

How To Import and Use Templates Within Medical Director Software

Please note there are three parts to these instructions. Part 1 and 2 are only required for a first time import of the template.

Once the template has been imported only Part 3 is required, 'How to use a template within a patient record'

Part 1 – How to import a template from a website

Part 2 – How to import a template into Medical Director

Part 3 – How to use a template within a patient record

Part 1: How to import a template from a website

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Donate To StreetDoctor!

This service is available to patients who have a Medicare card and wish to attend Swan Kaiamunt Hospital as a medical outpatient. Patient can choose to be seen as a privately referred patient or have any out-of-pocket expenses.

Participating specialists, working in a private capacity, provide patients with access to a wide range of professional services in the hospital's outpatient department. Additionally, this service provides the referring GP with the option of choosing a particular specialist for their patient.

Please note that both referral forms below must be completed:

- [Patient Consent Referral Form](#)
- [Patient Information & GP Referral Letter Form](#)

Additional information:

- Referral pathways flowchart: [SKDH Referral Pathways Flowchart](#)
- Patient information letter (explaining service): [Patient Information Leaflet](#)

From the website download the required template

Windows Internet Explorer

What do you want to do with Patient-Consent-Referral-Form.doc?

Type: Microsoft Word 97 - 2003
From: pcemml.org.au

Open
The file won't be saved automatically.

Save

Save as

Cancel

When prompted select Save as

Save As

Desktop

Organize New folder

Libraries

Desktop

Downloads

Magic Briefcase

Recent Places

Documents

Music

Pictures

Videos

Computer

Libraries

Libraries

System Folder

Computer

System Folder

IT_Secure - Shortcut

Shortcut

676 bytes

Network

System Folder

File name: OutPatientAppt.rtf

Save as type: Microsoft Word 97 - 2003 Document

Save Cancel

Select a location to save the template to e.g. Desktop
Then press Save

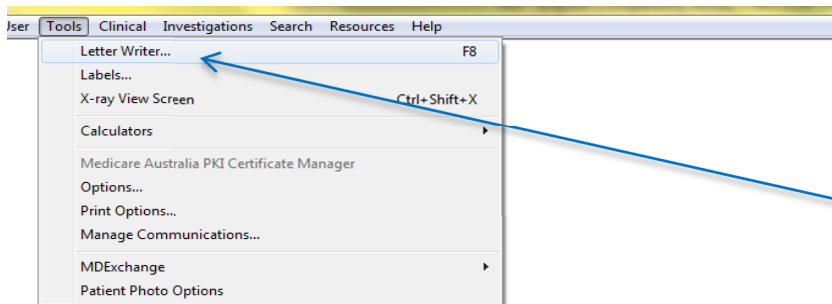
The template has now been downloaded from the website and is saved to the desktop.

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Do not open the document as this will cause issues with the template fields and formatting

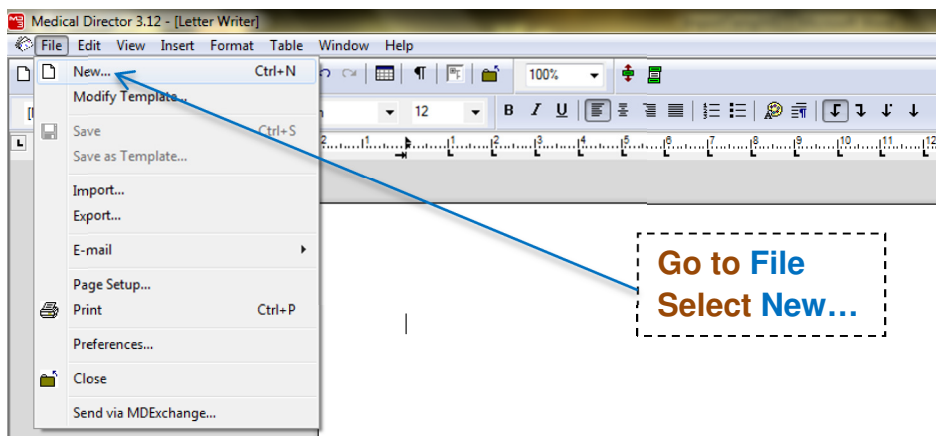
Part 2: How to Import the template into Medical Director

Open Medical Director



Go to Tools
Select Letter Writer...

