Referral Template

Installation Guide

Once you have gone to the [Specialist Outpatient Referrals (Gold Coast Health)](#) go to the medical software you are using to access the relevant templates.

There are now 2 different ways in which the new suite of templates can be downloaded for installment.

1. Select the relevant zipped file that matches your practice software
   - This folder will contain the referral templates for installation, installation guide and template directory

2. Download the individual templates for installation
   - Create a folder on your desktop for the templates to be saved into (right click **> New > Folder**)
   - Click on the template to be downloaded > select **Save As** or **Save Link As** > **select the folder on the desktop that was just created** and click **Save**

Please ensure that you **remove all old referral templates from your practice software** before installing the new suite, as the new templates contain relevant mandatory clinical requirements.

Medical Director

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

Best Practice

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

GP Complete

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

Zedmed

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

Genie

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