

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

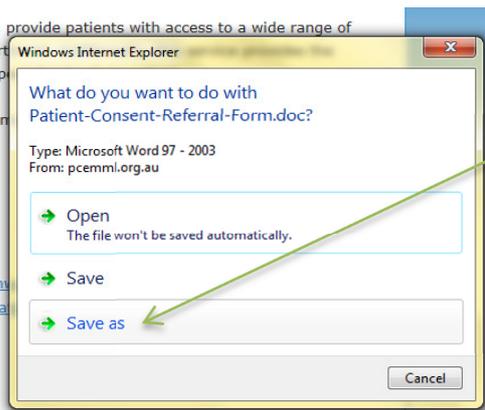
Participating specialists, working in a private capacity, provide patients with access to a wide range of professional services in the hospital's outpatient department. Referring GPs can contact the specialist or referring GP with the option of choosing a particular specialist.

Please note that both referral forms below must be completed.

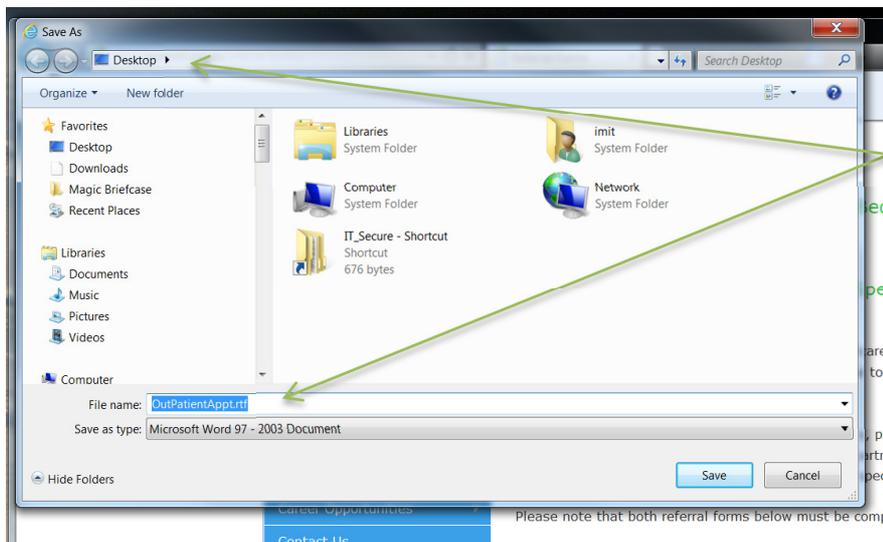
- [Patient Consent Referral Form](#)
- [Patient Information & GP Referral Letter Form](#)

Additional information:

- Referral pathways flowchart: [SKDH Referral Pathway](#)
- Patient information letter (explaining service): [Patient Information Letter](#)



When prompted select **Save as**



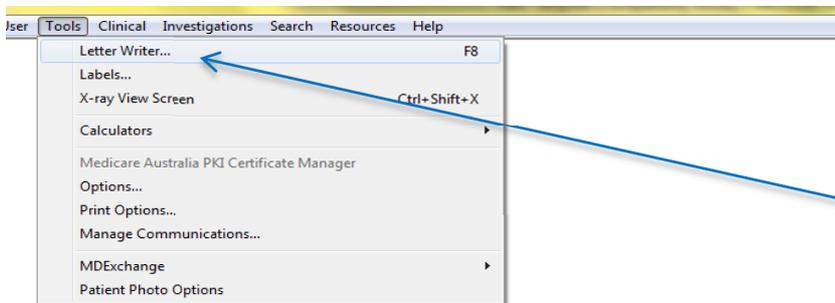
Select a location to save the template to eg. **Desktop**
Then press **Save**

