MONTSERRAT
—DAY HOSPITALS—

How To Import and Use Templates Within Medical Director Software

Please note there are three parts to these instructions. Part 1 and 2 are only required for a first time import of the template.

Once the template has been imported only Part 3 is required, 'How to use a template within a patient record'

Part 1 – How to import a template
Part 2 – How to import a template into Medical Director
Part 3 – How to use a template within a patient record

Part 1: How to import a template from a website
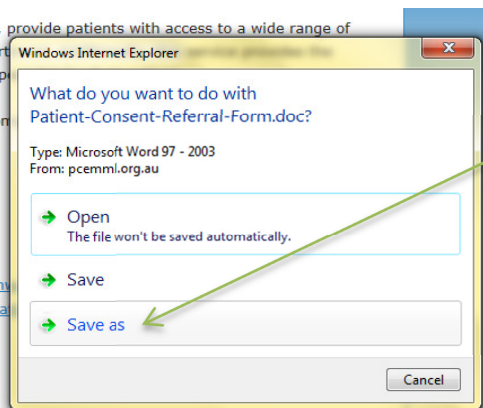
Save the required template

Participating specialists, working in a private capacity, provide patients with access to a wide range of professional services in the hospital's outpatient depart... referring GP with the option of choosing a particular sp...

Please note that both referral forms below must be co...

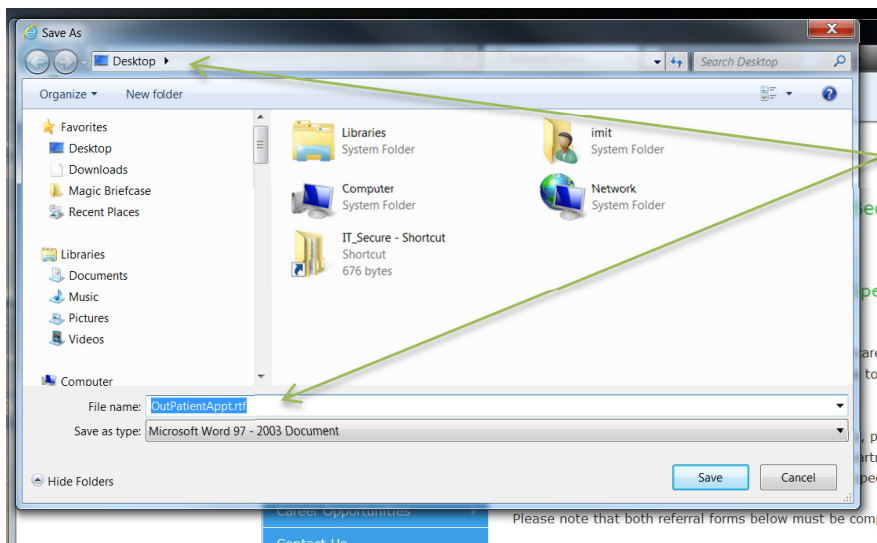- Patient Consent Referral Form
- Patient Information & GP Referral Letter Form

Additional information:

- Referral pathways flowchart: SKDH Referral Path...
- Patient information letter (explaining service): Pa...

Windows Internet Explorer

What do you want to do with
Patient-Consent-Referral-Form.doc?

Type: Microsoft Word 97 - 2003
From: pcemml.org.au

→ **Open**
The file won't be saved automatically.

→ **Save**

→ **Save as**

Cancel

When prompted select Save as

Save As

Desktop ►   Search Desktop

Organize ▾   New folder

- ★ Favorites
  - Desktop
  - Downloads
  - Magic Briefcase
  - Recent Places
- 📚 Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- 💻 Computer

Libraries
System Folder

imit
System Folder

Computer
System Folder

Network
System Folder

IT_Secure - Shortcut
Shortcut
676 bytes

File name: OutPatientAppt.rtf

Save as type: Microsoft Word 97 - 2003 Document

Save   Cancel

Hide Folders

Career Opportunities
Contact Us

Select a location to save the template to eg. Desktop

Then press Save

The template has now been downloaded from the website and is saved to the desktop.

