

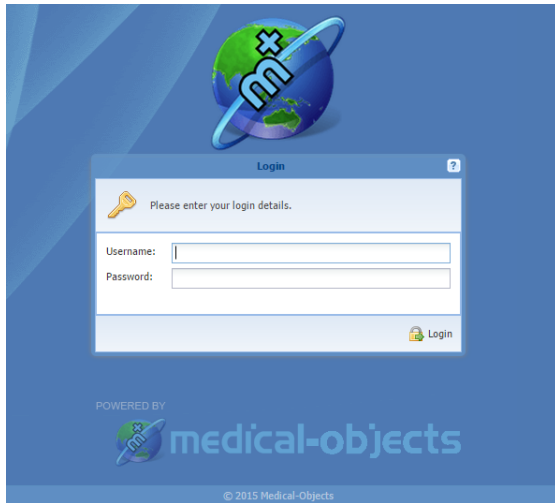
# Explorer Online Mode

## Overview

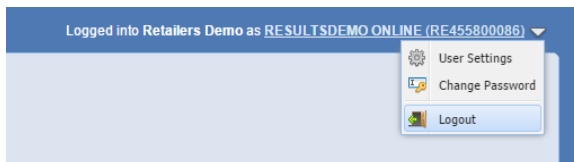
This article will cover the basic functionality of Medical Objects Explorer Online. If you have any questions or require any further information, please contact the Helpdesk on (07) 5456 6000.

Medical-Objects Explorer Online is a web-based application that allows you to send and receive results from any of your mobile devices or a stationary workstation from your own personal web browser.

## Logging in and Out



The first page you will see when accessing Medical Objects Explorer Online is the **Login Page**. To log in, enter your Username and Password then press the Login button. When the credentials have been entered correctly, you will be taken to the **Dashboard**.



To log out of Explorer Online, simply go to the top right corner of the page and click on the white triangle pointing down. This will open up another menu with the logout button. Clicking this button will take you back to the Login page.

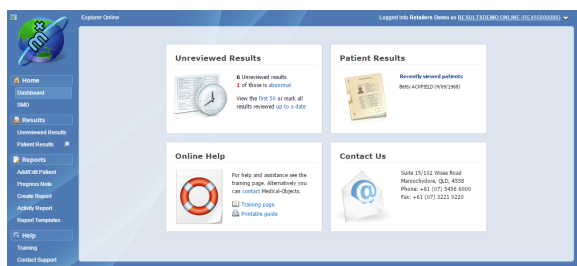
Note:



By default, you will be automatically logged out of Explorer Online if you are inactive for 30 minutes for security reasons.

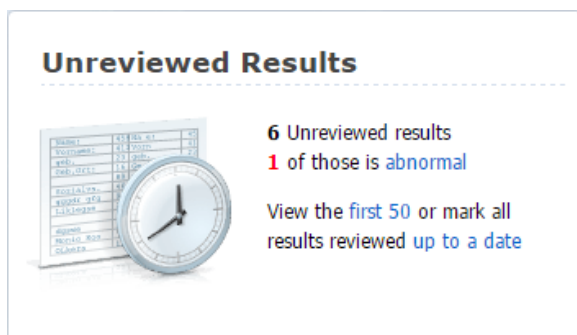
## Dashboard Layout

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The Dashboard is the default page that will appear once you have logged into Explorer Online. The Dashboard has a variety of tools to help simplify your day to day use of Explorer Online. At the centre of the page there are four boxes which lead to different areas of the site.

## Unreviewed Results



This tile will have a count of any results waiting to be reviewed as well as counting any abnormal results. In addition, it also offers a convenient way access the first 50 results or to mark results reviewed up to a specified date.

## Patient Results





Patient Results will list the most recently viewed patients and provide links to go back to the recently viewed patient's results.

## Online Help

## Online Help



For help and assistance see the training page. Alternatively you can [contact](#) Medical-Objects.

 [Training page](#)  
 [Printable guide](#)

The Online Help tile provides convenient links to training documents and videos along with contact details to get in touch with the Medical-Objects Helpdesk should you have any questions or problems.

