

Importing SA Heart referral template into Medical Director

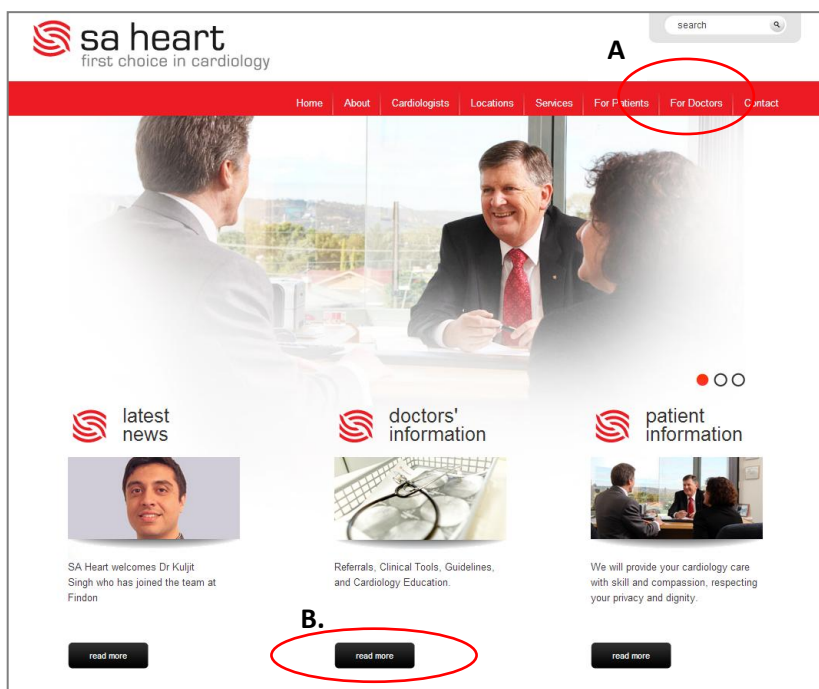
Templates are usually in the form of a .rtf (Rich Text File) file and must be downloaded using Internet Explorer. Google Chrome is not suitable for downloading this template.

Templates must not be opened except in Medical Director. Opening the file in 'Word' or similar following download will corrupt the template.

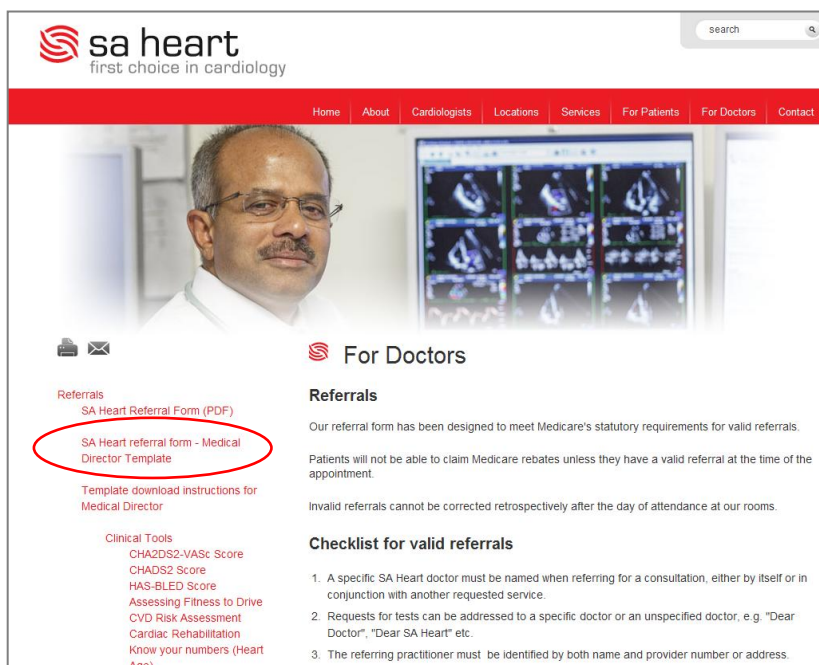
Downloading the template using Internet Explorer