This will open up the Letter Writer Tool/Interface

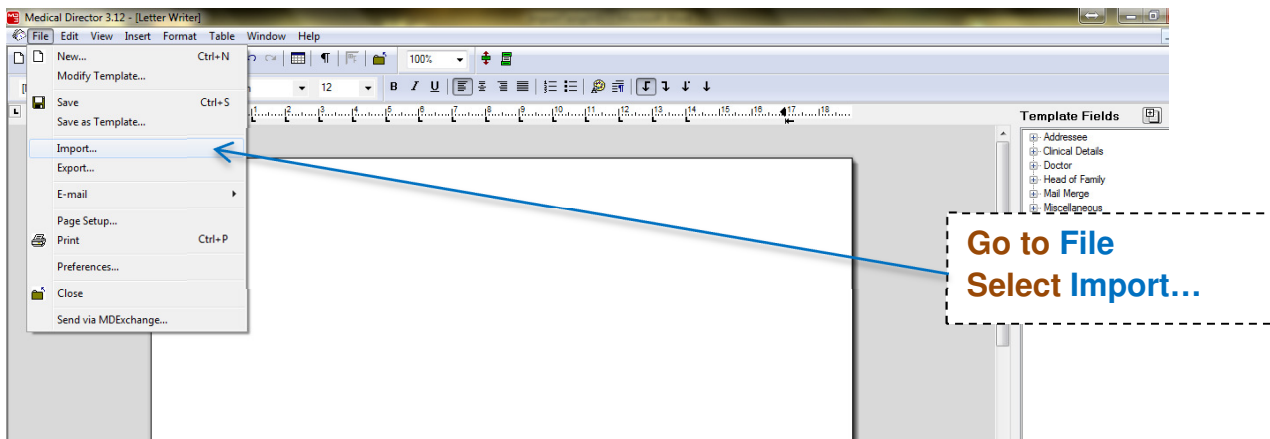
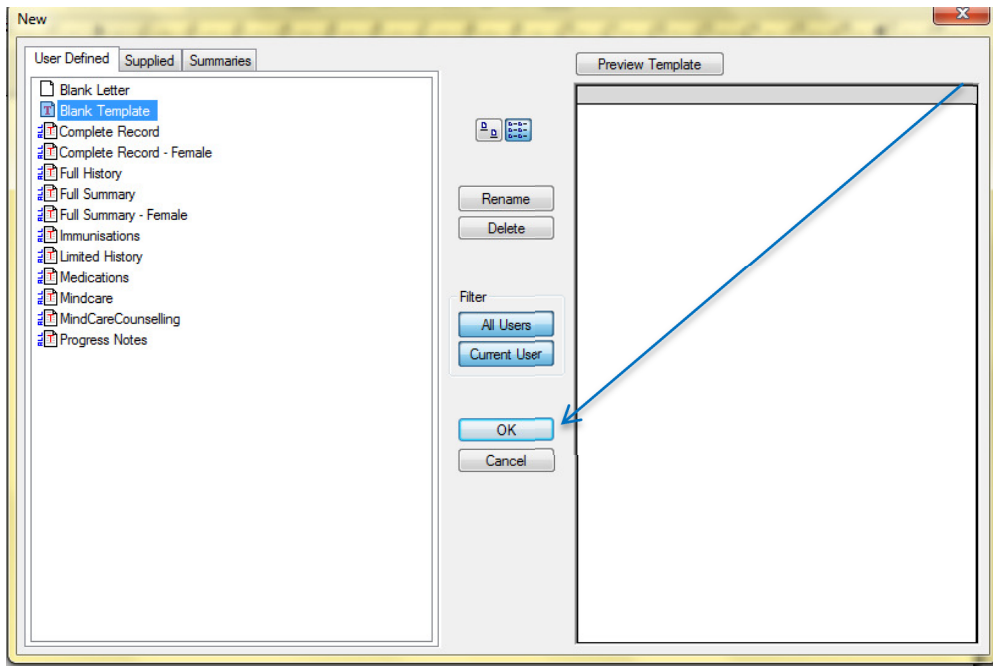


Go to File
Select New...

