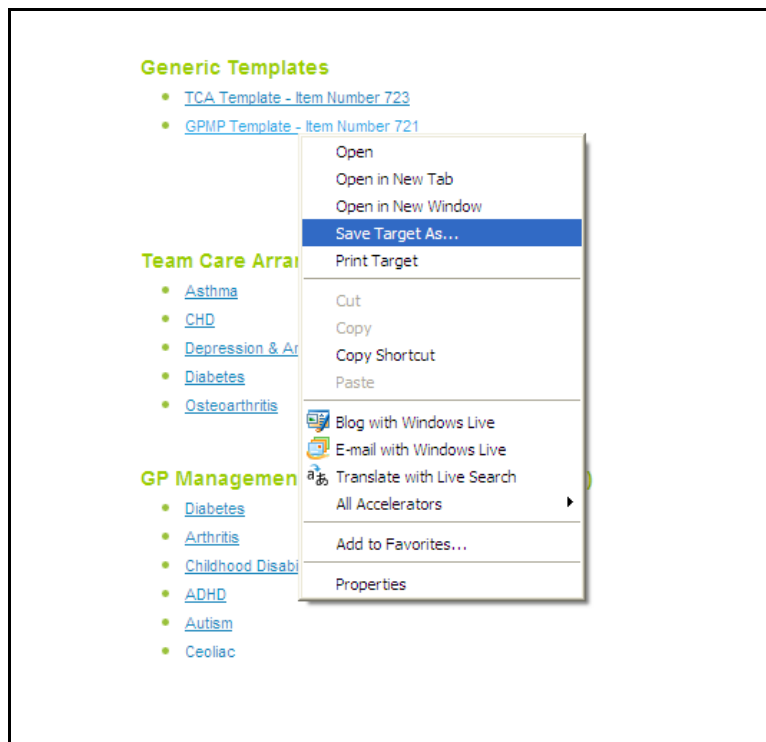


## Instructions for Importing templates in your Medical software

Downloading from the Brisbane South Division website ([www.brisbanesouth.com.au](http://www.brisbanesouth.com.au))

1. Right click on link and select Save Target As...



2. Select a location on your hard drive (which you can find later, such as the desktop) and save the .rtf file.

## Import instructions for Medical Director 2/3

1. Open Medical Director and then Letter Writer either from within a patient's file, or the Main Menu (**Tools > Letter Writer**).
2. When in **Letter Writer**, select **File > Modify Template > Select Blank template & Open**
3. **File > Select Import** - locate downloaded file and click on **Open**
4. **File > Select Save as template** - type an appropriate template name and select **User Access (All users or Current User** - depending on who will have access) and **Save**.
5. The template will now appear in the **User defined** tab, in **New Templates**.

## Import instructions for Best Practice

1. Open a **New Letter** and from **Templates** menu select **Import templates**
2. Locate downloaded file and **open**
3. From **File** menu select **Save as**. Type in an appropriate template name and click on **Save**

## How to Download Templates into Genie Software

### Downloading the template

1. Right click on the link and select **Save Target As**. Save it to your desktop.
2. If the file is zipped (compressed) and needs to be unzipped, double click the zip folder and select **extract**, choose your desktop and click **extract**).
3. Save the target on your desktop again and Save the template (.4WT) in an appropriate folder on the hard drive.

### Importing the template

4. Open Genie and go to a Patient File.
5. Open a new Template by clicking on the **Create or print a merged letter template button (Shift-Ctrl-T)**.
6. Delete the text so the page is blank (This step is no longer relevant in the current version of Genie - 7.4.1)
7. In the **Letter Templates** dialogue box click on **Add Template**. This creates a new blank template
8. Select **File, Open** and select the template from where you saved it.
9. Select **Open**. The template should appear.
10. Enter an appropriate name for the template in the "Title" text box at the top of the window (by default it says "Untitled")
11. Click on the **Save changes to template** button
12. On the **Confirm dialogue box** click on **Save**
13. Close the **4D Write Area** by clicking on **Close**

**When you select Save, the current patient details should be imported.**

## Import instructions for Practix

To download a template from our website, the downloaded template must be in a Word (.doc) format on your desktop. Word (.doc) has mail merge fields to populate the template from your clinical data.

