

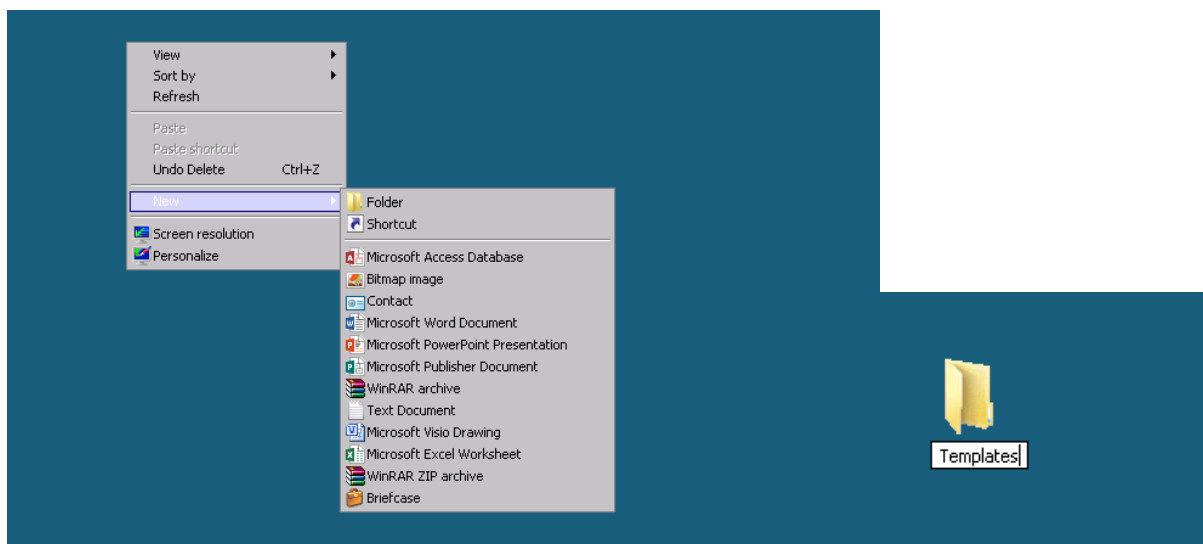
## Referral Template Installation Guide – ZedMed

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

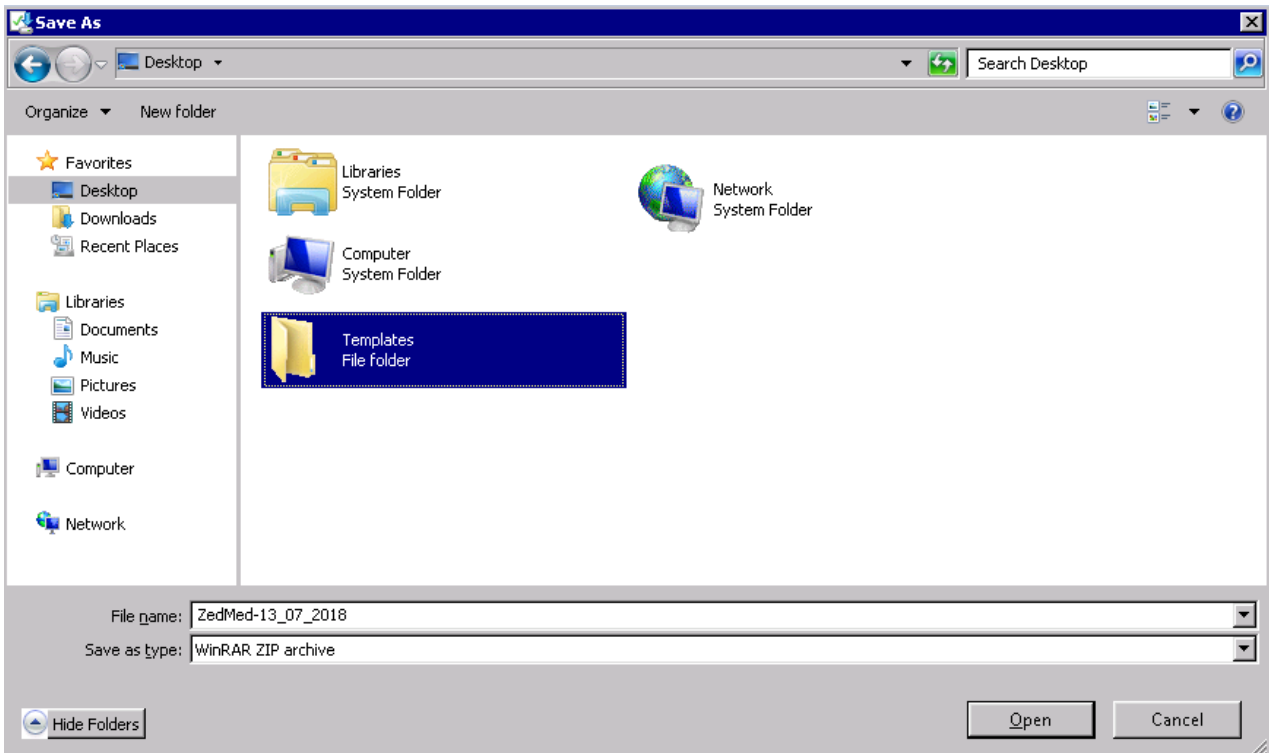
1. On your Desktop create a folder for the referral templates (right click > **New > Folder**)



