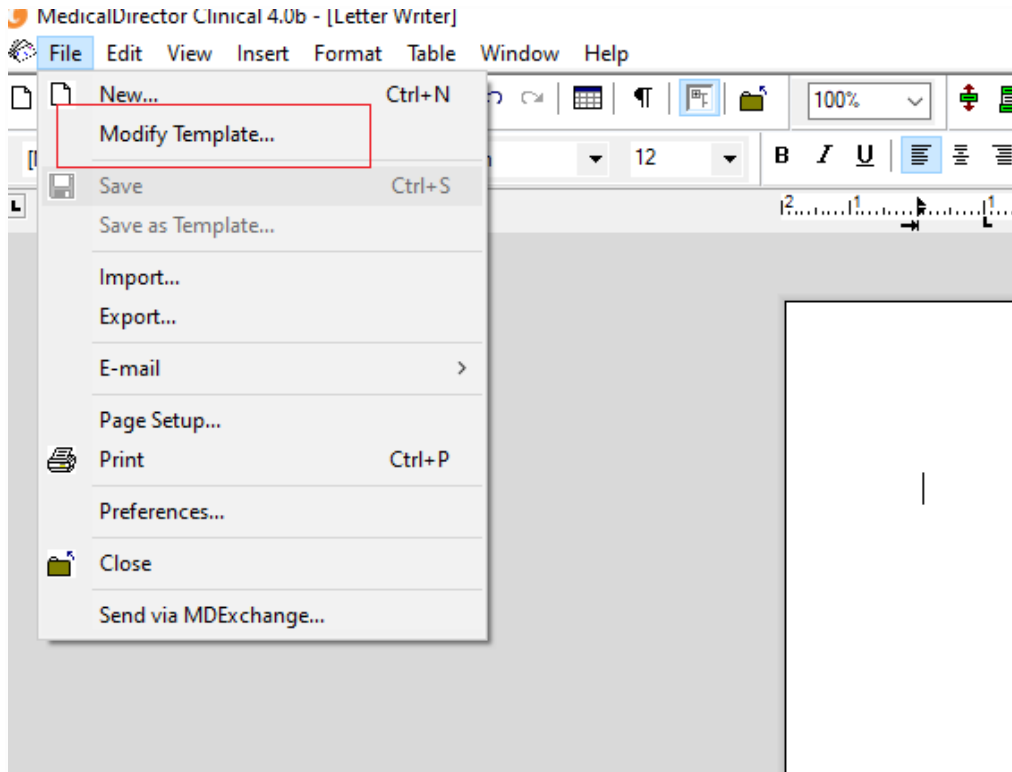
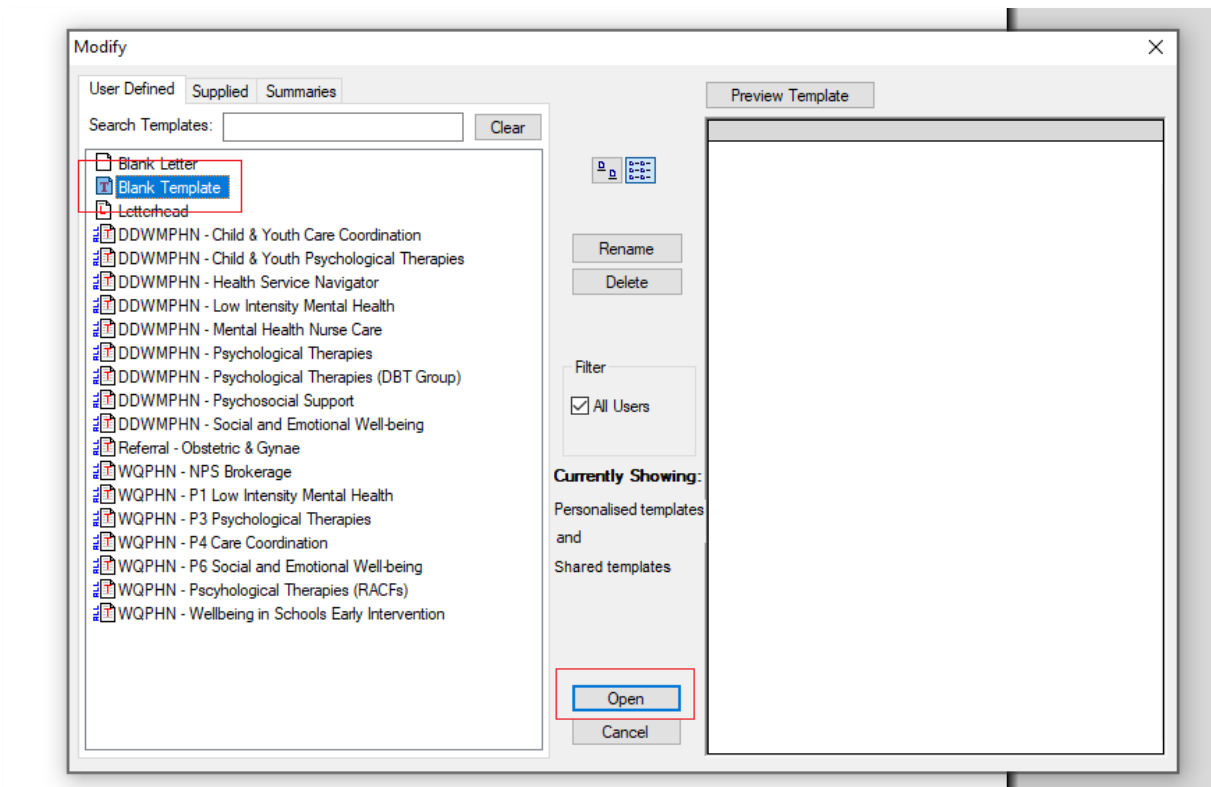


