



INSTRUCTIONS FOR DOWNLOADING REFERRAL TEMPLATES INTO GP SOFTWARE

Please click on your practice software to open the instructions:

[Best Practice](#)

[Medical Director](#)

[Zedmed](#)


IMPORTING TEMPLATES INTO BEST PRACTICE

1. Right mouse click on the template you wish to import from the list provided
2. Click on **'save target as'**
3. Left click on the **'save in'** drop down arrow and select **'desktop'**
4. Left click on the **'save'** button
5. A 'download completed' screen will appear – left click on the 'close' button
6. Open **Best Practice** and from the Main screen, select **'utilities', 'word processor'**
7. Once the word processor opens, select **'templates', 'import template'**
8. Left click on the **'look in'** drop down arrow and select **'desktop'**
9. Left click on the template that you saved on the desktop earlier and left click on **'open'**
10. Then click on **'file', 'save as'**
11. Name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. **BH Orthopaedic Outpatients, BH Diabetes Referral Centre**
12. Tick the box **'Available to all users if required'**
13. Click save
14. You have successfully downloaded and imported the template and can now access it via **'Template', 'Use Template'** or by clicking on the **'new document'** icon
15. Return to the desktop and delete document by a right click on document log and selecting delete

IMPORTING TEMPLATES INTO MEDICAL DIRECTOR

1. Right mouse click on the template you wish to import from the list provided
 2. Click on **'save target as'**
 3. Left click on the 'save in' drop down arrow and select **'desktop'**
 4. Left click on the **'save'** button
 5. A 'download completed' screen will appear – left click on the 'close' button
- Do not open this document before completing importing process as it will corrupt the medical software coding!**
6. **Open Medical Director** and (either in the main screen or through a patient file) select **'tools'** then **'letter writer'**
 7. Left click on **'file'** then left click on **'modify template'**
 8. Left click on **'blank template'** then left click on **'open'**
 9. Left click on **'file'** then left click on **'import'**
 10. Left click on the 'look in' drop down arrow and select **'desktop'**
 11. Left click on the template that you saved on the desktop earlier and left click on **'open'**
 12. Left click on **'file'** then left click on **'save as template'**
 13. Name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. **BH Orthopaedic Outpatients, BH Diabetes Referral Centre**
 14. Left click on **'save'**
 15. You have successfully downloaded and imported the template and can now access it via the Medical Director Letter Writer
 16. Return to the desktop and delete document by a right click on document log and selecting delete

IMPORTING TEMPLATES INTO ZEDMED

1. **Check first – you may need to have administrator access to import templates into zedmed clinical**
2. Right mouse click on the template you wish to import from the list provided
3. Click on **'save target as'**
4. Left click on the **'save in'** drop down arrow and select **'desktop'**
5. Left click on the **'save'** button
6. A 'download completed' screen will appear – left click on the 'close' button
7. Open **Zedmed** and from the Main screen, select **'clinical records', 'tools', 'clinical WP setup', 'WP templates'**. Select **'file, 'import template'**
8. Left click on the **'browse'**, left click on the drop down arrow at **'look in'** and select **'desktop'**
9. Double click on the template that you saved on the desktop earlier
10. In the description field name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. **BH Orthopaedic Outpatients, BH Diabetes Referral Centre**
11. To make template available to all workstations right click on the template and select
 - **Toggle as patient report button menu item**AND
 - **Toggle available all users**
12. You have successfully downloaded and imported the template
13. Return to the desktop and delete document by a right click on document log and selecting delete
14. To access downloaded templates in Zedmed, click on patient reports icon  and double click on required template.