

Referral Template Installation Guide

Medical Director

To install new templates:

1. Open Medical Director and then Tools > Letter Writer
2. File menu > select Modify Template > select Blank Template and click Open
3. File menu > select Import – locate downloaded template and click Open
4. File menu > select Save As Template, click “All Users” – type in template name and click Save

Best Practice

To install new templates:

1. Open Best Practice and then open Word Processor
2. Templates > Import > locate downloaded template and click Open
3. File > Save As > type in template name, tick “Available to all users” box and click Save

Zedmed

To install new templates:

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