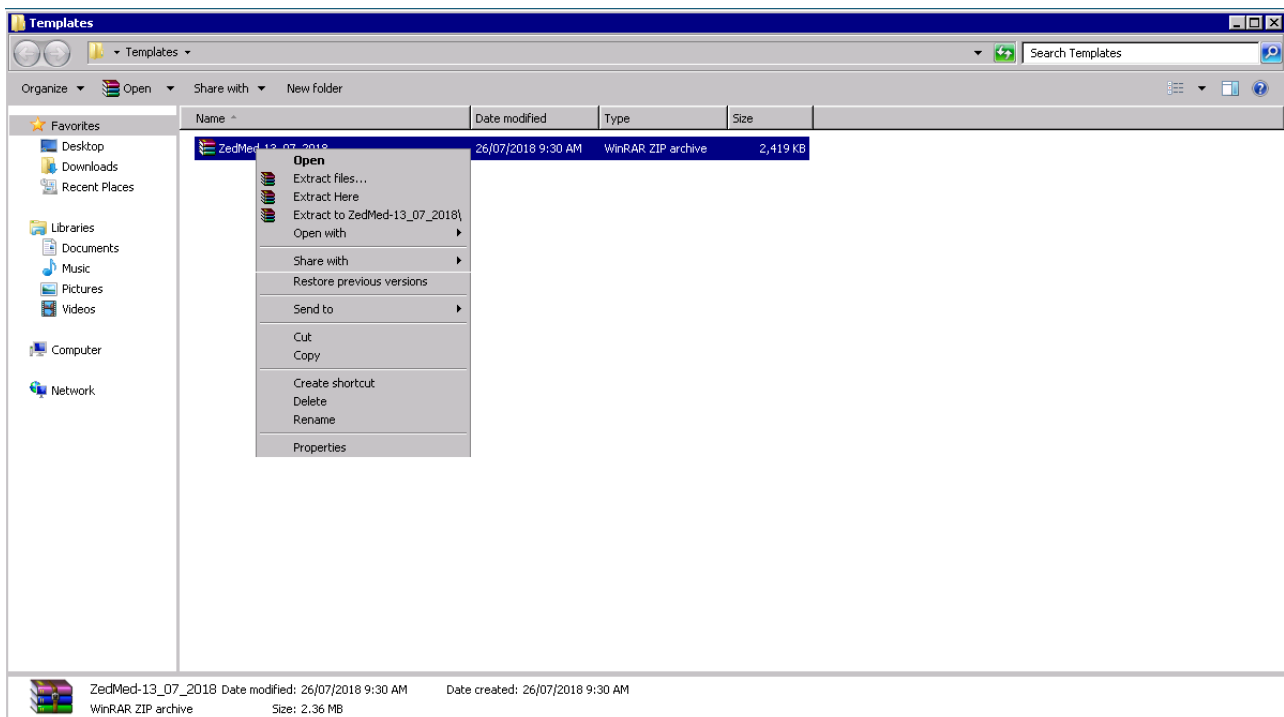
2. On HealthyGC referrals webpage, click on ZedMed link under Zipped Software Files for template to be downloaded > select **Save As**



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**.

