

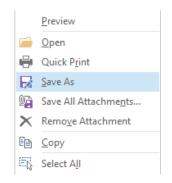
## IMPORTING A TEMPLATE INTO MEDICAL DIRECTOR

## **NOTE:** PLEASE DO NOT OPEN THE DOCUMENT IN WORD AS THIS MAY CORRUPT ANY TEMPLATE FIELDS.

If downloading from a website or email select 'Save as' rather than opening the document and saving.

## Importing the template:

1) Right click on the document and select **Save As**.



2) Select a location to save the template (e.g. Desktop) then press **Save**.

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## Do not open the document as this will cause issues with the template fields and formatting



PCCS acknowledges financial and other support from the Australian Government Department of Health Primary & Community Care Services, Ltd (ABN 92 154 673 793)

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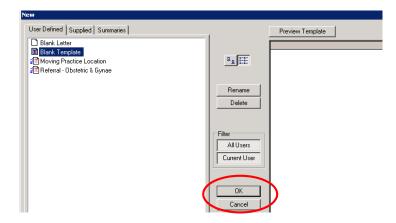
3) Open Medical Director. Go to Tools and select the Letter Writer.

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4) Go to File and select New.

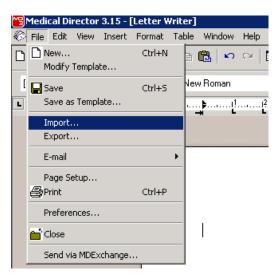
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5) Choose **Blank Template** then press **Ok**.





6) Go to File and select Import.



7) Locate the template from your desktop (or other location), **click** on the file and press **Open** (The template will display with the inbuilt fields)



8) The template will now open in a new screen. Go to File and select Save as Template.

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9) Type in the **Template Name** and click **Save**.

Save	×
User Defined	Rename
Moving Practice Location	Delete
	User Access All Users Current User
Iemplate Name: Social Prescribing Referral Form	Save

The template has now been imported into Medical Director.



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