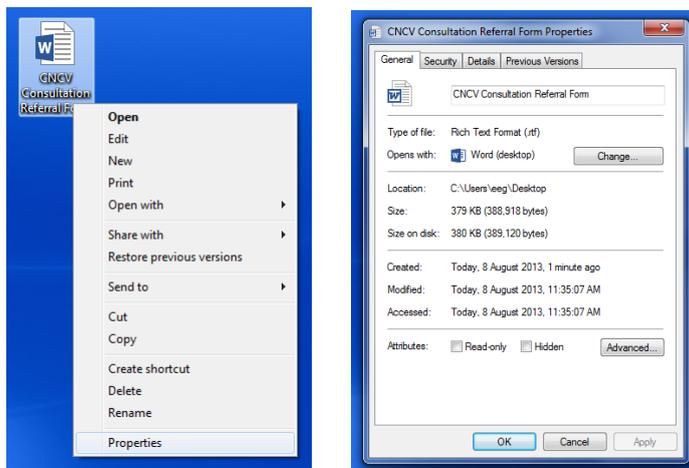


## HOW TO IMPORT A REFERRAL TEMPLATE INTO BEST PRACTICE

*We understand that General Practitioners are busy and that paperwork is often time consuming. So, to assist GPs with the referral process we have made available electronic referral templates which can be easily uploaded directly to most General Practice medical software programs.*

1. Save the referral template (.rtf) to a known, accessible location on your computer, for example your desktop
  - **IMPORTANT: DO NOT OPEN THE TEMPLATE BEFORE IMPORTING IT.** This will corrupt the file and result in blank fields.
2. Without opening the file, right click on the template and select Properties. Check that the "Read Only" box is not selected. If it is, simply click on the check box to remove the tick.

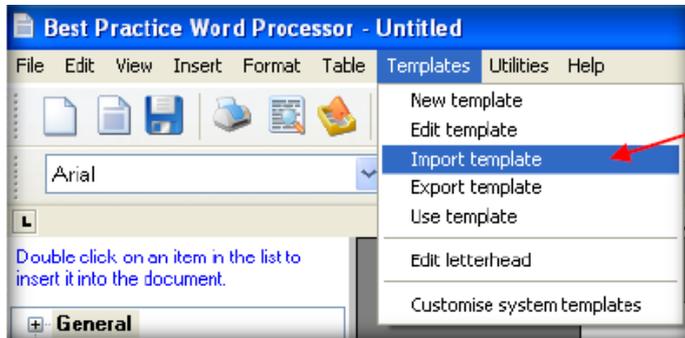
Once complete, click "OK" to escape from this screen



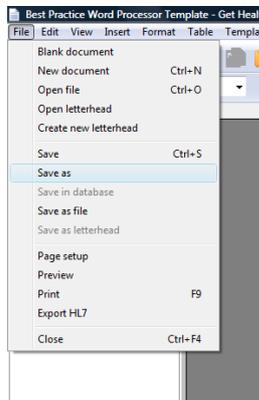
3. Open Best Practice as usual
4. Open the New letter from the Best Practice main menu by selecting the F4 key, clicking the icon that looks like a piece of paper or selecting Utilities > Word processor from the menu.



- Select Templates > Import Template. Browse to the directory that you have saved the .RTF template into. Select the file name to be imported and press the Open icon.



- The template will now appear in the Word processor.
- Save the template from File menu select Save as. Type in an appropriate Template name and click on Save.
  - Please Note: Ensure you have selected the 'Available to all users' check box to allow other users to have access to the template if required.



- This template should now be available with all the Word Processor Templates.

*Please note: The layout can become altered when importing template documents into computer software. You may have to make minor changes to the formatting of this template. If the Best Practice software is not automatically importing the data fields we recommend editing the template and re-entering the medical software coding. You can also add electronic check boxes in the appropriate areas, for added convenience. Specialist support teams are usually able to assist with any specific questions you may have related to importing referral templates.*

*If you have any queries please contact our Business Development Manager, Peirra Logan on 9379 4545*