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

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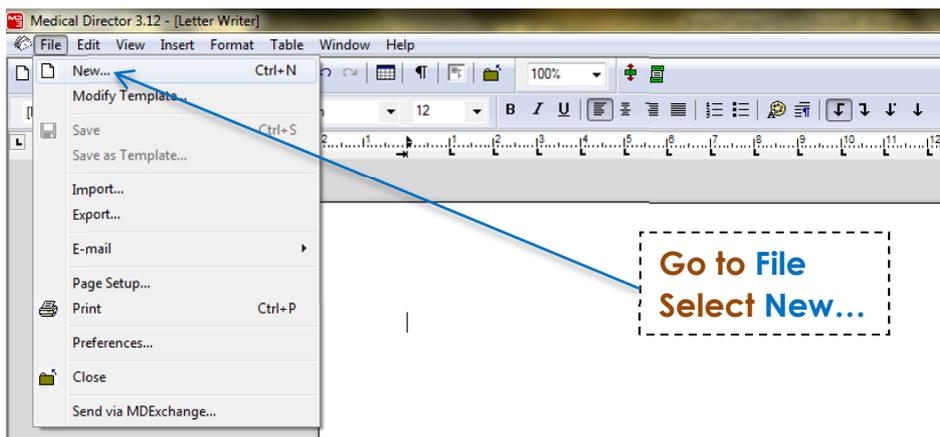
Do not open the document as this will cause issues with the template fields and formatting Part 2: How to Import the template into Medical Director

Open Medical Director



Go to Tools
Select Letter Writer...

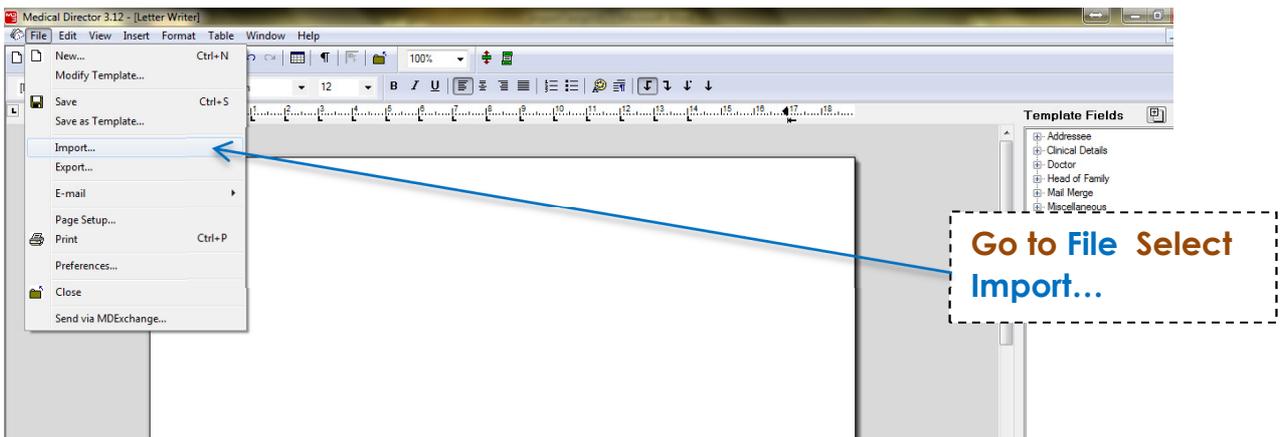
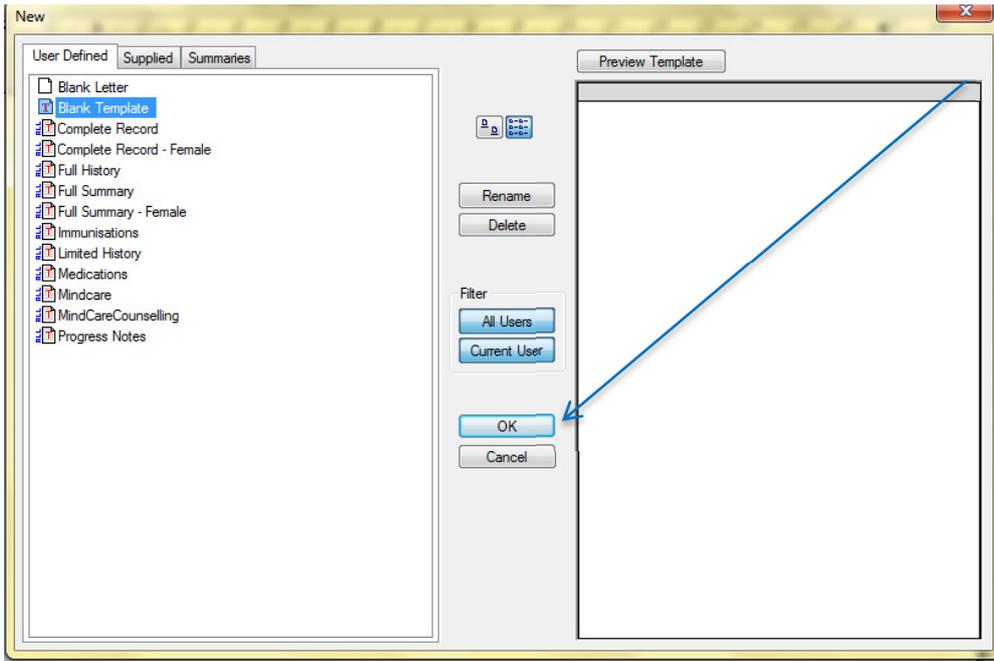
This will open up the Letter Writer Tool/Interface