1. Open the website www.saheart.com.au
2. To navigate to the download file click on either:

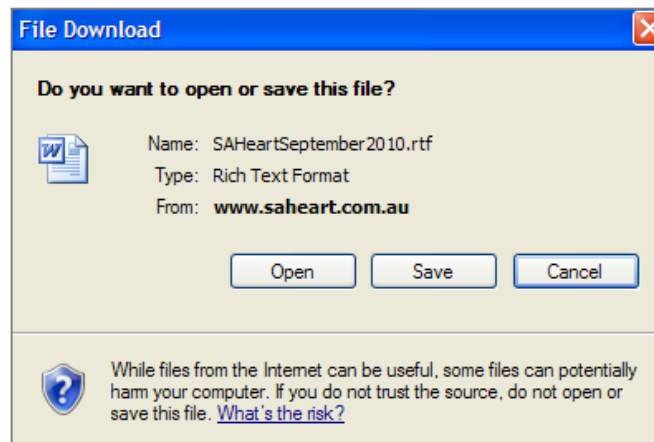
- A. For Doctors or
- B. Read more as shown below.



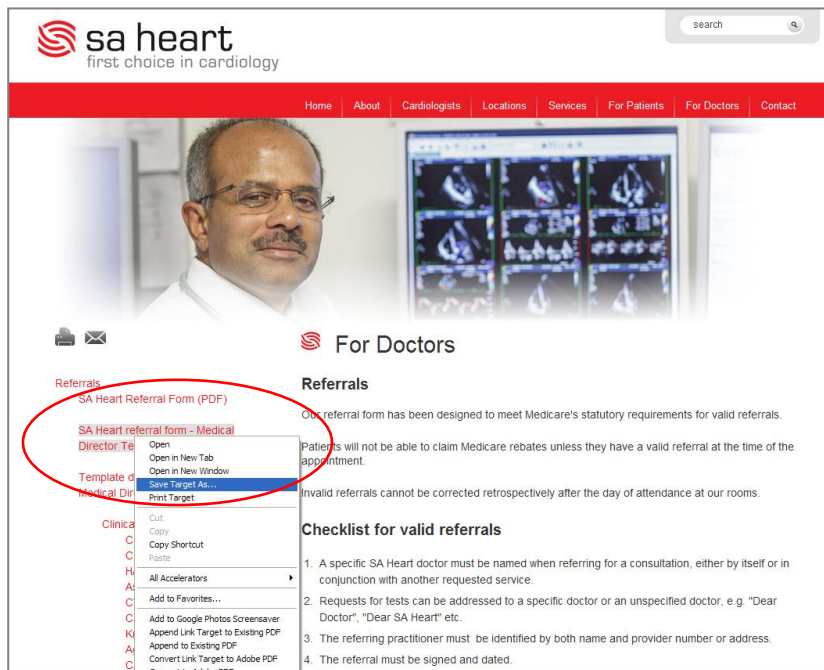
3. Click on link 'SA Heart Referral Template – Medical Director' as shown below.



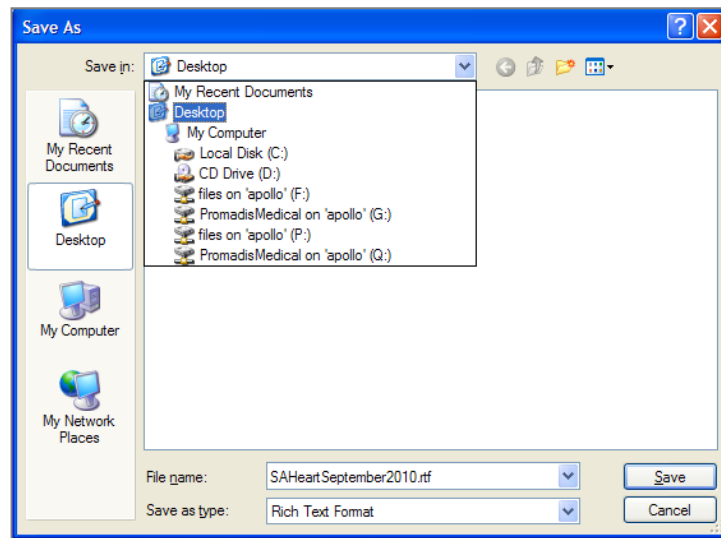
4. A 'File download' window will open, Click on the 'Save' button.



