Creating a Simple Text message

Overview

This guide provides an overview on creating a simple message referring to a patient within the Medical-Objects Explorer (Meridian). This is not the same as **email** which is not stored within the Explorer.

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.

Creating the Message

1. Click on the Create Simple Message icon.



2. The following box will appear.

¥		Rep	ort Details			0	
Patient Details Surname	First name	Middle name	Addressing I	Details			
D08	Sex Medica	re Number	Copies to				Ì
Street Address							
City	State	Postcode					
Patient <u>Class</u> Outpatient		•					
Report Details							
Reguest Date 31.12.2015 (8)	Observation Date 31.12.2015	Request Order Numbe	6 1	From			•
Full Lab No	Report Title		Clinical Area				
							ADC
							8
							ē
							*
1							7
Confidential Report	Editable For /	Approval before deliver	ed		QK	Cancel	

- 3. Choose the Patient the message is about by clicking to get the **Lookup Patient** dialog box.
- 4. Use the Magnifying Glass icon to select who you are sending the message to.
- 5. Choose the report title (Consultation Note would be easiest)
- 6. Type your message, and click **OK** to send.

1 Overview 2 Creating the Message