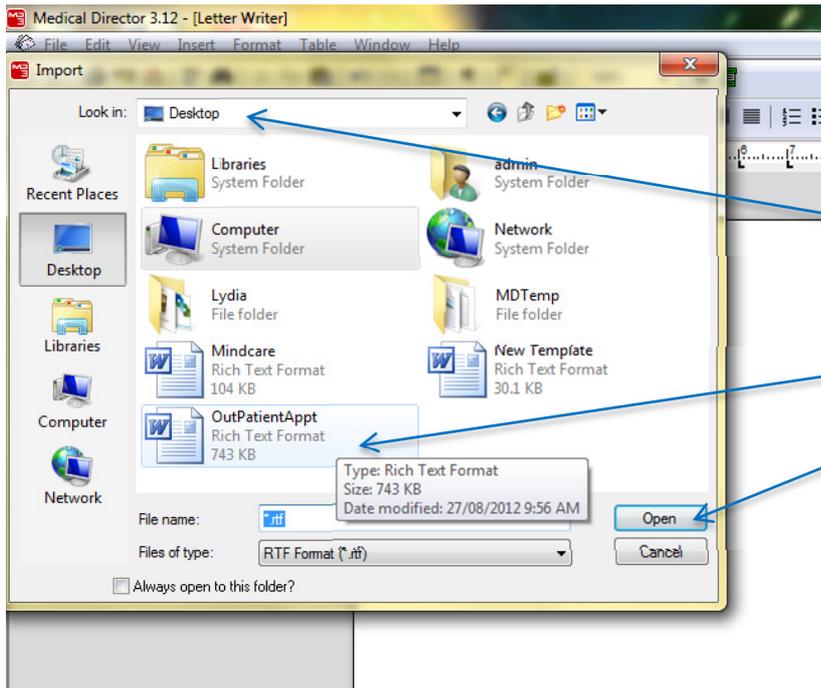
Go to File
Select New...

