

How To Import and Use Templates Within Medical Director Software

Please note there are three parts to these instructions. Part 1 and 2 are only required for a first time import of the template.

Once the template has been imported only Part 3 is required, 'How to use a template within a patient record'

Part 1 – How to import a template from a website

Part 2 – How to import a template into Medical Director

Part 3 – How to use a template within a patient record

Part 1: How to import a template from a website

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This service is available to patients who have a Medicare card and wish to attend Swan Kaiamunt Hospital as a medical outpatient. Patient can choose to be seen as a privately referred patient or have any out-of-pocket expenses.

Participating specialists, working in a private capacity, provide patients with access to a wide range of professional services in the hospital's outpatient department. Additionally, this service provides the referring GP with the option of choosing a particular specialist for their patient.

Please note that both referral forms below must be completed:

- [Patient Consent Referral Form](#)
- [Patient Information & GP Referral Letter Form](#)

Additional information:

- Referral pathways flowchart: [SKDH Referral Pathways Flowchart](#)
- Patient information letter (explaining service): [Patient Information Leaflet](#)

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From the website download the required template

Windows Internet Explorer

What do you want to do with Patient-Consent-Referral-Form.doc?

Type: Microsoft Word 97 - 2003
From: pcemml.org.au

Open
The file won't be saved automatically.

Save

Save as

Cancel

When prompted select Save as

Save As

Desktop

Organize New folder

File name: OutPatientAppt.rtf

Save as type: Microsoft Word 97 - 2003 Document

Save Cancel

Select a location to save the template to e.g. Desktop
Then press Save

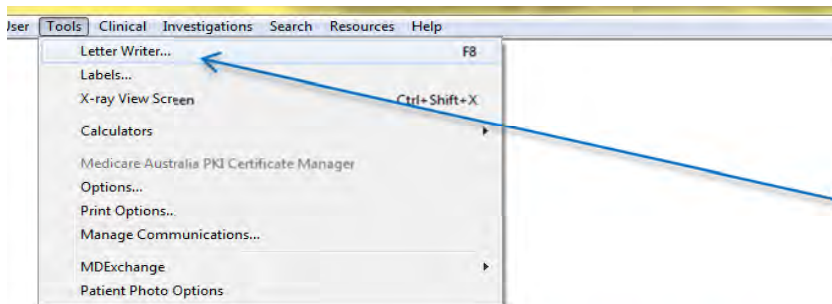
The template has now been downloaded from the website and is saved to the desktop.

How To Import and Use Templates Within Medical Director Software

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

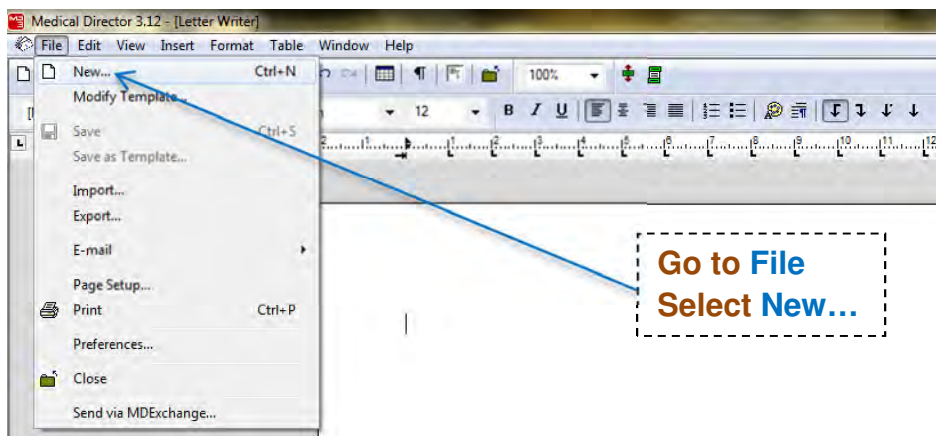
Part 2: How to Import the template into Medical Director

Open Medical Director



Go to Tools
Select Letter Writer...

