

Built-in Word Processor

Overview

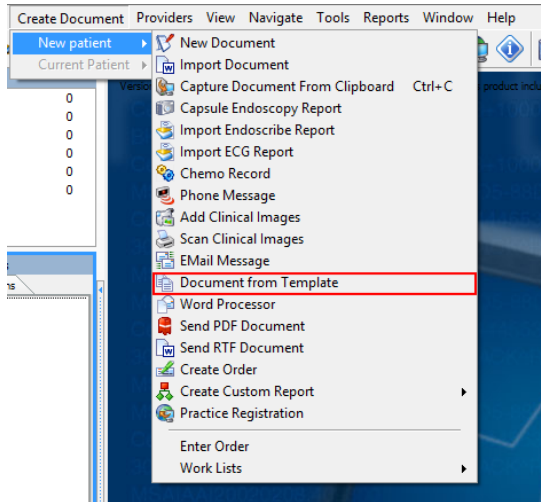
The built-in word Processor is designed for making reports easily using templates or from scratch within the Medical-Objects Explorer Client (Meridian). For assistance creating report templates, Please see [this guide](#) or contact the Medical-Objects Helpdesk on (07) 5456 6000.

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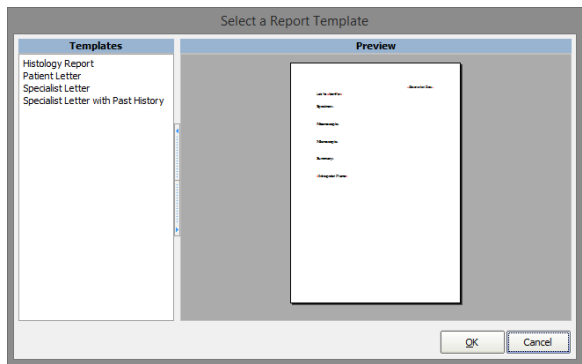
Open

Opening a template in the Built-in Word Processor

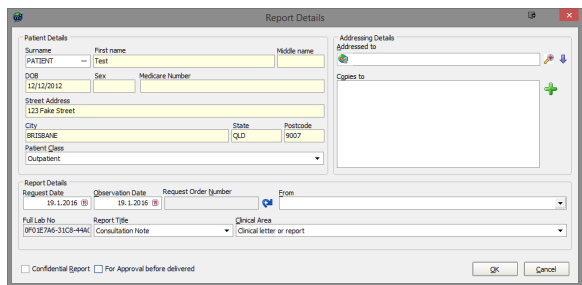
1. Open your Explorer software, and go to **Create Document, New Patient** and select **Document from Template**.



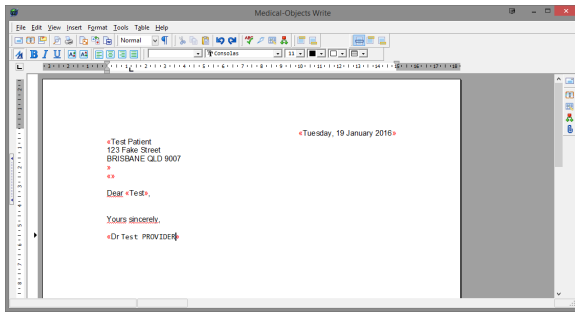
2. Select a template to use from the list, and click **OK**.




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



4. 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.

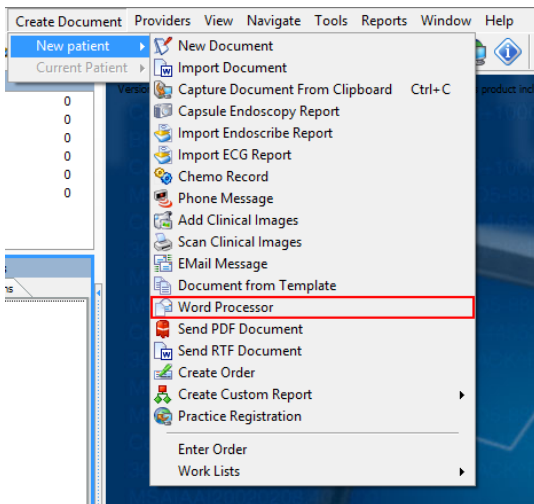


- When you are ready to send, click the send icon located on the right hand side of the window, or

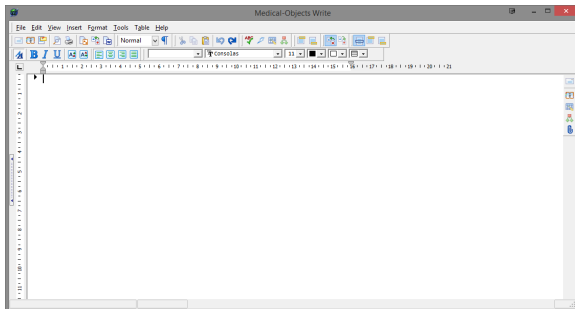
below the top toolbar on the left. 


Creating a Blank Report

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



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



- 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.

Report Details

Patient Details Surname: PATIENT First name: Test Middle name: DOB: 12/12/2012 Sex: Medicare Number: Street Address: 123 Fake Street City: BRISBANE State: QLD Postcode: 9007 Patient Clinic: Outpatient			Addressing Details Submitted to: Copies to:
Report Details Request Date: 19.1.2016 Observation Date: 19.1.2016 Request Order Number: From: Full Lab No: (P0)E746-3326-44K Report Title: Consultation Note Clinical Area: Clinical letter or report			

☐ Confidential Report ☐ For Approval before delivered

OK Cancel

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.

