Medical Director Importing Templates from Lifehouse Website

Open your Internet browser, and type in; http://www.mylifehouse.org.au/for-doctors/refer-a-patient/	Choose the referral template that best matches your requirement.
Once the desired template has been found for you practice management application;	Right mouse click on the icon to download the template. Right click the name and select ***Save target as…*** (in the Internet Explorer)

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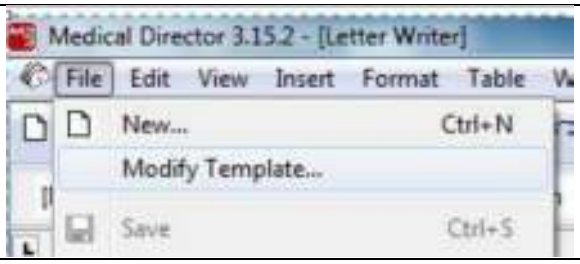
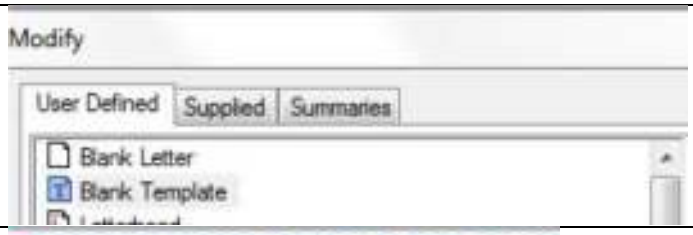
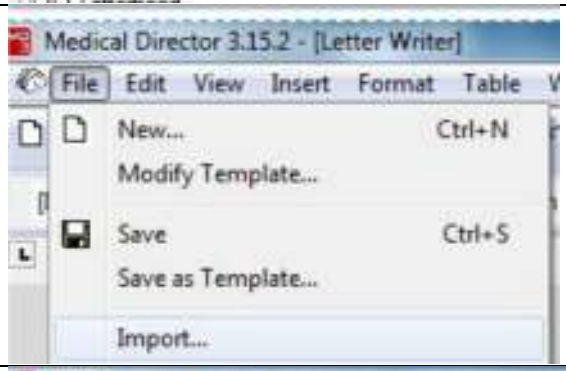
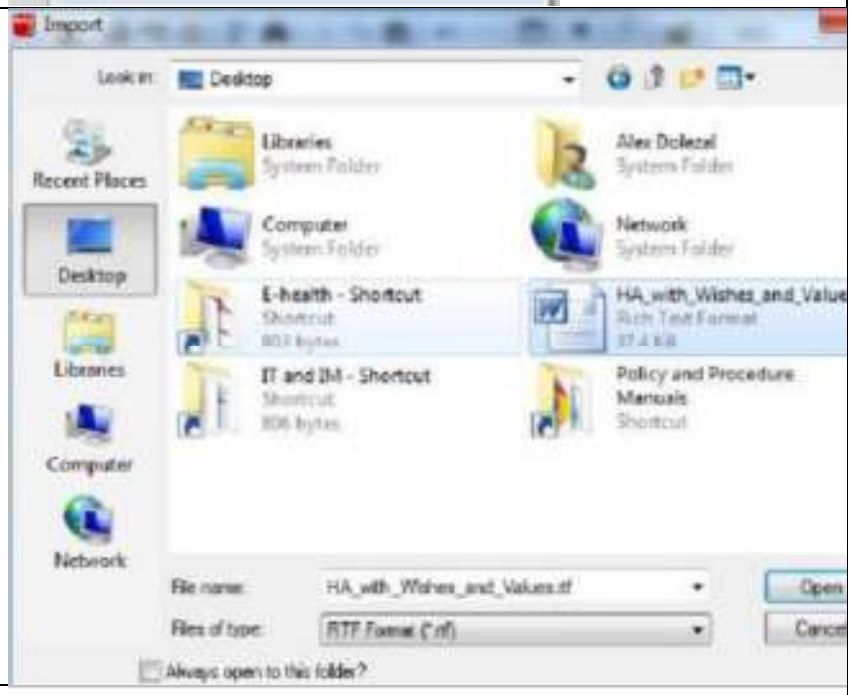
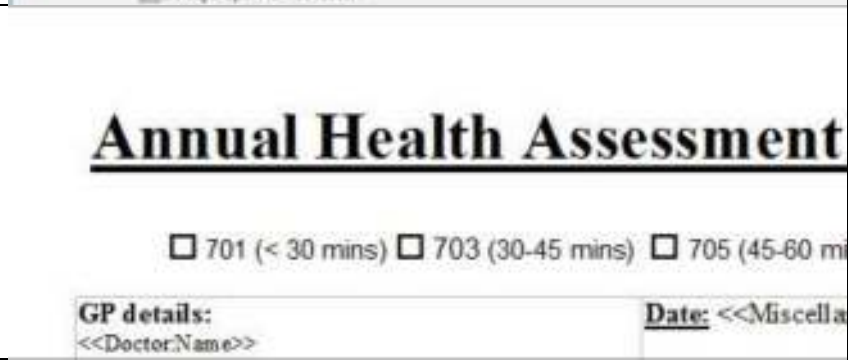
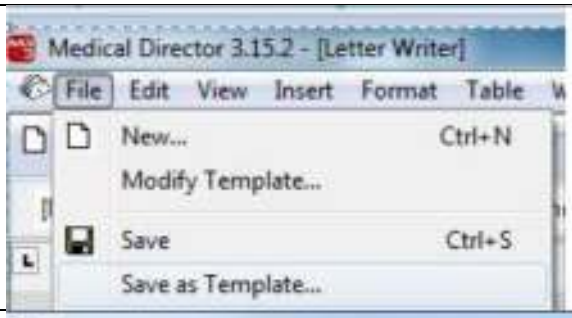
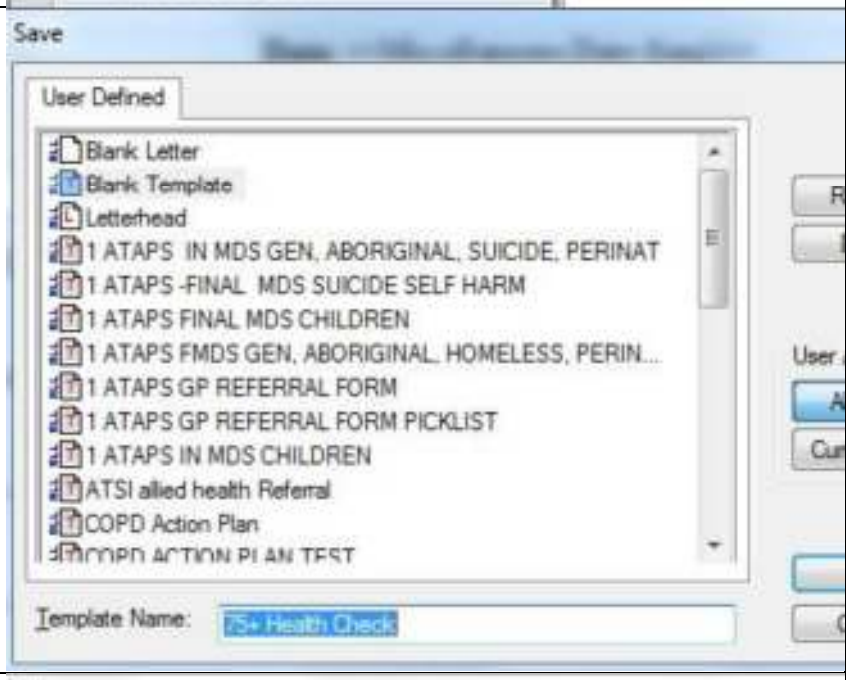
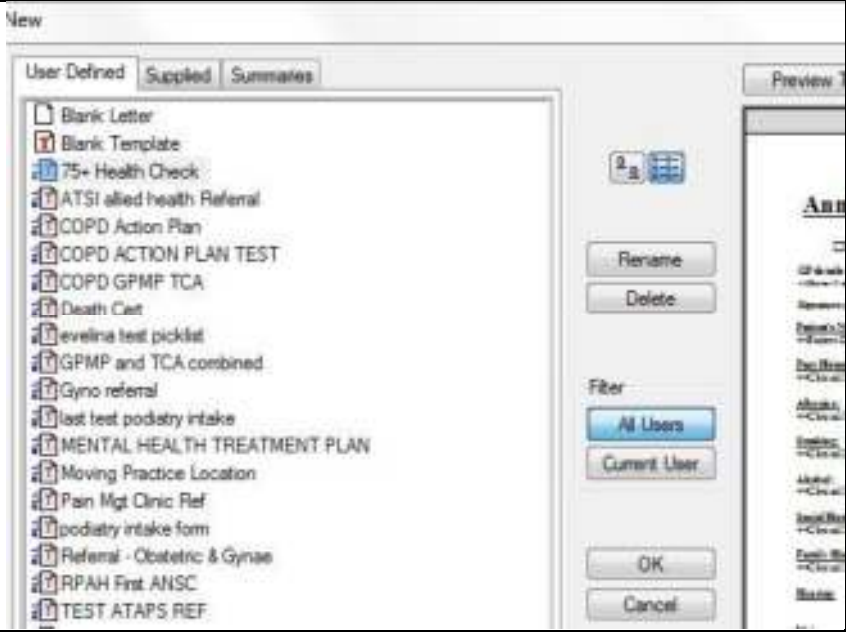
The box asking you to Save As will ask you where you wish to save the template. Select the place you wish to save it, in this example the Desktop. Click *Save*.	
Save to the desktop. NB **Do not double click the template to open. This could damage the template fields.**	
In Medical Director, open the letter writer by going into *Tools* - *Letter Writer* from the main menu.	
Once in the letter writer select *File – Modify Template.*	

Select *Blank Template.* Then click *Open*.	
Once blank template opens click on *File – Import*.	
Navigate to where you saved the template, in our case the desktop. Select the appropriate template and click *Open*.	
The template is imported into the letter writer.	

To save the template select *File – Save as Template*.	
Select Blank Template type in the template name, in this case *LMP Referral* and click *Save*. You have just imported the template.	
If you open the letter writer in the patient's file by clicking on *File – New* you will see the template under *User Defined* section where all imported templates are saved. Click *OK* to open