## Contact Details

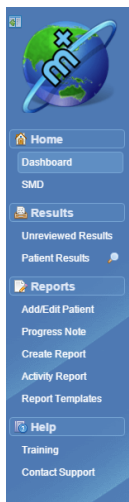
### Contact Us



Suite 15/102 Wises Road  
Maroochydore, QLD, 4558  
Phone: +61 (07) 5456 6000  
Fax: +61 (07) 3221 0220

The Contact Details tile will list the contact details for your Explorer Online provider.

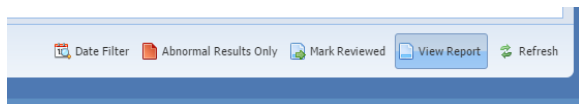
## Sidebar



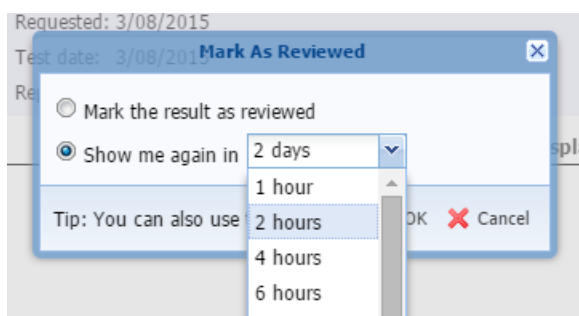
The sidebar will appear at the far left of the screen. From here a number of links can be selected to view various areas of Explorer Online.

At the very top left you will see a small icon, this is the Hide/Unhide button. Clicking this button will hide the side bar. To make the sidebar appear again simply move your mouse to the left of the screen. To have the sidebar show permanently again, simply click on the Hide/Unhide button again. Underneath the Home tab, there is a link to the dashboard. This will immediately take you back to the dashboard from whatever page you are on. The links within the Results tab can be used to quickly access incoming results or view patient files. Lastly the Help tab has links to training content and support contact details.

## Reviewing Results



When you open an unreviewed result, either by going to the Unreviewed Results page or searching for a patient and viewing their unseen results, you can manually mark the result as reviewed. To do this, click on the button Mark Reviewed button with the result open.



Upon being clicked, a window will appear. This will give you the choice to either mark the result as reviewed, or to remind you of the result in the selected amount of time. Once you choose to mark the result as reviewed, a green tick will appear in the Reviewed column, letting you know that this result has been seen.

## Viewing Abnormal Results

There are two ways to view Abnormal Results. The first is from the Unreviewed Results tile on the Dashboard. If there are abnormal results that have not yet been reviewed, you can click the abnormal link.



This will show you all abnormal unreviewed results for all patients. You will get the same result if you go to Unreviewed Results in the sidebar and then click the Abnormal Results Only button at the bottom.



Looking up a patient



On the sidebar under the Results section you will see Patient Results. Clicking on this link will bring up the Patient Lookup search box.

**Patient Lookup**

[Surname [space] First name] Name Max: 50 Search

Name	DOB	MedicareNo	Sex	City
PATIENT, Test	12/12/2012			

Select Cancel

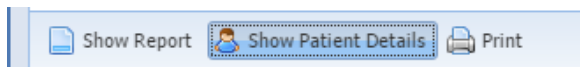
In the search box, type in the patient's name, beginning with surname. Once that is done, click the Search button.

In addition you are able to search for patients by writing a partial amount of their name. For Example, when searching for Test Patient 'pat te' is sufficient.

Once the search has been completed, choose a patient from the search results and then click on the Select button. All of the Patient's results will appear including reviewed, unreviewed and abnormal.

## View Patient Details

Once you have a patient's result open you have access to a central bar with a few more options. One of these options is **Show Patient Details**.

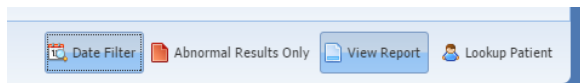


Clicking on this button will show the patient's demographics, such as their Date of Birth, Home address and their identifying patient numbers.