This will open up the Letter Writer Tool/Interface

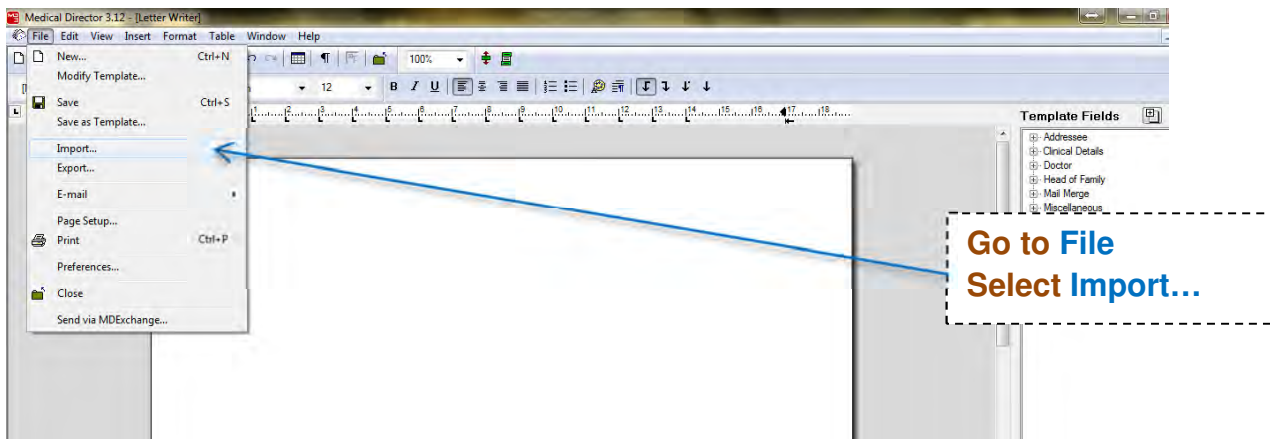
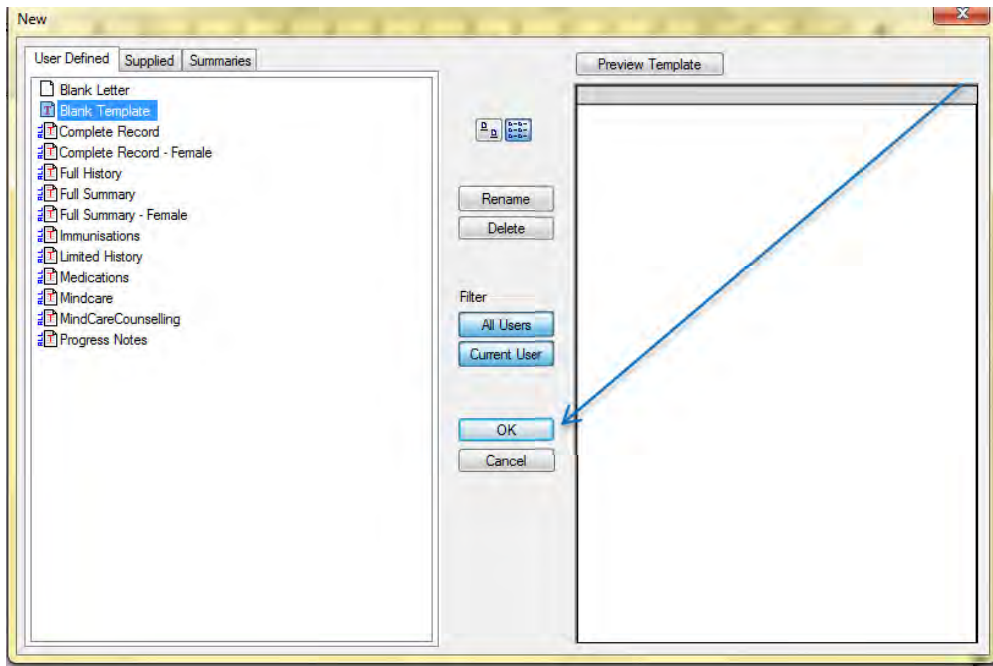


Go to File
Select New...