Select Blank Template
Then press OK

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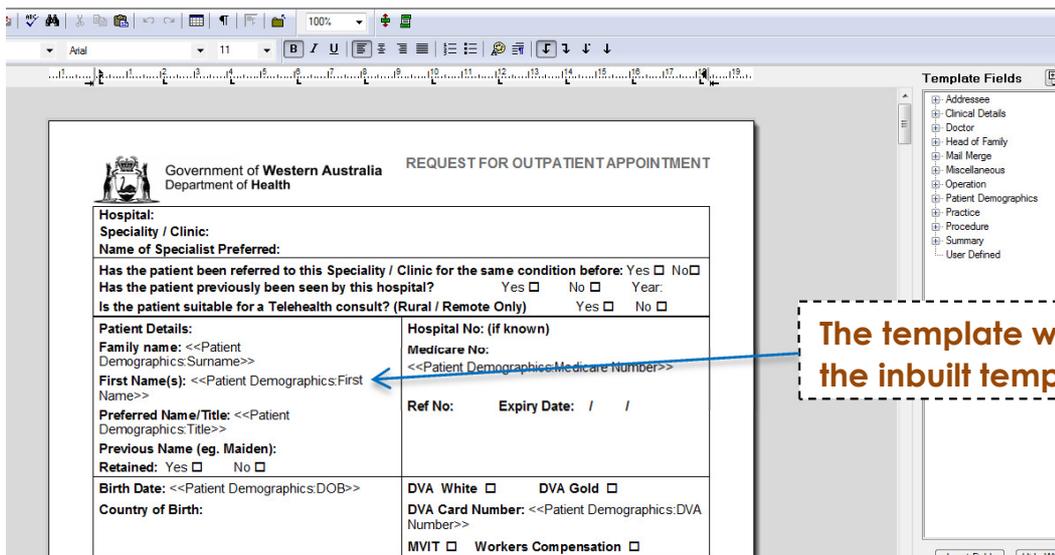


