

Setting up your PKI Token for use with Terminal Services

Overview

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The guide provides basic instructions on configuring the Medical-Objects Referral Client (Trinity) to pick up PKI Token from a PKI smart card through Terminal Server Windows.

If you have an questions or require any further assistance, Please contact the Medical-Objects Helpdesk on (07) 5456 6000.

Hardware and Software requirements

Note:
If you do not have a Smart Card you can apply for one at the [Medicare Website](#).

The IKey2000 does not pass its drivers through terminal sessions. There are 2 options for anyone who has an IKey2000 PKI token.

- The first option is to call Medicare and obtain a Gem Twin PC style USB Card. This type of card is able to pass the token through the terminal session without any issues.
- The second option is more of a workaround than a proper solution.

The process involves copying the referral text from the terminal window and then using the capture from clipboard option on the Trinity on the local workstation to paste the text into a referral window there. For full installation details and how to use this feature see below.

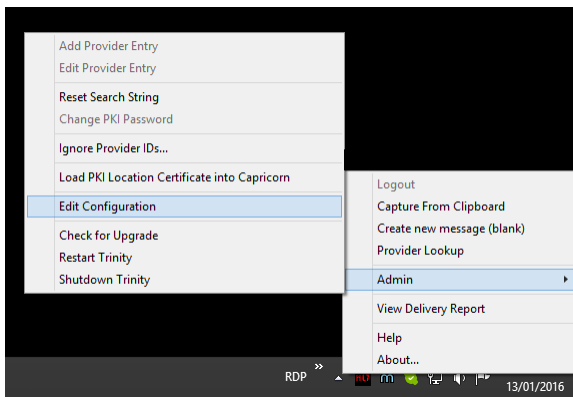
	
ikey 2000 or 2032(USB)	GenPC Twin or Smart Card(USB)

Medical-Objects Trinity and iKey setup for Terminal services

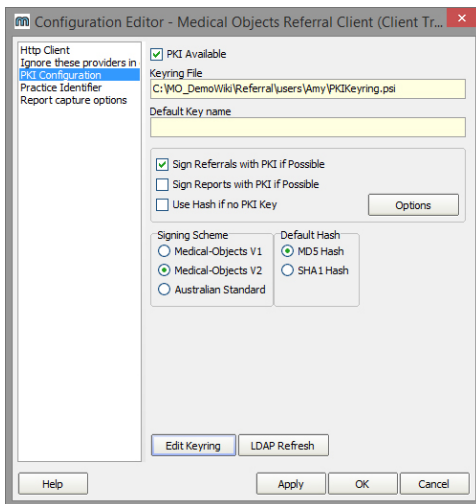
Note:
If your token was not supplied with drivers, you will be able to find them on our download page linked below. On the right hand side, Select **Third Party** and select your drivers from the list.

<http://download.medical-objects.com.au/>

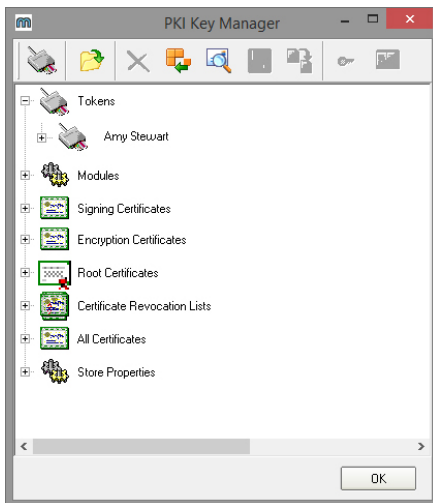
1. Install the token on the local Workstation (not the server or terminal session) this will require a restart before proceeding with the next step.
2. Make sure the Medical-Objects referral client is installed to your system. The instructions can be found [here](#).
3. On the workstation plug in your PKI Token.
4. Right click the Trinity icon in the system tray and select from the menu **Admin** then **Edit Configuration**.