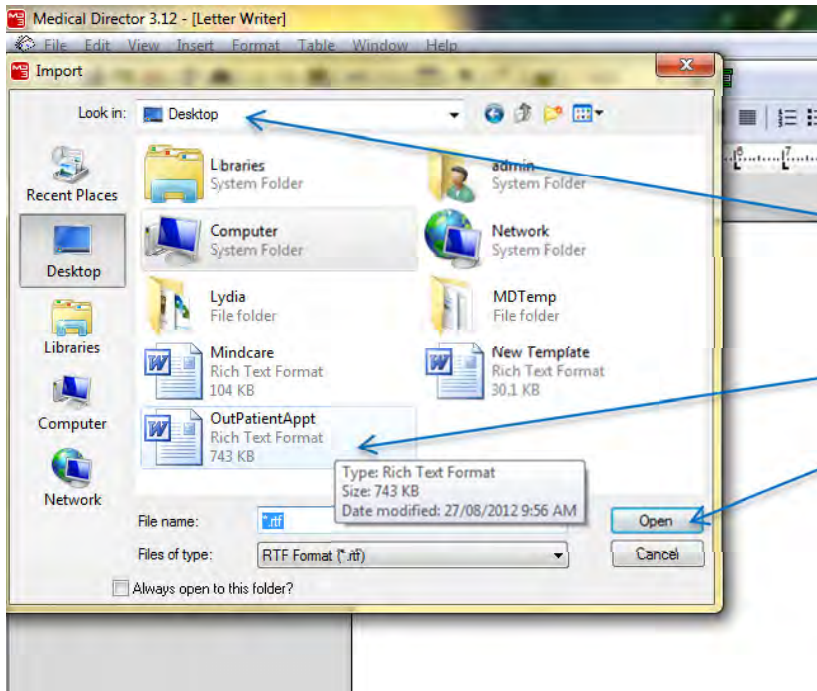
Select Blank Template

Then press OK

How To Import and Use Templates Within Medical Director Software

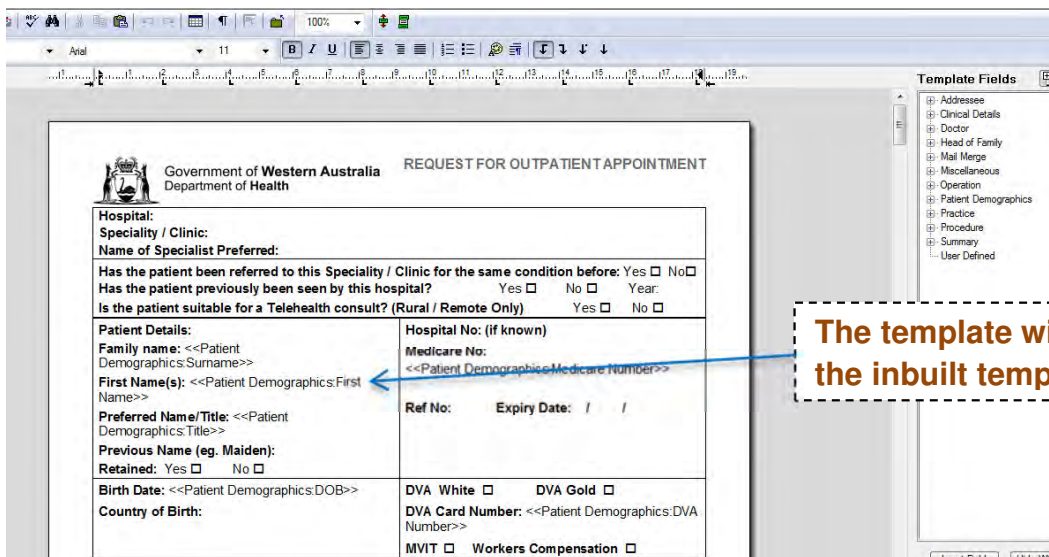


