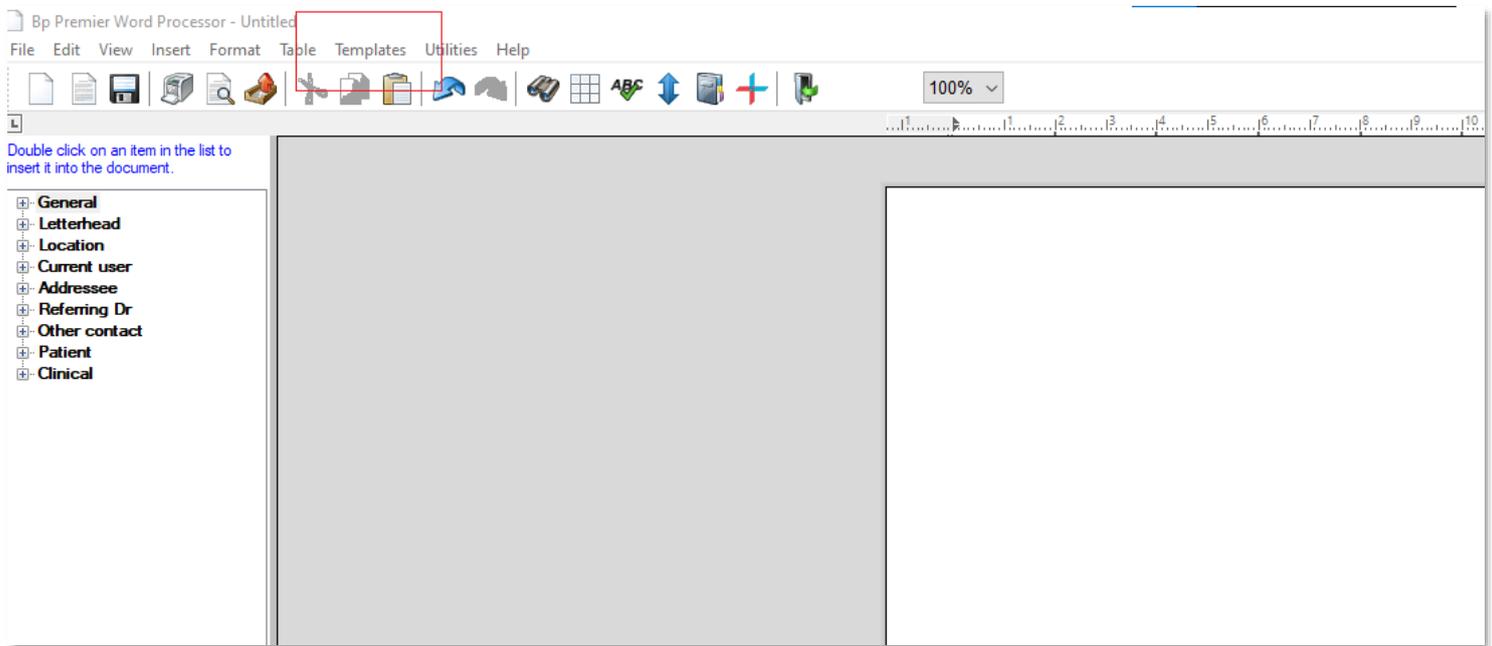