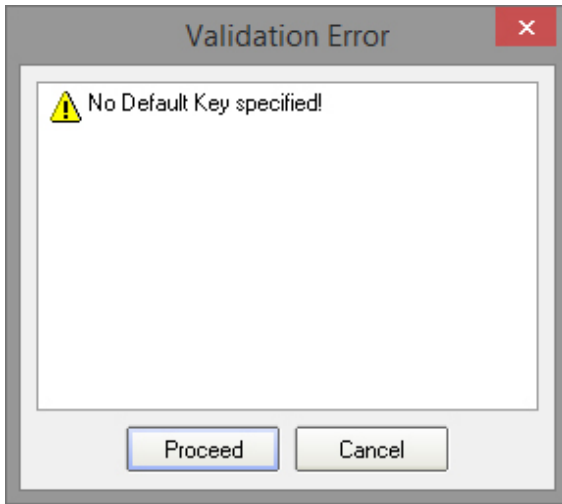
- The following window will appear. Select **PKI Configuration** in the left panel.



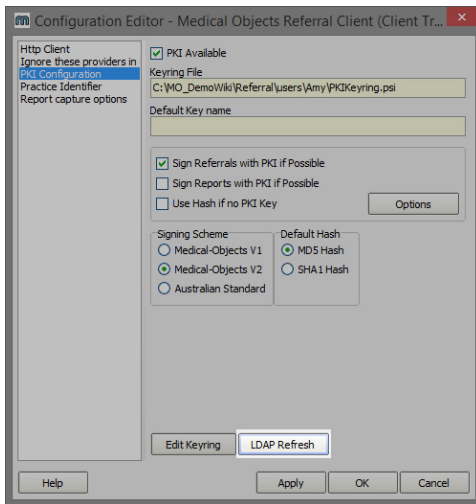
- Click the **Edit Keyring** button. The following window will appear.



- The Certificate will appear under Tokens displaying the doctor's name. The Token is now installed.
- Click OK to close the window. The following window will appear



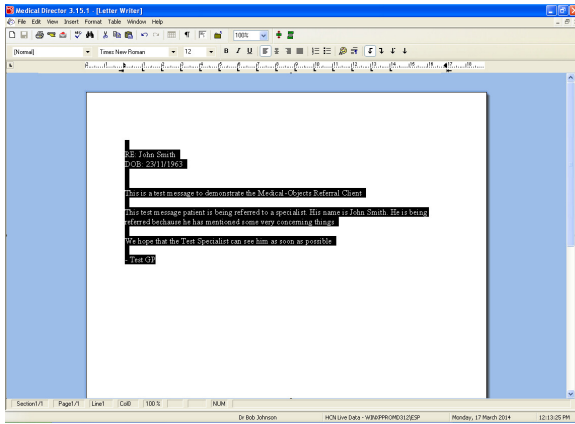
9. Ignore the Validation Error and click **Proceed**.
10. Perform a LDAP refresh to pick up the CRL and New Certificates



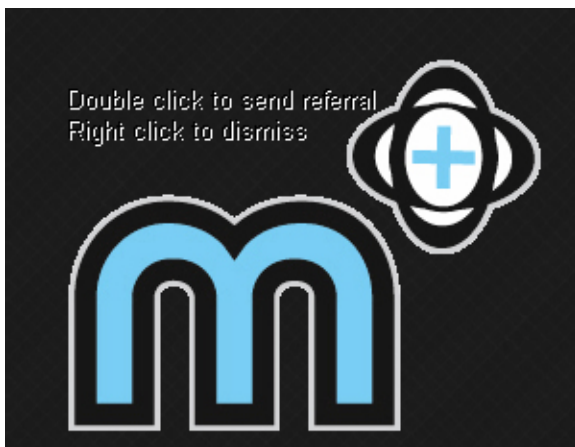
11. Click **OK** on the **Configuration Editor** window to complete the installation.

