

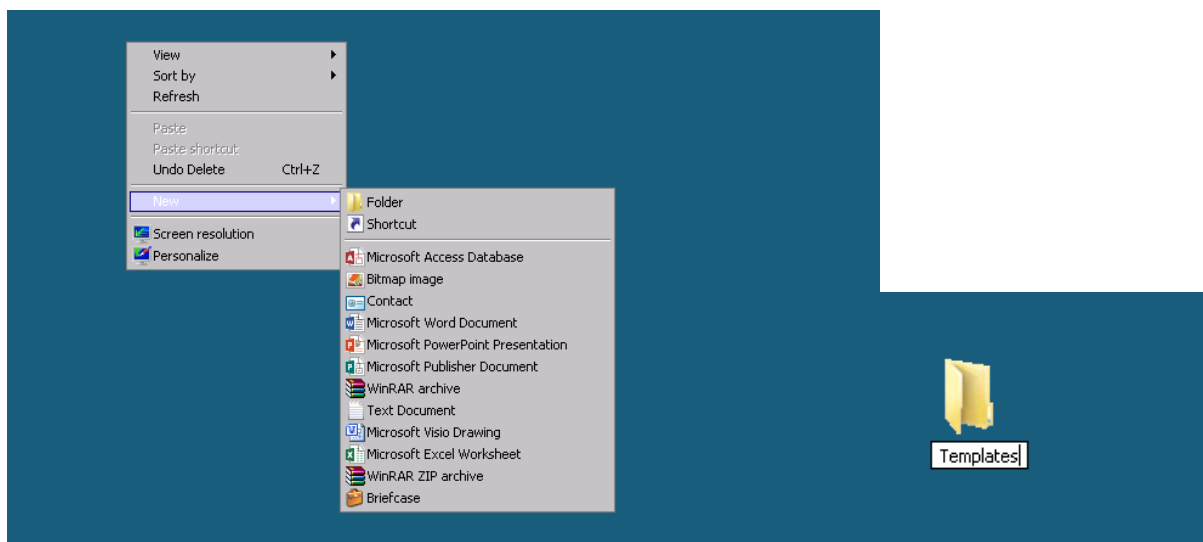
## Referral Template Installation Guide – Medical Director

To download referral templates go to HealthyGC website: [www.healthygc.com.au](http://www.healthygc.com.au) and click on “Referrals” then “Referral Templates”.

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.

### To unzip a file

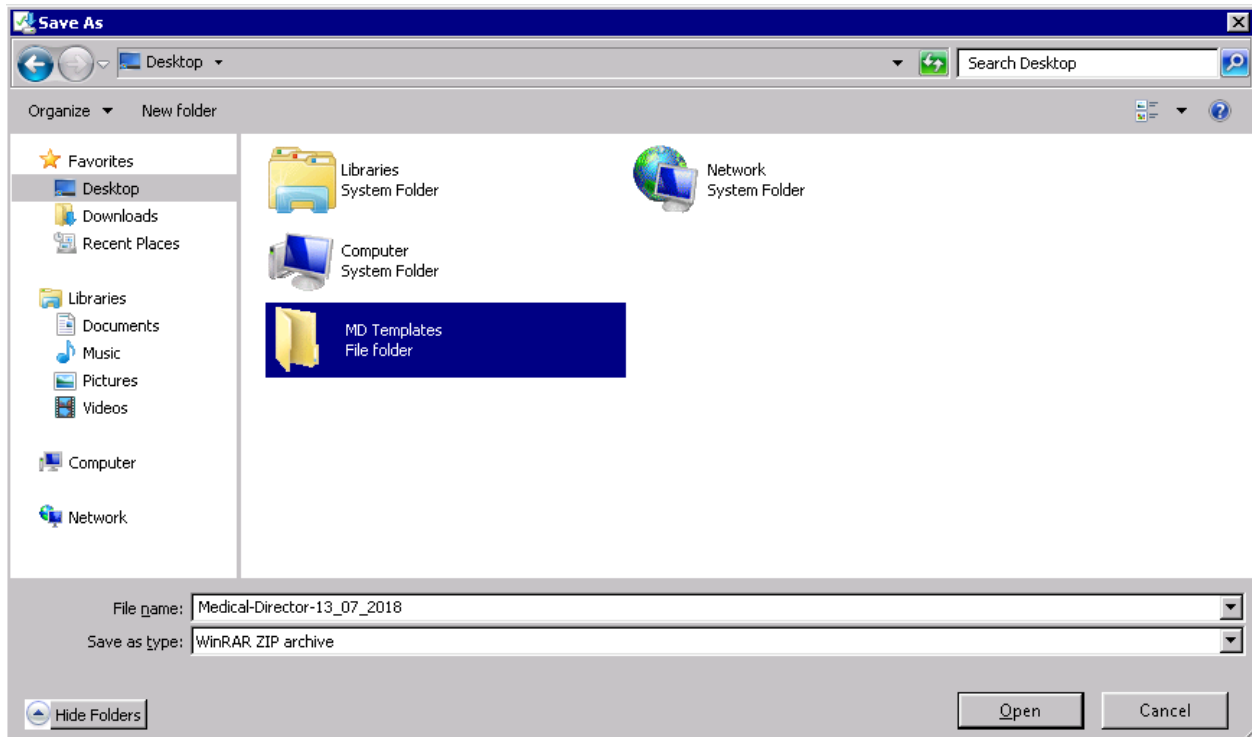
1. On your Desktop create a folder for the referral templates (right click > **New > Folder**)



