

Viewing sent Results or Referrals

Overview

This guide provides a brief overview on viewing sent Results or Referrals from within 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

1 Overview

2 Viewing Results and Referrals

2.1 Method 1

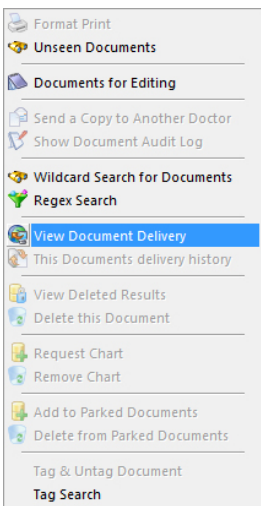
2.2 Method 2

Viewing Results and Referrals

To see Reports, Letters or Results you have sent out through the Explorer:

Method 1

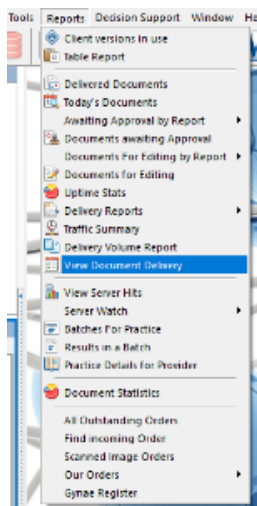
1. Select **View Document Delivery** from the **Documents** Menu.



2. This tool has two search options. It can search for results for a specific doctor within a given date range. The two searches can be run concurrently, or individually. Once clicked, you can search for Results using a specified Date Range - enter the required Date Range in the first and second boxes of the **View Sent Messages** Window.

A screenshot of a dialog box titled 'View Sent messages'. The dialog box has a title bar with a close button (X). Inside, there are several input fields and buttons. At the top, there are 'Start date' and 'End date' dropdown menus, both showing '4/01/2016' and '5/01/2016' respectively. To the right of these is a 'Max matches' field with a value of '100' and left/right arrow buttons. Below the date fields are 'Surname' and 'First name' text input fields. Below these is a large text area labeled 'To these providers'. At the bottom, there are buttons for 'Delete', 'Edit', 'Insert', and 'Lookup' (which is highlighted with a dashed border). At the very bottom are 'OK' and 'Cancel' buttons.

The **Today's Documents** Menu option will allow you to view all reports sent and received within a specified time range.



You can enter the date range to view reports, or click on the Advanced button for additional options, Click the OK button to view all reports matching your search criteria.