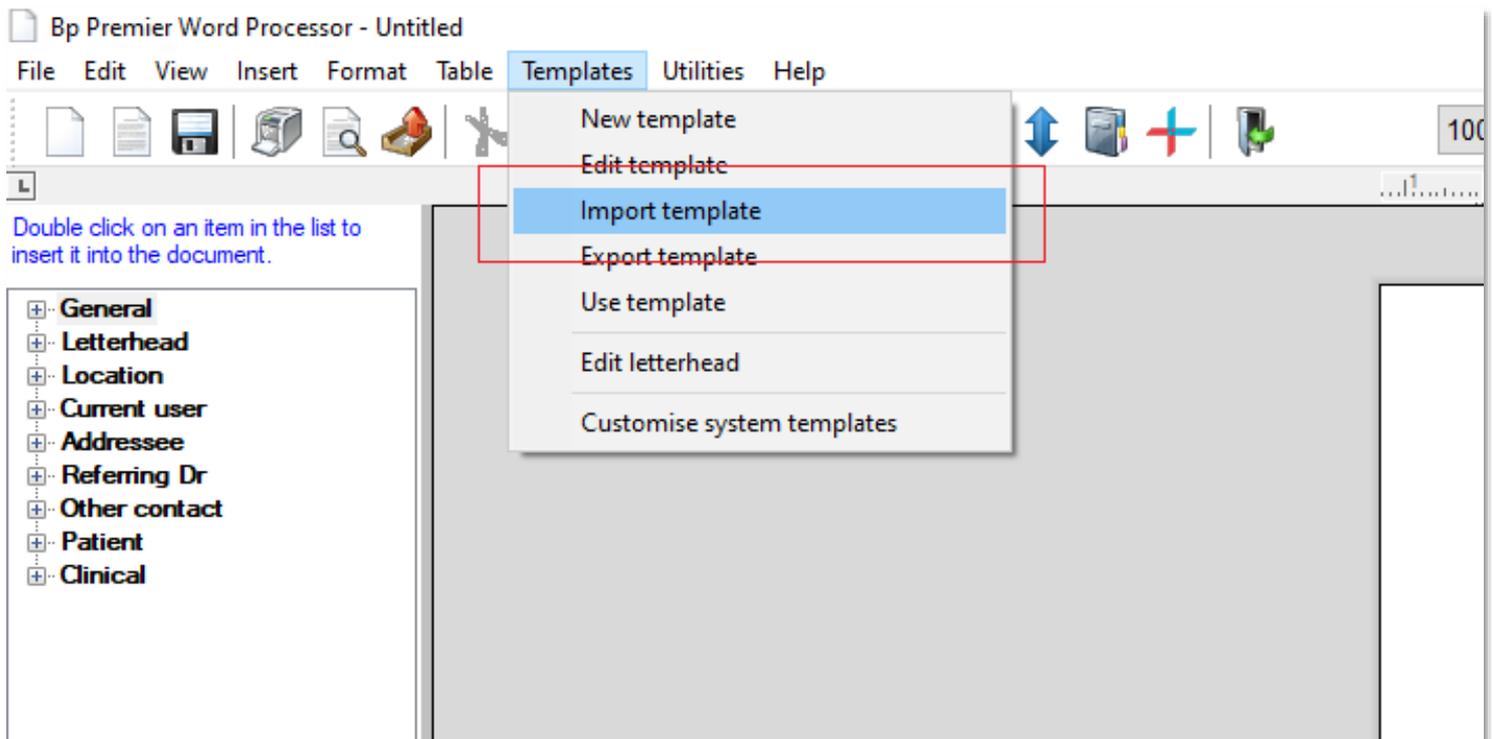


