Medical Director Importing Templates from CESPHN Website
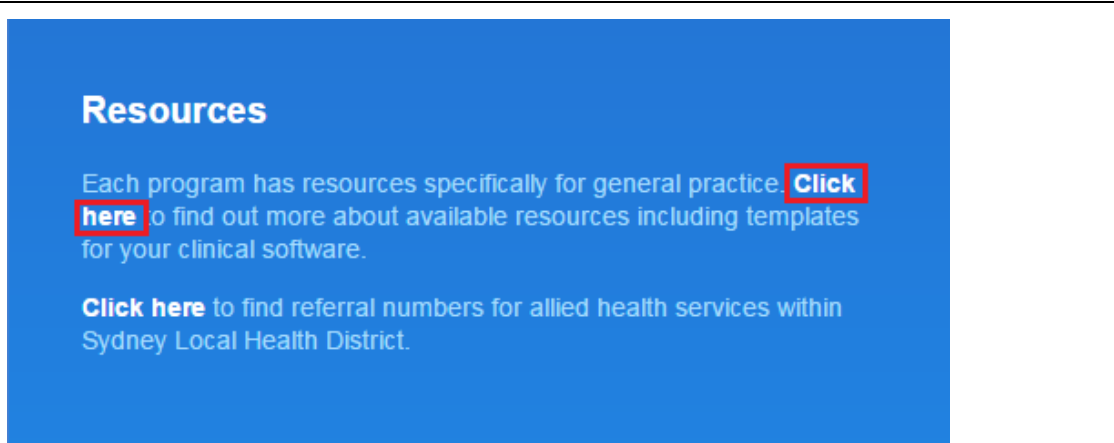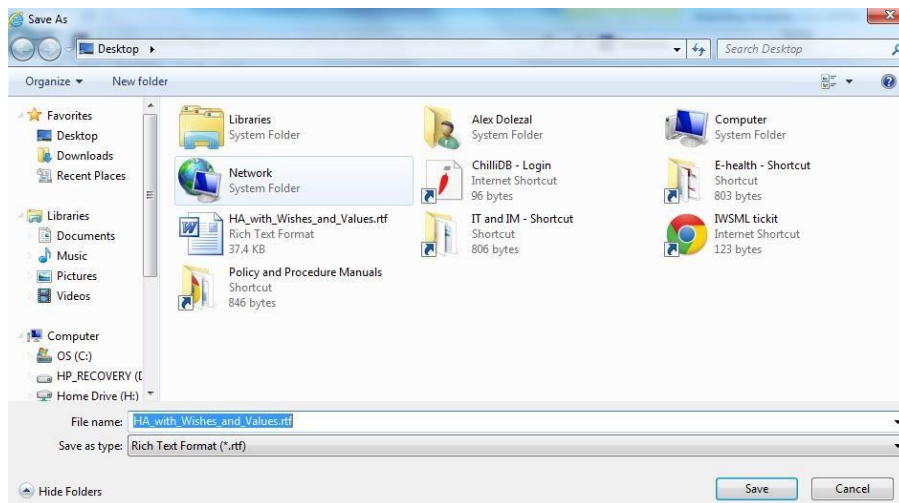
Open your Internet browser, and type in [www.**cesphn**.org.au](www.cesphn.org.au) Click on *I am in General Practice – Resources – Click Here*	**Resources** Each program has resources specifically for general practice. **Click here** to find out more about available resources including templates for your clinical software. **Click here** to find referral numbers for allied health services within Sydney Local Health District.
This will take you to the *Templates* section. To navigate to the Medical Director templates select the *Medical Director* hyperlink. This will show the downloadable templates.	**Templates** About ▸ How to use these templates ▸ Further information ▸ Best Practice templates ▸ **Medical Director templates** ⌄ 75+ Health Check ANSC Canterbury maternity booking form ANSC HEP B Referral

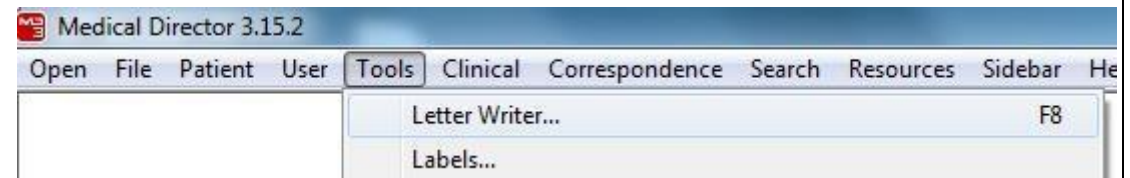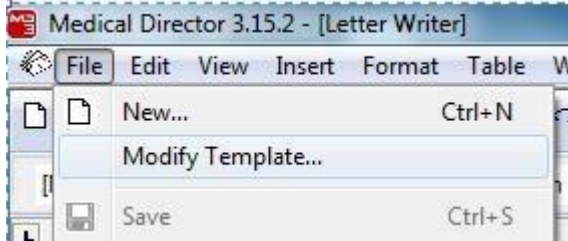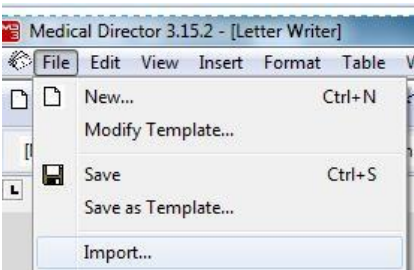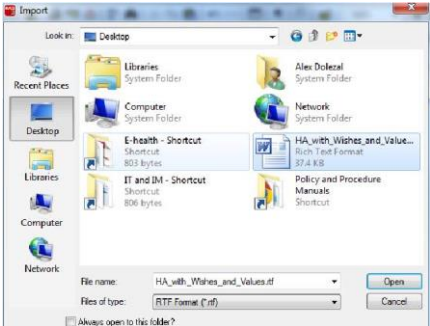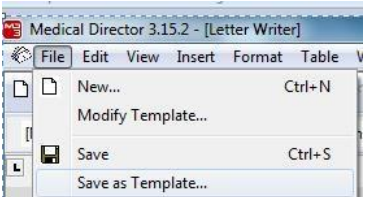|	
In this example you wish to download the *75+ Health Check* To download the template right click the name and select *Save target as…* (in the Internet Explorer)	**Medical Director templates** 75+ Health Check Open Open in new tab Open in new window ANSC C ... m Save target as... ANSC H ANSC H
The 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.	
