BEST PRACTICE – IMPORTING TEMPLATES

Follow these instructions when importing a template from the internet eg a referral template:

1. Right Click on the template from the web page and select **'Save target as'**
Note: The template must be in rich text format or word format – not pdf.

Templates ready to import:

- Lakes Radiology eReferral – 2016 – Download detailed instructions for Importing
- Sydney Breast Clinic BP eReferral – 2014 – Download detail... Practice)
- Co-ordinated Veteran Care – Care Plan – Download detailed i... Practice)
- Co-ordinated Veteran Care – Consent Form – Download deta... Practice)
- Co-ordinated Veteran Care – Partners in Health Scale – Down... (Best Practice)
- Co-ordinated Veteran Care – K10 – Download detailed instruc...

(context menu options:)
Open in new tab
Open in new window
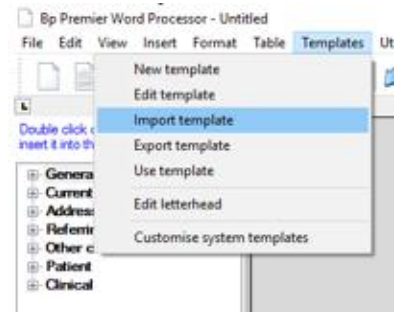Save target as
Copy link
Bing Lookup
Inspect element

**2. Save** this file to a drive on your computer/desktop.

Important: Do not then double-click on this file from your computer as this will open it in Word and corrupt the fields.

3. Open Best Practice Software and open the Word Processor - **F4** or blank page icon.

4. Select **Template > Import Template** and navigate to where you saved the imported template eg. desktop.

Bp Premier Word Processor - Untitled
File Edit View Insert Format Table Templates Ut
New template
Edit template
Import template
Export template
Use template
Edit letterhead
Customise system templates

5. Modify your template and when finished select **File, Save as** and name your template, ticking 'Available to all users' if you would like to share with others within the practice.

Template detail ✕

Template name:

ABC Referral

☐ Available to all users

Save   Cancel
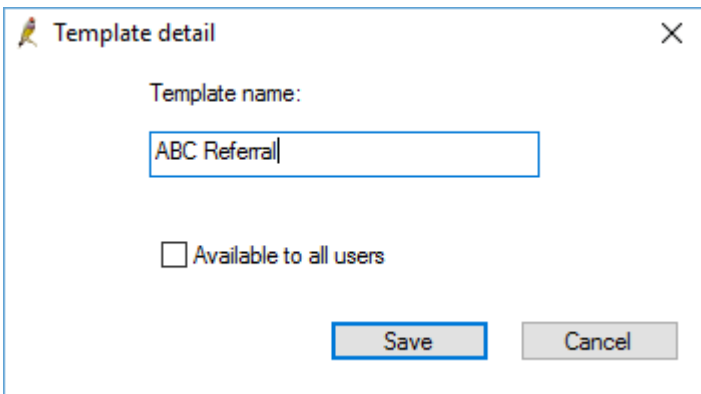
6. Your template will then be accessible in the **Template > Use Template function.**