

IMPORTING REFERRAL TEMPLATES INTO MEDICAL DIRECTOR AND BEST PRACTICE

Note:

Do not open the templates in Microsoft Word or any other program other than the specified medical software programmes (Best Practice, Genie, Practix, Medtech 32, Zedmed and Medical Director). If the template is opened in another program it will corrupt the medical software coding!

Medical Director

1. Right click template link from the website and Save target as. Save to desktop
2. Open Medical Director
3. On the Tools menu, select Letter Writer.
4. Click on File and select Modify Template then Blank Template then Open
5. Select File and then import. Navigate to where the template was saved and click on Open
6. Click on File and select Save as Template. Name the template (e.g 'BH –Healthy Communities and Continuing Care')

The template has now been imported into Medical Director. To utilise, open a patients file and press F8. Click on File and select New. Select the newly imported template and click on OK. Complete the fields in the pop up box and click OK

Best Practice

1. Right click template link from the website and Save target as. Save to desktop
2. Open Best Practice
3. Open Word Processor or Blank page icon (F4)
4. Select Template then Import Template and select where you saved the imported template
5. Select File then Save As and name the template, ticking 'Available to all users'

The template has now been imported into Best Practice. Access via the Template, use template function