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## **MO Online**

### **Training Manual**

**Helping to navigate the day to day use of MO Online**

[Version 1.2] [Release: 1]

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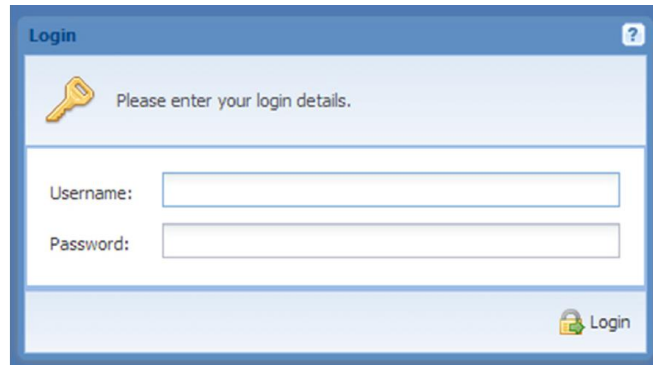
Australia.

[www.medical-objects.com.au](http://www.medical-objects.com.au)

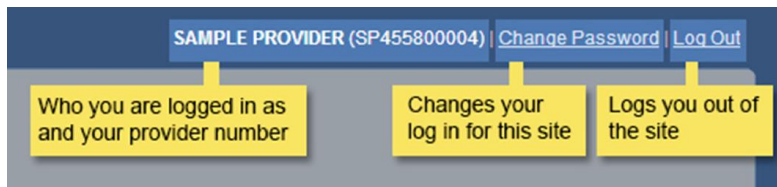
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## Logging in and out

A screenshot of a web application's login page. The page has a blue header with the word "Login" on the left and a question mark icon on the right. Below the header is a light blue box containing a yellow key icon and the text "Please enter your login details." Underneath this box are two input fields: "Username:" and "Password:". At the bottom right of the page is a "Login" button with a green key icon.

When you first visit the MO Online page, you will see this box. This is the **Login section**. To log in, enter your Username and Password and press then press the **Login** button. Doing this will take you to the dashboard.