How To Import and Use Templates Within Medical Director Software



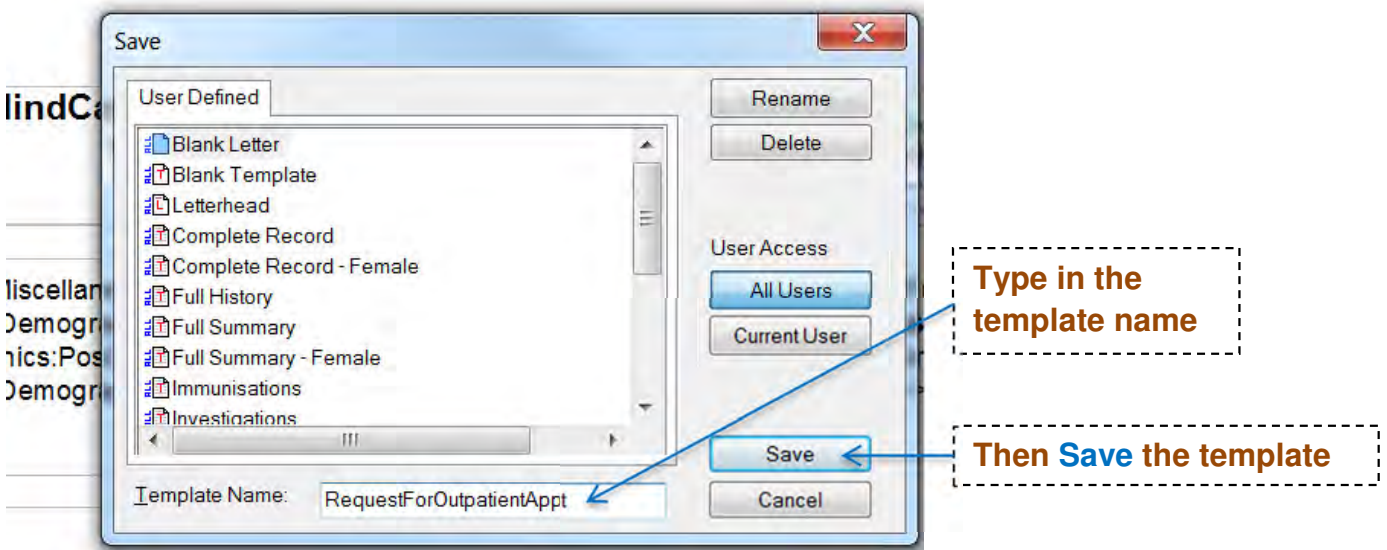
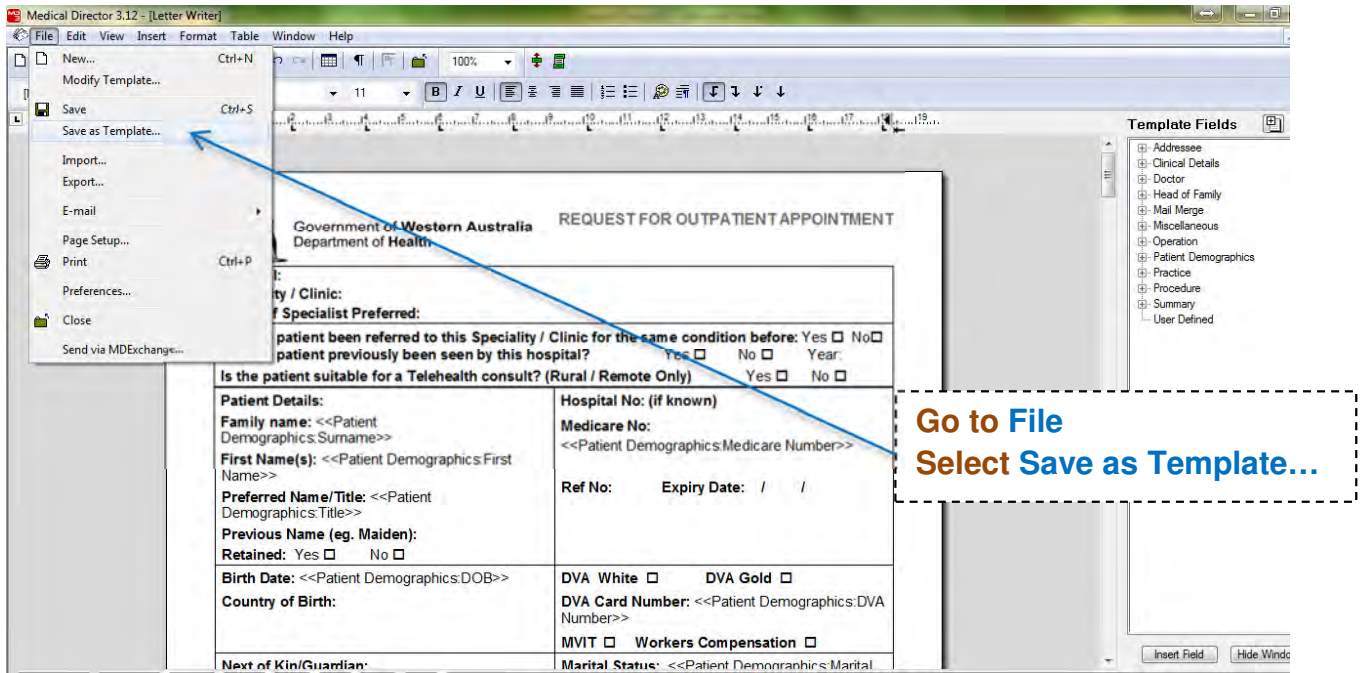
Go to the **Desktop** and locate the template