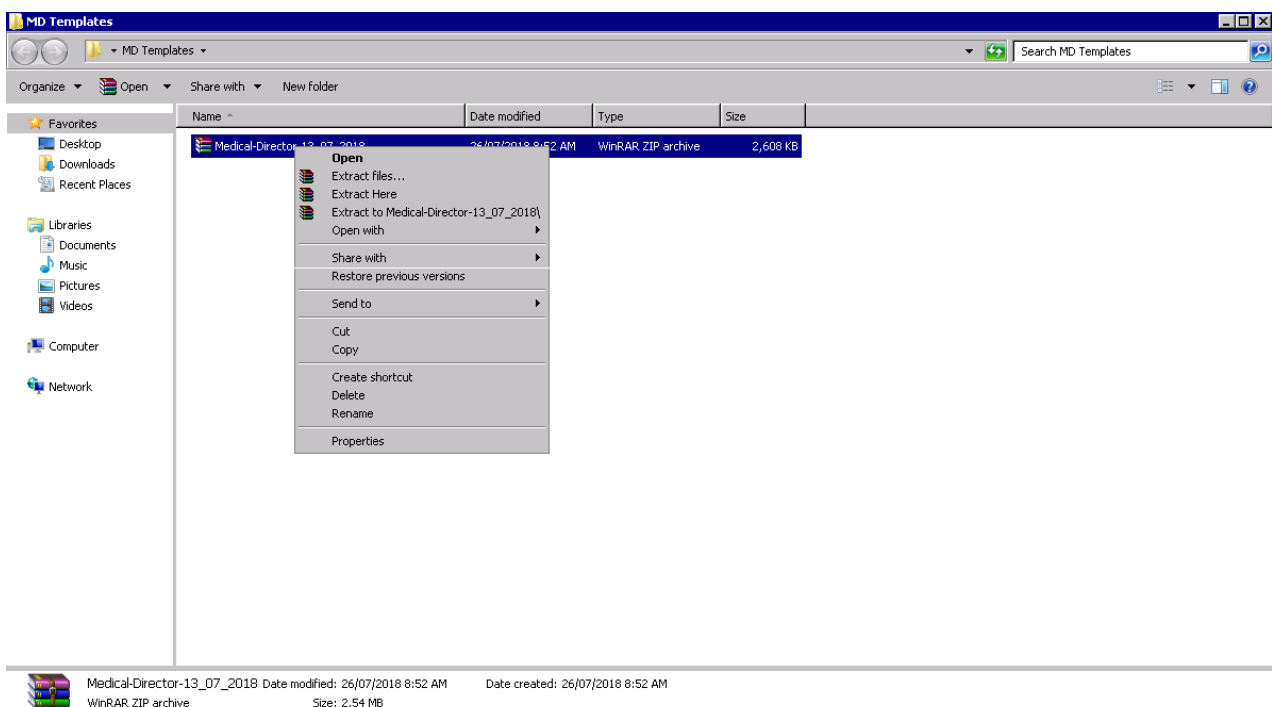
2. On HealthyGC referrals webpage, click on Medical Director link under Zipped Software Files for template to be downloaded > select **Save As**



3. Select and open your new Folder on Desktop and click **Save**.



4. You will now need to Unzip the files in the folder. Go to your desktop and find the folder where the templates are saved. Open the Folder > Right Click on the Document and choose **Extract Files**.

