

# IMPORTING TEMPLATES INTO MEDICAL DIRECTOR

1. Right mouse click on the template you wish to import from the list provided
  2. Click on 'save target as'
  3. Left click on the 'save in' drop down arrow and select 'desktop'
  4. Left click on the 'save' button
  5. A 'download completed' screen will appear – left click on the 'close' button
- Do not open this document before completing importing process as it will corrupt the medical software coding!**
6. Open Medical Director and (either in the main screen or through a patient file) select 'tools' then 'letter writer'
  7. Left click on 'file' then left click on 'modify template'
  8. Left click on 'blank template' then left click on 'open'
  9. Left click on 'file' then left click on 'import'
  10. Left click on the 'look in' drop down arrow and select 'desktop'
  11. Left click on the template that you saved on the desktop earlier and left click on 'open'
  12. Left click on 'file' then left click on 'save as template'
  13. Name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. BH Orthopaedic Outpatients, BH Diabetes Referral Centre
  14. Left click on 'save'
  15. You have successfully downloaded and imported the template and can now access it via the Medical Director Letter Writer
  16. Return to the desktop and delete document by a right click on document log and selecting delete