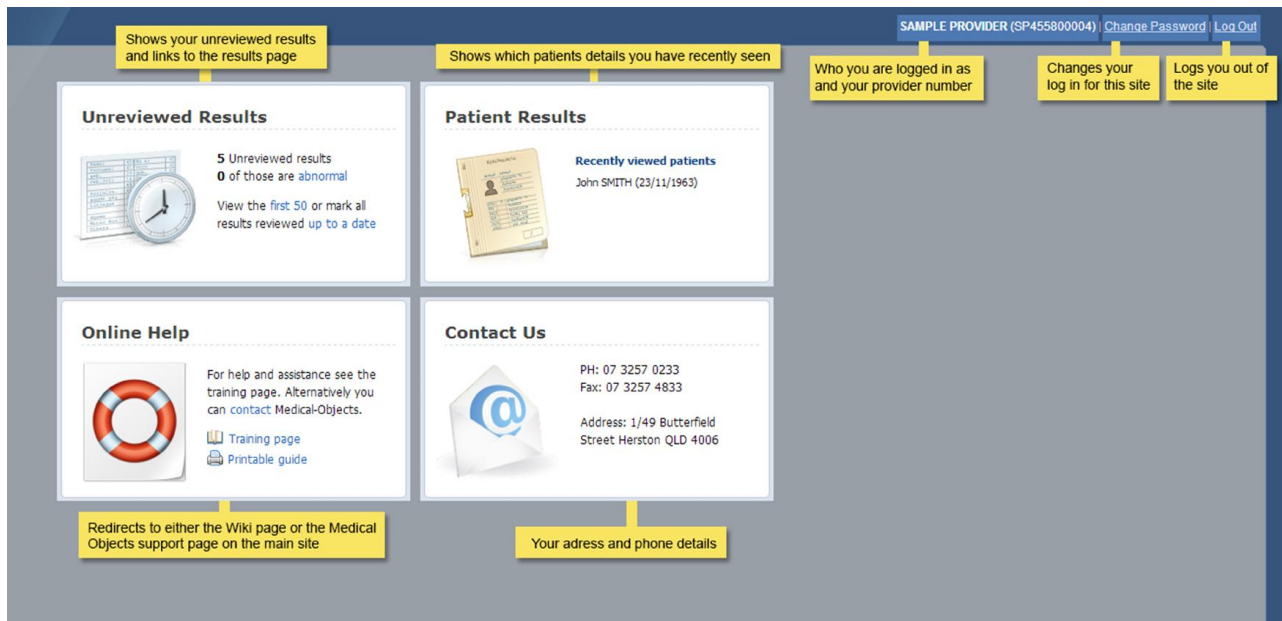


Once finished to Log out of MO Online simply press the **Log Out** link located in the far top right hand corner of the page. This can be accessed from any page in MO Online. Logging out will take you directly back to the Log In page.

**Note:**

You will automatically be logged out of the site after 10 minutes without activity. This is for security purposes.

# Dashboard Layout



The Dashboard is the opening page after logging into MO Online. Being familiar with the Dashboard will simplify your day to day use of MO Online.

At the centre of the page there are four boxes which lead you to different areas of the site.

## **Unreviewed Results**

This tile will notify you if you have any results waiting to be viewed, also if any of those are abnormal result. Along with unreviewed result counts you are given the option to mark all results up to a specified date as reviewed.

## **Patient Results.**

Patient Results will list the most recently viewed patients and provide links to go back to the patient's results.

## **Online Help**

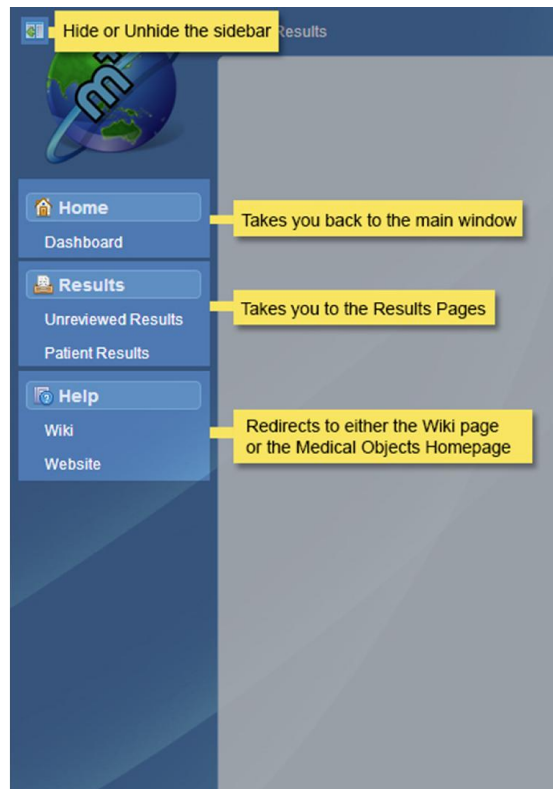
The Online Help tile provides convenient links to training content along with contact details to get in touch with Medical-Objects should you have any questions or problems.

## **Contact Details**

The Contact Details tile will list the contact details for your Online Results provider.

At the far top right of the screen you should see your name accompanied by your Provider number or Routing ID. Next to that are the links to change your password and to log out of MO Online. This top section is persistent across all pages of MO Online.

## Sidebar



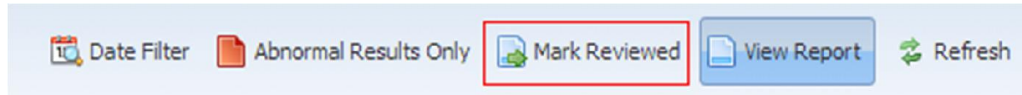
The sidebar will appear at the far left of the screen. From here you can select a number of links that will take you around various areas of MO Online.

At the very top left you will see a small icon. This is the **Hide/Unhide** button. Clicking this button will hide the side bar. To make the sidebar appear again simply move your mouse to the left of the screen. To have the sidebar show permanently again, simply click on the **Hide/Unhide** button again.

