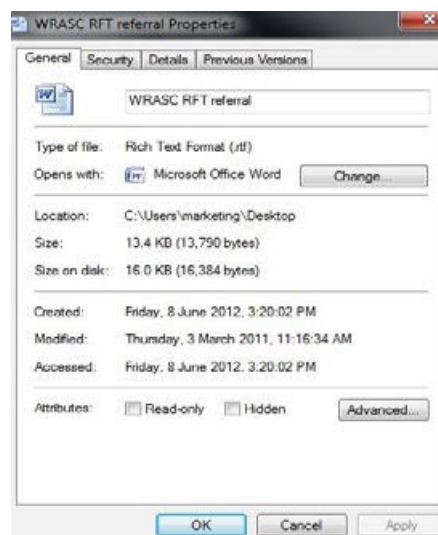
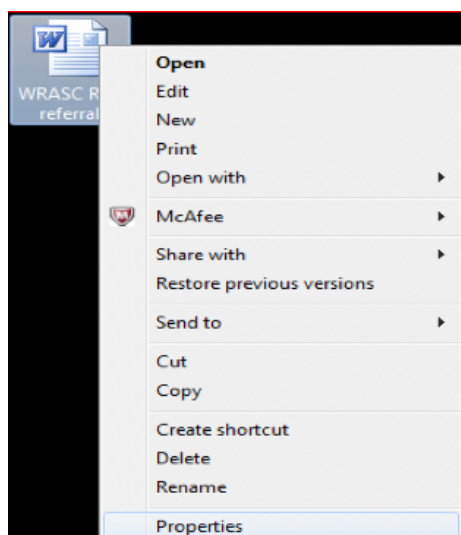


IMPORTANT: PLEASE READ

1. Save the referral template (.rtf) to a known, accessible location on your computer, for example your desktop.
2. **IMPORTANT: DO NOT OPEN THE TEMPLATE BEFORE IMPORTING IT.** This will corrupt the file and result in blank fields.
3. Without opening the file, right click on the template and select Properties. Check that the "Read Only" box is NOT selected. If it is, simply click on the check box to remove the tick. Once complete, click "OK" to escape from this screen



HOW TO IMPORT THE NBST REFERRAL TEMPLATE FOR USE IN YOUR PRACTICE SOFTWARE

Follow the instructions specific to your Medical Software:

MEDICAL DIRECTOR

1. Open Medical Director as usual
2. Open LetterWriter
3. File menu > Select Modify Template > Select Blank template
4. File > Select Import
5. Locate downloaded file and click on Open
6. File > Select Save as template
7. Type in appropriate name and click on Save

8. This template should now be in the letter writer's "User Defined" templates

BEST PRACTICE

1. Open a New Letter and from Templates menu
2. Select Import templates
3. Locate downloaded file
4. Click Open
5. From File menu select Save as.
6. Type in an appropriate Template name
7. Click on Save

GP COMPLETE

1. Open Complete and then Resources Menu > Letter Writer
2. File menu > Select Modify Template > Select Blank template
3. File > Select Import - locate downloaded file and click on Open
4. File > Select Save as template - type in appropriate name and click on Save

ZEDMED

1. Open Zedmed > Clinical Records > Tools > Clinical WP Setup > WP Templates
2. File menu > select Import – locate downloaded template and click Open
3. Type in template name into the Description field and click OK

GENIE

1. Open Genie > click on patient in booking calendar > click on red quill > click OK > click Blank Letter
2. Template menu > New Template > File > Open – locate downloaded template and click Open
3. Type in template name into the Title field and click Save

PRACTIX

1. Click 'Administration'
2. Double Click on 'System Configuration'
3. Double Click on 'Templates'
4. Double Click on 'Register Document Templates'
5. Within the Template Type Box, now Select Letter/Document
6. Click on the New Button

7. Click Select
8. Locate the file you imported to your desktop
9. Double Click on the Template
10. Name theTemplate
11. Within the 'Use Within' box check the 'Referral Sent' box
12. Click Save
13. Click Close