

## Importing Templates from Email to Medical Director

1. Go to Email and click on Attachment (but don't open it) then Right Click
2. Save As
3. Save it in a folder that is easy to locate.
4. Name file Eg; "GPNW Diabetes Education and Assessment Form"
5. Open Medical Director and Press "F8" – or go to "Tools" menu option and select "Letter Writer"
6. File – New – Blank Template
7. File – Import
8. Locate the file and Double Click to import document into Medical Director
9. File Save as template
10. In Template name put "GPNW Clinical Services Referral Form"
11. Save
12. The template is now there for all to use