Uploading referRHEALTH templates to Medical Director

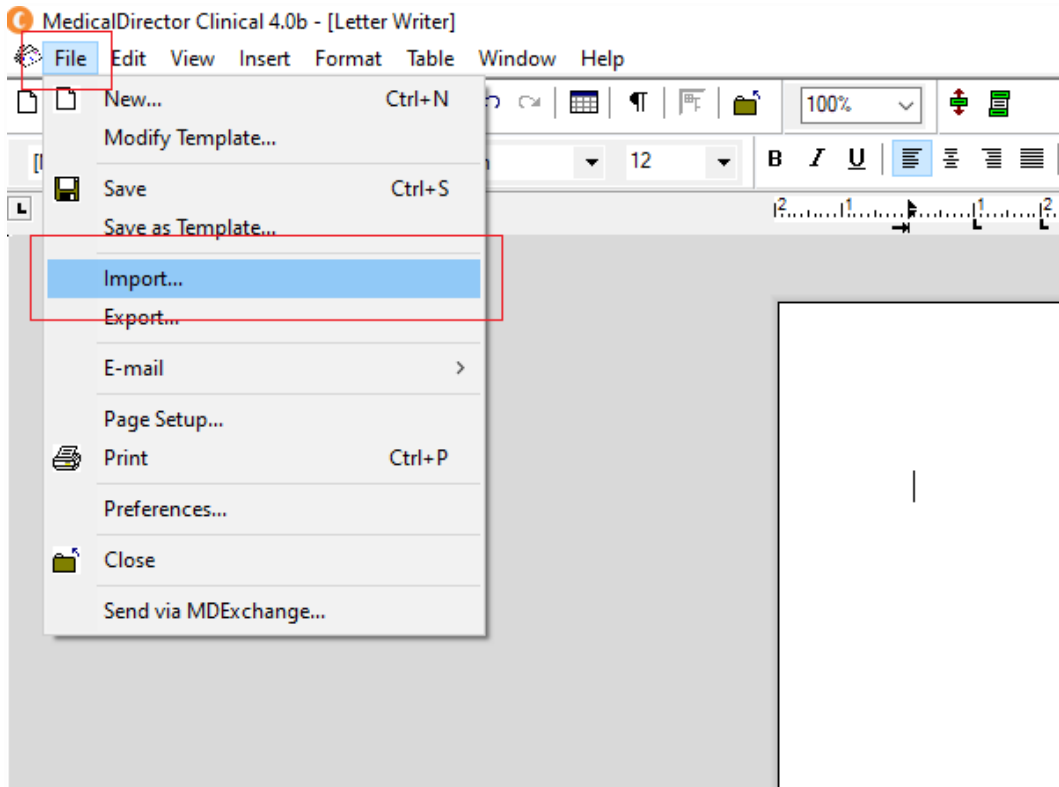
1. Download the templates from the RHealth website and save them to your 'Desktop' or 'Downloads' folder.
2. Once downloaded, open Medical Director, and open the Letter Writer in Medical Director.
3. Once in the Letter Writer, click 'File' then 'Modify Template':