Test PATIENT		Patient Details		
Date of birth : 12/12/2012		Age: 2 years		
Home Address Details		Business Address Details		
123 Fake Street				
BRISBANE QLD 9007				
AUSTRALIA, COMMONWEALTH OF				
Identifier	Assigning Authority	Assigning Facility	Type	Identifier Type
100602	Andrea Demo Practice	Server	External	My Practice ID

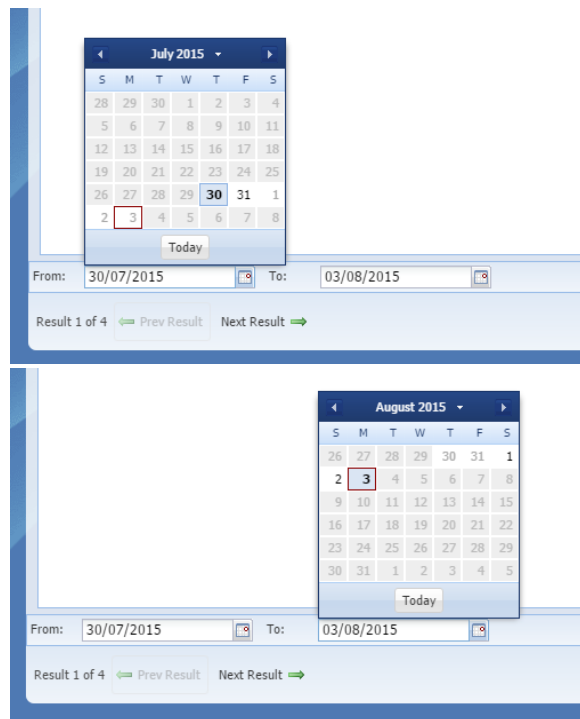
## Filter Results by Date

When looking for a result within a specific range, or there are too many results on a page, you can filter these results by clicking on the Date Search button.



A new bar of options will appear at the bottom. These are displayed as the From and To dates which you will be searching with. From relates to everything after the date that you have input, while To relates to everything before the date.

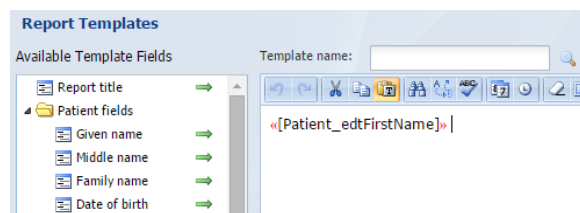
When the dates are selected, your results listed will be filtered within the date range specified. To remove the date filter, simply click on the Date Filter button again.



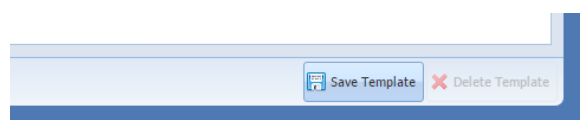
## Sending a report

### Creating a Report Template

The template construction page can be found under Reports and by clicking on Report Templates. Here you can enter the elements for your document to pick up from the listed patient details, sending provider and receiving provider. Simply click the green arrow beside the field name you would like to add.



You can also enter text in the right hand box to create your template. Give the template a name and a Description, and click on Save Template to save it in your presets.



To remove a template, click on the Find button to load it, and select a template.

Template name:  Find Description:


 Find

**Edit an existing template** ✕

Name	Description
flowchart	hep fc
GPReferral	Example
MyTemplate	My Template
PainLetter	Plain letter template
paul1	paul1
Test	testing


✕ Cancel

Click on the Delete Template button to remove it.

 Save Template ✕ Delete Template

You will then be asked to confirm.


**Delete Template** ✕

 Are you sure you want to delete this template?

Yes No

## Loading a Template

From the left hand menu go to Reports > Send Report to access letter writer.

