



TO DOWNLOAD & ADD A TEMPLATE INTO MEDICAL DIRECTOR

These templates are designed to populate preset fields with patient demographic data and some clinical details. They also include a number of 'user defined' fields that require manual input. These will appear on your screen as you complete the template for a patient and should be used as prompts to finalise the referral documents.

Adding the template to your system.

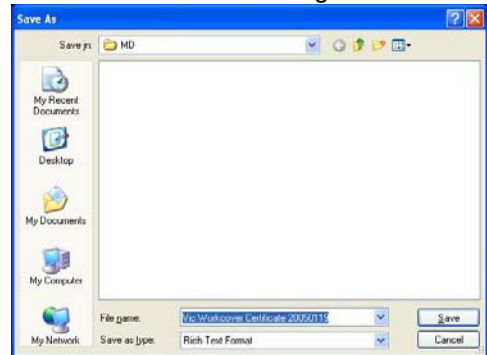


Do not open the templates in WORD at all or they will not work in Medical Director

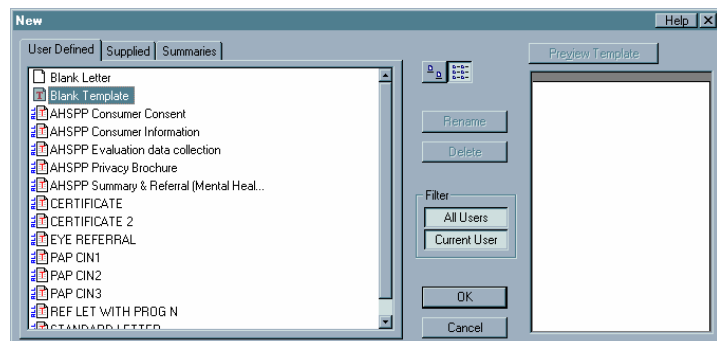
Right mouse click on the template you want and select Save Target as

Save it to a convenient folder but remember where you saved it as you will need to find it again

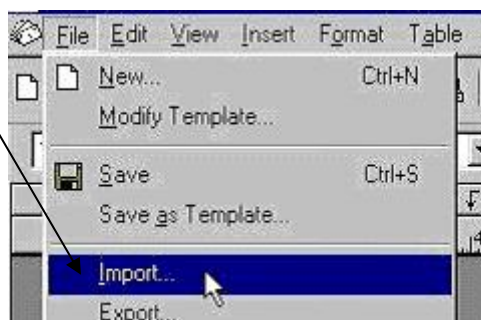
To add a template into MD, you must open Medical Director's Letter Writer. You do not need to be in a patient's record when you install the templates.



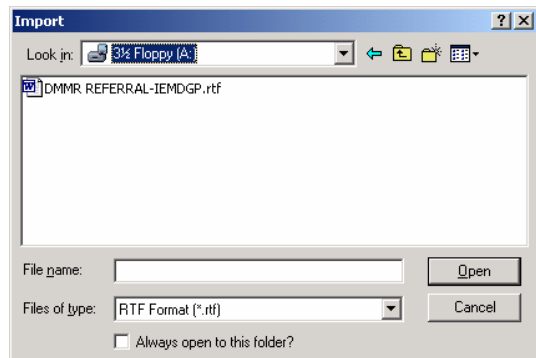
1. From the Main Menu, choose Tools then Letter Writer.
2. Choose File, then New. Or select the blank white page
3. A blank page will appear and a dialogue box is displayed.
4. Under the heading User Defined, double click on Blank Template.



5. Click on File, then Import



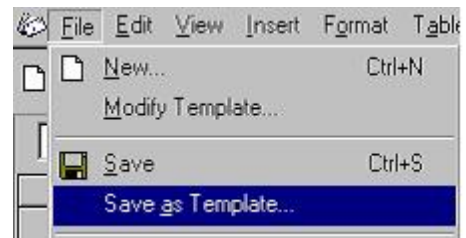
6. Go to where you have saved the file (If you are using a floppy disk, you will be importing from A Drive so make sure A Drive is selected)



7. Double click the file you wish to add. The copy will appear in the blank template on the left of your screen.

8. Choose File, then Save as Template
A dialogue box will appear with a list of templates.

You can usually choose your own naming conventions for templates but it is advisable with the Workcover and St Vincent's referral form that you use the version number at the end so that you know if updates become available.



9. Click Save. Your template is now ready to use

STUCK??

If you need help with loading this into your system, please contact your local Division of General Practice.

This template can also be loaded in to *Best Practice*.



Many thanks to the Inner East Melbourne Division of General Practice for preparing and sharing these instructions.