes - chemical (substance), Contact dermatitis due to nickel, Dystonic tremor from Olanzapine, Milk intoleran food (product)	s, nce	Preview 06-May-2015 to 10-1 (2 days ago) [≥>]Next se Reactions		Health Sur 06-May-2015 Author: Own Own organisa tel: (07) 9995	(7 years ago)	found
Penicillin allergy, Prozac allergy, Allergy to peanut Aloes - chemical (substance), Contact dermatitis due to nickel, Dystonic tremor from Olanzapina, Milk intolerar food (product) ( <u>Back to too</u> ) All available Allergies and 06-May-2015 to 06-Dec-201	s, nce	Preview 06-May-2015 to 10-1 (2 days ago) [≥>]Next se Reactions	1ay-2022	Health Sur 06-May-2015 Author: Own Own organisa tel: (07) 9995	(7 years ago)	found
Penicilin allergy, Prozac allergy, Allergy to peanut Aloes - chemical (substance). Contact dermatitis due to nickel, Dystonic tremor from Obnzapine, Milk intoleran food (product) (Back to too) All available Allergies and 06-May-2015 to 06-De-201 Source/Author	S, ICE Adver 7 (4 ye Date	Preview 06-May-2015 to 10-1 (2 days ago) [≥>]Next se Reactions	1ay-2022 Substar	Health Sur 06-May-2015 Author: Own Own organisa tel: (07) 9995 [2] Last	(7 years ago) tion 8888	found
Penicilin allergy, Prozac allergy, Allergy to pennut Aloes - chemical (substance), Contact.el, Ostacter, Contact.el, Dystonic tremor from Onanzapine, RHIK Intoleran food (product) (Back to too) All available Allergies and do-Hay-2015 to 66-De-2015 Source/Author Event Summary by Chin organisation	S, Ince Adver 7 (4 ye Date 06-Dec-	Preview 06-May-2015 to 10-1 (2 days ago) [>>]Next se Reactions ars ago)	1ay-2022 Substar	Health Sur O6-May-2015 Author: Own Own organisa tel: (07) 9995 [2] Last [2] Last (ce/Agent n allergy	Amary (7 years ago) tion 18858 Manifestation(s	found (Hele)