



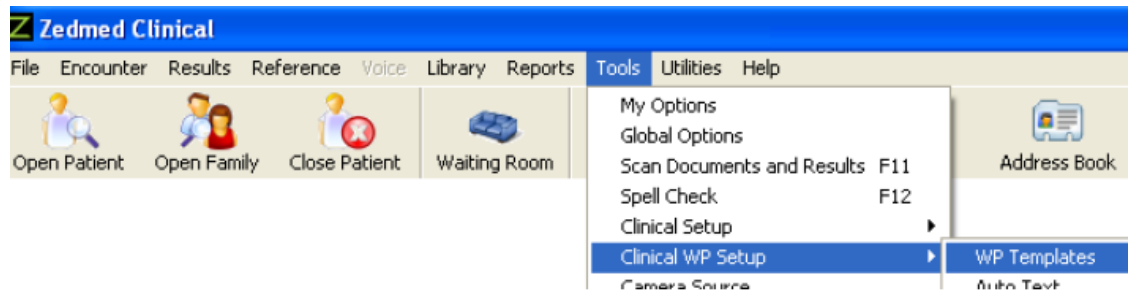
# Burnside Sleep Centre

## Importing a Template to Zedmed

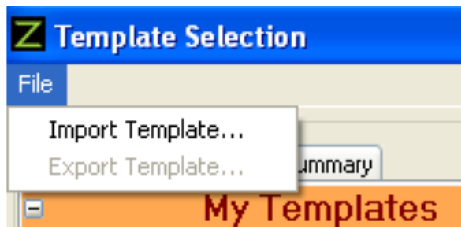
Do not double click on the .RTF link to open it (this may corrupt the fields)

To save the template from the website:

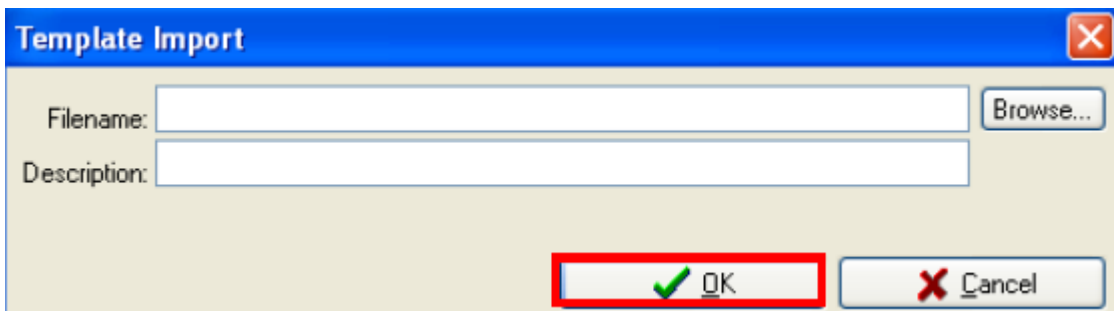
1. Click on the link and select '**Save As**'.
2. Select a location on your computer (which you can find later) and save, i.e. 'Desktop'
3. Open Zedmed
4. Go to **Tools** from the main screen > select >**Clinical WP Setup** then > **WP Templates**



5. Template selection box will appear. Select > **File** > **Import Template**



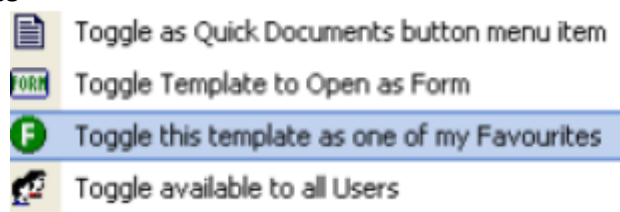
6. Template import box will open.  
Filename: Browse for the template browse to where you have your template saved, i.e. 'Desktop'.  
Description: Name the referral template, For example 'Burnside Sleep Centre Referral'



7. Select > **Ok**
8. Template is now stored under > **User defined** > **My Templates**

Select **Burnside Sleep Centre Referral** > Right click > Select

- Toggle as quick Documents
- Toggle this template as my favourites
- Toggle Available to all users



## Using the Template

1. Go to a patient file > **Open**
2. Right click on **Documents** tab to **Open Quick Document Menu**
3. Select > **Burnside Sleep Centre Referral**

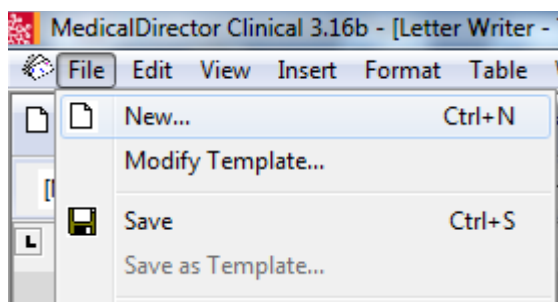
(or open **Start Encounter** green arrow icon >



Select **referral letter** tab



4. Select > **Referral Letter** > tick **free text** box
5. Go to **Templates** > **Document** > and brose for template Burnside Sleep Centre Referral
6. Select > **Write Letter** icon (referral will auto populate with patient details)



7. Complete the referral form. For example, select preferred consultant. Reason for referral. Other relevant medical conditions.
8. Select > **OK** and **Save**.
9. Select > **Print**.