Click on it then press **Open**



The template will display with the inbuilt template fields

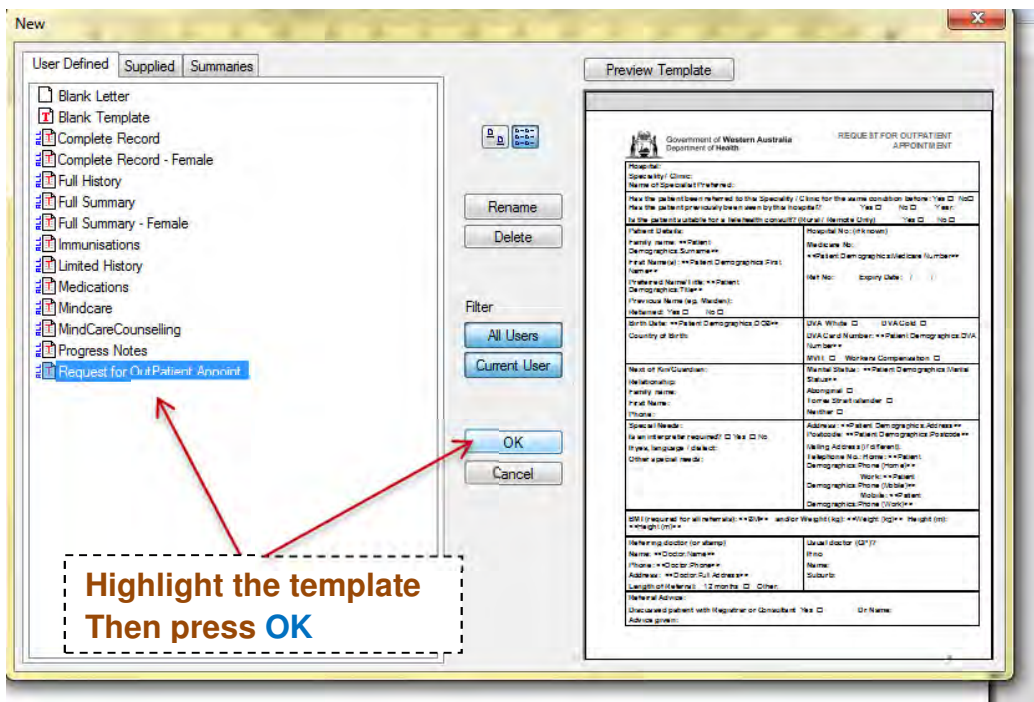