How To Import and Use Templates Within Medical Director Software

Do not open the document as this will cause issues with the template fields and formatting <u>**Part 2: How to Import the template into Medical Director**</u>
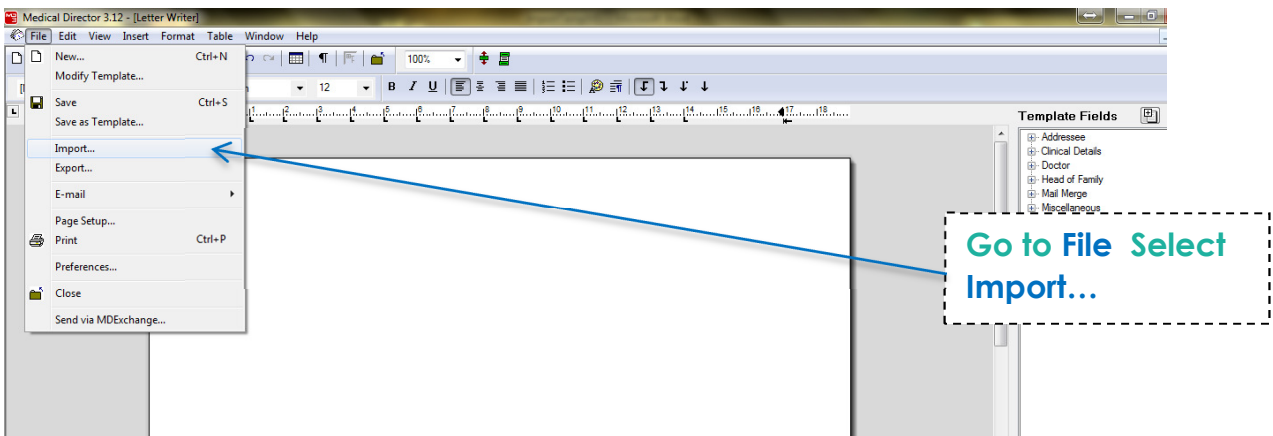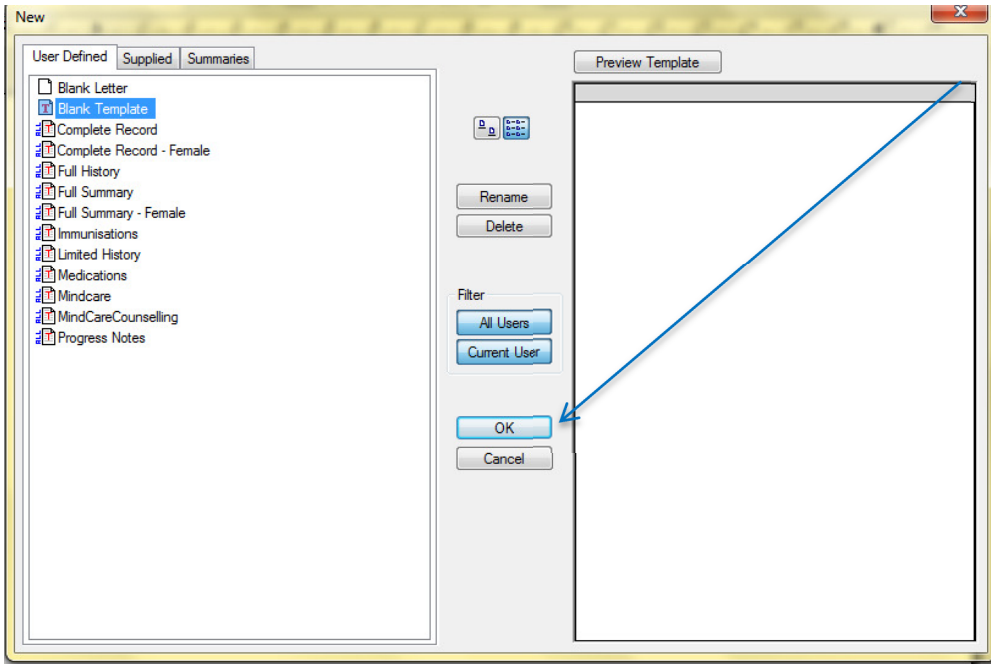
Open Medical Director
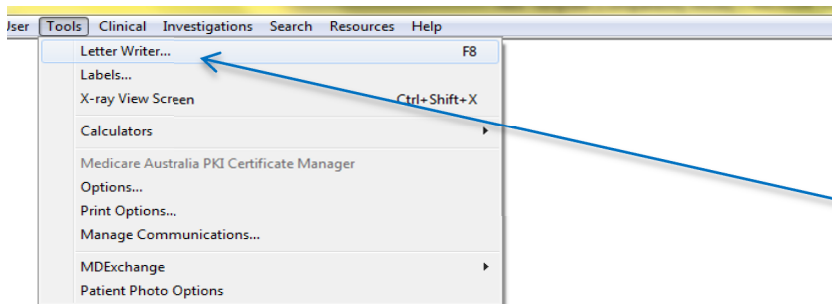
Go to **Tools**
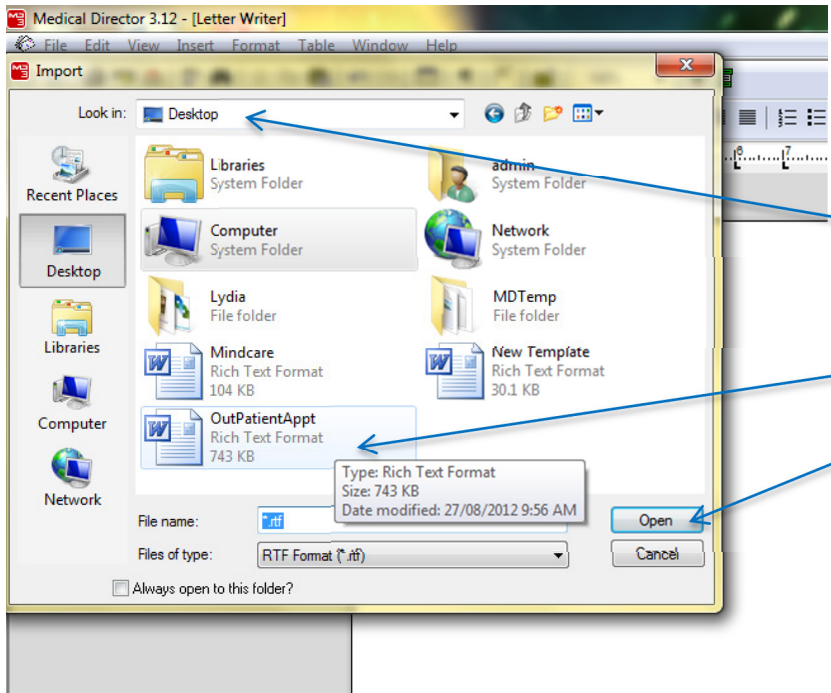Select **Letter Writer…**

