

Using the Word Plug-in for Transcription Services

Overview

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This guide provides an overview on how to use the Medical-Objects Word Plug-in for Transcription Services.

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

If you have not yet installed the Medical-Objects Word Plug-in, please see [this guide](#), or contact the Helpdesk.

When you save letters via the Medical-Objects Word Plug-in, they are held for the doctor. Until the doctor, on his Medical Objects software, confirms that they have been checked, the results will not be sent to the recipient.

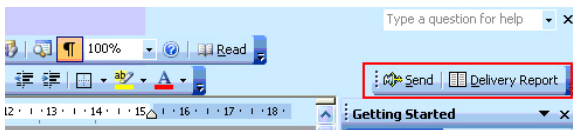
Using Word plug-in

Note:

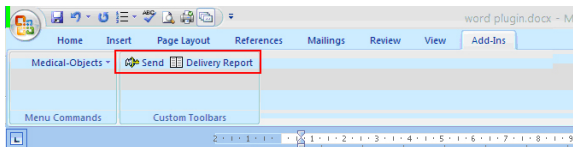


Once installed the Word plug-in feature gives you an icon in Microsoft Word to save your letters.

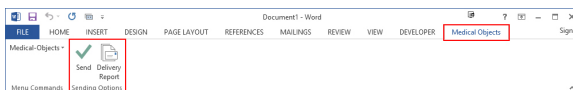
1. In Word 2003 the Interface will look like below.



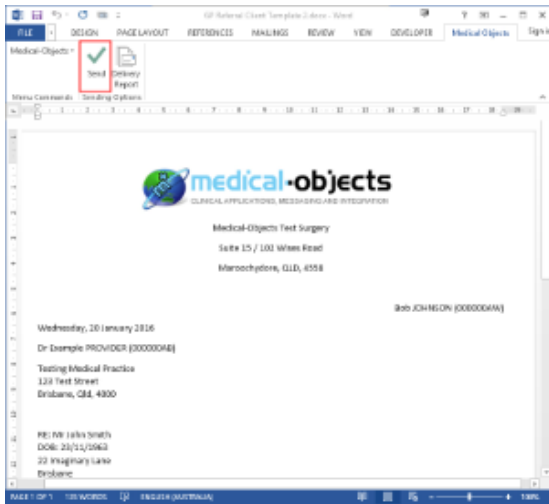
In Word 2007 the interface will look like below. If you would like the Word plug-in on the Quick Access Bar, just right click the Word Plug-in toolbar and select **Add to Quick Access Bar** in the menu.



2. In Word 2013 the interface will look like below. A new tab called **Medical Objects** (or **Add-Ins** in older versions of the Word Plugin) will be created in the program on installation of the Word plug-in.



3. Write your letter in Word and then select **Send**.



- When you have clicked **Send** the following window will appear.

The 'Report Details' dialog box contains the following information:

Patient Details
Surname: [field] First name: [field] Middle name: [field]
DOB: [field]
Address: [field]
City: [field] State: [field] Postcode: [field]
Patient Class: [field] Sex: [field]

Reporting Details
Report Date: [field] Requested Date: [field]
Full Name: [field] Report Type: [field] Check box: [field]

Consultation Note
Medical-Objects Test Surgery
Suite 15 / 102 Wisen Road
Maroochydore, QLD, 4558
Bob JOHNSON (0000000AB)

Wednesday, 20 January 2016
Dr Example PROVIDER (0000000AB)
Testing Medical Practice
123 Test Street
Brisbane, QLD, 4000

RE: Mr John Smith
DOB: 23/11/1963
22 Imaginary Lane
Brisbane
QLD 4000

Dear Dr Provider,

Thank you for referring Mr John Smith for our services. We have found that Mr Smith has no serious illness, however he could benefit greatly from eating more healthy foods.

Mr Patient was concerned as to what foods to eat, so I was able to confirm for him the following foods:

- Vegetables
- Fruit
- Water
- Wholegrain Bread

The following table shows some results from his medical:

Test	Result	Normal Range
Heart Rate (beats/min)	75	60-100
Heart Rate (beats/min)	120	140-180-200

Buttons: OK, Cancel

- The Word Plug-in detects the details within the document and automatically populates the fields. You can still edit these yourself. Click **Save** when you're finished editing.
- Once you click **Save** a confirmation window will appear like below.
- Select **OK** to proceed

The 'Message Preview' dialog box contains the following information:

Patient: Mr John SMITH 22 Imaginary Lane BRISBANE QLD 4001
Unknown DOB: 23/11/1963 Age: 52 years LabNo: 4F3688FA-FD9F-46AE-9351-1D12DCA091F
Requested by: [field] Requested: 20/01/2016
Test Date: 20/01/2016
Reported: 20/01/2016 2:44 PM

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Buttons: OK, Cancel

- The message is now saved to the server ready for the doctor to release to the recipient once they have reviewed it.

For help viewing Results Marked for Further Review within the Explorer software, See [This guide](#).