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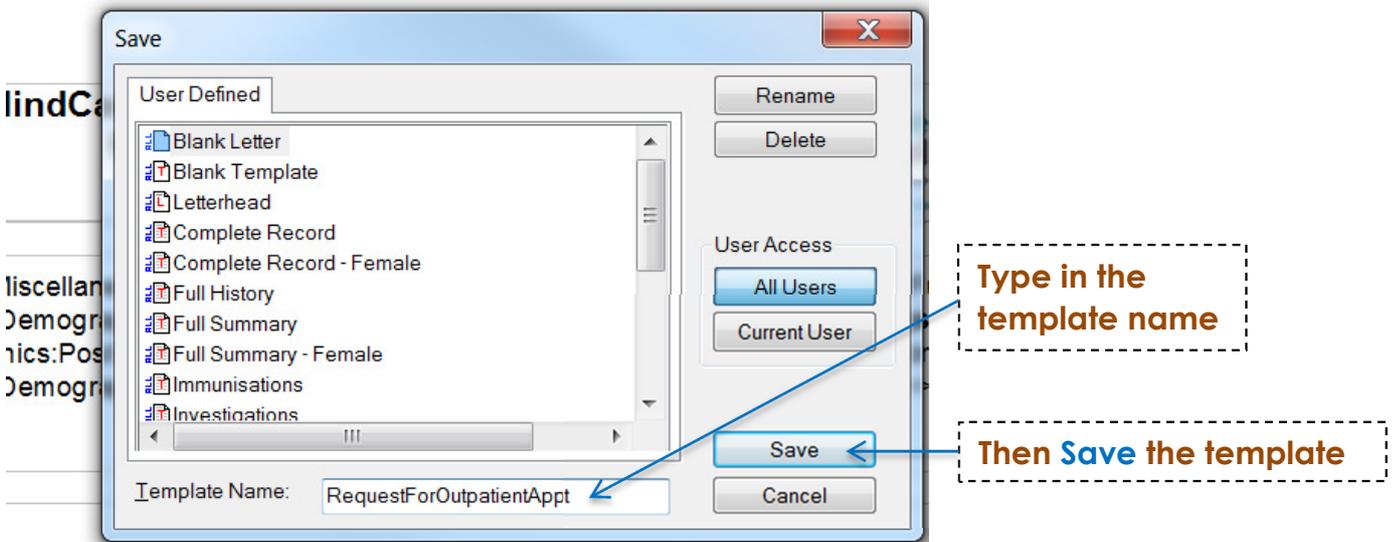
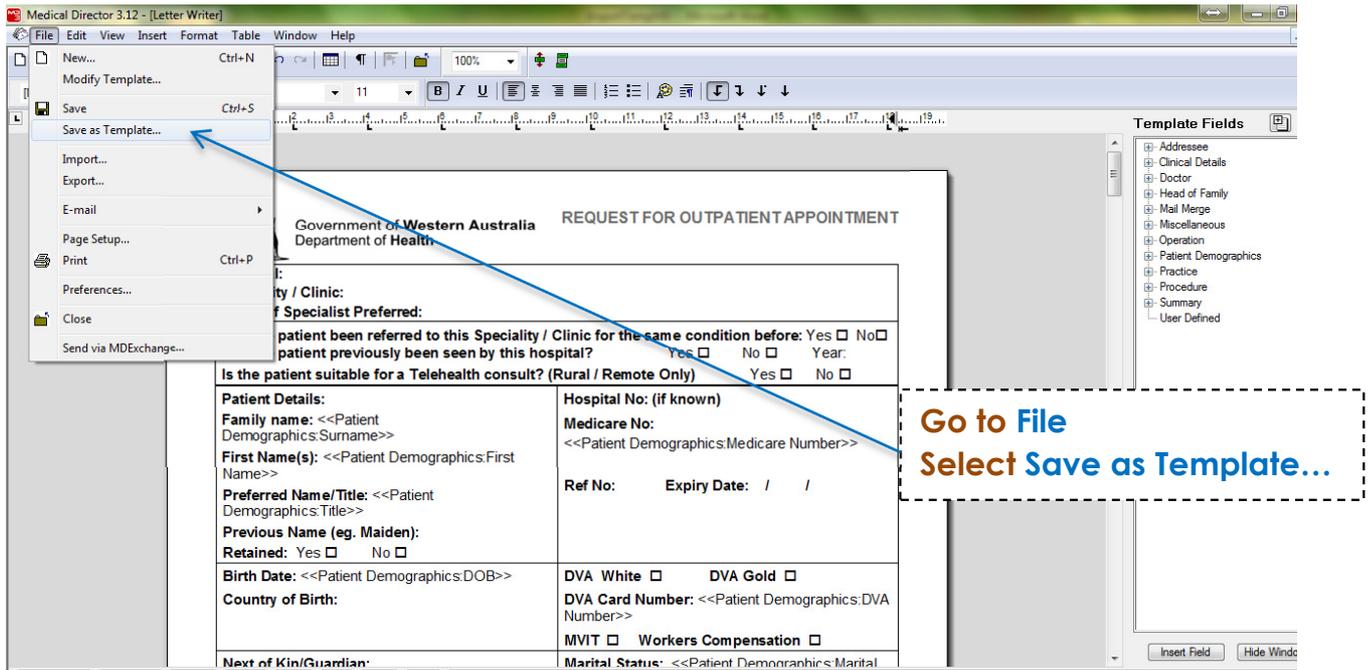
Go to the **Desktop** and locate the template