Workaround Method for using Trinity on Terminal Session

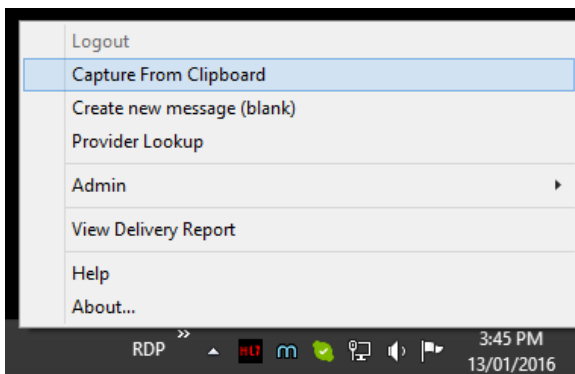
1. When using your Word Editing program, make sure your templates have **RE:** and **DOB:** included. Having the **RE:** and **DOB** acronyms in your template, this will enable the Medical-Objects Referral Client to automatically fill in the patient details and date of birth for you. For this example, Medical-Directors Letter Writer application is used.
2. On the terminal session copy your referral text to the clipboard by selecting on your keyboard **Ct rl + A**, then **Ctrl + C**



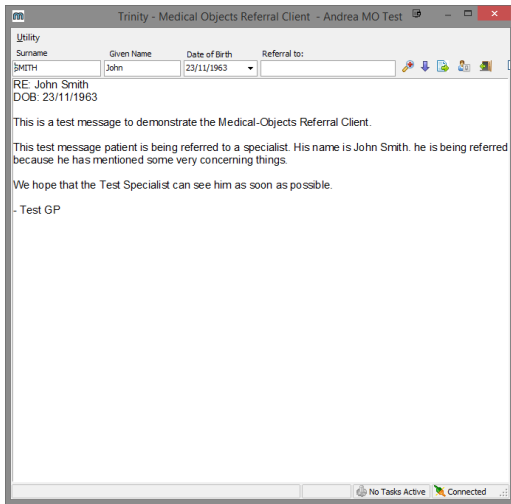
3. Minimise the terminal session so you are viewing the local workstation.
4. The referral client may have already recognised the copied text as a patient referral, and shown a large M icon on the screen, like shown below.



5. If so, double-click on the M and you will be presented with an addressing window.
6. IF NOT – Right click the small Trinity icon on the taskbar and choose **Capture from clipboard**, as shown below.



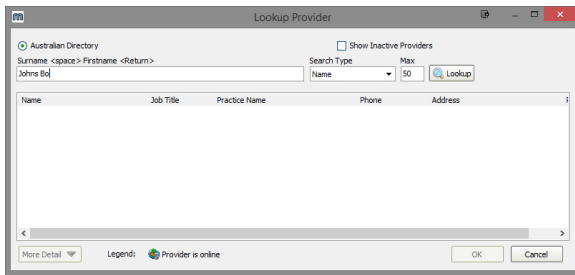
7. This will also bring up the addressing window.
8. The referral client will recognise it as a patient referral, and will open the referral window, like shown in step 9.
9. By adding **Re:** and **DOB** to your referral template will also pre populate the patient name and date of birth in the referral window.



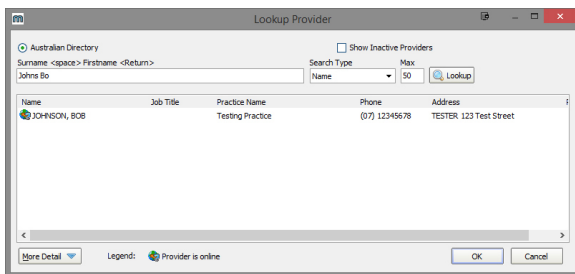
10. Select the **Lookup Provider** icon



11. Enter the first few letters of the surname of the doctor that you wish to send the report to then press Enter.



12. A list will be displayed showing doctors in our system that matches your request

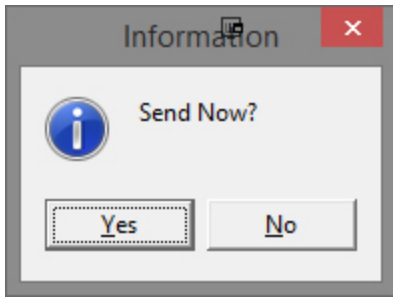


Note:



Some providers practice at multiple locations, so make sure that the one you select matches your intended recipient.

13. Once you select the provider to send to, you will be asked **Send Now?**



14. Verify the report is **OK**, and then click **Yes** to send

15. You will be required to enter the Passphrase for your PKI token.

Note:



If you do not know this passphrase, check with your practice manager, or preferably call HeSA, as these tokens do become unusable if you enter the password incorrectly too many times.