

Sending a Patient Summary

Overview

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This guide provides a simple overview on sending a patient summary through Best Practice. You will need to have the Medical-Objects Referral Client (Trinity) Installed. For more information on creating patient summaries in Best Practice, follow [this guide](#).

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

Sending a Patient Summary

1. Select the document by hitting **CTRL+A** on the keyboard.
2. Then copy the document by hitting **CTRL+C**. This will bring up a large **M** symbol like the following.



3. Double click this symbol to open the summary within the Medical Objects Referral Client.

Trinity - Medical Objects Referral Client

Utility

Surname: CLINIC Given Name: Anastasia Date of Birth: 25/02/2004 Referral to: Advanced

Patient Health Summary

Name: Miss Anastasia Rose Abbott Best Practice Clinic
Address: 12 John St 1 Best Avenue
Albany Creek 4035 Practiceland 4001
D.O.B.: 25/02/2004 0744444444
Record No.: 104
Phone: 07 50505050

Printed on 30th October 2015

Allergies/Adverse reactions:

Penicillin	Anaphylaxis, Severe
Aluminium	Diarrhoea, Moderate
Hydroxide	
Trifle	Nausea, Moderate
House dust mite	Bronchospasm, Mild

Current Medications:

Report Title: GP Referral Copies to:

No Tasks Active PK Encrypted

4. Make sure the **Advanced** button is checked to show to panel at the bottom.
5. Under **Report Title**, Select **Patient Summary**.
6. Click the **MagnifyingGlass** beside the **Referral to** box to select the recipient.
7. Enter the name of the recipient - surname first - and click **OK**.

Lookup Provider

Australian Directory

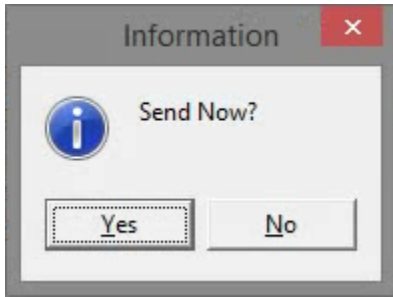
Surname (optional) Firstname (optional) Search Type: Name Max 50 Lookup

JOHNSON, BOB

Name	Job Title	Practice Name	Phone	Address	Provider ID
JOHNSON, BOB	GP	Compassionate	07 5456 6000	123 Test Street	

More Detail Legend: Provider is online OK Cancel

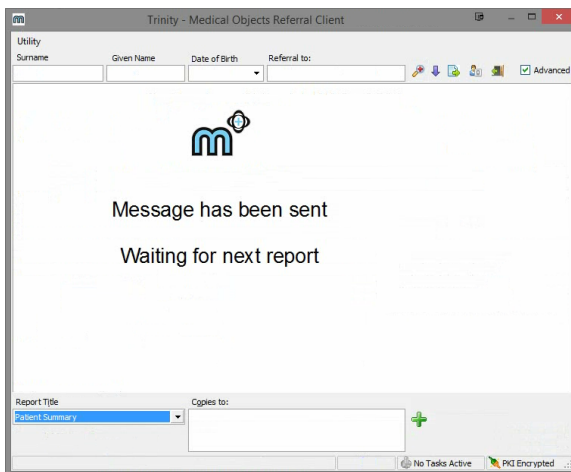
8. You will be asked if you wish to **Send Now**. If you don't wish to make further changes, click **Yes**.



9. The following window will appear, asking you for a PKI token. If you do not have one, Click **Send without Signature**.



10. The Patient Summary has now been sent.



For instructions on checking the Activity Report for your Patient Summary, Please follow [this guide](#).