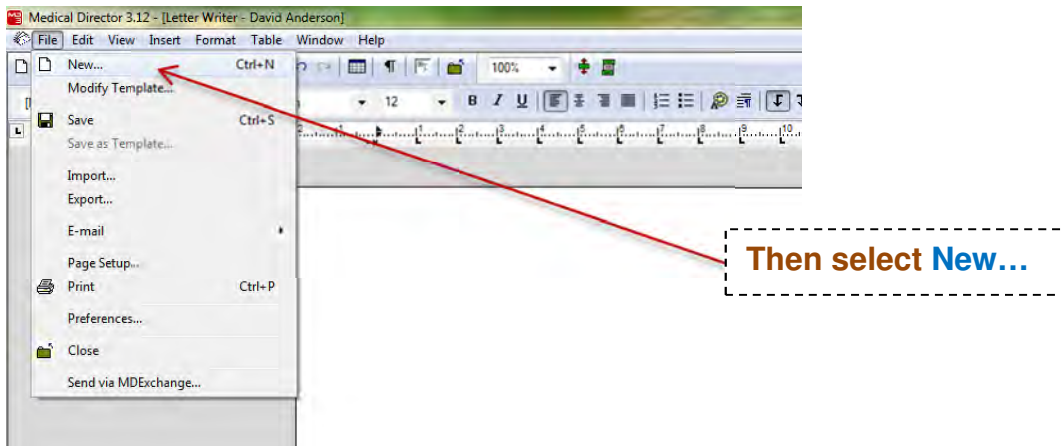
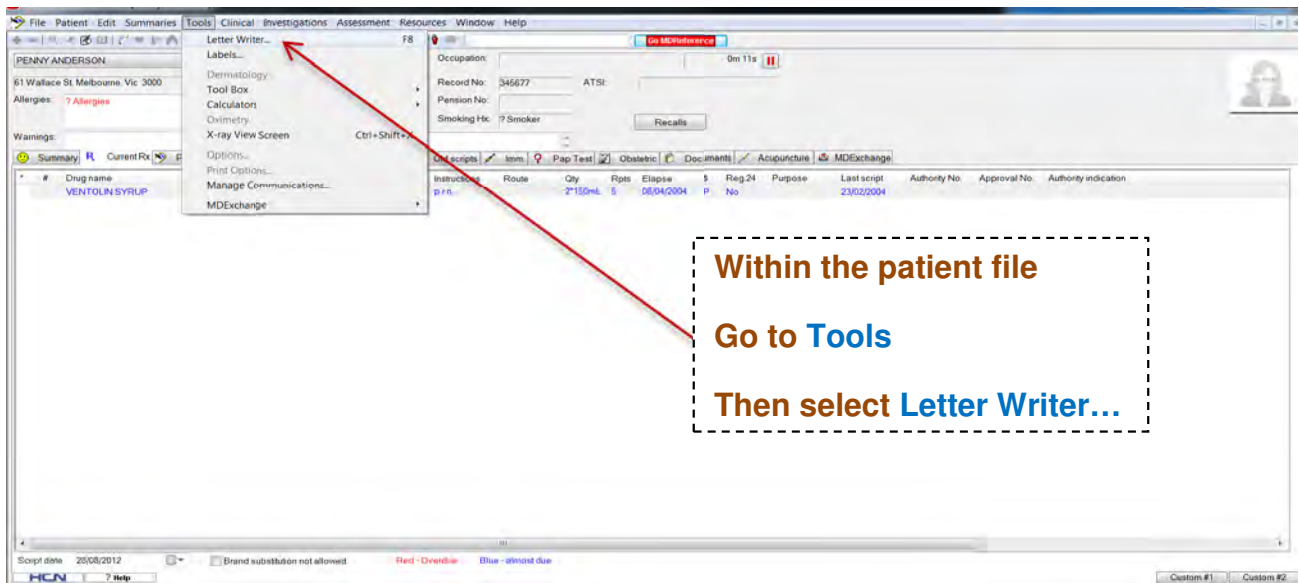
How To Import and Use Templates Within Medical Director Software



