## **Referral Client PDF Sending**

## Overview

This guide is to provide an overview of the PDF Sending function within the Trinity - Referral Client.

## Sending PDF Results

1. Locate the Trinity - Referral Client in the system tray.



2. Right click on the Trinity icon and select Create new message (PDF).

Logout Capture From Clipboard [Clipboard invalid or empty]
Create new message (blank)
Create new message (PDF)
Provider Lookup
Admin •
View Delivery Report
Help About
x <sup>Q</sup> ^ દ m HJ ()) ENG 23/02/2018 다

Alternatively you can use the Windows context menu to send a GP Referral in PDF form.

	yn	repository	9/01/2010/0100	• •••
Testfax.pd	f		11/04/2018 10:	52
		Open		
		Print		
	m	Send as Medical-Objects Ref	erral	
		7-Zip		>
		CRC SHA		>
	2	Edit with Notepad++		
	e	Scan with ESET Endpoint Ant	tivirus	
		Advanced options		>

3. The following window will appear.

🕅 Open					×
Look in:	📔 Librari	8	•	🗢 🗈 💣 🎫	-
Quick access		Camera Roll Library		Documents Library	
Desktop	1	Music Library		Pictures Library	
Libraries		Saved Pictures Library		Videos Library	
This PC					
Network					
	File name:			•	Open
	Files of type	PDF Document		•	Cancel

4. Browse to the location of your PDF Result.

- 1 Overview
- 2 Sending PDF Results

M Open			×
Look in:	Results	+ 🗈 💣 📰 -	
-	Name	Date modified	Type ^
	PATIENT_Test_7.pdf	23/01/2018 2:56 PM	Foxit R
QUICK access	PATIENT_Test_8.pdf	23/01/2018 3:35 PM	Foxit R
	PATIENT_Test_9.pdf	24/01/2018 11:35	Foxit R
Desktop	PATIENT_Test_10.pdf	25/01/2018 9:43 AM	Foxit R
	PATIENT_Test_11.pdf	25/01/2018 11:04	Foxit R
	PATIENT_Test_12.pdf	29/01/2018 2:12 PM	Foxit R
Libraries	PATIENT_Test_13.pdf	1/02/2018 7:48 AM	Foxit R
	PATIENT_Test_14.pdf	2/02/2018 1:56 PM	Foxit R
	PATIENT_Test_15.pdf	5/02/2018 3:24 PM	Foxit R
This PC	PATIENT_Test_16.pdf	6/02/2018 9:42 AM	Foxit R
<b>1</b>	PATIENT_Test_17.pdf	7/02/2018 11:50 AM	Foxit R
Network	PATIENT_Test_18.pdf	9/02/2018 9:50 AM	Foxit R
Hermony	ATIENT Test 19.odf	9/02/2018 10:06 AM	Foxit R ¥
	File name: PATIENT_Test_13.pdf	•	Open
	Files of type: PDF Document	<b>•</b>	Cancel

5. Enter Patient details and search the doctor you would like to send the referral to.



6. Select the receiving doctor from the pop up menu.

Lookup Provider						_		×
<ul> <li>Australian Directory</li> </ul>			Show Inactive Provid	ders (Name search type only)				
urname <space> Firstname &lt;</space>	Return>				Search T	ge Max		
Johnson Bob					Name	▼ 50	🧟 La	ookup
Name	Job Title	Practice Name	Phone	Address	Provider ID			
CHRSON, 808		Testing Practice	(07) 12345678	TESTER 123 Test Street	005562AW			
gore Detai 👻 🛛 Legen	c 😻 Provider is o	nine				OK	Car	ncer

7. Review your message within the preview window pop up.

Me	ssage Preview			- 0
ſest	PATIENT			Born 12-D
ldress			Phone Not recorded	Medicare No
cime	an Lab No EDD55788-74CA-4F24-83A1-BF4214E2A9D7	Request Date 23/02/2018	Effective Date 23/02/2018	Generated Date 23/02/2018 2:5
BO	ed By B JOHNSON		cc	
Ref	erral			
=				
	Der Test Definet			
	Re: Test Patient			
	Re: Test Patient DOB: 01/01/80			
	Re: Test Patient DOB: 01/01/80 Hi there,			
	Re: Test Patient DOB: 01/01/80 Hi there,			
	Re: Test Patient DOB: 01/01/80 Hi there, This is a test message from Medical-Ot	ojects to see if you	connection is work	ing for delivery
	Re: Test Patient DOB: 01/01/80 Hithere, This is a test message from Medical-Ot	ojects to see if you	connection is work	ing for delivery
	Re: Test Patient DOB: 01/01/80 Hi there, This is a test message from Medical-Ot You may delete this message after 2 da	ojects to see if your	connection is work	ting for delivery
	Re: Test Patient DOB: 01/01/80 Hi there, This is a test message from Medical-Ot You may delete this message after 2 da Kind Recards	ojects to see if your	connection is work	ing for delivery
	Re: Test Patient DOB: 01/01/80 Hi there, This is a test message from Medical-Ot You may delete this message after 2 da Kind Regards, Thomas Webher	ojects to see if you	connection is work	ing for delivery i
	Re: Test Patient DOB: 01/01/80 Hi there, This is a test message from Medical-Ot You may delete this message after 2 da Kind Regards, Thomas Webber Medical-Objects PV Ltd	ojects to see if your	connection is work	ing for delivery
	Re: Test Patient DOB: 01/01/80 Hi there, This is a test message from Medical-Ot You may delete this message after 2 da Kind Regards, Thomas Webber Medical-Obiects Ptv Ltd	ojects to see if you ays.	connection is work	ing for delivery

 Once finished click OK to proceed. Insert your PKI token if sending to Queensland Health or press Send without Signature.

Waiting for Token				
🍓 🛛 Please Insert PKI Token nov				
	OR			
	Send without signature			
	Don't show this again			

9. Once Send without Signature pressed, you will see if your message has sent successfully.



Your message has been sent. Check document delivery from the Delivery Report.