 **Reports**

Add/Edit Patient

Progress Note

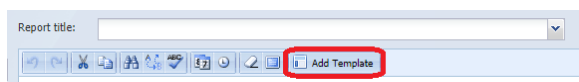
**Send Report**

Send PDF

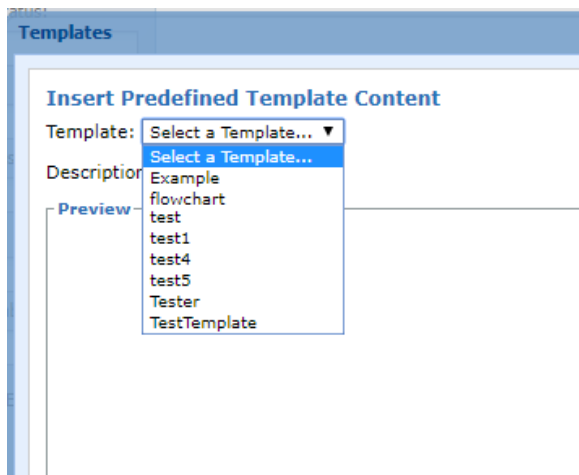
Report Templates

Activity Report

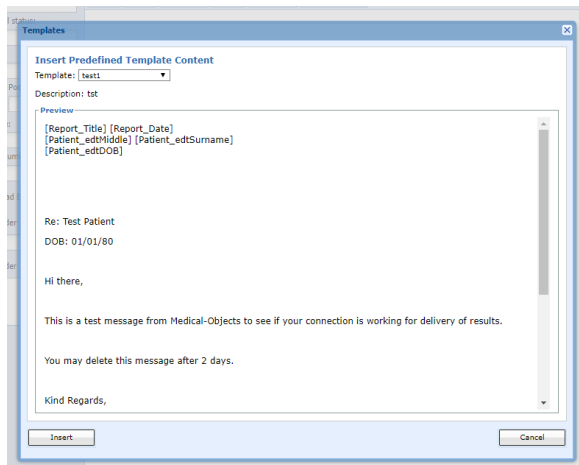
To load a pre-made template, select the last icon that say " Add Template".



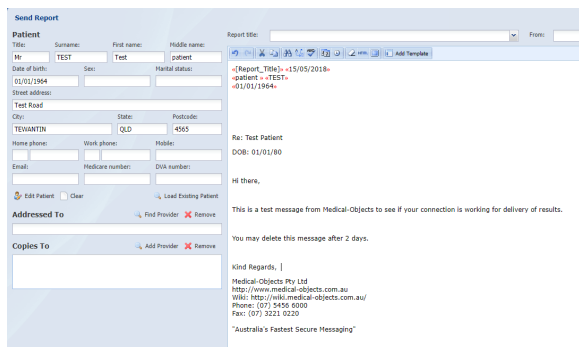
The templates window will now display. Select the template you would like to use from the "Template" drop down menu.



Once the template is selected, it will now display a preview of the template.

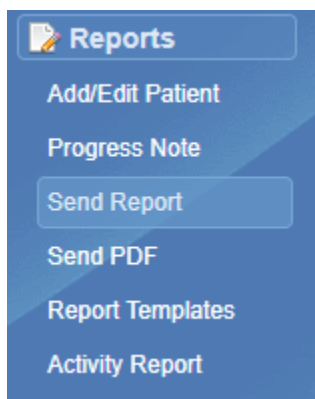


If the Patient details have been entered correctly you will see that the tagged fields have been Auto Populated with the patients details.



Sending the report





To send a report, Click on “**Send Report**” in the left hand column. This will open up the Send Report page.

From this page you will be able to create a fresh report that you would like to send off. This is complete with a text editor and template support.

First load up the patient that you are creating correspondence for. Alternatively you can create a new patient as seen below.

Once the patients details have been loaded, select the title of your report as well as the **provider number** you would like to send from.

You also will need to select who you would like to send to as well as any CC doctors that will be receiving the report.

To search, select the find provider button. This will open up our **provider directory**. The provider directory is a database of all medical professionals using Medical-Objects.

Provider Lookup

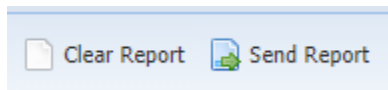
☐ Australian Directory ☒ Local Providers ☒ Online Providers Only ☐ Show Inactive Providers

Johnson Bob Max: 25 By: Name Search

Name	Job Title	Practice Name	Phone	Address	Pro...
JOHNSON, BOB	Testing Practice		(07) 12345678	TESTER 123 Test Street	005...

