Built-in Word Processor

Overview

The built-in word Processor is designed for making reports easily using templates or from scratch within the Medical-Objects Explorer Client (Meridian). For assistance creating report templates, Please see this guide or contact the Medical-Objects Helpdesk on (07) 5456 6000.

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Open

Opening a template in the Built-in Word Processor

1. Open your Explorer software, and go to Create Document, New Patient and select Document from Template.



2. Select a template to use from the list, and click OK.

	Select a Report Template
Templates	Preview
Histology Report Patient Letter Specialist Letter Specialist Letter with Past History	
	QK Cancel

3. You will be asked to enter the patient details, the recipient and to select the default sending doctor.

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Patient Details Sumame PATIENT	Pirst name Test		Middle name	Addressing Details Addressed to		,,
DOB 12/12/2012	Sex Medicare Number			Cgpies to		4
Street Address 123 Fake Street						1
City BRISBANE		State	Postcode 9007			
Patient <u>C</u> lass Outpatient			×			
Report Details Reguest Date	Observation Date Request Or	rder Number	From			
19.1.2016 🛞	19.1.2016	6				-
UILAD NO	Consultation Note	 Cinical lette 	r or report			-

 Once you have entered the details and selected OK, You will be presented with the below screen. The fields have already imported the requested patient information. You can add and edit any information here.



5. When you are ready to send, click the send icon located on the right hand side of the window, or

below the top toolbar on the left.	

Creating a Blank Report

1. Open your Explorer software, and go to Create Document, New Patient and select Word Processor.



2. The Explorer client will present you with a blank document to create your report.

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3. Click the button to open the report details screen. Here you can enter the patient details (or use the patient look up), The report recipient and the sending doctor.

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Patient Details Sumarre PATIENT	First name Test			Middle name	Addressing Details Addressed to			4
DOB 12/12/2012	Sex Medica	re Number			Copies to		[]_4	
Street Address 123 Fake Street								
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Patient <u>C</u> lass Outpatient				•				
Report Details								
Reguest Date 19.1.2016	Observation Date 19.1.2016	Request Order Number	Q	From				•
Full Lab No	Report Title		Ginical Area					
0F01E7A6-31C8-44AC	Consultation Note	•	Cinical lette	er or report				•
Confidential Report	For Approval befor	re delivered				QK	Çance	9

4. When you are ready to send, click the send icon located on the right hand side of the window, or

below the top toolbar on the left.