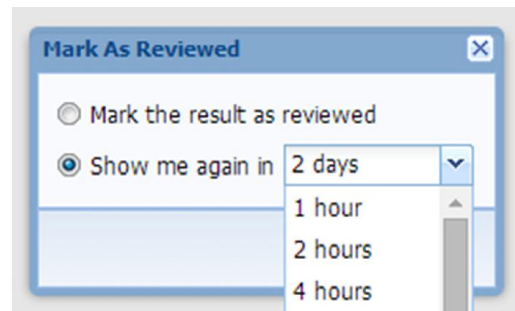
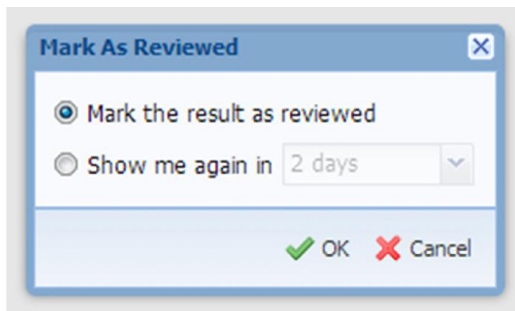
Underneath the **Home tab**, there is a link to the dashboard. This will immediately take you back to the dashboard from whatever page you are on.

## Reviewing Results

When you open an unreviewed result, either by going to the **Unreviewed Results** page or searching for a patient and viewing their unseen results, you can manually mark the result as reviewed. To do this, click on the button **Mark Reviewed** button with the result open.



Upon being clicked, a window will appear. This will give you the choice to either mark the result as reviewed, or to remind you of the result in the selected amount of time.

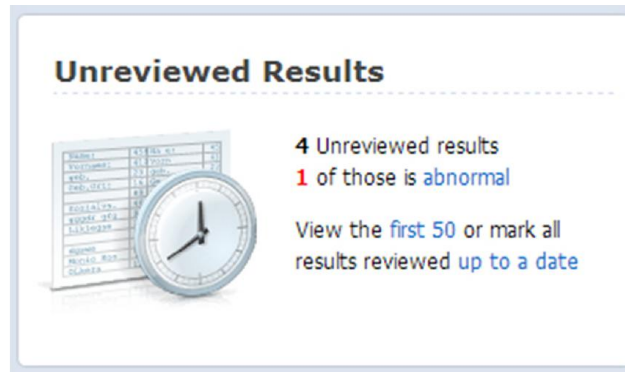


Once you choose to mark the result as reviewed, a green tick will appear in the **Reviewed** column, letting you know that this result has been seen.

Patient Results for SMITH, John [DOB: 23/11/1963]			
Date	Requested By	Tests	Reviewed
06/06/2014	Mr Sample PROVIDER (SP455800004)	Consultation Note (R PROVIDER)	✓
06/06/2014	Mr Sample PROVIDER (SP455800004)	Consultation Note (R PROVIDER)	

## Viewing Abnormal Results

There are two ways to view **Abnormal Results**. The first is from the Unreviewed Results tile on the Dashboard. If there are abnormal results that have not yet been reviewed, you can click the **abnormal** link.

