

## **Summary Sheet**

## Importing templates

Follow these instructions when importing a template from another source eg a referral or health assessment template:

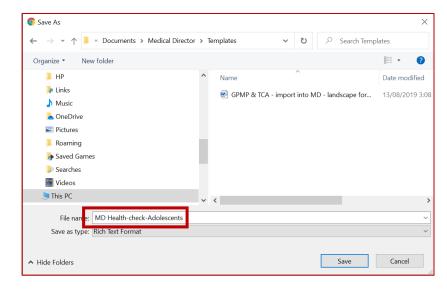
1. Right Click on the template and select **'Save link as'** or **'Save target as'.** 

*Note:* The template must be in rich text format (.RTF) or word format – not pdf.

2. **Name the file** and **Save** it to a drive / folder on your computer/desktop.

*Important: Do not then double-click on this file from your computer as this will open it in Word and corrupt the fields.* 

Open link in new tab	
Open link in new window	
Open link in incognito window	
Save link as	
Copy link address	
Open image in new tab	
Save image as	
Copy image	
Copy image address	
Search Google for image	
Inspect	Ctrl+Shift+I



3. Open LetterWriter in MedicalDirector Clinical (Tools > LetterWriter or press F8)

4. Select **File > Modify Template > Blank Template > Open** (this is the blank template on which you will import the one you have saved).

			Modify	
Š.	MedicalDirector Clinical 3.16 - [Letter Writer]	1	User Defined Supplied Summaries	Pre <u>v</u> jew Template
	File Edit View Insert Format Table			Dear
	New Ctrl+N	2	Blank Letter	
	Modify Template		Connect to Wellbeing Referral Form v1	
	Save Ctrl+S	oman	FORBES Specialist Letter	Rename
	Save as Template		GPMP & TCA (721 & 723)	Delete
	Import		Moving Practice Location	
	Export		Specialist Referral Letter	Fiter
	E-mail >		SUES TEST	Al Users
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<b>a</b>	Close			
	Send via MDExchange			
r	y			Open
			L	



Summary sheets are designed to supplement Train IT Medical training. Contact us today: enquiries@trainitmedical.com.au <u>www.trainitmedical.com.au</u>



- 5. Select File > Import and navigate to where you saved the imported template eg. Desktop
- 6. Select the template (.RTF file) from the list and select **Open.**
- 7. Modify your template (if necessary).
- 8. Select File > Save as Template and name your template. Save

	MedicalDirector Clinical 3.16	-	Save		>
0	File Edit View Insert New Modify Template	Ctrl+N	User Defined Search Templates:	Clear	Template Access
	Save Save as Template Import Export	Ctrl+S	Blank Letter     Blank Template     Connect to Wellbeing Referral Form v1     OrnBES Specialist Letter     GPMP & TCA (721 & 723)	^	Accessible to all users
8	E-mail Page Setup Print	> Ctrl+P	Im GPMP / TCA Review COVID-19 MD Im Moving Practice Location Im Referral - Obstetric & Gynae Im Specialist Referral Letter		
<b>2</b>	Preferences Close Send via MDExchange		Implate Name	¥	Save <u>C</u> ancel

8. Your template will then be accessible in the 'User Defined' templates tab.

New		×
User Defined Supplied Summaries e-Health		Preview Template
Search Templates: Clear		
Blank Letter	<u>D</u>	Aboriginal and Torres Strait Islander health check – Adolescents and young people (12–24 years)
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an Connect to Weilbeing Referrar Point V1	Rename	A good he atth check: - Is useful to be patient
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Practice Education		<ul> <li>Inclusion a plan for bilowap of identifiedhealth needs, priorities and goals.</li> <li>Disclaimer "This is an easy plant the back ten plant their bid des recommended consistement and is interined to use as a general plaid only lived th decision back ten to only alread that do not fold according to their is relevant to individual publicational and only their the decision back ten to only alread that do not fold according tensors of where is individual publicational plaid only in the decision of the decision of the decision of the decision of the is relevant to individual publicational decisions are already and the decision of the decision of the decision of the is relevant to individual publication decisions are already and the decision of the decision of</li></ul>
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