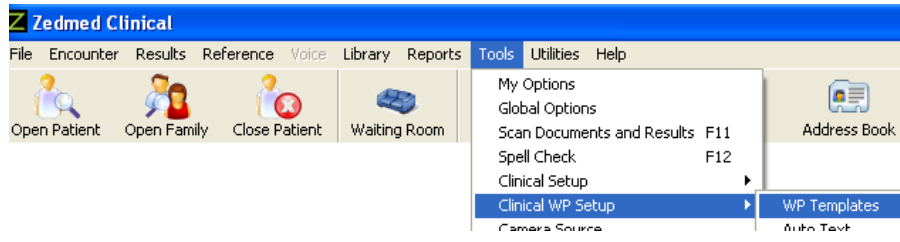


Installing a Template in Zedmed

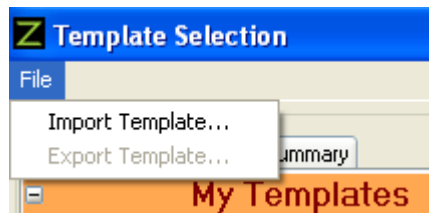
Go to 'Tools' tab

Select 'Clinical WP Setup' then select 'WP Templates'



Template selection box will appear

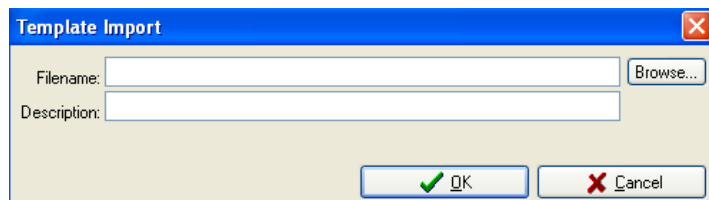
Select > File > Import



Template Import box will open

Browse for the template (rtf doc) you wish to import

Description – Name the Referral Template > select OK



Template is now stored under > User defined > My Templates

Select imported Template > right click > select 'Toggle Available all users'

(If you Toggle as 'Quick Document' the Referral will save under the 'Document' Tab and not the 'Referral' Tab)

Using the Template

Go to a patient file > Open

Open Start Encounter green arrow



icon

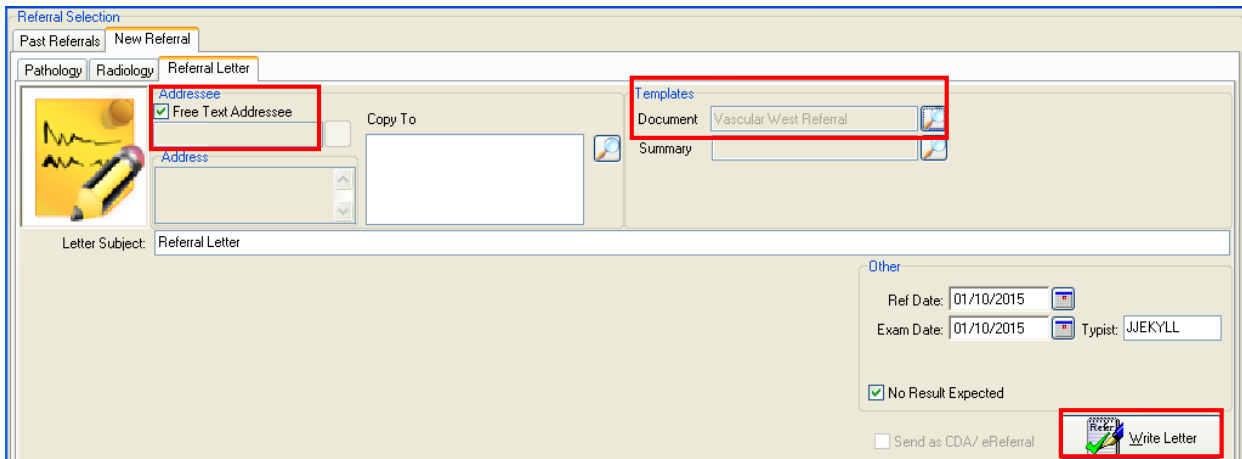
Select referral letter tab



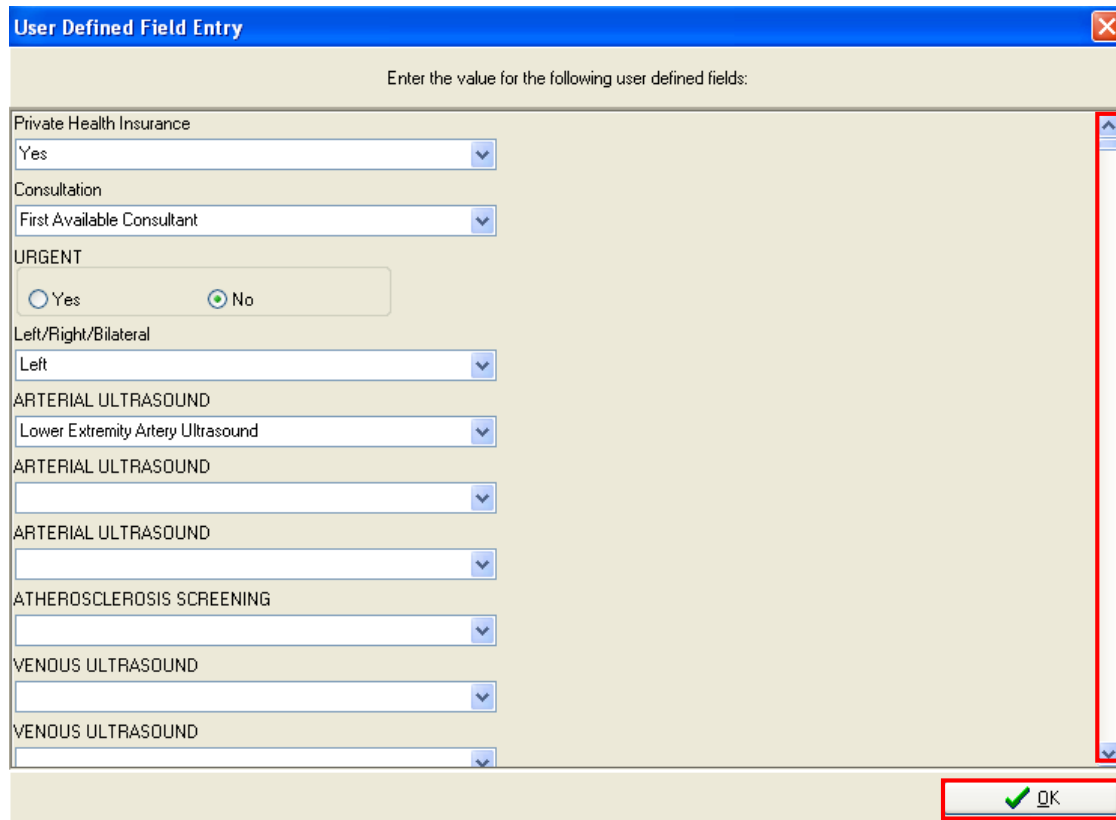
Select > Referral Letter > Tick 'free text' box

Go to Template > Document and browse for template

Select > Write Letter icon > (referral will auto populate with patient details)



Follow referral selection prompts and Scroll through all selection criteria



Select > OK and Save referral letter

Select > Print and Close or OK (if no printing is required)