5. If the template opens in a new window instead of the file download window appearing, you need to close the new browser window and then right mouse click on the link and click (left mouse click) on 'Save Target As'.



6. Click on the drop down box 'Save in:' and select 'My Documents' or another location such as 'Desktop'. Then, in the 'File name:' field, type the name of the template (e.g., SA Heart referral) and click the 'Save' button. You will need the location and file name for importing the template into Medical Director.

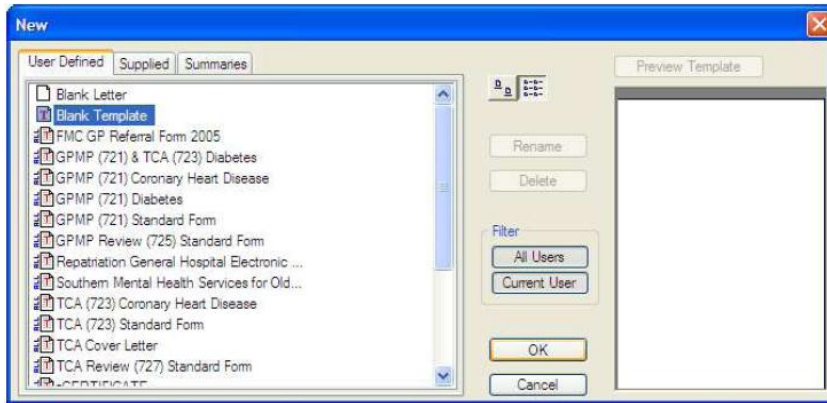


Importing the template into Medical Director

1. Open and login to Medical Director, close the 'Select patient from list' window. If already logged into Medical Director, close all open windows. Click on 'Tools' in the menu, and then on 'Letter Writer'.

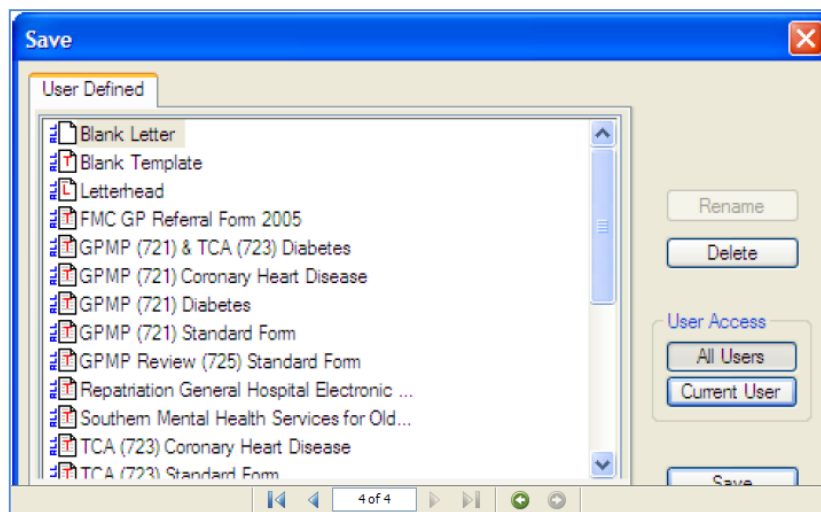


2. Click on 'File' in the menu, and then on 'New'. Select 'Blank Template' and click the OK button.



3. Click on 'File' in the menu, and then on 'Import'. Click on the drop down box 'Look in' and navigate to the location where the template was saved from the website. Double click on the file name. The template should be displayed. To check the template is working properly, click on one of the data fields (identified by the << >> brackets) and it should become highlighted in grey.

4. To save the template, click on 'File' in the menu and then on 'Save as Template'. In the 'Template Name' field, enter the name you want the template saved as, e.g, 'SA Heart referral form', and then click the 'Save' button.



5. Click on 'File' in the menu and then on 'Close'.

The new template should now be available in letter writer.