Click on it then press **Open**



The template will display with the inbuilt template fields

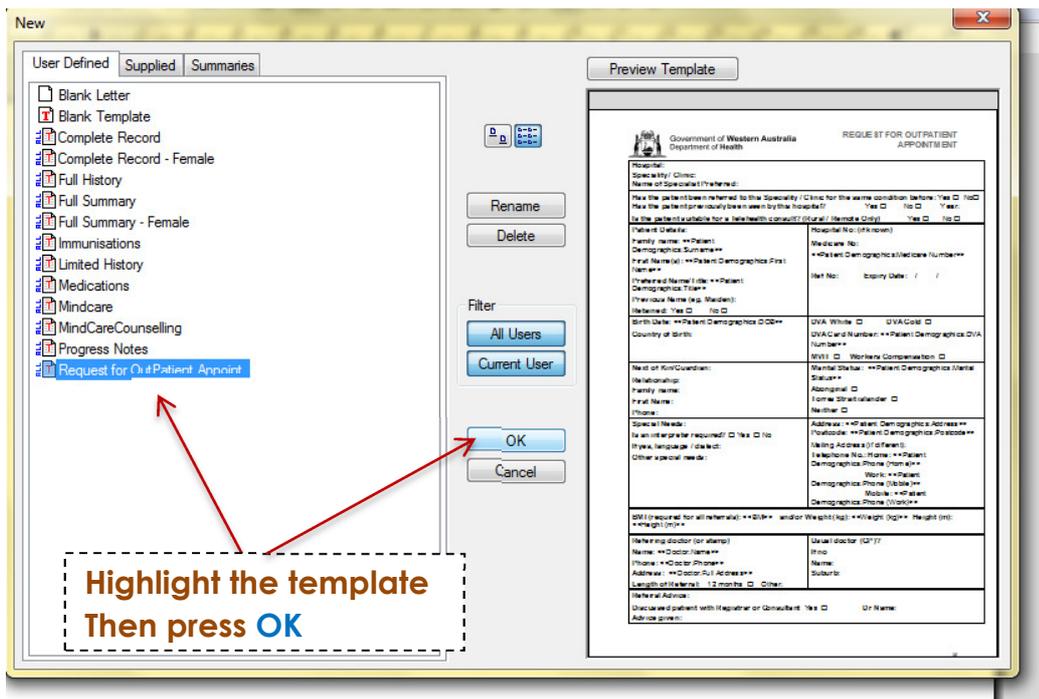
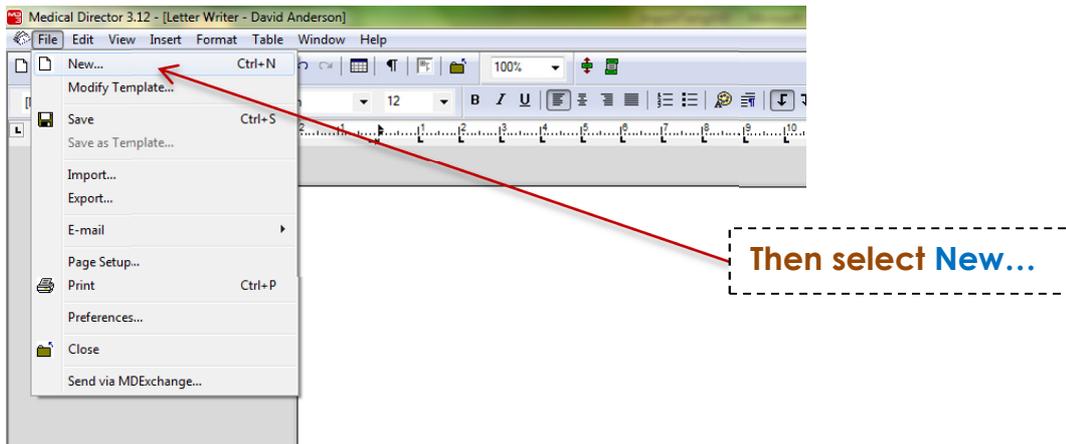
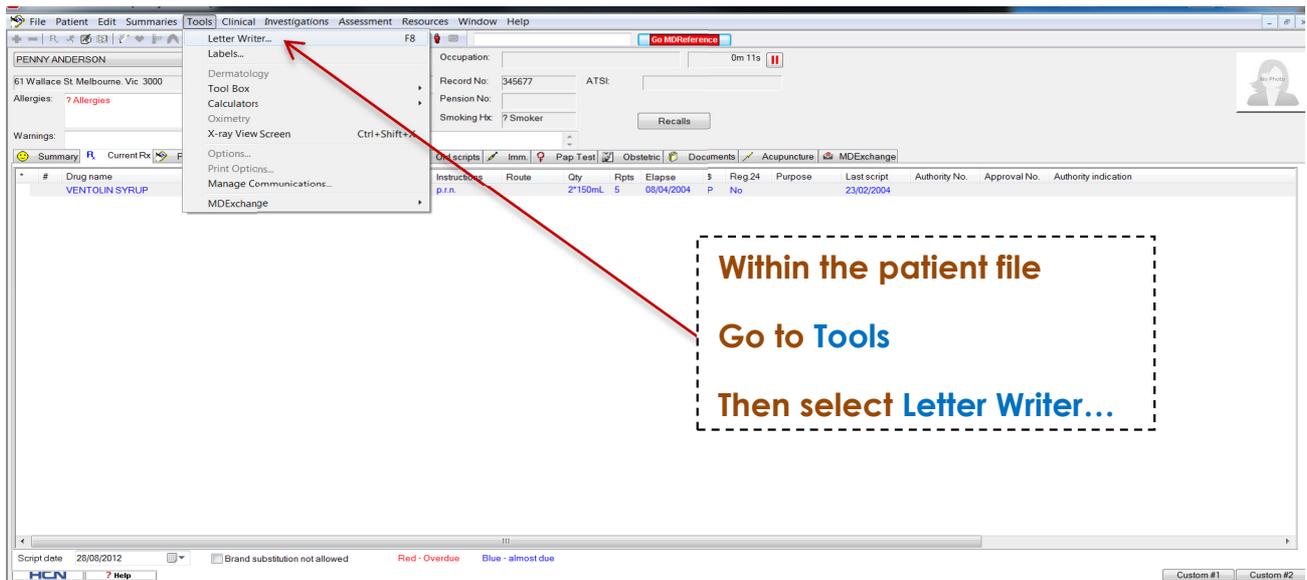
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The template has now been imported into Medical Director