## Uploading referRHEALTH templates to Best Practice

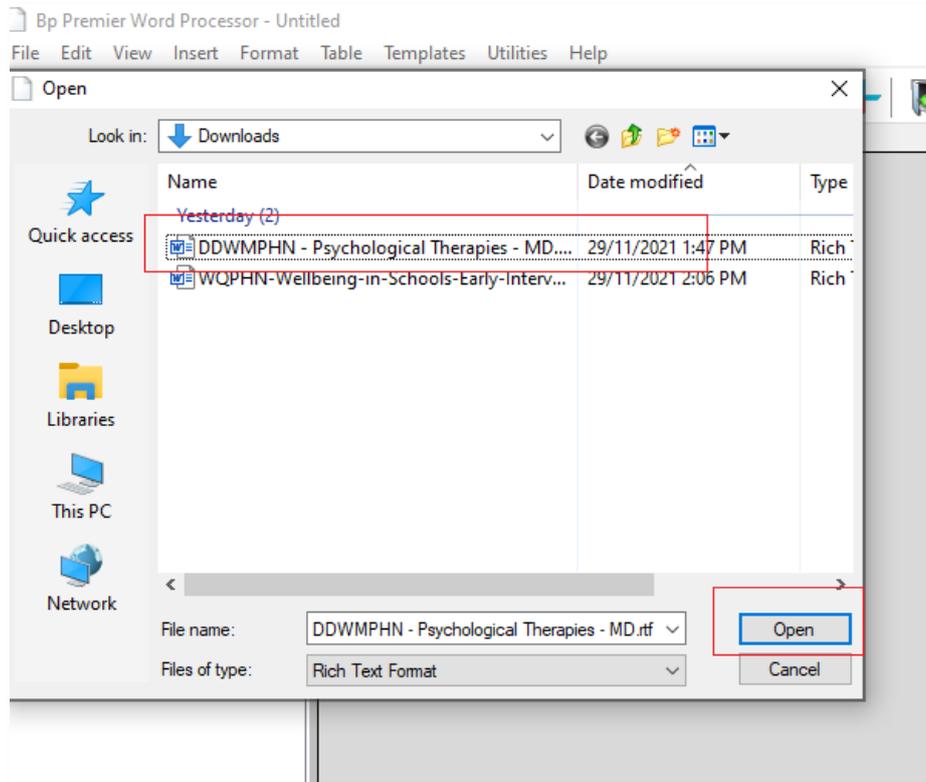
1. Download the templates from the RHealth website and save them to your 'Desktop' or 'Downloads' folder.
2. Once downloaded, open Best Practice, and open the Word processor in Best Practice.
3. Once in the Word Processor, click 'Templates' (a dropdown will appear):



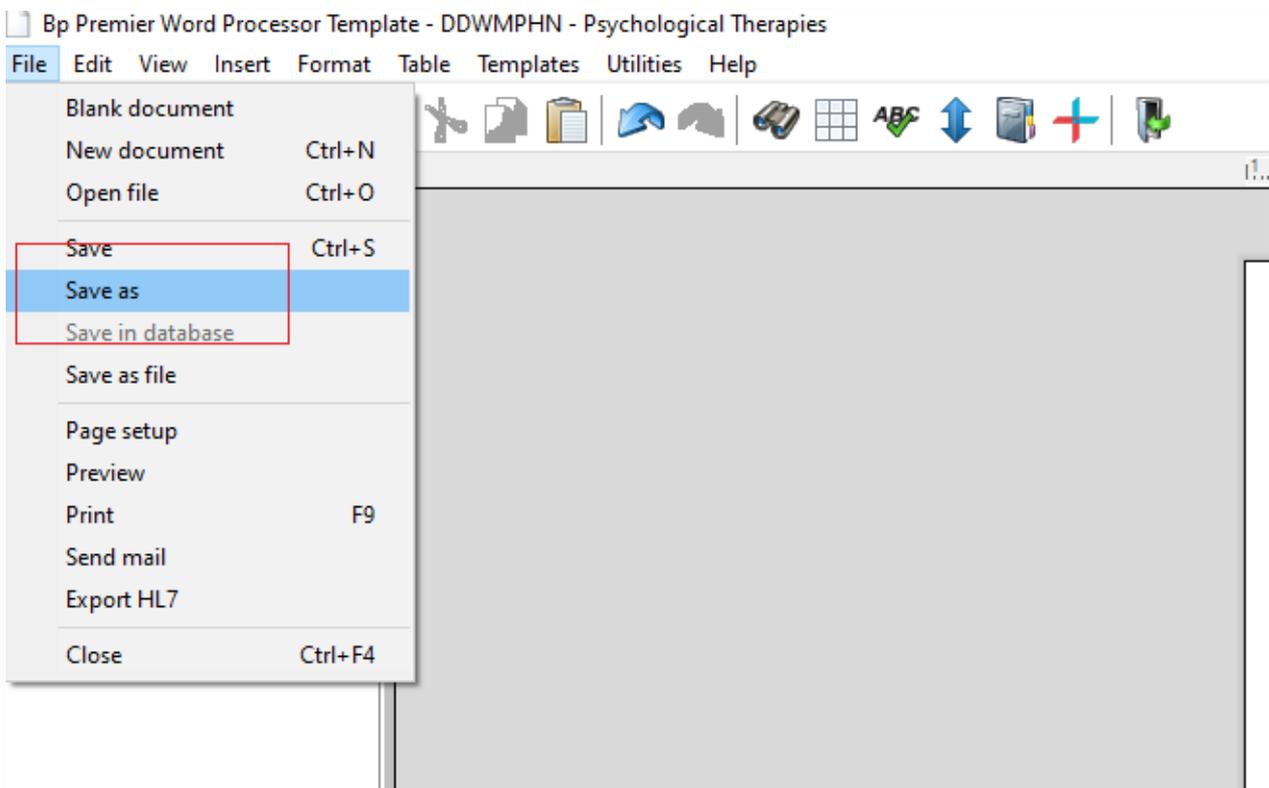
4. When the dropdown appears, click 'Import template':