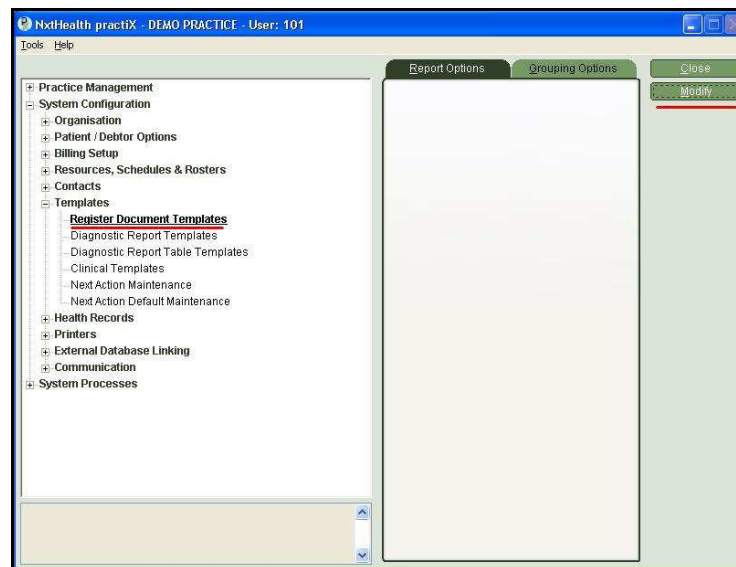
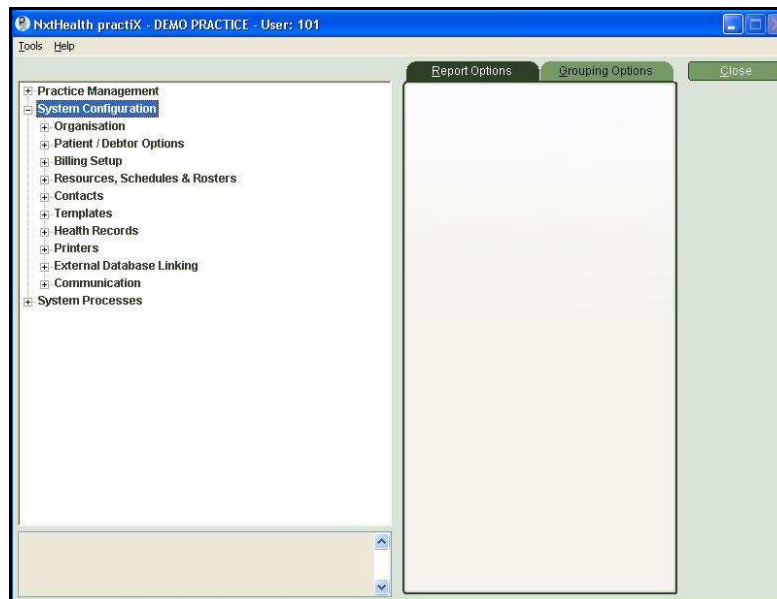
Find the template on our web page ([www.brisbanesouth.com.au](http://www.brisbanesouth.com.au))

1. Click on the template link
2. Select the **save** option
3. Save the template to your desktop (or somewhere later able to be retrieved)

### Importing a Mail Merge template

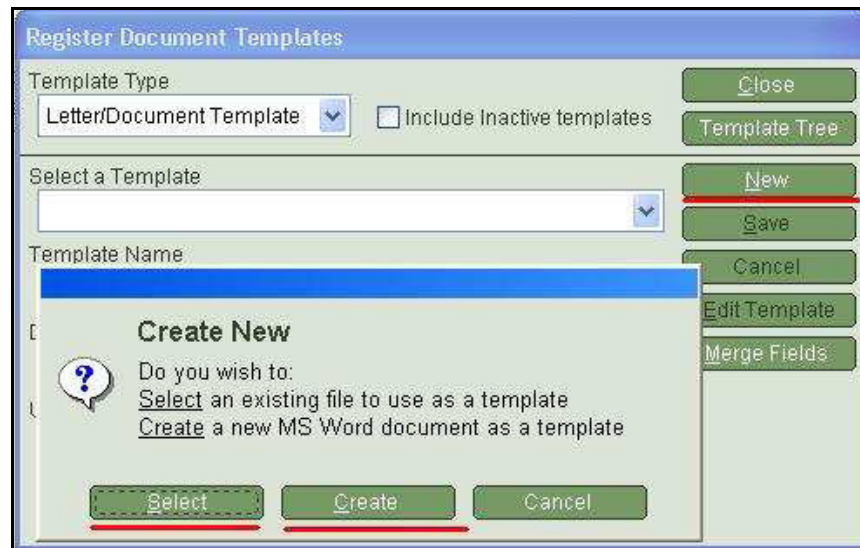
From the Practix main menu

4. Click **Administration**
5. Double Click **System Configuration**



5. Double Click **Templates**
6. Double click **Register Document Templates**.
7. Select **Letter/Document** in the Template Type box

8. Click on the **New** button.
9. Click **Select**



10. Navigate to the downloaded template location from step 1
11. Double click on the template  
*(Word will open the template and if Word remains in full screen then minimise word)*
12. Type an appropriate template name
13. Click the **Referral Sent Box**
14. Click **Save**
15. Click **close**

### **TIPS**

- Do not open .rtf documents in Microsoft WORD as this will “kill” the fields and render them unusable. Only ‘save’ without opening.
- .Pdf templates do not work in Medical Director
- .Doc templates do not work in Medical Director
- Templates can be modified once imported into clinical software, and can be cut and paste from one template to another – the fields will remain intact.