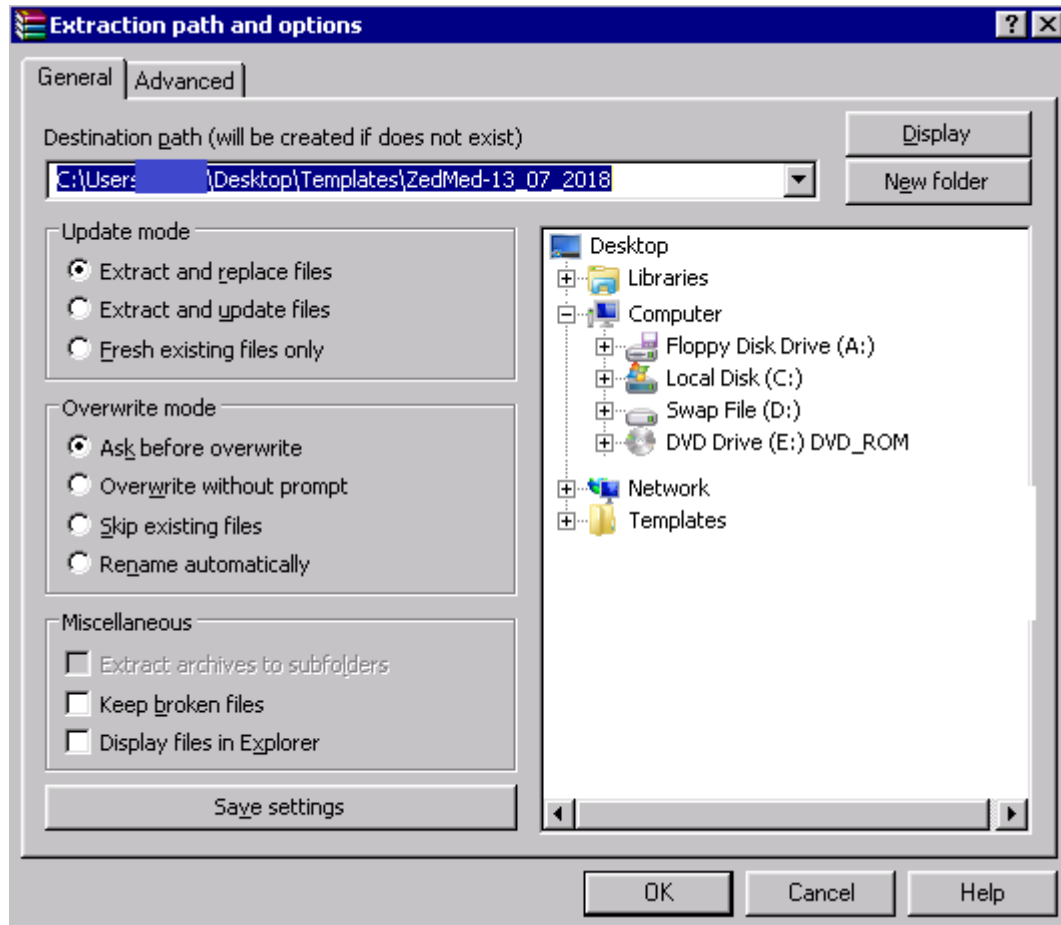


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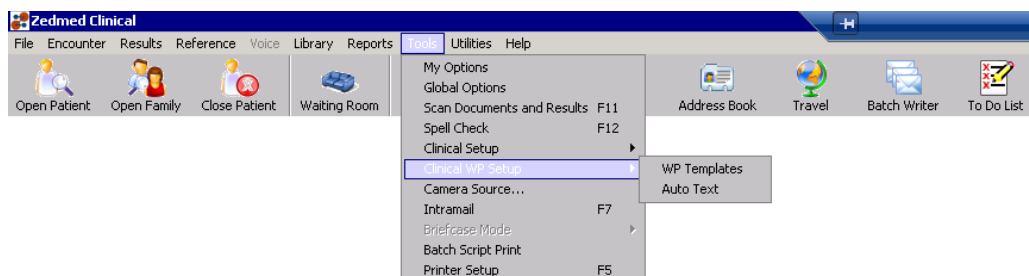
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- When the Dialogue box opens, click **OK**  
(please note that this step could look different depending of the operating system of your computer)