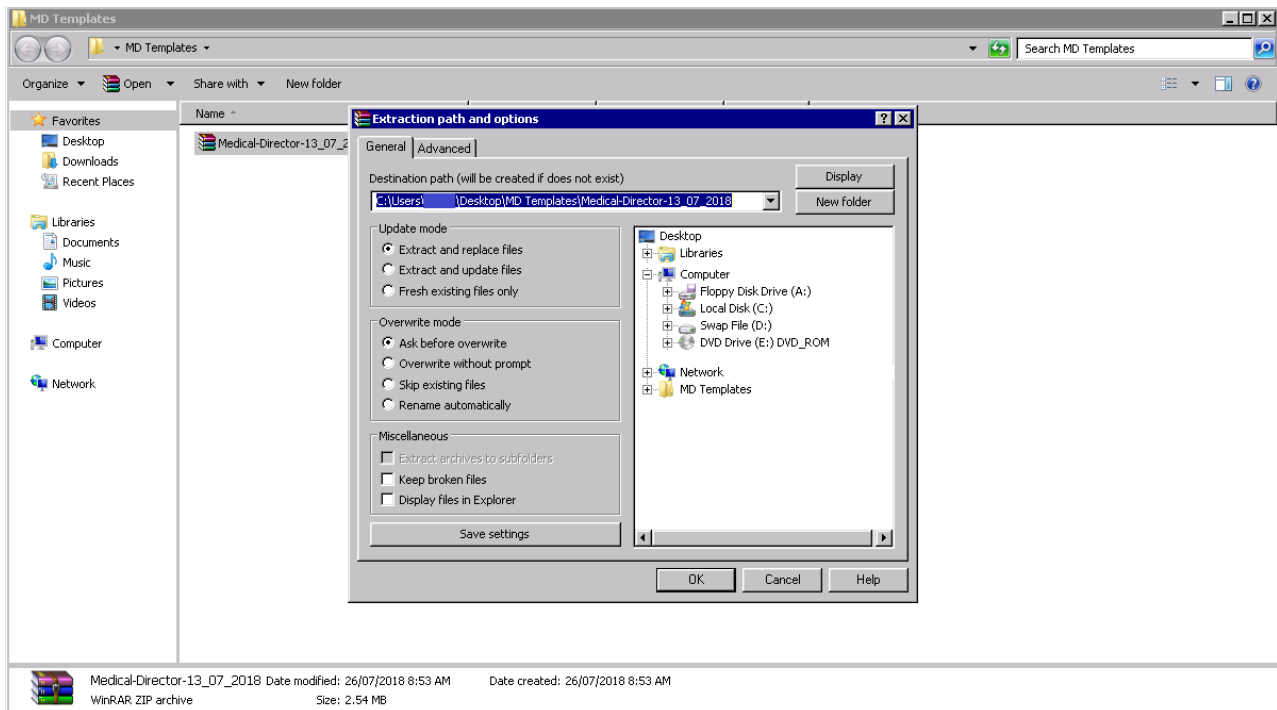


Level 1, 14 Edgewater Court, Robina 4226 | PO Box 3576 Robina Town Centre QLD 4230  
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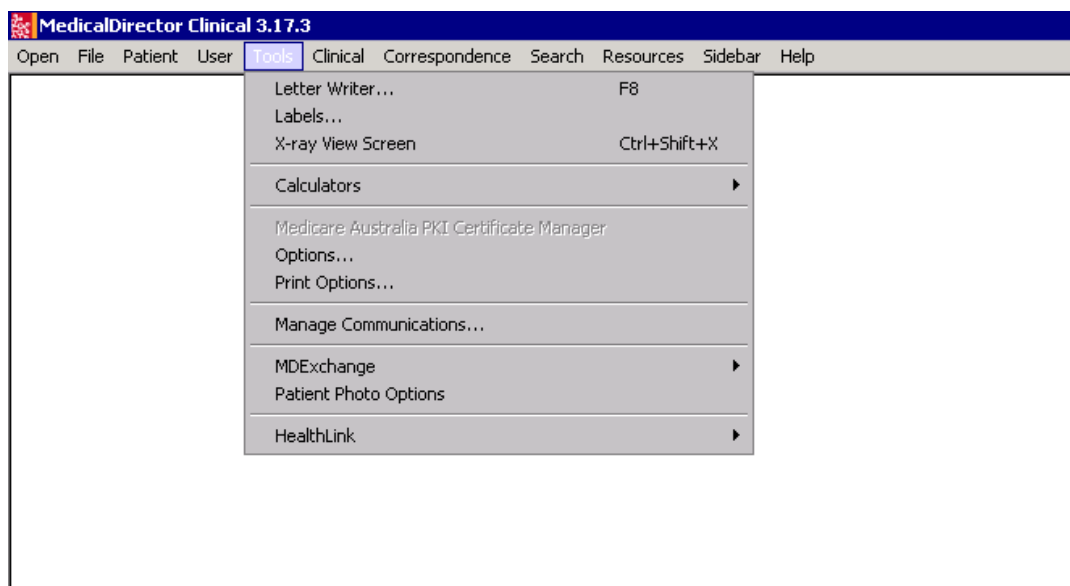
Gold Coast Primary Health Network gratefully acknowledges the financial and other support from the Australian Government Department of Health. Primary Care Gold Coast Limited (ABN 47152953092), trading as the Gold Coast Primary Health Network.

- When the Dialogue box opens, click **OK**  
(please note that this step could look different depending of the operating system of your computer)