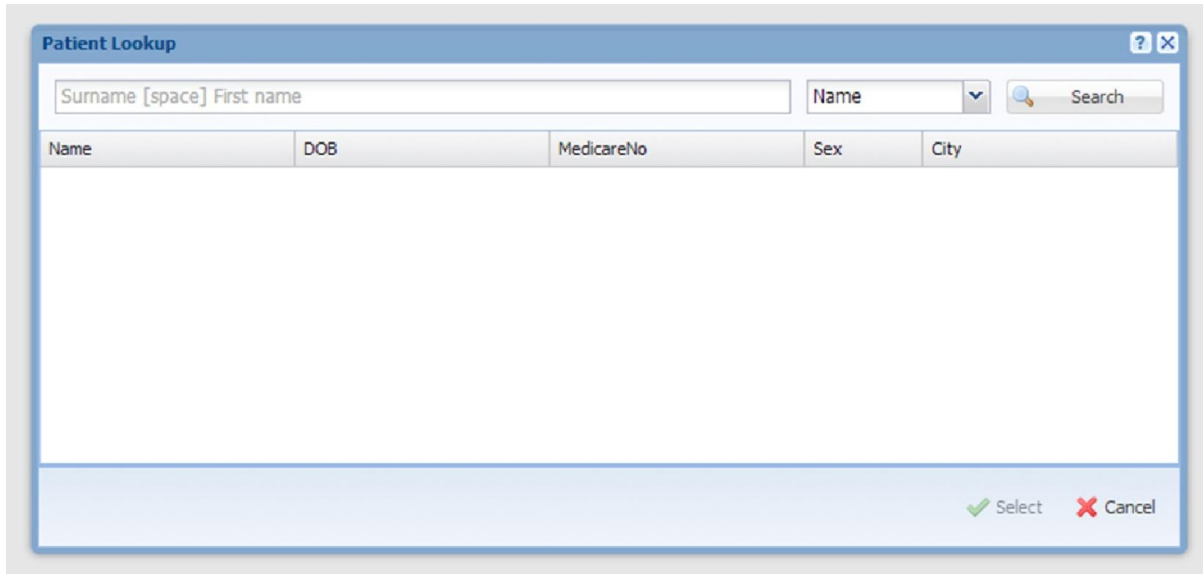


This will show you all abnormal unreviewed results for all patients. You will get the same result if you go to **Unreviewed Results** in the sidebar and then click the **Abnormal Results** button at the bottom.





## Looking up a Patient



The image shows a 'Patient Lookup' window with a search bar at the top containing the placeholder text 'Surname [space] First name'. To the right of the search bar is a dropdown menu labeled 'Name' and a 'Search' button with a magnifying glass icon. Below the search bar is a table with five columns: 'Name', 'DOB', 'MedicareNo', 'Sex', and 'City'. The table is currently empty. At the bottom right of the window are two buttons: 'Select' with a green checkmark icon and 'Cancel' with a red X icon.

Name	DOB	MedicareNo	Sex	City
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On the sidebar under the **Results** section you will see **Patient Results**. Clicking on this link will bring up the **Patient Lookup** search box.

In the search box, type in the patient's name, beginning with surname. Keeping in mind you only have to write a partial for the name. Once that is done, click the **Search** button.

Select a patient from the search results and then click on the **Select** button. All of the Patient's results will appear including reviewed, unreviewed and abnormal.

## View Patient Details

Once you have a patient's result open you have access to a central bar with a few more options. One of these options is **Show Patient Details**.



Clicking on this button will show the patient's basic details, such as their Date of Birth, Home address and their identifying patient numbers.

John SMITH		Patient Details		
Date of birth :	23/11/1963	Age:	50 years	
Sex:	Male			
Home Address Details		Business Address Details		
22 Imaginary Lane				
BRISBANE QLD 4001				
AUSTRALIA, COMMONWEALTH OF				
Identifier	Assigning Authority	Assigning Facility	Type	Identifier Type
100104	OnlineDemo		External	My Practice ID

## Filter Results by Date

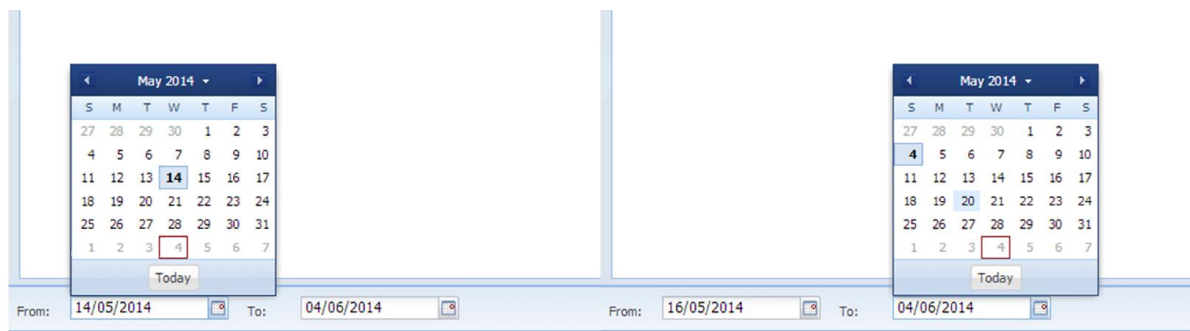
When looking for a result within a specific range, or there are too many results on a page, you can filter these results by clicking on the Date Search button.