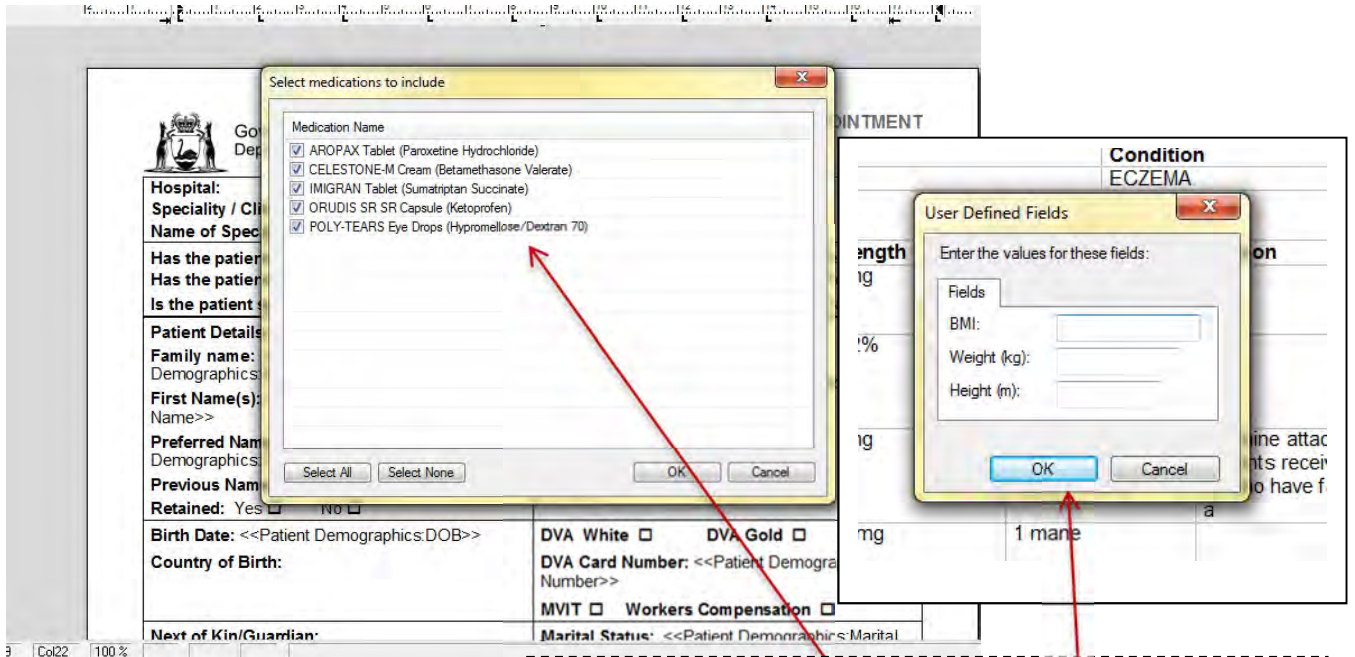
The template has now been imported into Medical Director

