

# 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](#).

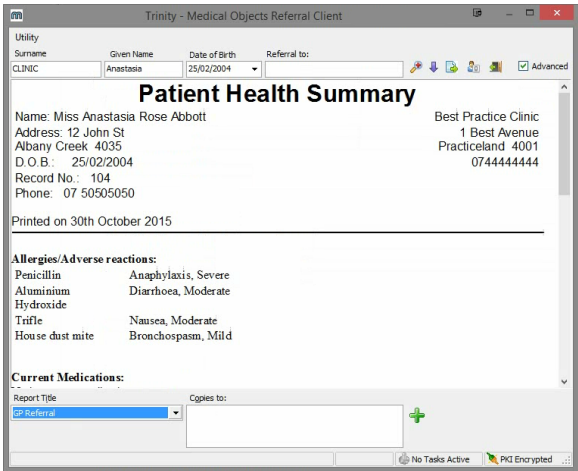
If you have any questions or require any further assistance, Please contact the Medical-Objects Helpdesk on (07) 5456 6000.

## Sending a Patient Summary

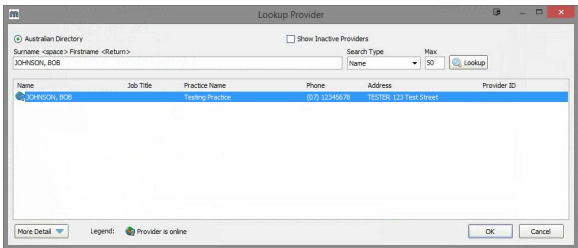
- 1. Select the document by hitting **CTRL+A** on the keyboard.
- 2. Then copy the document by hitting **CTRL+C**. This will bring up a large **M** symbol like the following.



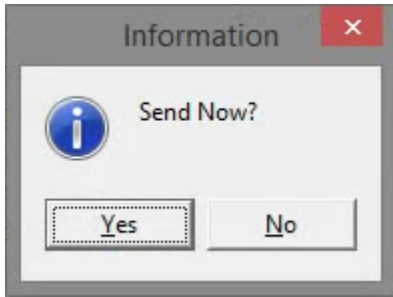
- 3. Double click this symbol to open the summary within the Medical Objects Referral Client.



- 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**.



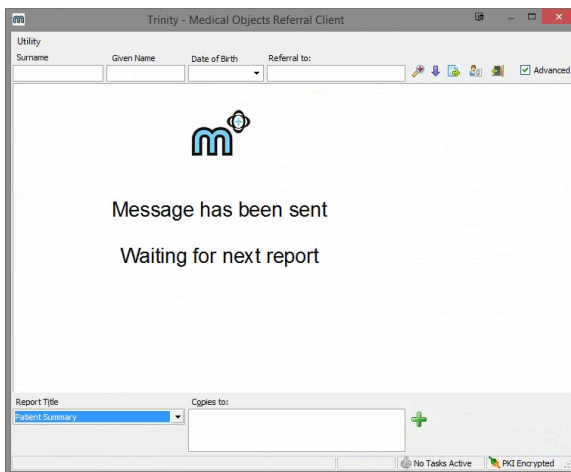
8. You will be asked if you wish to **Send Now**. If you don't wish to make further changes, click **Yes**.



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](#).