

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



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

Do not open the document as this will cause issues with the template fields and

formatting Part 2: How to Import the template into Medical Director

Open Medical Director













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The template has now been imported into Medical Director

Part 3: How to use a template within Medical Director



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