

Installing a Template in Medtech 32

Creating a Template in Document Designer

(Right click on zipped file and select Open and copy the .mtd file to desktop)

Open Medtech 32 > Go to > Set up

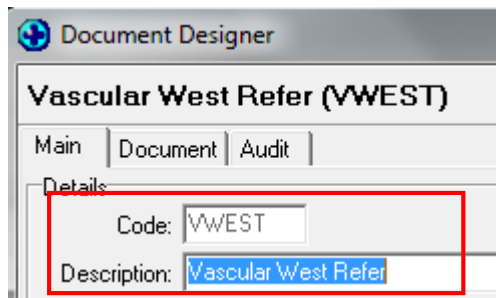
Select > Inbox/Outbox

Select > Outbox doc (always check this new referral is not already listed)

Select > Add a new document

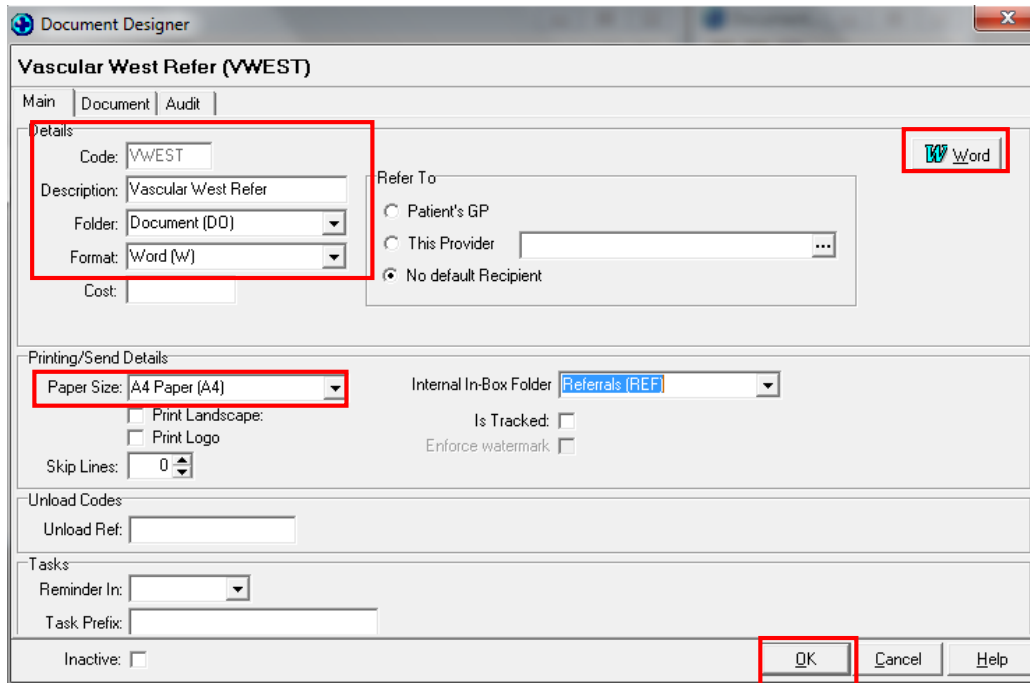
Create a new Code for referral in Document Designer:

Make sure you use the same code name as the name used on in the .mtd file



VWEST Vascular West Refer.mtd

- Code > create code for template
- Description > Name Template
- Folder > select Document -DO
- Format > select Word
- Paper Size > Select page Size > A4
- Select > text box 'Word'



Installing the .mtd file

Select document Tab > Select > Import disk

You are prompted to search for saved .mtd file

Select > OK

Using the Template

Open a patient record

Go to 'Patient manager' or outbox document 'New'

Select > Outbox tab and select document

Select template and open word document

Fill in patient referral details, close screen and 'Save'