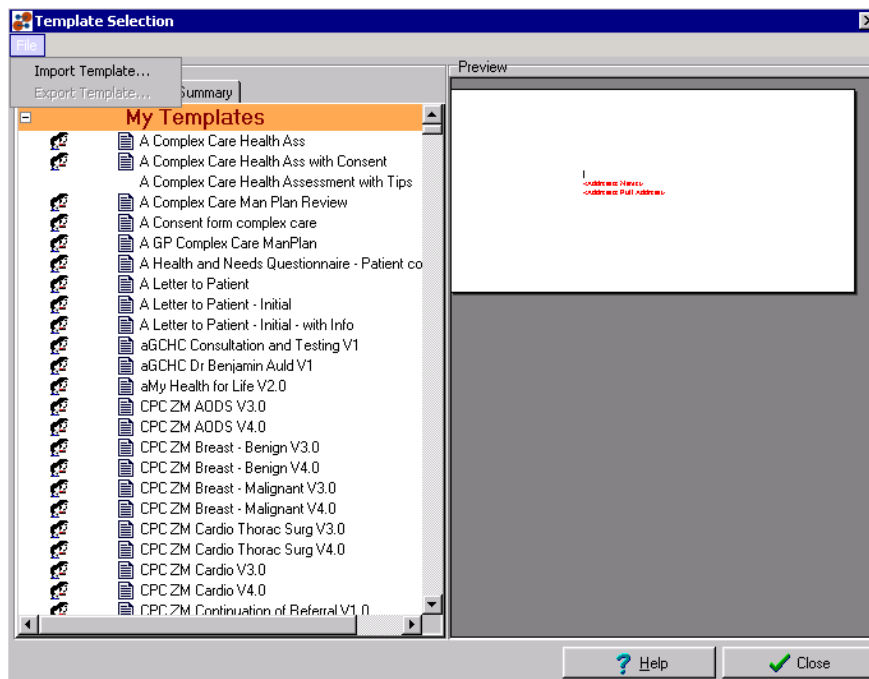


### To install new templates into ZedMed

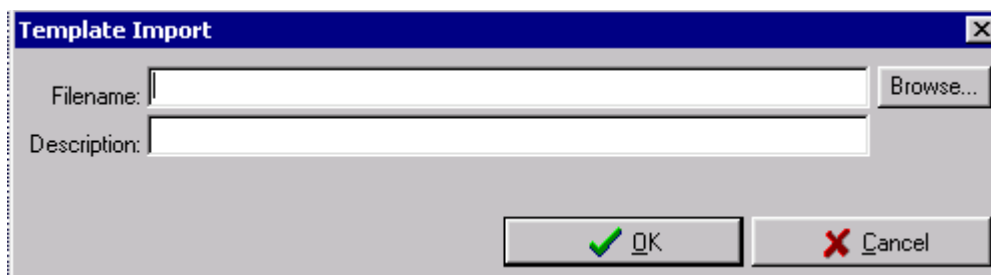
- Open ZedMed and then **Clinical Records > Tools > Clinical WP Setup > WP templates**



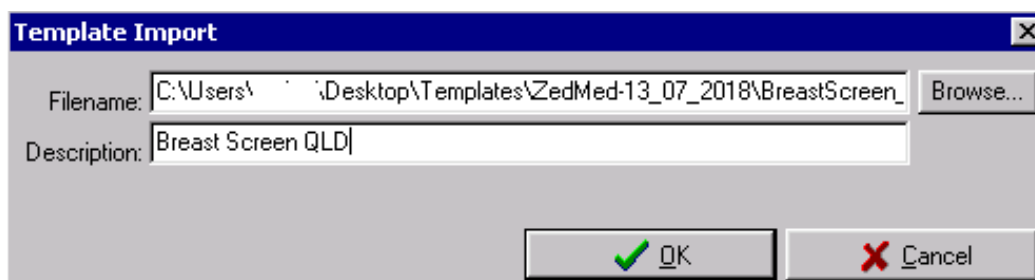
- File menu on template selection dialogue box > select Import



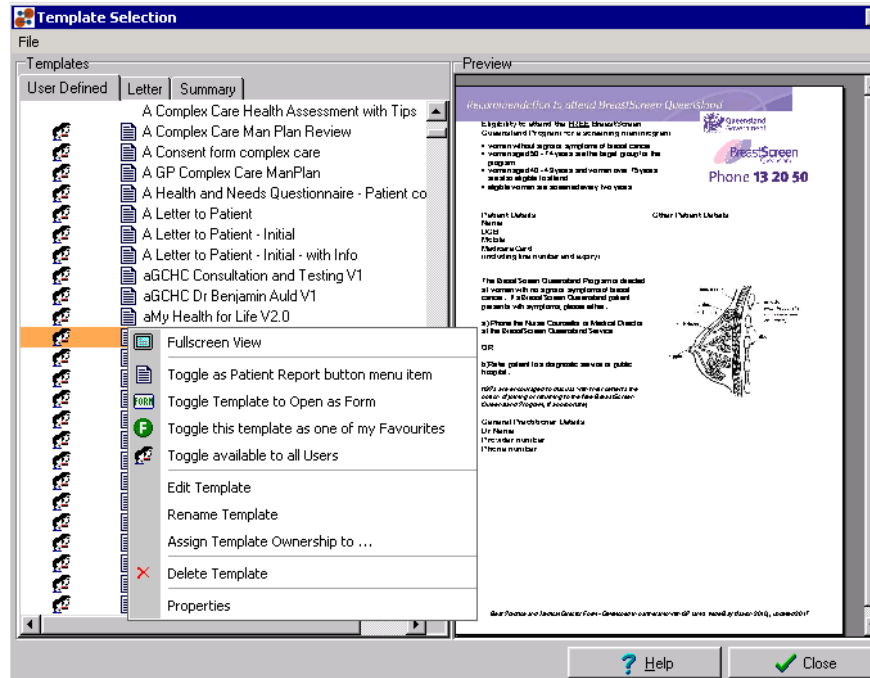
- Click Browse and locate template, Click open



- Type in Template Name into the description field and click OK



- Right click the new template to select **Toggle as patient report button menu item** and **Toggle available to all users**.



- Repeat steps 2-3 to install remaining new templates