

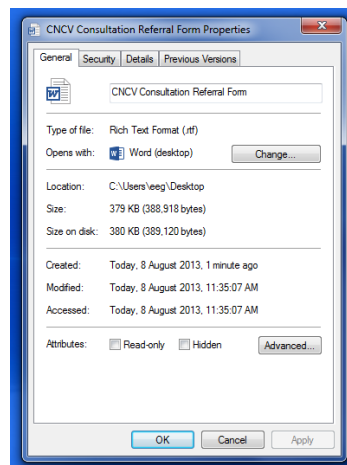
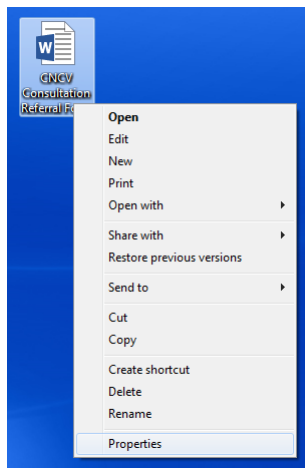
HOW TO IMPORT A REFERRAL TEMPLATE INTO ZEDMED

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.

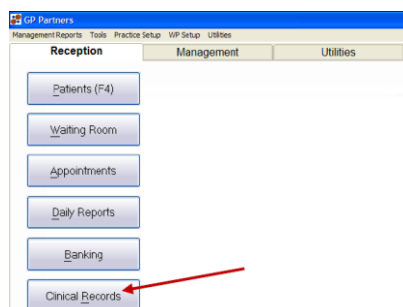
Please Note: These instructions assume you have CRS Role Administrator in your security settings.

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

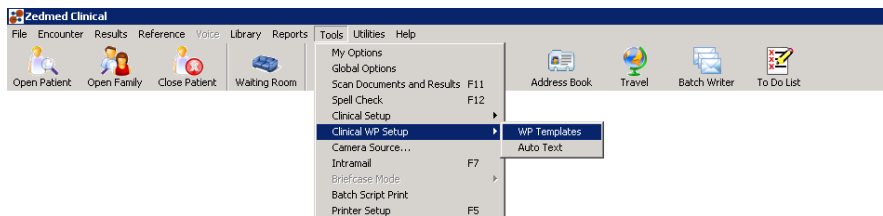


3. Open Zed Med as usual
4. Click on the "Clinical Records" button on the main screen.

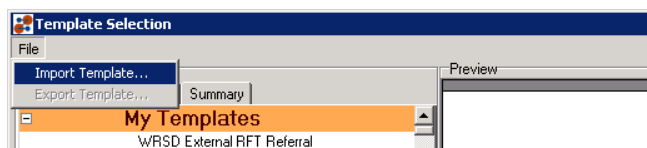


- Once the Clinical Records screen opens, select from the toolbar Tools > Clinical WP setup > WP

Templates



- In the Template Selection Screen, click File/Import



- Click the Browse Button, navigate to the template location and select the desired template.
- Enter the template name into the description field and click OK.
- Your Template should now be available to you.

Make the template available to all users.

- Go into the Template editor (Tools/Clinical WP Setup/WP Templates)
- Right click on the template and select "Toggle available to all user"

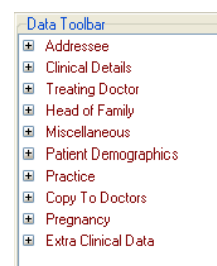
Put the template into the Patient Reports Drop down list

- Go into the Template editor (Tools/Clinical WP Setup/WP Templates)
- Right click on the template and select "Toggle as Patient Report button menu item"
- You can also add it to the Quick Documents section by Right clicking and selecting "Toggle as Quick Documents button menu item"

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. We recommend updating the merge fills to suit your software program and adding electronic check boxes, 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.

Edit template: Go into the Template editor (Tools/Clinical WP Setup/WP Templates/Right click on the template/Select 'Edit Template') View the Data toolbar to update and re-enter automatic data merge fills. And, add electronic check boxes by going to 'Insert' drop down tab and selecting checkbox.

To Use Request Template: Start encounter by pressing the 'Play' button – click Referral (green test tube icon) – go to New Referral – select the Referral Letter tab – Choose referring Doctor – Choose document template – Write Letter - Save



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