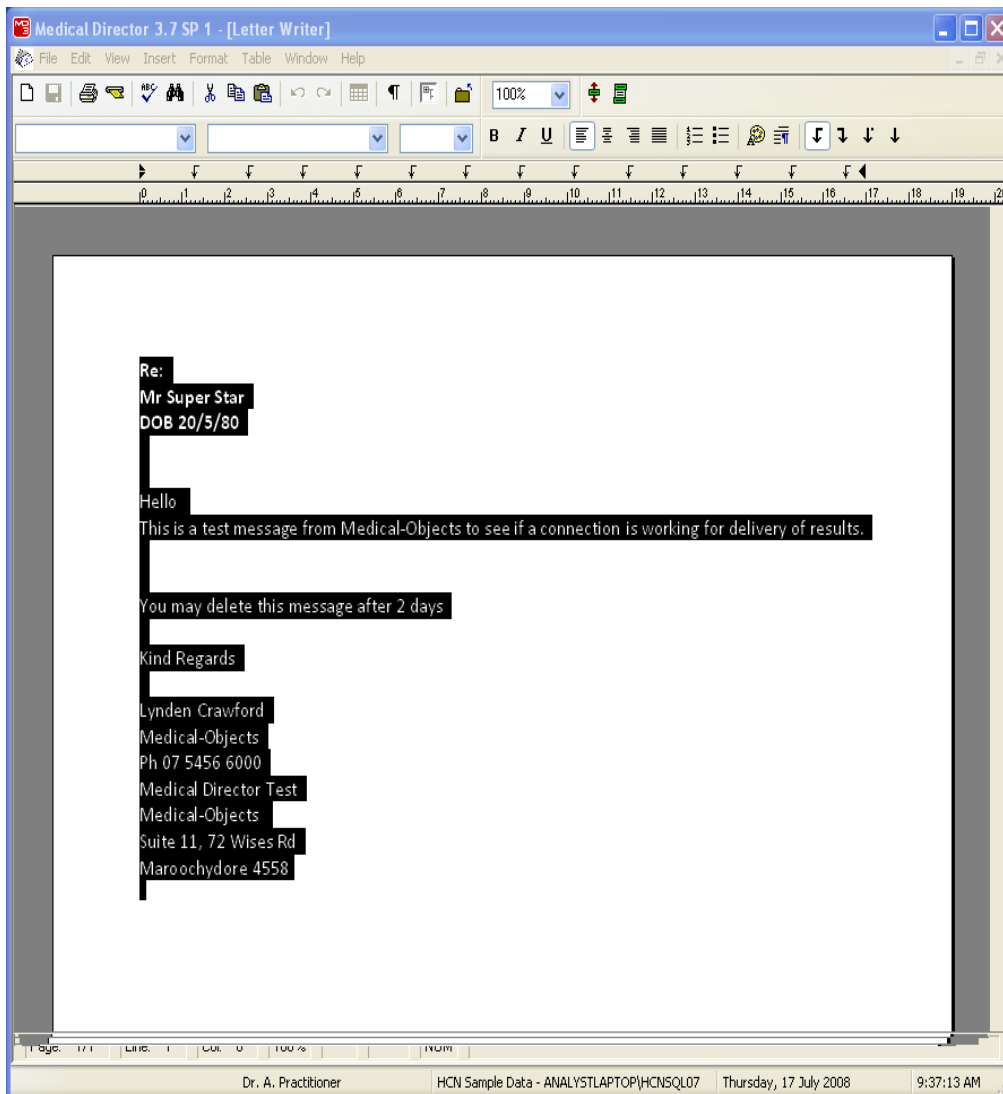


How To: Use the Trinity Software

When using your Word Editing Program, make sure your templates have **RE:** and **DOB:** included. Having the **RE:** and **DOB** acronyms' in your template, this will enable the Medical-Objects Referral Client to automatically fill in the patient details and date of birth for you. For this example, Medical-Directors 'Letter Writer' application is used.

1. To send the template or letter to the Referral Client, Press **Ctrl + A** to select all the text.
2. Press **Ctrl + C** to copy the text to the clipboard.



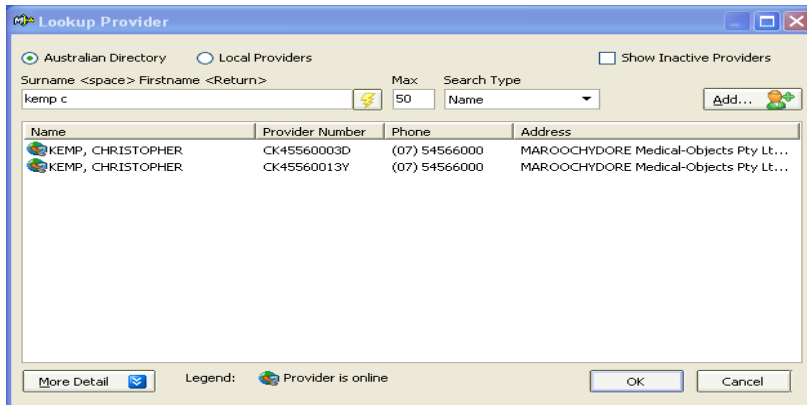
3. The referral client will recognise it as a patient referral, and show a large "M" icon on the screen, like shown below.



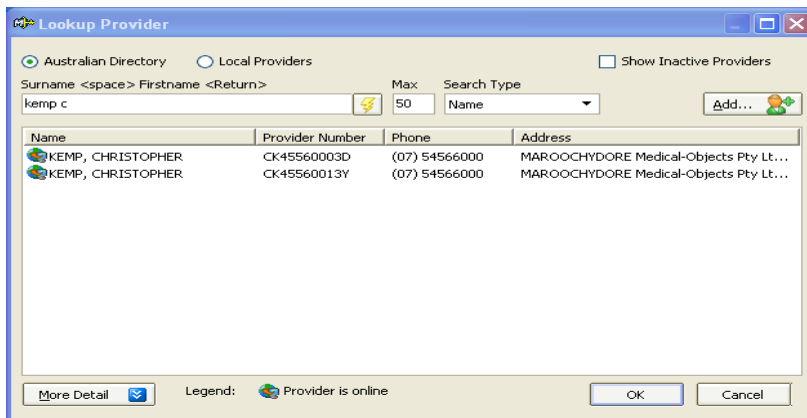
4. Double-click on the "M" and you will be presented with an addressing window.
5. The referral client will recognise it as a patient referral, and will open the referral window, like shown below.
6. By adding **Re:** and **DOB** to your referral template will also pre populate the patient name and date of birth in the referral window.



7. Select the **Lookup Provider Icon** shown above.
8. Enter the first few letters of the surname of the doctor that you wish to send the report to then press **Enter**.

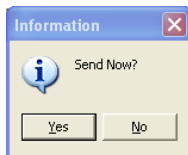


9. A list will be displayed showing doctors in our system that matches your request.



Note: Some providers practice at multiple locations, so make sure that the one you select matches your intended recipient.

10. Once you select the provider to send to, you will be asked "**Send Now?**"



11. Verify the report is ok, and then click **Yes** to send.
12. You will be required to enter the Passphrase for your PKI token.

Note: If you do not know this passphrase, check with your practice manager, or preferably call HeSA, as these tokens do become unusable if you enter the password incorrectly too many times.