

Sending PDF through Genie

Note:

You will need to have Ghostscript and a PostScript Printer installed for the following process to work. If you are unsure, please contact Genie (1300 889 362)

- 1 [Setting up the address book](#)
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Setting up the address book

1. Search for the provider in the **Genie Address Book**.
2. Change to the **Correspondence** tab.
3. Tick the **Include PDF in letters** checkbox.

The screenshot shows the 'Address Book' window with the 'Correspondence' tab selected. Under the 'CARRIER IDENTIFIERS' section, the 'Include PDF in letters' checkbox is checked and highlighted with a red box. Other options include 'Include RTF in letters' and 'Can Receive CDA Format'. The 'Preferred Method of Communication' is set to 'Medical Objects'.

Genie Address Book

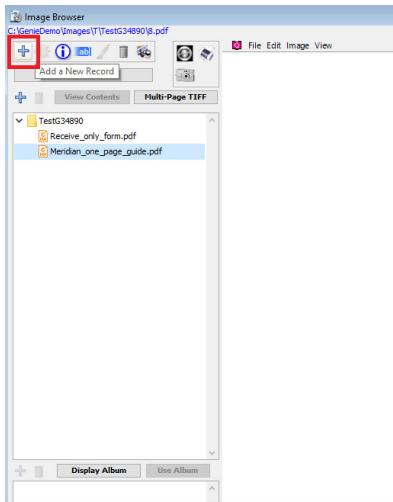
This will need to be ticked in every provider they wish to send PDF to.

Setting up the patient file

1. Search up the patient in the Genie patient database.
2. Click on the Image Browser icon to open it up.

The screenshot shows the Genie patient database interface. The 'Image Browser' icon, which looks like a folder with a magnifying glass, is highlighted with a red box in the top toolbar. The interface includes sections for 'ALLERGIES', 'CURRENT PROBLEMS', 'PAST HISTORY', 'SOCIAL & FAMILY HISTORY', and 'Medication'. A list of patients is visible on the right side.

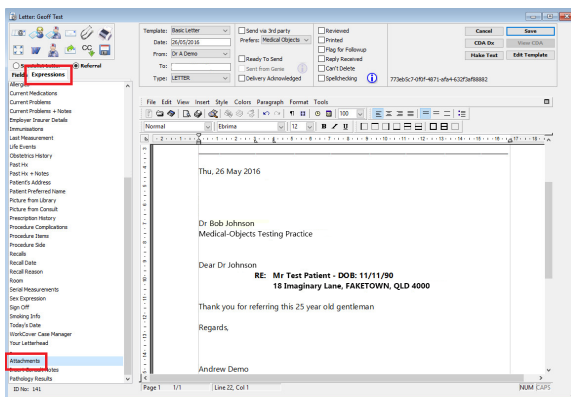
3. Click on Add a New Record to upload the PDF into the Image Browser.



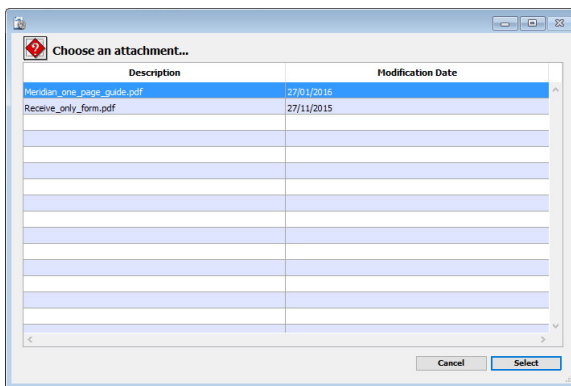
4. This will attach the PDF to the patient's file.

Attaching the PDF to the letter

1. Create a new letter by clicking on the Red Quill.
2. On the left hand side, select Expressions, then Attachments.



3. Choose the attachment you wish to include.



4. Send off the letter as per normal.