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# Referral Template

## Installation Guide

Once you have gone to the [HealthyGC Referral Templates webpage](#), there are two options to allow for download and access to all the revised referral templates:

### **Option 1 – Zipped File**

1. Select the medical software you are using under 'Zipped Software Files'
  - This folder will contain the referral templates for installation, installation guide and template directory
2. Click to download the zip file, this will normally save in your computers 'Downloads' folder
3. Create a folder on your desktop (right click > **New > Folder > Name 'Templates 2018'**)
4. Unzip the downloaded zip file into your new folder
  - Locate the downloaded zip file > **Right Click** on the Document and choose **Extract Files**.
  - Locate the new folder to **extract to > click OK**
  - Your new folder will now have all the templates available for importing into your practice software

### **Option 2 – Individual Download**

1. Create a folder on your desktop for the templates to be saved into (right click > **New > Folder > Name 'Templates 2018'**)
  - **Click** on each template to be downloaded > select **Save As > select the folder on the desktop that was just created** and click **Save**
  - Once you have downloaded each template, your new folder will then have all the templates ready for importing into your practice software

We recommend that you delete all the old referral templates from your practice software **after** you have installed the new suite. Deleting the old templates after uploading the new ones will ensure that templates are available to refer patients during the upload time.

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***Medical Director***

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### **To install new templates:**

1. Open Medical Director and then Tools > Letter Writer
2. File menu > select Modify Template > select Blank Template and click Open
3. File menu > select Import – locate downloaded template and click Open
4. File menu > select Save As Template, click "All Users" – type in template name and click Save
5. Repeat steps 2-4 to install remaining new templates

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## ***Best Practice***

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### **To install new templates:**

1. Open Best Practice and then Open Word Processor
2. Templates > Import > locate downloaded template and click Open
3. File > Save As > type in template name, tick "Available to all users" box and click Save
4. Repeat steps 2-3 to install remaining new templates

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## ***GP Complete***

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### **To install new templates:**

1. Open GP Complete and then Resources > Letter Writer
2. File menu > select Modify Template > select Blank Template
3. File menu > select Import – locate downloaded template and click Open
4. File menu > select Save As Template – type in template name and click Save
5. Repeat steps 2-4 to install remaining new templates

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## ***Zedmed***

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### **To install new templates:**

1. Open Zedmed > Clinical Records > Tools > Clinical WP Setup > WP Templates
2. File menu > select Import – locate downloaded template and click Open
3. Type in template name into the Description field and click OK
4. Repeat steps 2-3 to install remaining new templates

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## ***Genie***

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### **To install new templates:**

1. Open Genie > click on patient in booking calendar > click on red quill > click OK > click Blank Letter
2. Template menu > New Template > File > Open – locate downloaded template and click Open
3. Type in template name into the Title field and click Save
4. Repeat steps 2-3 to install remaining new templates