How To Import and Use Templates Within Medical Director Software

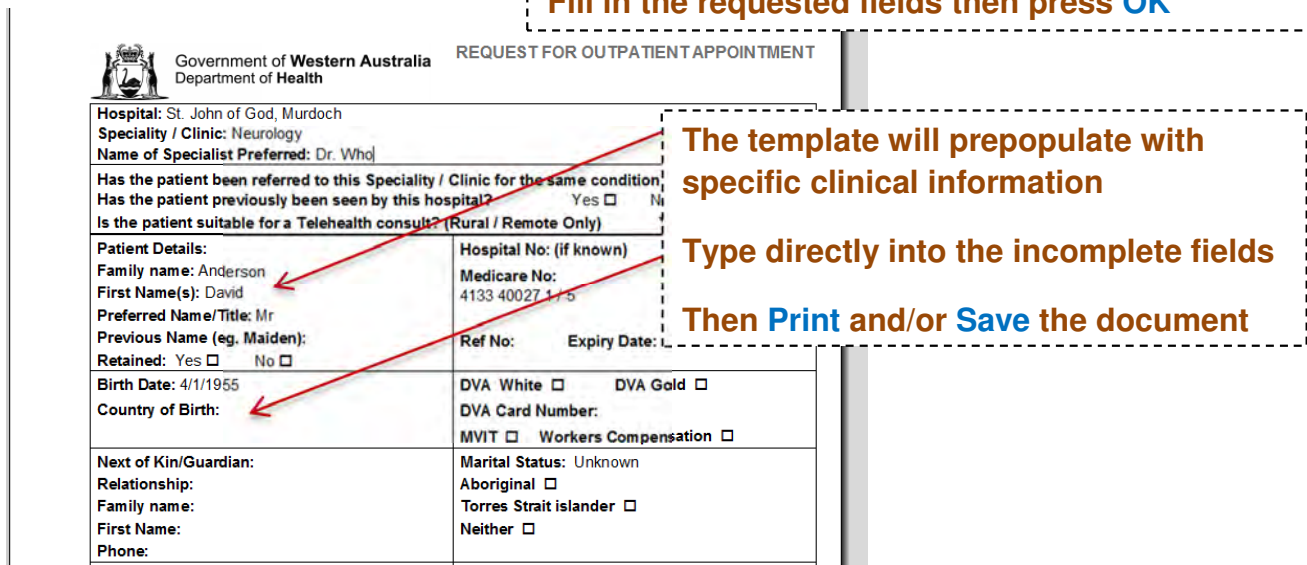
Part 3: How to use a template within Medical Director



How To Import and Use Templates Within Medical Director Software



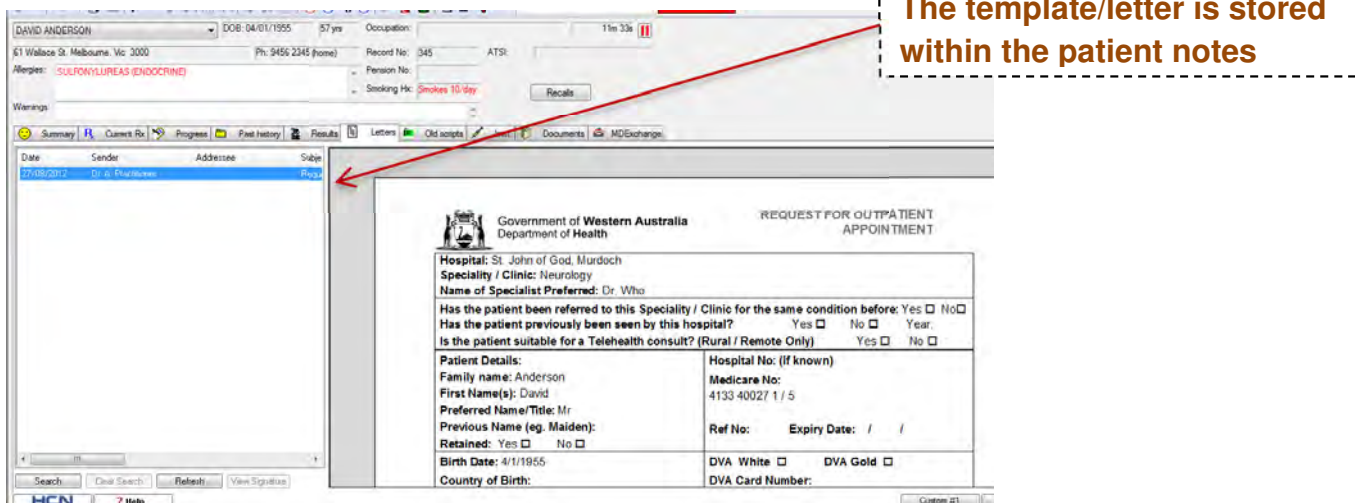
There will appear prompts that will require input.
Fill in the requested fields then press **OK**



The template will prepopulate with specific clinical information

Type directly into the incomplete fields

Then **Print** and/or **Save** the document



The template/letter is stored within the patient notes