

Sending PDF Using the Explorer

Overview

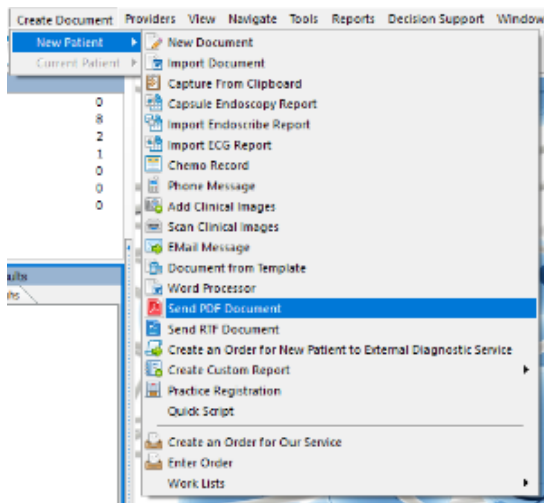
This guide provides a brief overview on how to send a PDF document using the Medical-Objects Explorer software (Meridian).

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

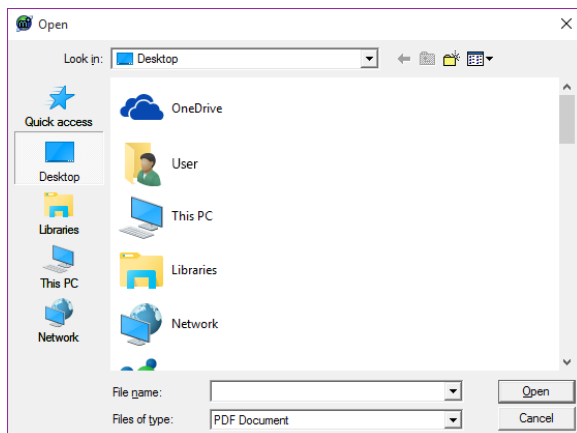
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Sending a PDF

1. Within the Medical-Objects Explorer Client, select **Create Document** from the top menu, and select **New Patient**, then **Send PDF Document**.

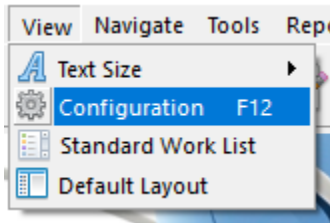


2. Select the PDF you wish to send.

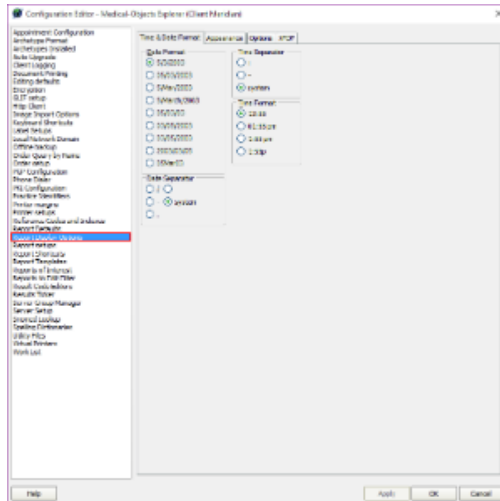


If the PDF appears blank or distorted, You can configure the explorer to use a third party document reader.

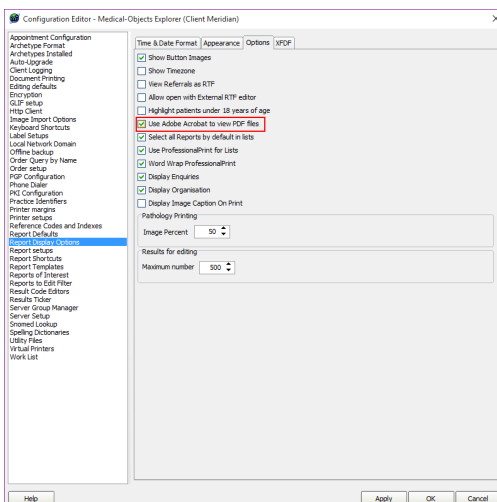
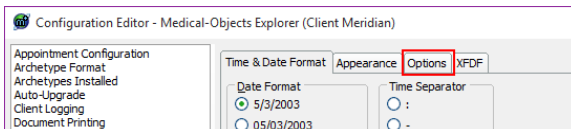
- a. In the Explorer, Select **View** from the top menu, and choose **Configuration**.



- b. Select **Report Display Options** from the left hand panel.



- c. Select the **Options** tab, and check the box beside **Use Adobe Acrobat to view PDF files**.



- d. Select **Apply** and **OK** to save your changes.

3. Patient details will not be automatically filled out, to add them click the torch icon under surname and use the **Lookup Patient** box to locate them. You can also manually fill out the Patients details.

Report Details

Patient Details

Surname: First name: Middle name:

DOB: Sex: Medicare Number:

Street Address:

City: State: Postcode:

Patient Class: Principal Class:

Addressing Details

Addressed to:

Copies to:

Report Details

Request Date: Observation Date: Request Order Number: From:

Lab No: Report Title: Clinical Area:

Consultation Note:

Medical-Objects

Suite 15/102 Wises Road
Maroochydore, QLD, 4558

RE: Test Patient
DOB: 12/12/1990
22 Test Street
Maroochydore, QLD, 4558

☐ Confidential Report

OK Cancel

Lookup Patient

Surname: Firstname:

test patient

Matching: Max:

Partial 50

Add...

Name	DOB	Sex	Medicare No	Address
TEST, Patient	12.12.1990	F		
TEST, Patient	16.11.1993	M		SOMETOWN
TEST, Patient	12.12.1990			
TEST, Patient	1.1.2001	M		BAR BEACH
TEST, Patient	1.1.1980			
TEST, Patient	16.12.1987			
TEST, Patient	11.12.1990			
TEST, Patient	11.12.2000			

More Detail

OK Cancel

4. Add the receiver by clicking the **Magnifying glass** and using the **Provider Lookup**.
To search for a Doctor, Type the Doctor's Surname or First Name or any part thereof into the search box, and press enter or the execute search button (Lightning bolt) located at the right hand side of the box. It is recommended that a few letters from both the Surname and the First Name are used when searching to allow for potential variations in spelling.

Lookup Provider

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

Surname: Firstname:

John Bob

Max: Search Type:

Partial 50

Add...

Name	Practice Name	Phone	Address	Provider ID
JOHNSON, BOB	Medical Objects Demo Doctor	079 5566009	MAROOCHYDORE 15/102 Wises R.	

More Detail

Legend: ☒ Provider is online

OK Cancel

5. When you are happy with the document, Click the **OK** button. A preview will be displayed. Click **OK** again to send the document.

Message Preview

Patient: Test Patient

Unknown DOB: 1/02/2003 Age: 13 years LabNo:

Requested by: Dr. BOB JOHNSON Requested: 15/08/2016

Test Date: 15/08/2016

Reported: 15/08/2016 4:17 PM

Consultation Note

Medical-Objects

Suite 15/102 Wises Road
Maroochydore, QLD, 4558

RE: Test Patient
DOB: 12/12/1990
22 Test Street
Maroochydore, QLD, 4558

Hi there,

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

OK Cancel