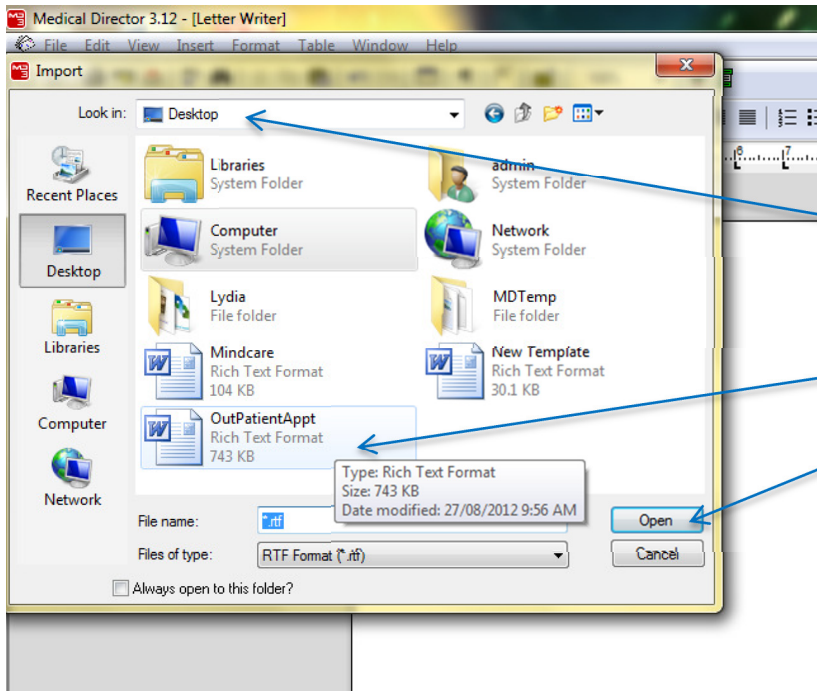
Select Blank Template

Then press OK

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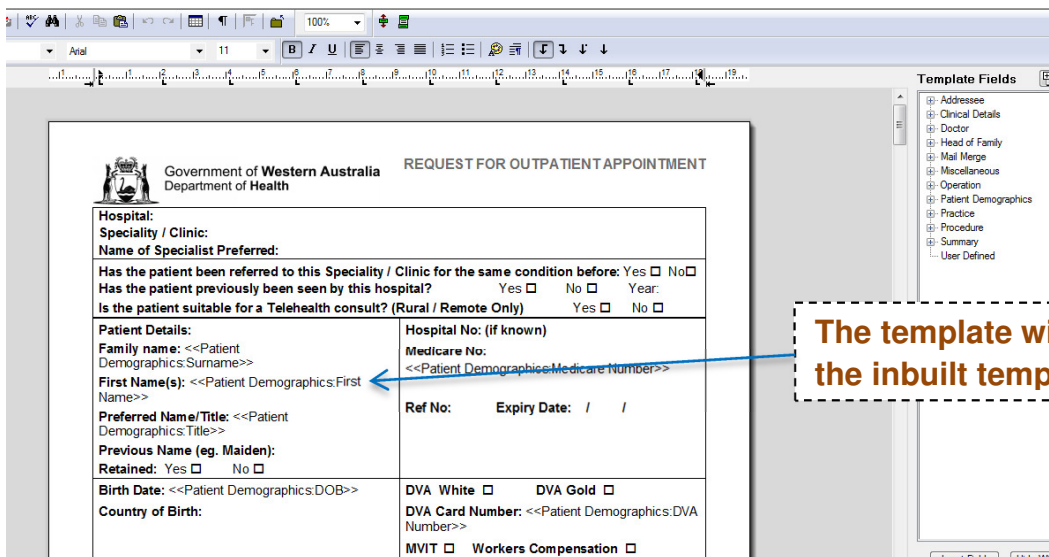


