

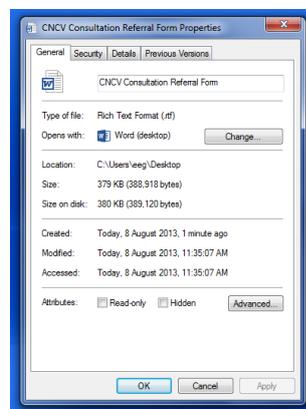
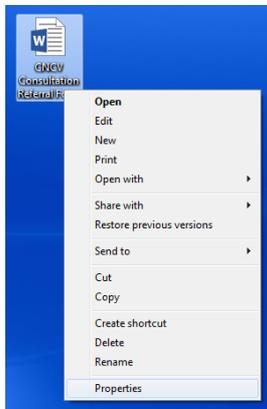
HOW TO IMPORT A REFERRAL TEMPLATE INTO MEDICAL DIRECTOR

We understand that General Practitioners are busy and that paperwork is often time consuming. So, to assist GPs with the referral process we have made available electronic referral templates which can be easily uploaded directly to most General Practice medical software programs.

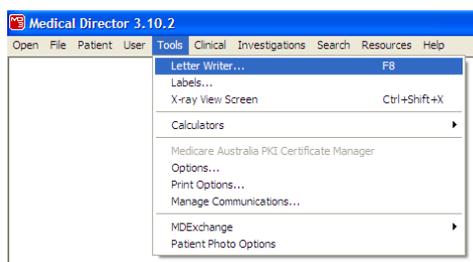
When importing to the Letter Writer templates with merge fields must be in Rich Text Format (.rtf)

1. Save the referral template (.rtf) to a known, accessible location on your computer, for example your desktop
 - **IMPORTANT: DO NOT OPEN THE TEMPLATE BEFORE IMPORTING IT.** This will corrupt the file and result in blank fields.
2. Without opening the file, right click on the template and select Properties. Check that the "Read Only" box is not selected. If it is, simply click on the check box to remove the tick.

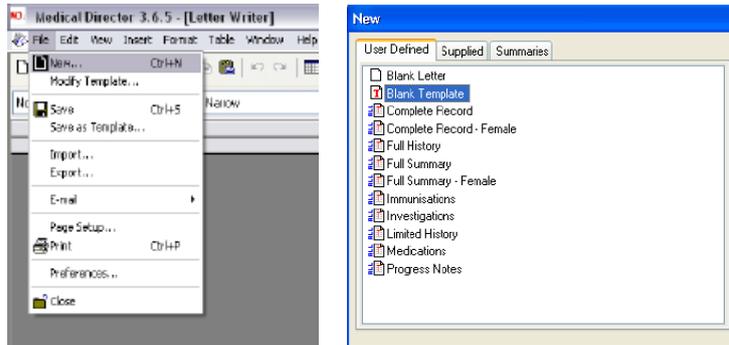
Once complete, click "OK" to escape from this screen



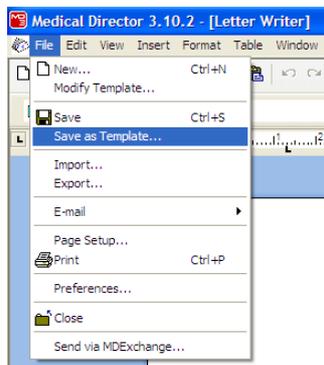
3. Open Medical Director as usual
4. Go to:
 1. Tools
 2. Letter writer



3. File
4. New
5. Blank Template



6. Select the "OK" button
7. File
8. Import
9. Select the location where the template is saved
10. Select the required template and click "Open"
11. File
12. Save as template



13. Give the template a name in the "Template Name" box
 14. Save
5. This template should now be in the letter writer's "User Defined" templates

Please note: The layout can become altered when importing template documents into computer software. You may have to make minor changes to the formatting of this template. If Medical Director is not automatically importing the data fields we recommend editing the template and re-entering those data fills. You can also add electronic check boxes in the appropriate areas, for added convenience. Specialised medical software support teams are usually able to assist with any specific questions you may have related to importing referral templates.

If you have any queries please contact our Business Development Manager, Peirra Logan on 9379 4545