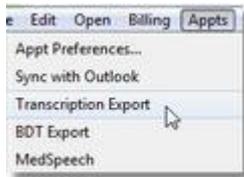




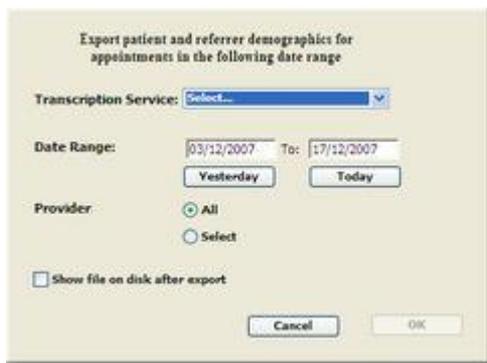
Exporting Demographics

So that you don't have to dictate the patient's and referring doctor's demographic information for each letter, Genie can export this information from the Appointment Book window for all appointments within a selected period.

To do this, select **Appointments > Transcription Export**



The window below will be displayed.



Two files are exported, named 'Patients.txt' and 'Associates.txt'. They will be placed inside a folder named 'OzscribeOut', 'SyberscribeOut' or 'NTS_Out' which will be automatically created inside your Genie folder.

If a file named 'Patients.txt' already exists in this folder, you will be asked if you want to overwrite it.



If you are sure the existing file has already been uploaded, then you should click the Proceed button to overwrite the existing file.

The 'Patients.txt' file and the 'Associates.txt' file are not automatically deleted once they have been uploaded to Ozscribe, Syberscribe or NTS.



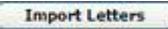
Importing Remotely Typed Letters

If your letters are typed by a remote typist i.e. someone not using Genie, then Genie has the ability to import these letters and link them to the correct patient.

The requirements for this are:

- the letters must be typed in Word.
each letter must be in it's own document i.e. you can't have 10 different letters in
- the one Word document.
the document must be saved with a specific name i.e. the name of the document must be the patient's surname, followed by first name, followed by Date of Birth as an 8 character string, with semi-colons between each piece of information. For example, a letter about John Smith, born on 4 July 1956 would be named:
• Smith;John;04071956.

Optionally, you can add the date of the letter to the end of this name, e.g. Smith;John;04071956;22092005. If the optional date is not used, Genie will mark the date of import the date of the letter.

To import the letters, click on the **Import Letters**  button in Review Correspondence or go to Open > Import Transcribed Letters.

The first time you do this, you will be asked to identify the folder in which you have stored the letters.



Note: You need to highlight the actual folder, not the letters contained within the folder.

Click the **Choose** or **OK** button, and the Link window shown below will open.



The document names are listed in the left-hand column. The patient to whom the corresponding documents should be linked are displayed in the right-hand column.

Genie initially tries to match the correct patient using the above-mentioned naming conventions i.e. either the PatientID number or a "Surname;FirstName;DOB" naming convention. If Genie cannot find a suitable match, "???" will be placed in the second column.

In this case double-clicking in the Patient's Name field displays a search window, allowing you to manually find the correct patient.



To add the addressee (which will be displayed as the title of the letter in the Correspondence list in the patients clinical file), click once to view the letter to see who it was to. Double click to bring up the address book search window and find the correct Doctor which will then be inserted into the addressee column.

Letters can also be sorted as to whether they are incoming i.e. from a Specialist (through Argus or similar), or outgoing i.e. to a Specialist. Incoming letters will go into 'Correspondence In' (green quill), and outgoing letters will go into 'Correspondence Out' (red quill).

Once you have correctly linked all the documents, click the **Import Letters** button and Genie will import the letters, attaching them to the designated patient.

The letters which have successfully been imported will be automatically moved to a "Processed" folder within the designated Letters folder. Periodically you should then manually delete these "processed" letters.

!!Thank You!!