

Installing a Template in Medtech

Creating a Template in Document Designer

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

Click on the Link to the Template and download the document. Click on Zip folder and select **Open** and right click on the downloaded document to copy and save to the **SLPA Sleep WA J Philpott.mtd** file to your desktop ready to import.

Open Medtech > Go to > **Set up**

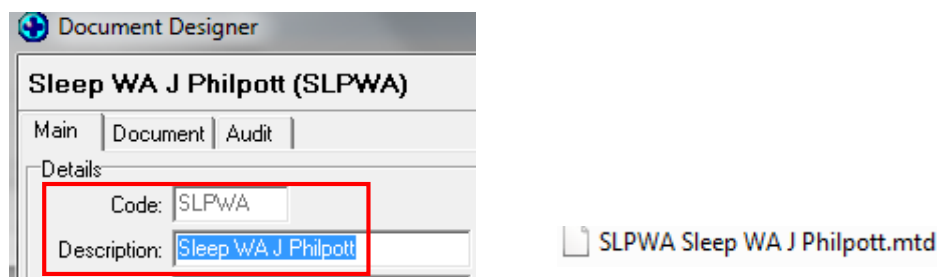
Select > **Inbox/Outbox**

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

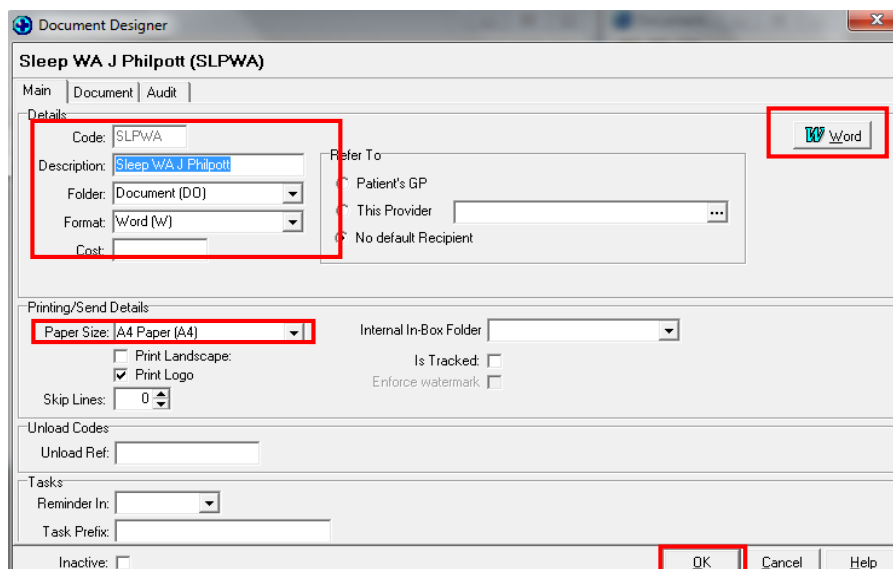
Select > **Add a new document**

Create a new Code for referral in Document Designer: **SLPWA**

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



- Code > **create code for template - SLPWA**
- 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**

Creating a Contact for Sleep WA Dr J Philpott

Select > **Setup** > **Agencies** > **Address Book**

Select > Add **New** icon

In **Main** Tab add:

Name: Sleep WA Dr J Philpott

Suburb: Nedlands Postcode: 6009

In **More** tab > **Healthlink box** > type **drphilpo**

Select **Messaging** as preferred contact method if you wish to send electronic referrals to Sleep WA

Click > **OK**

Using the Template and Sending Referral Electronically

Open a patient record

Select **other documents** and select **Sleep WA J Philpott Referral (SLPWA)**

Under **To** add **Sleep WA**

Click on the **Word** icon  and referral template will open

Select the services required and **save/print** and close

If sending electronically: click send via **Message Transfer**

Select **Healthlink RSDAU**> select priority for the transmission > **Referral Letter (RSD R)**

Select **OK**