This will open up the Letter Writer Tool/Interface
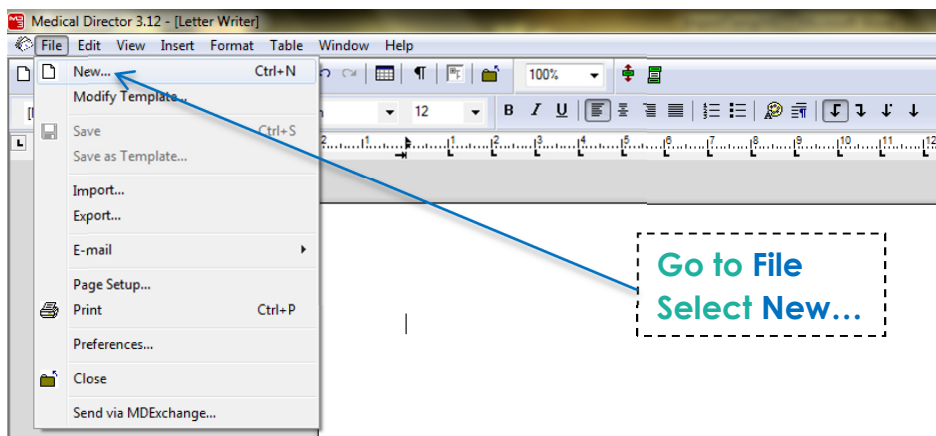
Go to **File**
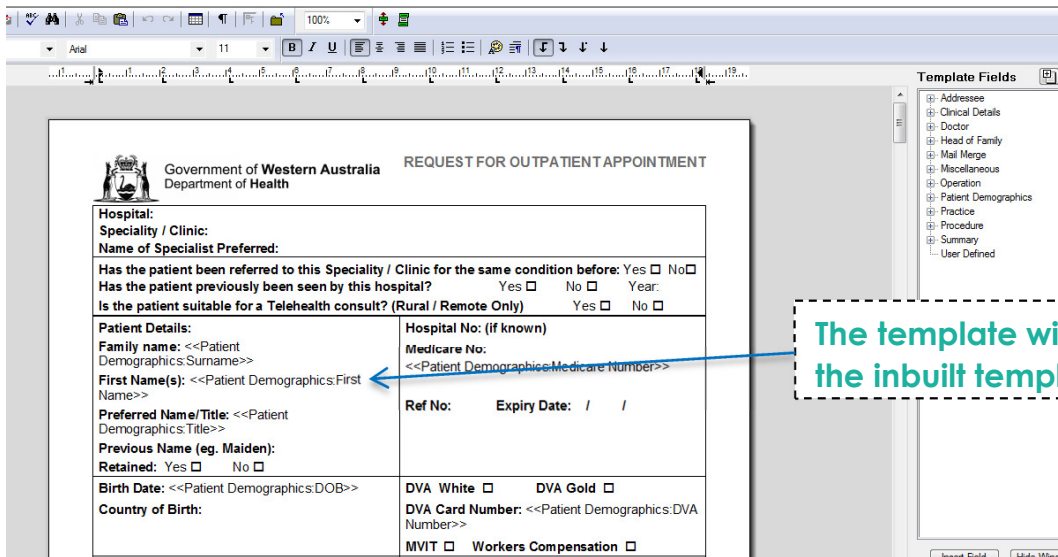Select **New…**