Open the letter writer by going into *Tools - Letter Writer* from the main menu.	Medical Director 3.15.2 Open File Patient User Tools Clinical Correspondence Search Resources Sidebar He Letter Writer... F8 Labels...
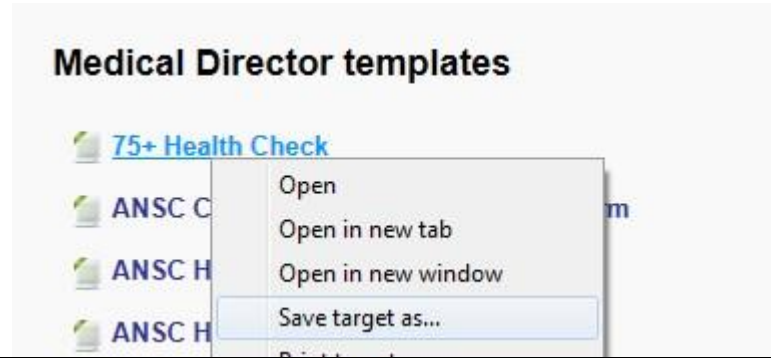
Once in the letter writer select *File – Modify Template*.	**Medical Director 3.15.2 - [Letter Writer]** **File** Edit View Insert Format Table W New... Ctrl+N Modify Template... Save Ctrl+S
Select *Blank Template*. Then click *Open*.	**Modify** User Defined | Supplied | Summaries Blank Letter Blank Template Letterhead
Once blank template opens click on *File – Import*.	**Medical Director 3.15.2 - [Letter Writer]** **File** Edit View Insert Format Table W New... Ctrl+N Modify Template... Save Ctrl+S Save as Template... Import...
Navigate to where you saved the template, in our case the desktop. Select the appropriate template and click *Open*.	**Import** Look in: Desktop Libraries, Alex Dolezal, Computer, Network, E-health - Shortcut, HA_with_Wishes_and_Value..., IT and IM - Shortcut, Policy and Procedure Manuals File name: HA_with_Wishes_and_Values.rtf Open Files of type: RTF Format (*.rtf) Cancel Always open to this folder?
The template is imported into the letter writer.	**Annual Health Assessment (75 years +)** ☐ 701 (< 30 mins) ☐ 703 (30-45 mins) ☐ 705 (45-60 mins) ☐ 707 (>60 mins) **GP details:** **Date:** <<Miscellaneous:Date (long)>> <<Doctor:Name>>
To save the template select *File – Save as Template*.	**Medical Director 3.15.2 - [Letter Writer]** **File** Edit View Insert Format Table W New... Ctrl+N Modify Template... Save Ctrl+S Save as Template...
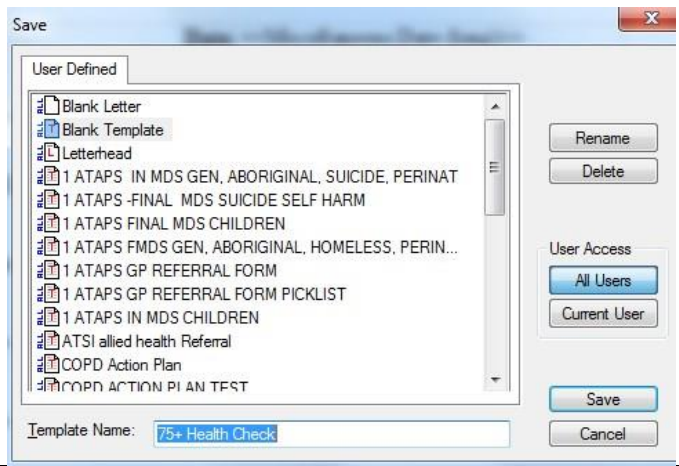
Select Blank Template type in the template name, in this case *LMP Referral* and click *Save*. You have just imported the template.	
If you open the letter writer in the patient's file by clicking on *File – New* you will see the template under *User Defined* section where all imported templates are saved. Click *OK* to open.	