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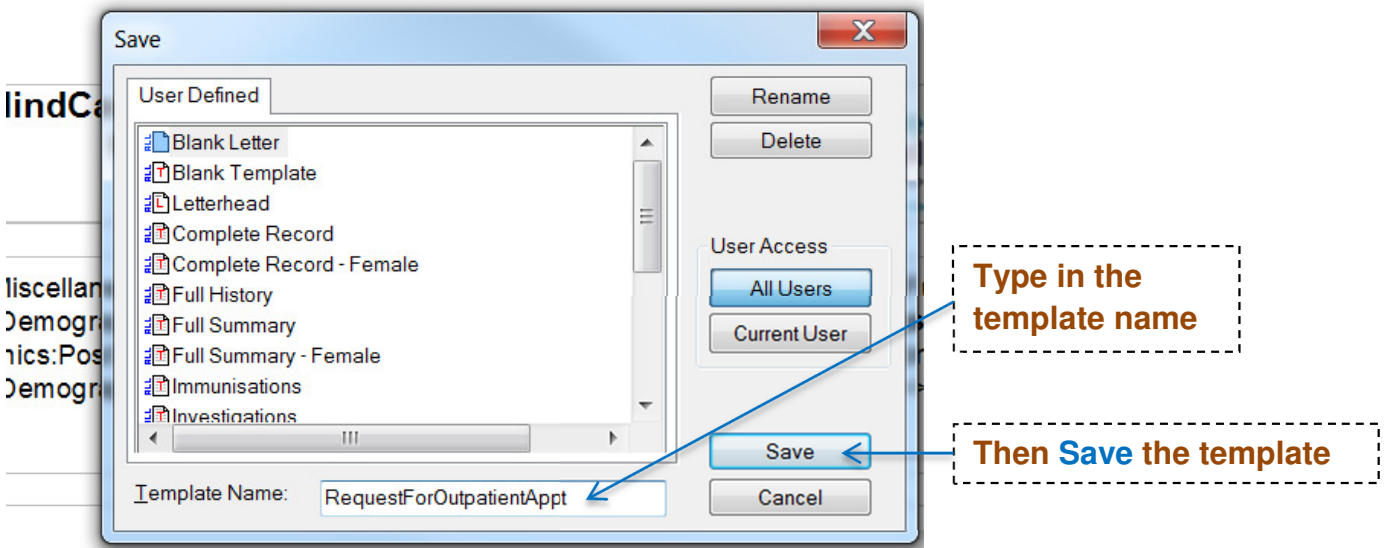
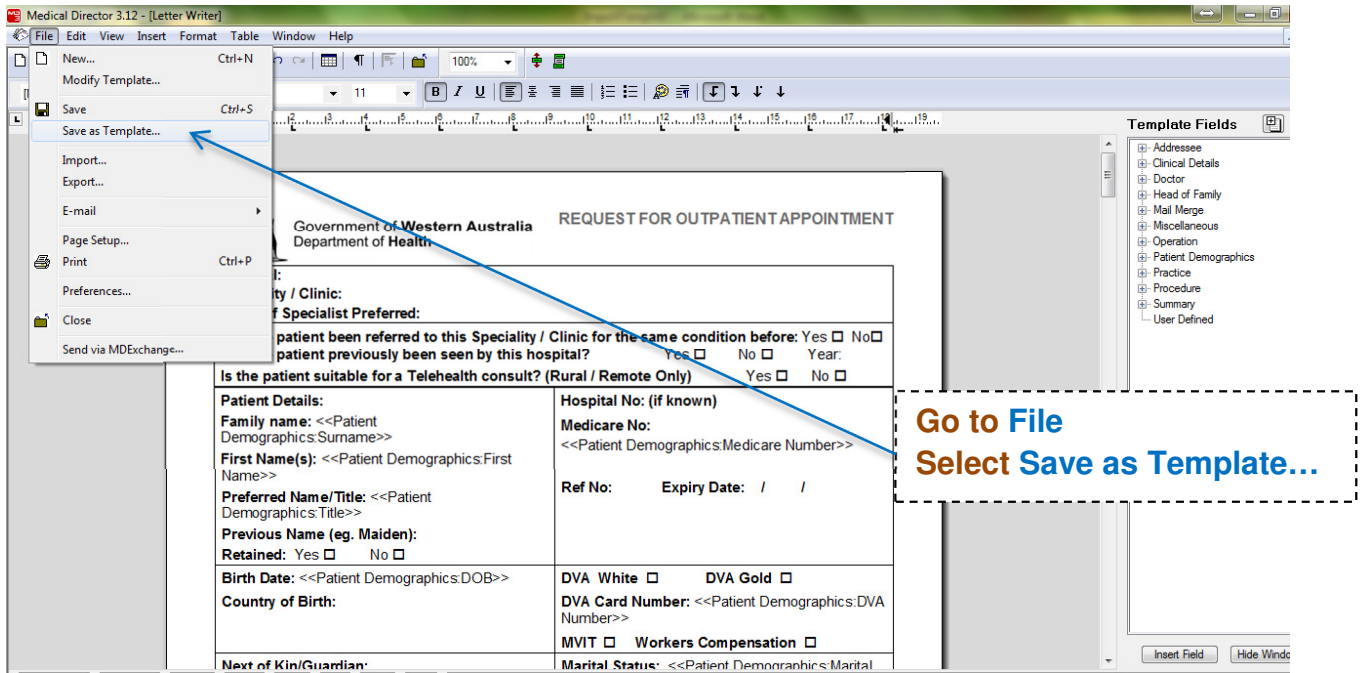
Go to the **Desktop** and locate the template

