

# Sending a Referral or Report

## Overview

This guide provides a brief overview on sending a referral using the Medical-Objects Explorer (Meridian).

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

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## Sending a Referral or Report

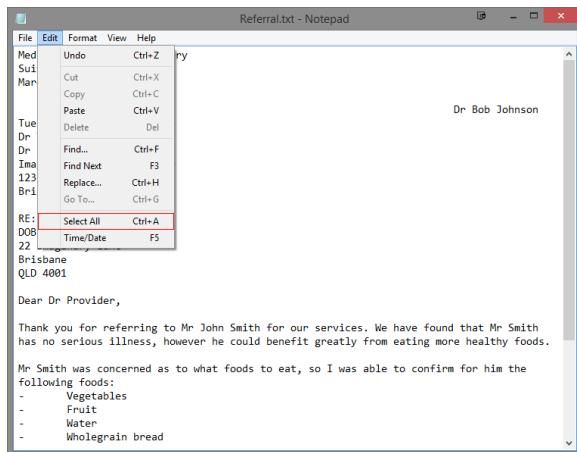
Sending referrals and reports electronically allows the recipient to get them within seconds of it being typed.

There are two ways of sending using the Explorer client.

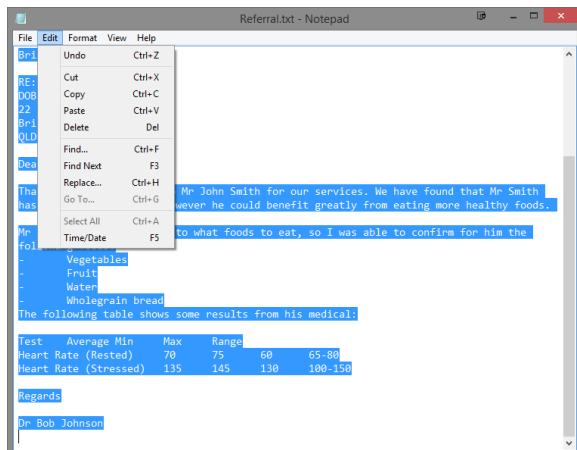
### Using an existing letter

1. The first method is an extension of how referrals and reports are currently written. The Explorer uses the Windows Clipboard, a feature common to all Windows applications to transfer information from existing referral writer applications to the Explorer.

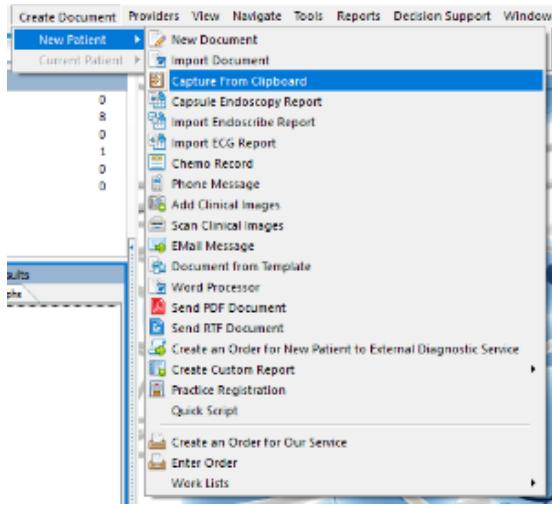
To copy a document written in Notepad or any other text editor to the Windows clipboard, choose the **Select All** option from the **Edit** menu or use the keyboard and press **Ctrl+ A**.



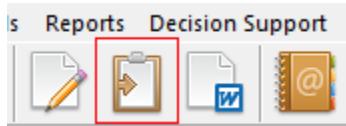
2. The full document will appear highlighted. To copy the selected contents of the referral to the clipboard, select **Copy** from the **Edit** Menu or use the keyboard and press **Ctrl + C**.



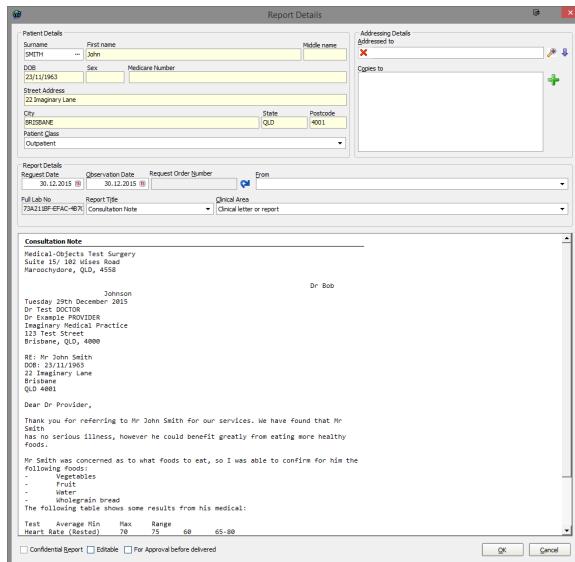
3. The contents of the text document are now on the Windows Clipboard. Once the contents are on the Windows clipboard, the referral or report can be sent using Explorer. Open the Medical Objects Explorer, and from the **Create Document** menu select **Capture Document from Clipboard**.



Alternatively, Click the **Capture From Clipboard** icon on the toolbar.



The following window will appear.



- By having **RE:** and **DOB:** listed somewhere in the document, The Explorer has already entered the appropriate information in the field. You can enter the recipient in the top right hand box, and select your provider number from the **From** drop down box within the **Report Details** area. When you are ready to send, Click **OK**.

## Creating a Report or Referral within the Explorer

The second approach allows you to write the document directly into the Explorer software.

Click on the **Create** Menu and choose **New Document**. The **Report Details** window will appear. Your Letter, Report or Referral can be typed directly into this window. Create will also give you the other choice of sending Emails, Capsule Endoscopy reports or creating an Order.

Name the document by clicking on the **Report Title** box.

<b>Report Title</b>
Laparoscopy

Then fill out the form as described above with the Patients Details, Addressing Details and your Result or message and click send.

