



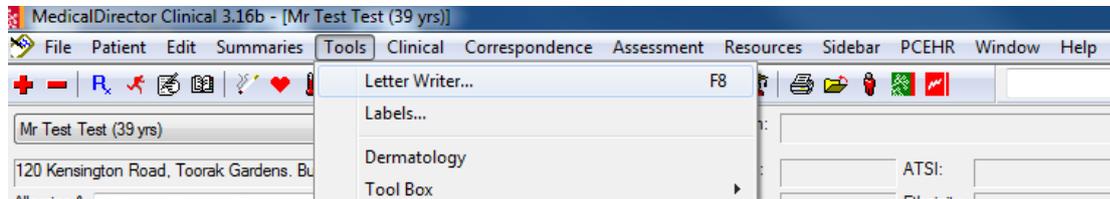
Burnside Sleep Centre

Importing a Template to Medical Director

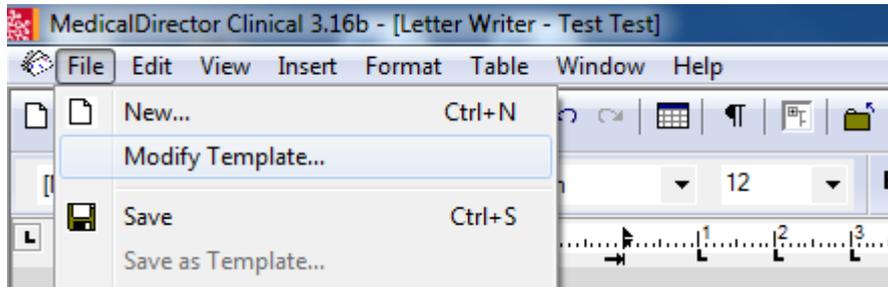
Do not double click on the .RTF link to open it (this may corrupt the fields)

To save the template from the website:

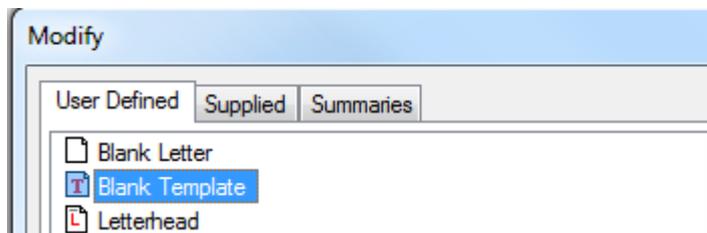
1. Click on the link and select '**Save As**'.
2. Select a location on your computer (which you can find later) and save, i.e. 'Desktop'
3. Open Medical Director and select a patient for referral
4. Go to **Tools** > select >**Letter Writer** from the main screen



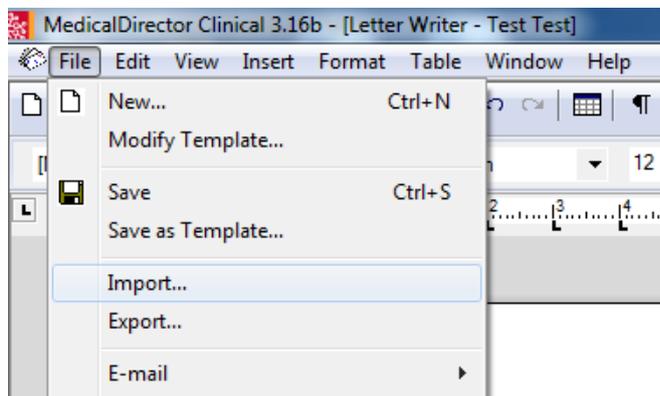
5. Go to >**File**>select>**Modify Template**



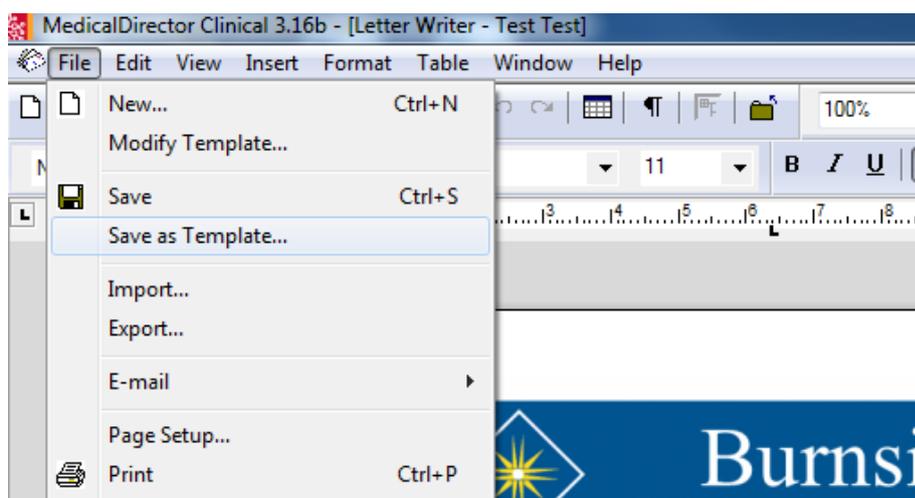
6. Select > **Blank Template** from the User Defined list > **Open**



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



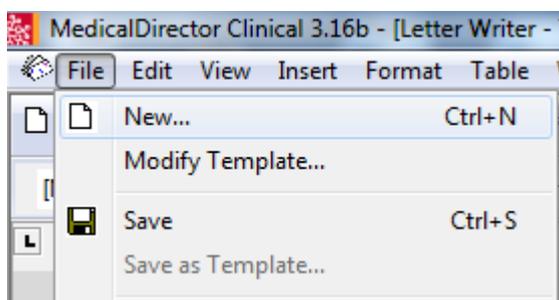
8. Select >**Burnside Sleep Centre Referral**' file > Select **Open**.
9. Go to > **File** select > **Save**



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**.