Click on it then press **Open**



The template will display with the inbuilt template fields

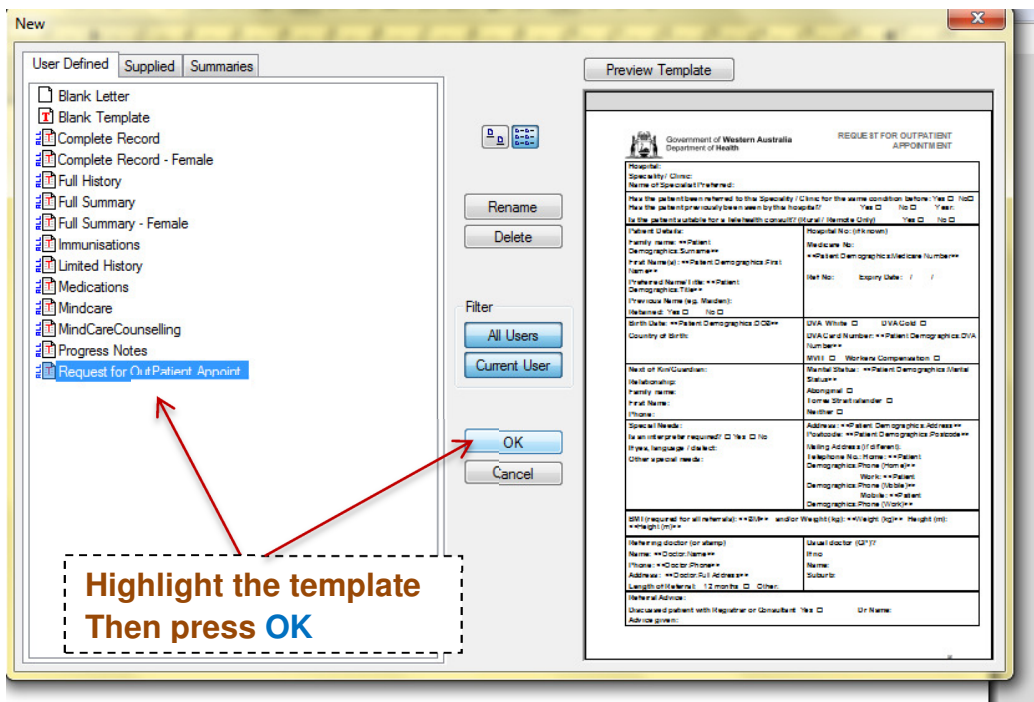
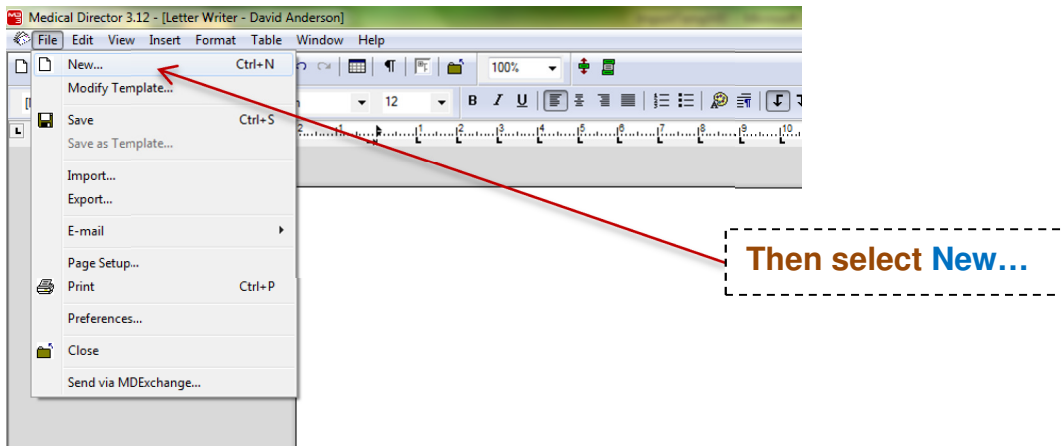
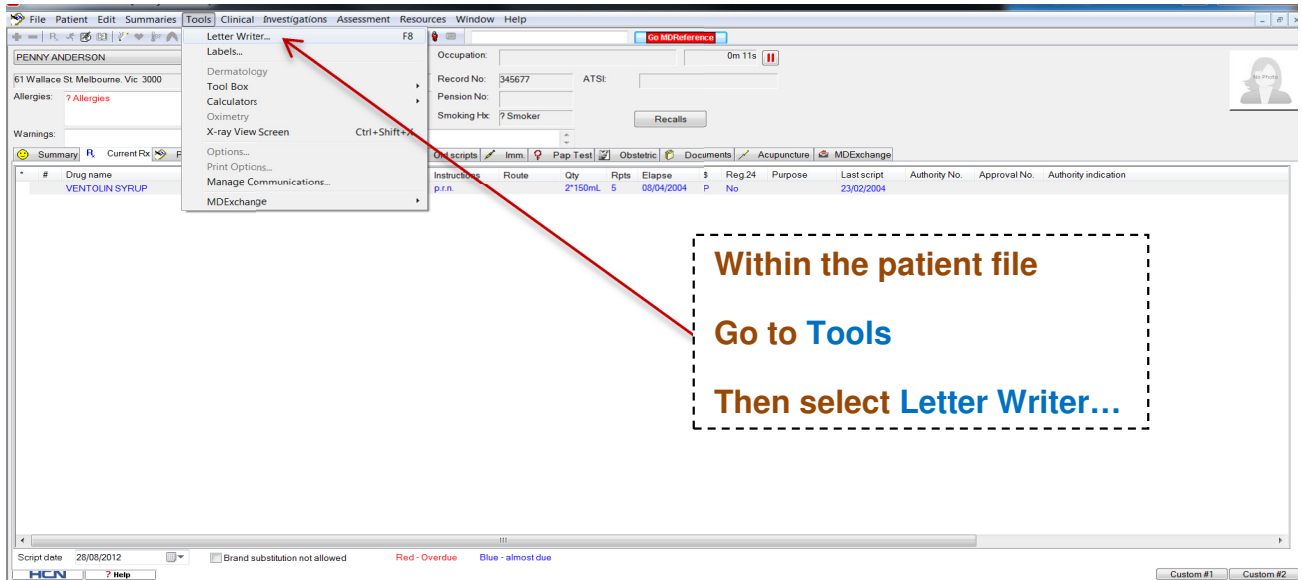
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The template has now been imported into Medical Director