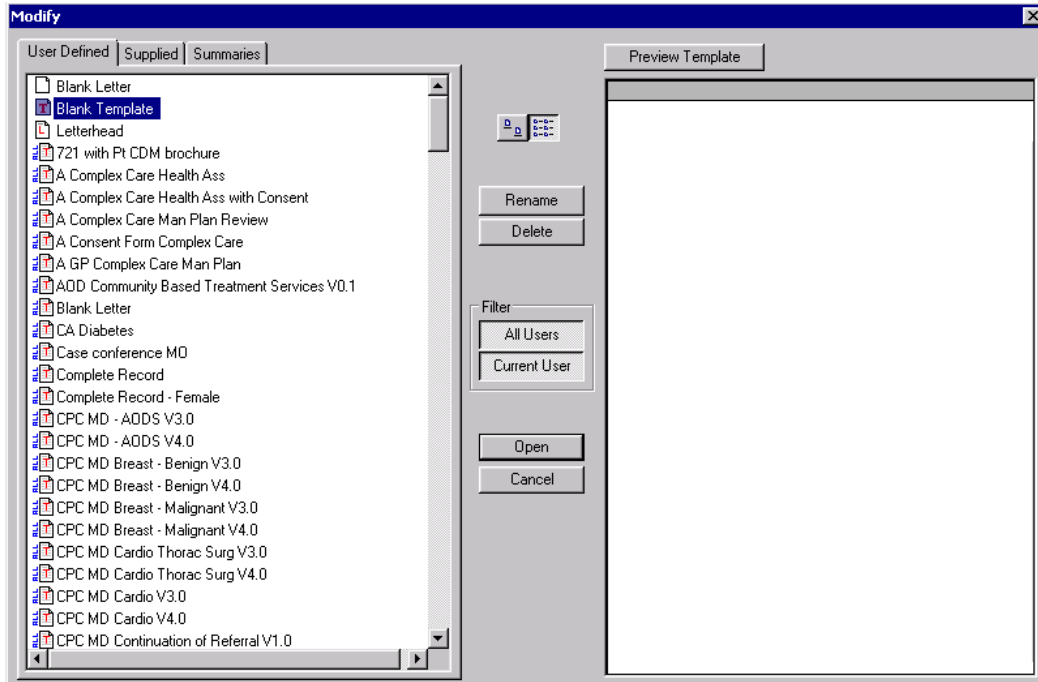


### To install new templates into Medical Director:

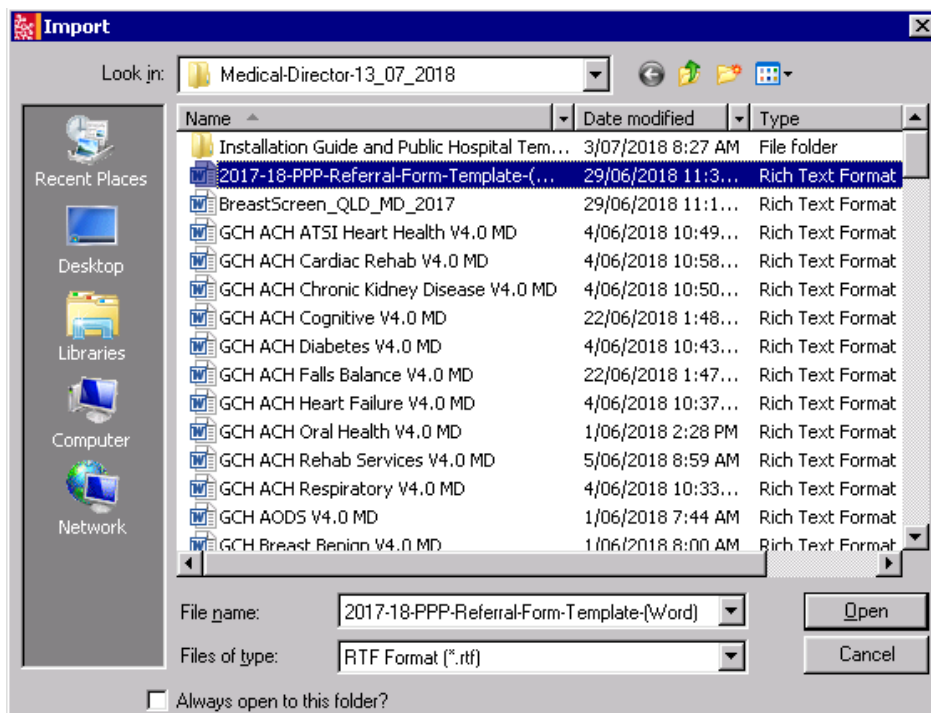
- Open Medical Director and then **Tools > Letter Writer**



2. **File menu** > select **Modify Template** > select **Blank Template** and click **Open**



