# How to add the Clinical Labs Harmony request form to Genie

### **Step 1. Software Updates**

From the main screen of Genie. Go to the 'Special' drop down menu and select 'Software Updates'.

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File Open Billing Appts	Special Help	
O Genie v9.1.1	ImagePro Control Ctrl+S	
	Software Updates	
	Update Genie Registration	
Tue 26 Oct 2021	Purchase SMS Credits	
M         T         W         Th         F         S         Su           27         28         29         30         1         2         3         4           4         5         6         7         8         9         10           11         12         13         14         15         16         17           18         19         20         21         22         23         24	Genie Snacks Genie Web Site Online Manual Random Tips	
25       26       27       28       29       30       31         1       2       3       4       5       6       7         Image: Second sec	Training Courses Remote Support On-site Visit Request	

#### **Software Updates**

This will connect you to the Genie web server to check what updates are available, relevant to your state, operating system and Genie version.

When you first open the Software Updates window, a message will appear stating that it is checking for updates. It may take some time for the updates list to load as your computer is communicating with the Genie web server. Once the list has loaded, if an update that you require is not listed it means it is not yet available for your state, operating system or Genie version.

From this window, you can also download Genie QuickGuide PDFs, Workcover Certificates, Checklists, Forms, and Letter templates.



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ŀ		Nar	ne	Vers	ion Uploaded	Size	Done		
	Genie Updater			8.6.5	15/08/20	14 55.4 MB		^	
	ICD 10-AM			7th Ed.	30/11/20	11 0.75 MB			
	ICPC2 Plus Code	s		July 2014	23/07/20	14 376 KB			
	MDMS Annual			Sep 2014	29/08/20	14 19 KB			
8	Percentile Data				20/08/20	14 45 KB			
	Percentile Data	CDC		2001	15/09/20	14 348 KB			
	Percentile Data	WHO		2007	15/09/20	14 337 KB			
	HIC Online			6.11.4	30/07/20	12 26.2 MB	V		
8	MIMS Prescribing	Data		Sep 2014	29/08/20	14 7.8 MB	1		
	NPS PILs Files				25/09/20	14 0.00 B	1		
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# Step 2. Import Request Form

- Click on the 'Forms' tab.
- To import form templates, click the **small plus icon** to the left of the category 'New'.
- Then tick the checkbox to the right of the "Harmony Aust Clinical Labs 2021" and click the Import Item button.

	Check Now	Training Courses
st Checked:	07/09/2021	904 updates availa
liscellaneous Fee	Schedules PDFs Workcover Certificates Checklists Forms Letters	•
Туре	Name	
	Expanded carrier scn - Barratt and Smith Pathology	
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	Expanded carrier scn - Clinipath Pathology	
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	Expanded carrier scn - Launceston Pathology	
	Expanded carrier scn - Melbourne Pathology	
	Expanded carrier scn - North West Pathology	
	Expanded carrier scn - Southern IML Pathology	
	Expanded carrier scn - Sullivan Nicolaides Pathology	
	FMC Request	
	Gaffney Endoscopy - Colonoscopy Request	
	Genomic Diagnostics Request	
	Harmony Aust Clinical Labs	
	Harmony NIPT - Sonic Genetics	
	HeartWise	
	Heidelberg Heart Centre	
	Home Medicines Review	
	IPU Request	
	MIA Imaging Request	
Close		Import 1 item



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# Step 3. Rename Template

- A window will appear allowing you to rename the template before you download it.
- Slow double-click in the **New Name** column, change the name, then click Save.

Perform a slow double-click in the New Name column if you wish to rename any templates before downloading. Items highlighted in bold will be renamed.						
Old Name	New Name					
Harmony Aust Clinical Labs	Harmony Aust Clinical Labs_1					
	1					



# Step 4. How to use the Harmony Template in Genie

• After the template has been imported, from the Patient Record click on the 'golden pages' icon

or from the appointments screen, select patient and then click on the 'golden pages' icon in the left screen.



- Select the 'Harmony Aust Clinical Labs' template and then Open.
- All details should be automatically filled out. The request can then be printed using the print icon and/or saved to the patient's record.



