## **MedTech Evolution Sending**

### Overview

This guide provides instruction on configuring MedTech Evolution software to send electronic results.

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

If you have not Installed the Medical-Objects Download client, Please see the guide for Installing Capricorn on Windows.

# Configuring Capricorn for Sending Use only MedTech Evo Version 10.4.6 and above.

1. Click on Manage Queues in the left hand panel, and click the Add button.

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	C:\Genie\Medical Objects\Outgoing\ Setup Add Remove Edit	Active Active	
Help	Apply OK	Cancel	

2. Give the queue the name: MEDTECH EVO SEND. Set the base directory to C:\MODemo\Capricorn\SENDING. Click OK.

Queue Setup	$\times$
Queue name	
MEDTECH EVO SEND	
Base Directory	
C: \MODemo \Capricorn \SENDING \	6
OK Cancel	

3. Click the Setup button highlighted below.

	Base directory [C:1MO/Capricom/Queues/Wedtech/		Active
Нер	Setup Add Remove Edit	Apply OK	Cancel

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4. Click Add, and add the following fields.

Specify File Mask Move ACKs to Application ACK Folder Override Sender HD fields to This value Diagnostic Service Section Update Route with Capricorn

5. Set file mask to \*.hl7



6. Set HD to same values as Configuration Practice Identifiers Practice Identifier



7. Set the Diagnostic Service Section to Clinical letter or report [PHY] and tick Change if Valued.

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Setup Queue			
Practice			
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Specify file mask			
Move ACKs to Application ACK Folder			Add
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Diagnostic Section ID			
Clinical letter or report [PHY]			
✓ Change if Valued			
Help	Apply	ОК	Cancel

8. Click Apply and OK

#### Updating the Medtech Evolution Address book

To ensure that messages are delivered correctly, You will need to make sure the provider Address Book is up to date. The following guide explains how to do this using the Medical-Objects Provider Lookup.

 Open your Delivery Report and click the the Provider Lookup section to look up the providers that you want to send to. Then Follow the Provider Lookup instructions on the Delivery Report page to run the search. Next, find the provider number of the recipient that you are wanting to send to and make sure that the provider number is currently valid by looking for the green tick in the online section. If they meet this criteria copy their provider number in preparation for Step 2.

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	Name	Practice			Phone	Address		Pi	stoade	Provider ID	Online
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2. Once you have the provider number, return to your Medtech Evolution application. Click on Setu p, Agencies and select Address Book.



3. Choose new record if one doesn't already exist for the doctor otherwise search for the doctor you wish to send to. Double click their name or select the highlighted button to edit their details.



4. The following window will appear. Fill in any relevant details on the Main tab then select the highlighted More Tab.

Note: You may have to fill the Argus field with N/A to get past this requirement for the time being.

If you are addressing by provider number enter it in the **Provider No.** field.

🗘 View Address Book	×
Anthony Cruice (CRUANT00)	
Main Postal Details More	Notes Audit
_Codes/Reference	
Registration No:	
Internal Provider:	<b>•</b>
Provider No: 822727QW	◀━━━
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Standard Re	ferral
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Fax:	Mobile Phone:
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Preferred Contact Method:    Met	ssaging 🔵 Fax 💿 Post
Medical Objects Routing ID:	
	<u>OK</u> <u>Cancel</u> <u>H</u> elp

If you are addressing by MO Routing ID (starts with letters and is 11 characters long) enter it in the **Medical Objects Routing ID** field.

🔅 View Address B	ook			×		
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Main Postal De	etails More N	lotes Audit				
-Codes/Reference	2					
Registration No:						
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Email:						
Argus Email:	N/A	HealthLink Bo	x:			
Preferred Contact Method:      Messaging      Fax      Post						
Medical Objects Routing ID:	TC4558001BK					
		<u>О</u> К	<u>C</u> ancel	<u>H</u> elp		

5. Click **OK** to save your changes.

### Sending

1. Note you will need to set up the messaging rule to export PDF only in MedTech correctly first per the parent article. İmportant!

Tick Only HL7 PDF outbound" (MedTech Evo Version 10.4.5 with a hotfix or 10.4.6 is required)

2. Look up the relevant patient you want to send a message for.



3. Enter the patient name. Select Search. Double click the entry you are interested in.

Search Patient/Company								×
Quick Advanced								
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Patients Only: A/c Holders	Dnly: Companies Only:	Includ	le li	nactive	: 🗌			
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4. Select the Module Menu option > Outbox > and 'Click' the New Document option.



5. Set the Document field. Select the 3 dots and choose a To provider. Once you've written your message choose Send Via Message transfer at the bottom of the screen.

New Patient Document	- • ×
Actions	
Main Services More Audit	
-Document Details	
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24 Jul 20 19	-
Anthony Cruice	
<u>N</u>	
- Dear Cruice,	
Re: Test Patient DOB: 20 Jan 1985	
123 Street Address, St Albans, NSW, 2775	
- Medicare Card Number:	
• * 11	
Yours Sincerely	
00 -	
System Administrator	
- Consulting rooms	
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Email	
Email As PDF	
Message transfer	

6. Choose the "Messaging Platform", the "Message Type" & "Disposition/Reason". Once done Click 'Ok' and it should send.

If you have to set the Healthlink Mailbox to N/A then you do not have the correct version of Methech and will require an update.



7. The Message Transfer Utility must be run for the message to be exported to a folder for Medical Objects to pick up and send. Note that Microsoft Word must be installed for this to work or you will get an error about a missing file when the tool is run.