

CLINICAL SOFTWARE TEMPLATE IMPORT INSTRUCTIONS

Best Practice

1. Open 'Best Practice'
2. Open a 'New Letter' and from 'Templates menu' select 'Import Templates'
3. Locate file and open
4. From 'File' menu, select 'Save As', type in an appropriate template name and select 'Save'.

Medical Director

1. Open 'Medical Director' followed by 'Letter Writer'
2. In 'File' menu, select 'Modify Template' and then select 'Blank Template' and 'Open'
3. In 'File menu', select 'Import', find the template and select 'Open'
4. In 'File menu', select 'Save As Template', type in an appropriate template name and select 'Save'

Genie

1. Open 'Genie'
2. Create a letter for any patient
3. Select 'New Template' from the Template pop up menu
4. Select 'Open' from the File menu of '4D Write', and navigate to the downloaded file
5. Select an appropriate template name
6. Select 'Save'

ZedMed

1. Open 'ZedMed'
2. Select 'Tools' > 'Clinical WP Setup' > 'WP Templates'
3. In 'File' menu, select 'Import Template'
4. Locate file and select 'Open'
5. Select an appropriate template name in the description field