3. **File menu** > Select **Import** – Locate downloaded templates, select template to be installed and click **Open**

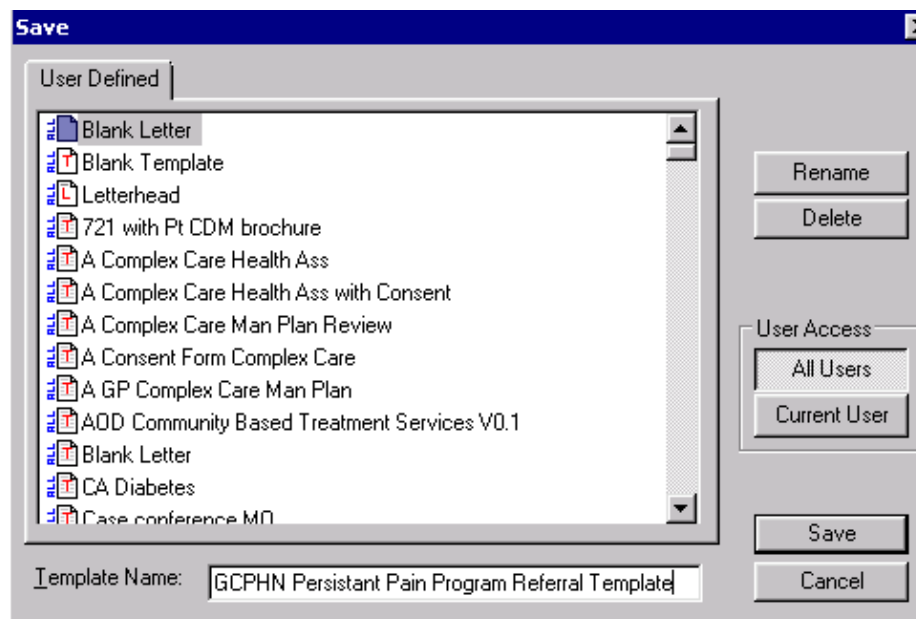


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4. File menu > select **Save As Template**, click 'All Users' box and click Save



5. Repeat steps 2-4 to install remaining new templates