How To Import and Use Templates Within Medical Director Software

Part 3: How to use a template within Medical Director



How To Import and Use Templates Within Medical Director Software

The screenshot shows a patient form with the following fields: Hospital, Speciality / Clinic, Name of Specialist, Patient Details (Family name, First Name(s), Preferred Name, Previous Name, Retained), Birth Date, Country of Birth, DVA White, DVA Gold, DVA Card Number, MVIT, Workers Compensation, Marital Status, and Next of Kin/Guardian. Two pop-up windows are overlaid: 'Select medications to include' with a list of medications (AROPAX, CELESTONE-M, IMIGRAN, ORUDIS SR, POLY-TEARS) and 'User Defined Fields' with input fields for BMI, Weight (kg), and Height (m).

There will appear prompts that will require input.
Fill in the requested fields then press **OK**

The screenshot shows a 'REQUEST FOR OUTPATIENT APPOINTMENT' form with the following fields: Hospital, Speciality / Clinic, Name of Specialist Preferred, Referral questions, Patient Details (Family name, First Name(s), Preferred Name/Title, Previous Name, Retained), Birth Date, Country of Birth, Hospital No. (if known), Medicare No., Ref No., Expiry Date, DVA White, DVA Gold, DVA Card Number, MVIT, Workers Compensation, Marital Status, Aboriginal, Torres Strait islander, and Neither.

The template will prepopulate with specific clinical information
Type directly into the incomplete fields
Then **Print** and/or **Save** the document

The screenshot shows a patient's medical notes for David Anderson. A template letter titled 'REQUEST FOR OUTPATIENT APPOINTMENT' is visible, containing the same form fields as shown in the previous screenshots, prepopulated with patient data.

The template/letter is stored within the patient notes