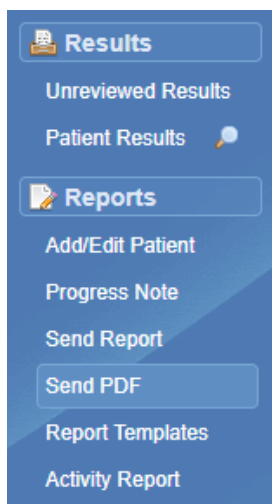
Legend: Provider is online Select Cancel

Once all sections are filled and your report has been written. You can now send off from the bottom right corner of the page. Alternatively you can clear all data if writing simultaneous messages.



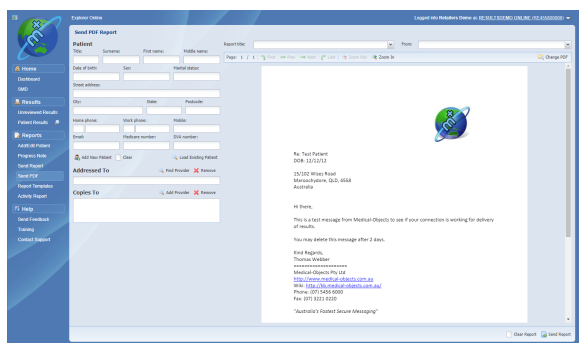
## Sending a PDF Report

Select **Send PDF** from the navigation menu.



This will bring you to the **PDF Sending** section of Medical Objects Online.

Click **Browse for PDF...** to locate the document you wish to send. This will allow you to browse directly from your own computer. Once you have located the PDF you wish to send and have imported it, a preview of the message will appear.



After your PDF has successfully imported. Load up an existing **patients details**. These will be the details attached to the report you are sending.

### Send PDF Report

#### Patient

Title:  Surname:  First name:  Middle name:

Date of birth:  Sex:  Marital status:

Street address:

City:  State:  Postcode:

Home phone:  Work phone:  Mobile:

Email:  Medicare number:  DVA number:

Edit Patient Clear Load Existing Patient

#### Addressed To

Find Provider Remove

#### Copies To

Add Provider Remove

After the patients details are in, find the provider you wish to **address the report** to.

**Send PDF Report**

**Patient**

Title:  Surname:  First name:  Middle name:



Date of birth:  Sex:  Marital status:



Street address:



City:  State:  Postcode:

Home phone:  Work phone:  Mobile:

Email:  Medicare number:  DVA number:








 Edit Patient   Load Existing Patient


**Addressed To**  Find Provider  Remove

**Copies To**  Add Provider  Remove

Finally, select who the report is from and a title for the report.

Report title:  From:

Page: 1 / 1       



Re: Test Patient  
DOB: 12/12/12

12/102 Wines Road  
Meroochydore, QLD, 4558  
Australia

Hi there,

This is a test message from Medical-Objects to see if your connection is working for delivery of results.

You may delete this message after 2 days.

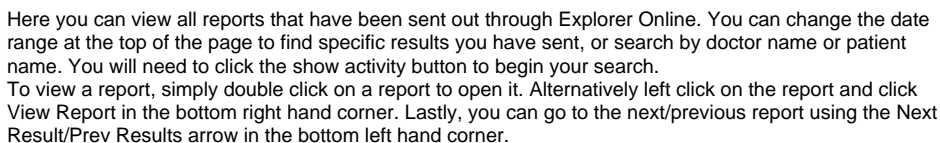
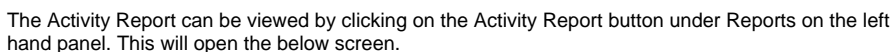
Kind Regards,  
Thomas Webber  
=====

Medical-Objects Pty Ltd  
<http://www.medical-objects.com.au>  
Wiki: <http://kb.medical-objects.com.au/>  
Phone: (07) 5456 6000  
Fax: (07) 5222 0200

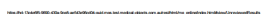
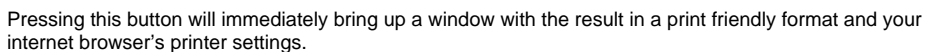
"Australia's Fastest Secure Messaging"

You can now send the report using the **Send Report** button provided.

## The Activity Report



When viewing a result, it can be printed via the Print button located in the central bar next to Show Patient Details.



From here you can change or modify your printer settings if needed. When you are ready, press the print button to print the report.