



Information Management Services - *with a personal touch*

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Importing letter writer templates into Medical Director and Best Practice.

Do not attempt to open the templates in Microsoft Word prior to importing them into the clinical software. This may result in file corruption.

Extract the MD and BP templates from the zip file onto your PC desktop or other convenient location.

Medical Director – brief import instructions

1. Open Medical Director and access the letter writer
2. Click File menu > Select Modify Template > Select Blank template
3. Click File > Select Import
4. Locate downloaded file and click on Open
5. Click File > Select Save as template.
6. Type in appropriate name and click on Save

Best Practice – brief import instructions

1. Open Best Practice and access the letter writer.
2. Open a New Letter and click Import templates from the Templates menu.
3. Locate downloaded file and open
4. Click File menu select Save as.
5. Type in an appropriate Template name and click on Save

HINT:

1. When selecting a name for the template it is a good idea to group all of the 'like' templates together. Perhaps all of the referral templates can have a prefix Ref or Referral.
2. Please retain the version numbers in the templates for later reference.

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