A new bar of options will appear at the bottom. These are displayed as the **From** and **To** dates which you will be searching with. **From** relates to everything *after* the date that you have input, while **To** relates to everything *before* the date.

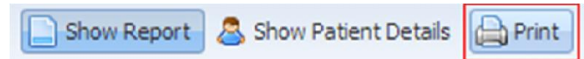
When the dates are selected, your results listed will be filtered within the date range specified.

To remove the date filter, simply click on the **Date Filter** button again.

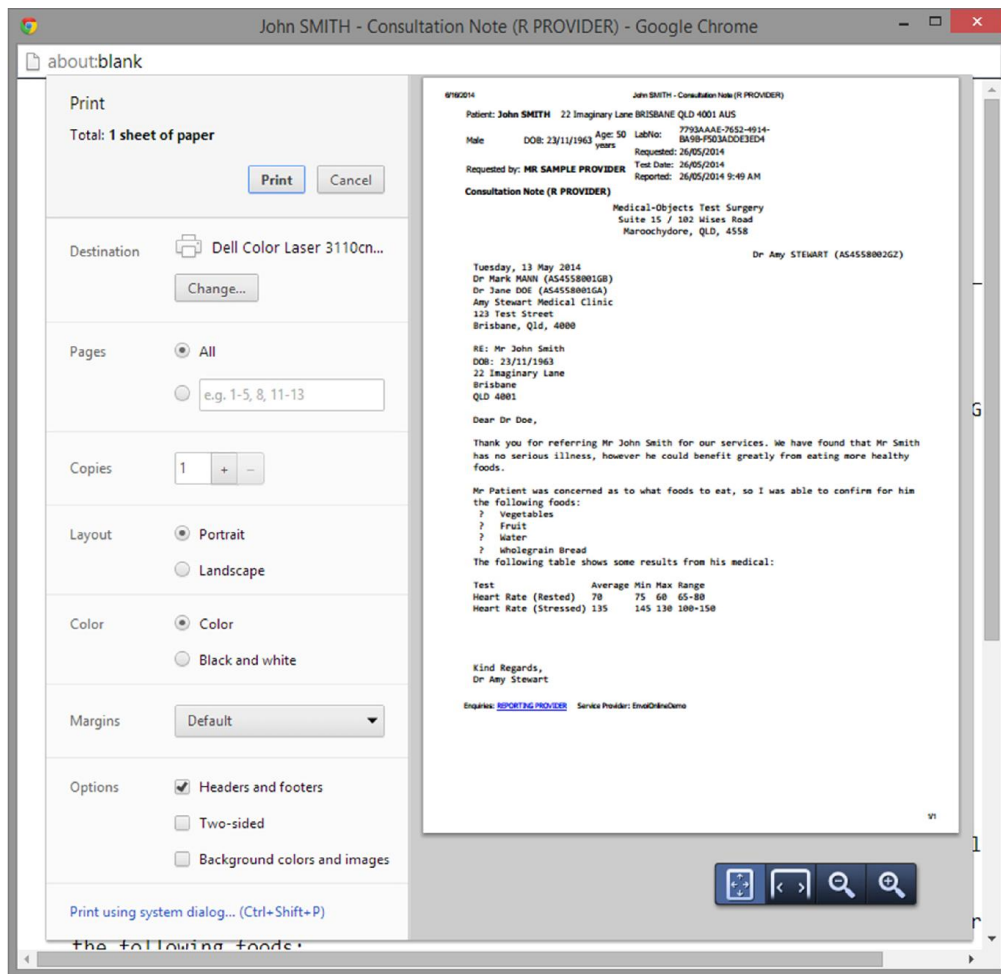


## Printing Results

When viewing a result you will be given the option to print it via the **Print** button located in the central bar, next to Show Patient Details.



Pressing this button will immediately bring up a window with the result in a print friendly format and your internet browser's printer settings.



From here you can change or modify your printer settings if needed. When you're ready, press the print button to print the report.