



Instructions for loading Referral Templates into Medical Director.

Important: Medical Director Templates cannot be opened in any other program other than Medical Director itself. If the template is opened in another program it will corrupt the links and you will be required to download the template again and delete the corrupt version.

1. Open Medical Director and login
2. Close the patient search screen and open the 'Tools' menu and click on 'Letter Writer' (Shortcut: F8)

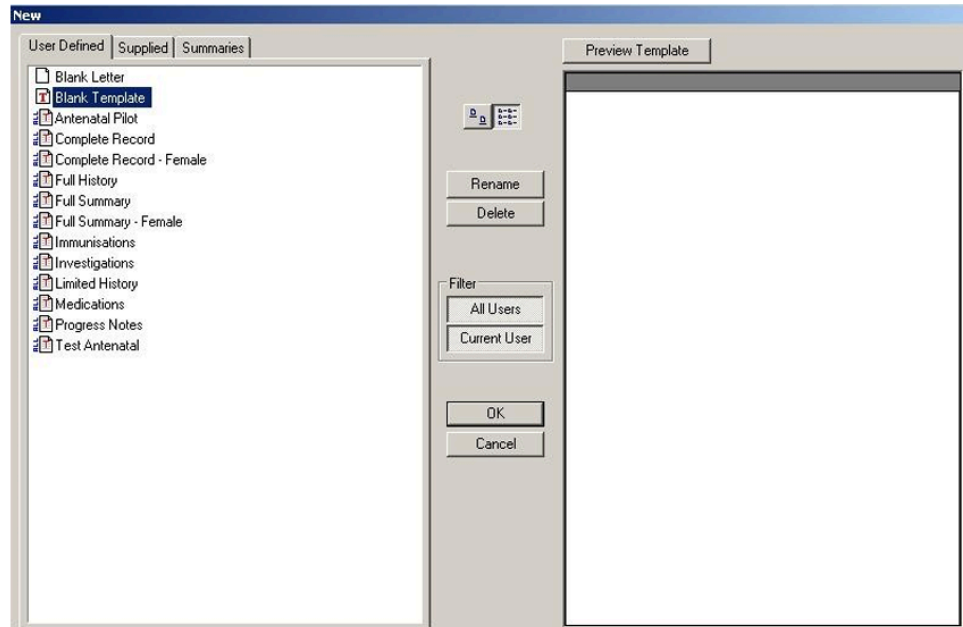


3. Click on the 'File' menu and select 'New' (Shortcut: Ctrl + N)

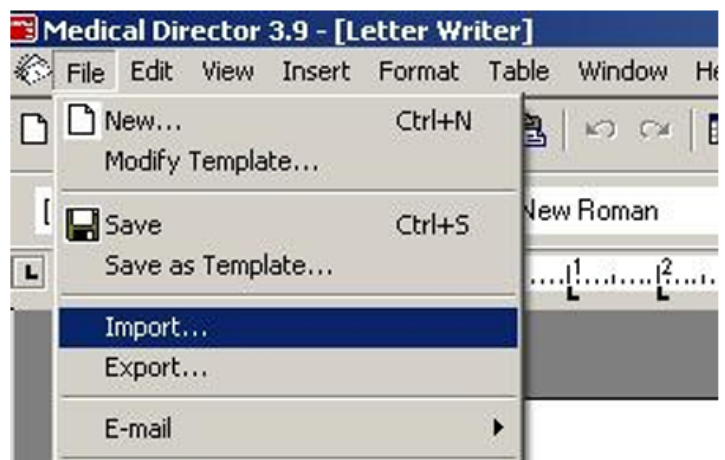




4. From the templates menu select 'Blank Template' and click the OK button



5. After the blank template has opened click on the 'File' menu and select 'Import', this will open the Import file window. Navigate to where the template was downloaded, select the AC-MD-Ref and click 'Open'



6. The template and all of its contents should now be visible. Open the 'File' Menu again and select 'Save as Template'. You can enter a name for your template here; once a name has been entered click save.

The template is now ready for use