

Burnside Sleep Centre

Importing a Template to Medical Director

Do not double click on the .RTF link to open it (this may corrupt the fields)

To save the template from the website:

- 1. Click on the link and select 'Save As'.
- 2. Select a location on your computer (which you can find later) and save, i.e. 'Desktop'
- 3. Open Medical Director and select a patient for referral
- 4. Go to **Tools** > select >**Letter Writer** from the main screen

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5. Go to >File>select>Modify Template

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6. Select > Blank Template from the User Defined list > Open

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7. Click on File > Import (browse to where you have your template saved, i.e. 'Desktop')



- 8. Select >Burnside Sleep Centre Referral' file > Select Open.
- 9. Go to > File select > Save

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10. Give the template a name, i.e. Burnside Sleep Centre Referral . **Save as Template.** The template will save in the User Defined list.

Using the Template

- 1. Open Medical Director and select a patient for referral
- 2. Go to Tools > select >Letter Writer from the main screen
- 3. Click File > New.



- 4. Select 'Burnside Sleep Centre Referral Form from the User Defined list, then click **OK**
- 5. Complete the referral form. For example, select preferred consultant. Reason for referral. Other relevant medical conditions.
- 6. Select > Save. Description
- 7. Select > Print.