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Part 3: How to use a template within Medical Director



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The screenshot shows the 'Select medications to include' dialog box with the following checked items:

- AROPAX Tablet (Paroxetine Hydrochloride)
- CELESTONE-M Cream (Betamethasone Valerate)
- IMIGRAN Tablet (Sumatriptan Succinate)
- ORUDIS SR SR Capsule (Ketoprofen)
- POLY-TEARS Eye Drops (Hyromellose/Dextran 70)

The 'User Defined Fields' dialog box is also visible, with the following fields:

- BMI:
- Weight (kg):
- Height (m):

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

The form is titled 'REQUEST FOR OUTPATIENT APPOINTMENT' and includes the following pre-populated information:

- Hospital: St. John of God, Murdoch
- Speciality / Clinic: Neurology
- Name of Specialist Preferred: Dr. Who
- Has the patient been referred to this Speciality / Clinic for the same condition before: Yes No
- Has the patient previously been seen by this hospital? Yes No
- Is the patient suitable for a Telehealth consult? (Rural / Remote Only) Yes No
- Patient Details:
 - Family name: Anderson
 - First Name(s): David
 - Preferred Name/Title: Mr
 - Previous Name (eg. Maiden):
 - Retained: Yes No
 - Birth Date: 4/1/1955
 - Country of Birth:
- Hospital No: (if known)
- Medicare No: 4133 40027 1 / 5
- Ref No: Expiry Date: / /
- DVA White DVA Gold
- DVA Card Number:
- MVIT Workers Compensation
- Marital Status: Unknown
- Aboriginal
- Torres Strait islander
- Neither

The template will pre-populate with specific clinical information
Type directly into the incomplete fields
Then **Print** and/or **Save** the document

The screenshot shows the patient interface for 'DAVID ANDERSON'. The appointment form is visible in the 'Notes' section, indicating it has been successfully stored within the patient's record.

The template/letter is stored within the patient notes