## **MAC Procedure for Sending Letters Through Genie**

Updating the Genie Address Book for Message Transmission

 Open your Delivery Report and click the the Provider Lookup section to look up the providers that you want to send to. Then Follow the Provider Lookup instructions on the Delivery Report page to run the search. Next, find the provider number of the recipient that you are wanting to send to and make sure that the provider number is currently valid by looking for the green tick in the online section. If they meet this criteria copy their provider number in preparation for Step 2.

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Activity Report	Provider Lookup										
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	Name	Practice			Phone	Address		Pa	stoade F	Provider ID	Onlin
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	OBJECTS, MEDICAL	Air Nedical Chiedla			(87) 54588008	MAROOCHYDORE 72 Vises R	pet	42	8 A	A0455800 BOX	

2. The provider number you have copied needs to be pasted into the Provider Number field in the details pane of that contact in Genie. Make sure the provider number is entered in the highlighted field.

		Details Co	rrespondence	51	
Title First Name Clinic Address 1 Address 3 Address 4 Suburb State Provider No Work Phone Fax Email	Initial Sumame Initial Sumame Medical Closes Text Circe     De Constitution     Constitution     Constitution     Constitution     Pager     Have Phone	e Provider	□ ■ ■ ■ = = = = = = = = = = = = =	Mark Contact     Mark Contact     Mark Contact     Acto Schulture     Acto Schulture     Mith Schulture     Mith Mele Import     Per UP Provider     Paul Address     Andonau Cileger Ther Ciles     Actobals Cileger Ther Ciles     Capables GLD 4157     Note	inactive
Category Specialty UUID:	General Medical Practitioner	*		Genie User	

3. Additionally in the Correspondence tab in the address book for that contact you will need to set the Preferred Method of Communication to Medical Objects and also paste the Provider Number into the Medical Objects field at the bottom of the form.

00	Address Book: Dr Test Provider
	Details Correspondence
	Health Provider Identifier (Individual) Realth Provider Identifier (Depariastical)
	Preferred Method of Communication
	CARRIER IDENTIFIERS
	Healthlink
	Medical Objects 00000AW Usually the same as the Provider Number
	ArgusConnect an email address
	Alltalk/EQuery
	DivisionReport
	Indust IT finitess     Indust IT finitess     Can Rective CDA Format
	Letters & - 44 44 bb bb Cancel Save

## Sending through Genie

 To send a message using that provider, open/create your letter in Genie and choose the Addressee that you have edited your address book contact to send to. If their name doesn't appear in the 'To' Box, you can try re-addressing the letter using the "Re address this letter" bu tton. Now perform a search for the contact you edited to send through Medical Objects as you did in in step 6. This will put the doctors name in the "TO" field. 1 Updating the Genie Address Book for Message Transmission 2 Sending through Genie



2. Tick the 'Send via 3rd Party' Box. This will bring up a Requested Action prompt. You can choose any action that is required here.

PRIORITY	REQUESTED ACTION
Routine	Send Written Report
Critical/Urgent	Return Patient After Evaluation
ASAF	Assume Management
	Second Opinion
	Discharge Summary
	FYI. No Action Requested
	Case Conference
	Cancel

 Make sure that Medical Objects is chosen as the sending facility, then click on the save button to send. It will take up to 15 seconds for the file to save to the Medical Objects Outgoing folder, where the Capricorn software will then attempt to send it.

Template: Default Letter =	Send via 3rd party	Reviewed	Cancel	s
Date: 13/01/2016	Prefers: Medical O +	Printed	CDA Dx	Viev
From: Dr A Demo \$	Medical Objects	Flag for Followup     Reply Received	 Make Text	Edit T
To: Dr Test Provider	Sent from Genie	Can't Delete		
Type: LETTER \$	Delivery Acknowledged	Spellchecking (1)		

4. It is advised that at the end of each day you check the delivery report and ensure that all messages sent end up in the outgoing sub header. Note that if you are sending to the practice for the first time the messages may sit in unroutable for a short time while addressing details are found in the system.