Select **Blank Template**

Then press **OK**

How To Import and Use Templates Within Medical Director Software

Go to **File** Select **Import…**

How To Import and Use Templates Within Medical Director Software

Go to the **Desktop** and locate the template

Click on it then press Open

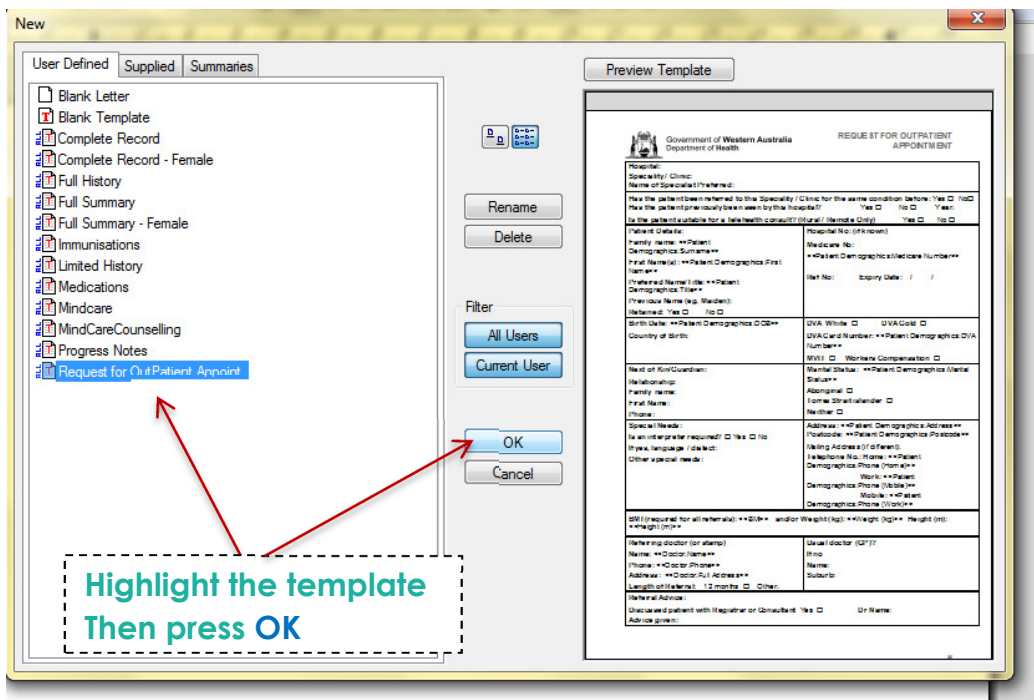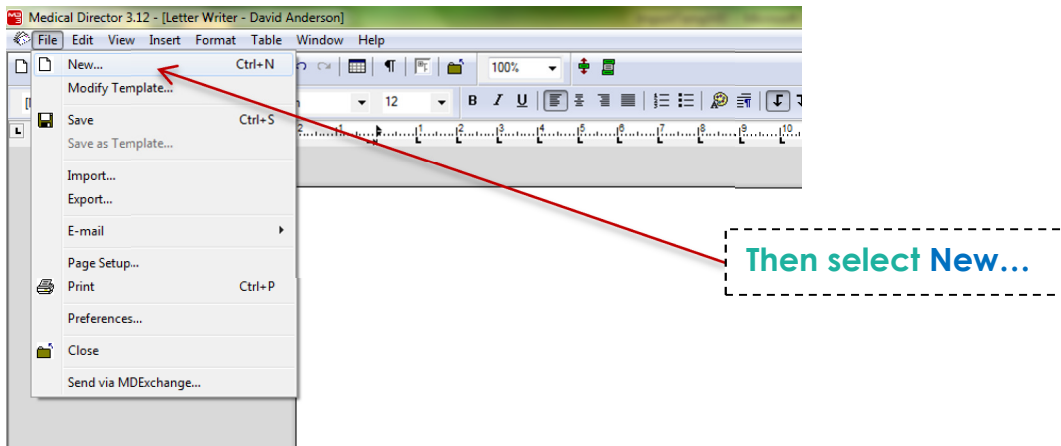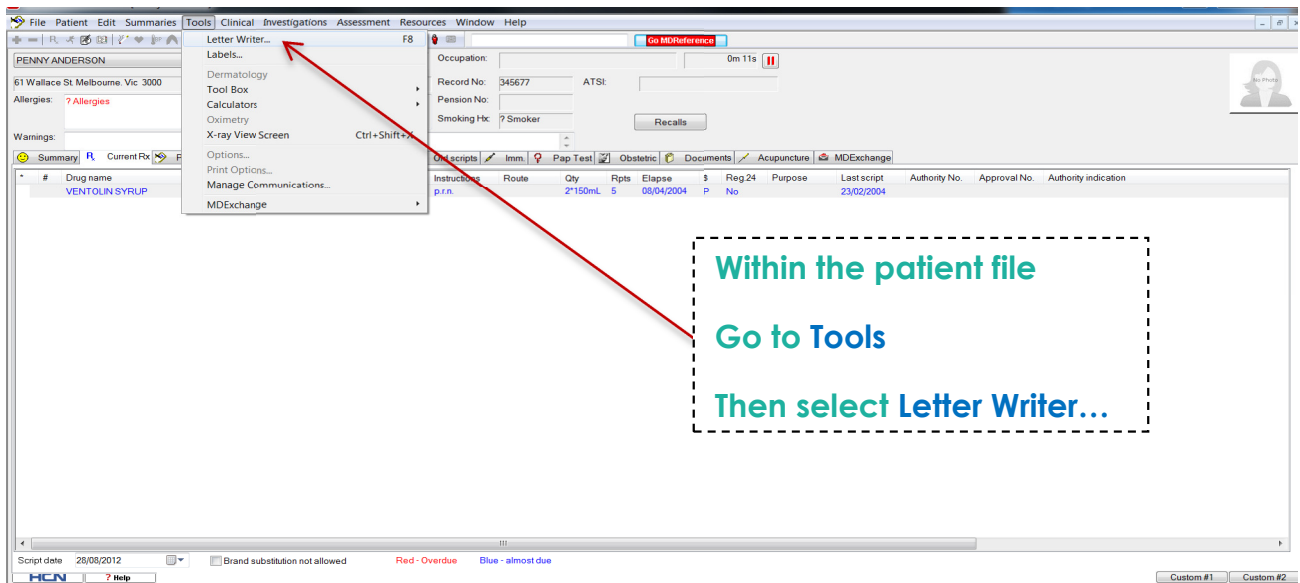The template will display with the inbuilt template fields