- When prompted, navigate to where you saved the downloaded templates (within the popup box), then click on the downloaded template and click 'Open':



- The template will then appear in the word processor, once imported, click 'File', then 'Save as':



- When you click 'Save as', you will be prompted to save the template to your Best Practice software. You can choose a name (however it will default to the file name), ensure you click 'Available to all users'. Click 'Save' to save it to your templates:

**de-identified data for statistical purposes?**  
Note - Client must consent to provision of data for this service to proceed

**Patient Details**

First Name:	<PtFirst Name>
Last Name:	<PtLast Name>
Date of Birth:	<PtDOB>
Is date of birth required:	<Is date of birth required?>
Gender:	<PtGender>
Mobile:	<PtMobile>
Phone:	<PtPhone>
Address:	<PtAddress>
City:	<PtCity>
Postcode:	<PtPostcode>
State:	<PtState>
Ethnicity:	<PtEthnicity>
Main Language Spoken:	<Language Spoken at Home>
English Skill:	<English Skill>
Is an interpreter required:	<Is an interpreter required?>

- The template will then be available to user under the 'Custom' tab of 'Word Processor Templates'

**Word Processor templates**

All
  Custom
  Supplied
  Include all states

Template name	All users	Type
DDWMPHN - Child & Youth Care Coordination	Yes	Custom
DDWMPHN - Child & Youth Psychological Therapies	Yes	Custom
DDWMPHN - Health Service Navigator	Yes	Custom
DDWMPHN - Low Intensity Mental Health	Yes	Custom
DDWMPHN - Mental Health Nurse Care	Yes	Custom
DDWMPHN - Psychological Therapies	Yes	Custom
DDWMPHN - Psychological Therapies (DBT Group)	Yes	Custom
DDWMPHN - Psychological Therapies	No	Custom
DDWMPHN - Psychosocial Support	Yes	Custom
DDWMPHN - Social and Emotional Well-being	Yes	Custom
WQPHN - NPS Brokerage	Yes	Custom
WQPHN - P1 Low Intensity Mental Health	Yes	Custom
WQPHN - P3 Psychological Therapies	Yes	Custom
WQPHN - P4 Care Coordination	Yes	Custom
WQPHN - P6 Social and Emotional Well-being	Yes	Custom
WQPHN - Psychological Services (RACFs)	Yes	Custom
WQPHN - Wellbeing in Schools Early Intervention	Yes	Custom

Rename template    Delete template

Open    Cancel