Importing Templates into Medical Director

All templates for import need to be in the form of an .rtf (Rich Text File) it is of the upmost importance that you do not open the template before you import into your software as opening the template will break the automated links created within the document.

To import templates into your clinical software application requires you to complete the following steps.

- Right-mouse click on the **"File for Import"** and select **"Save As"** save the document in a location that is familiar to you and you can easily find/access again.
- Open your Medical Director clinical software, go to **"Tools"** and then **"Letter Writer"** alternatively you can click on the letter writer icon on the tool bar of Medical Director.
- You should now be in the letter writer section of Medical Director, select **"File"** and the select **"Modify Template"**.
- Select **"Blank Template"**.
- Click **"Open"**.
- You then need to select the file for import - to do this you will go to **"File"** and then select **"Import"**.
- This will then bring up a dialogue box, find where you have saved your template to be imported and either **"double click"** or press **"Open"** - this will import the template into Medical Director and will automatically open for you to view.
- Make any modifications that you need such as page layout etc.
- You will need to now save your template – you can do this by selecting **"File"** and then **"Save As".**
- Allocate a name to your new template, it is important to click on the box **"All Users"** if you need all of your staff members to be able to access the template.
- Then click **"Save"**

You have now successfully imported the template into your clinical software system.

If you require assistance with digital health please contact the Adelaide PHN Digital Health Team on 8219 5900 or digitalhealthinfo@adelaidephn.com.au

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