How To Import and Use Templates Within Medical Director Software

Go to **File**
Select **Save as Template…**

Type in the template name

Then **Save** the template
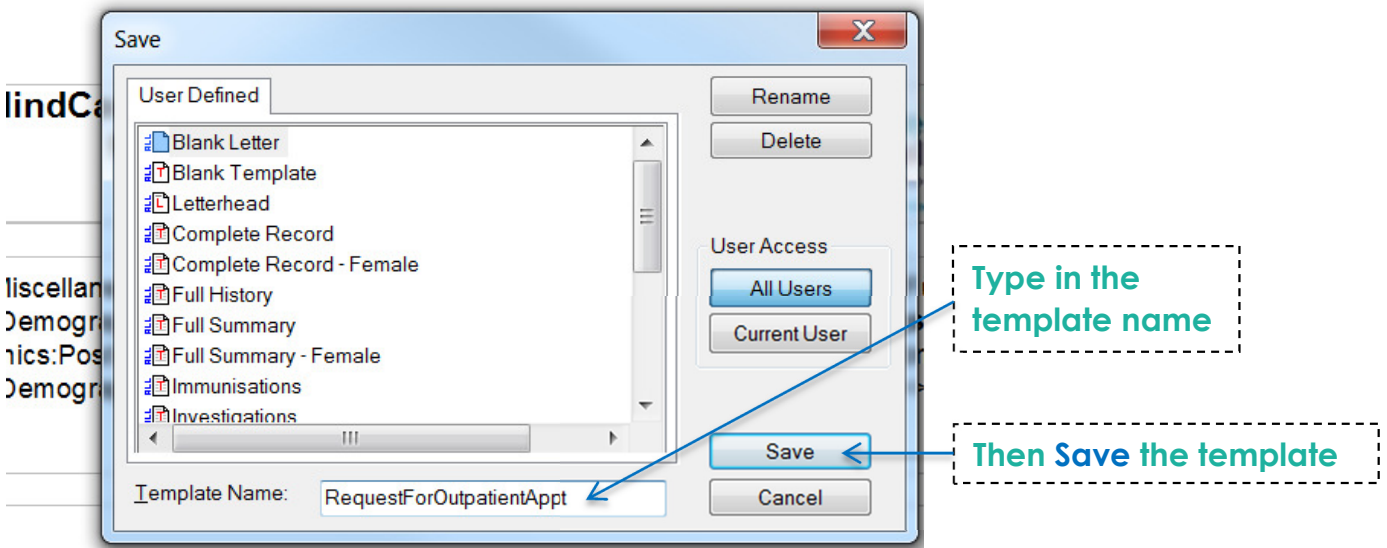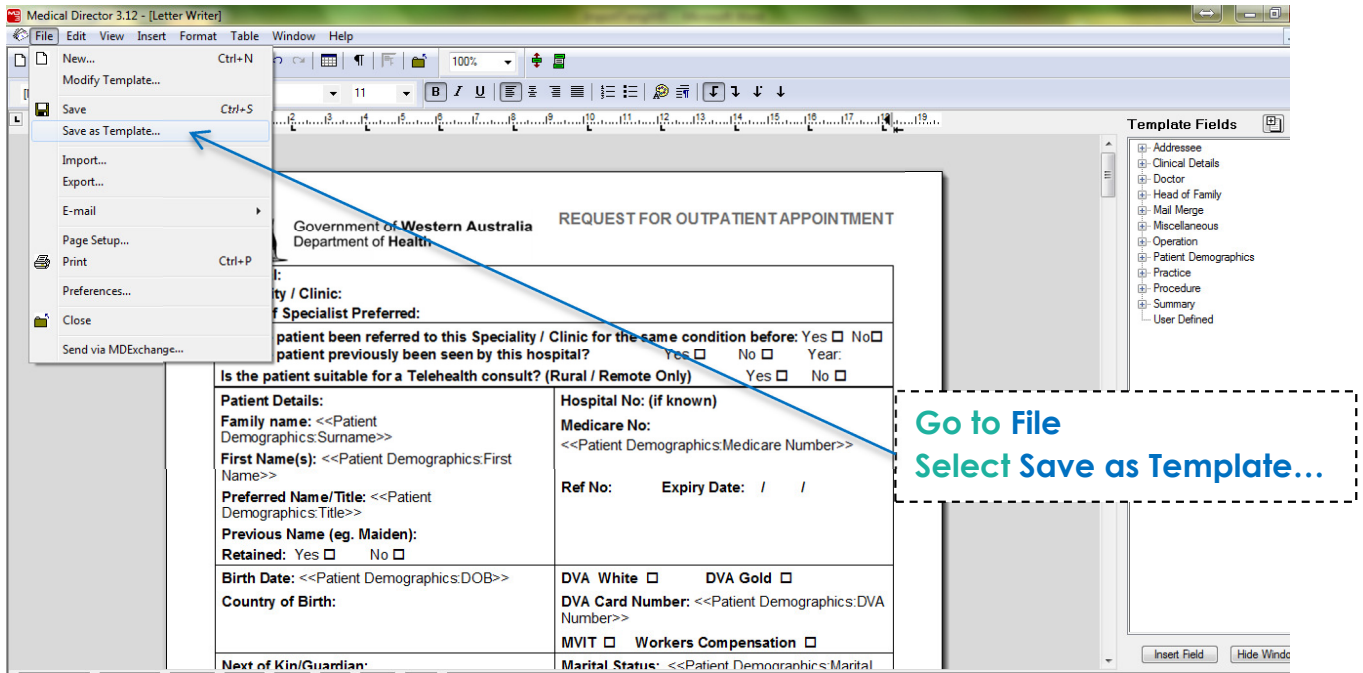
The template has now been imported into Medical Director

How To Import and Use Templates Within Medical Director Software

Part 3: How to use a template within Medical Director

Within the patient file

Go to **Tools**

Then select **Letter Writer...**

Then select **New...**

Highlight the template
Then press **OK**

How To Import and Use Templates Within Medical Director Software

There will appear prompts that will require input. Fill in the requested fields then press OK

The template will pre-populate with specific clinical information

Type directly into the incomplete fields

Then Print and/or Save the document

The template/letter is stored within the patient notes