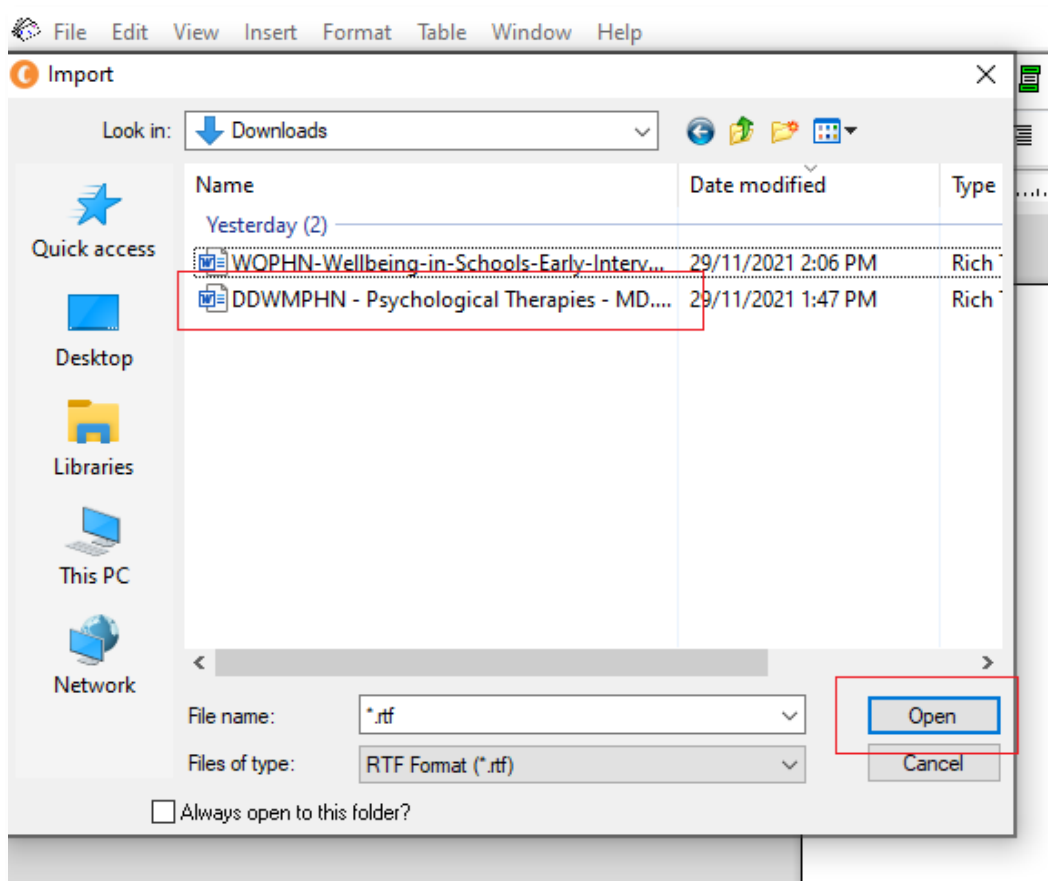
4. In the popup that appears, click 'Blank Template', then click 'Open':



5. Once the blank template is loaded, click 'File', then 'Import':



6. A popup will appear, navigate to the folder where you saved the downloaded templates, click the template then click 'Open':



- (This step is optional and may not be required) – If after you click ‘Open’ the template imports, but appears to off-centre (example below), click ‘File’, ‘Page Setup’ and adjust the margins to: **Left – 10, Right – 10, Top 20, Bottom 20** then click ‘Ok’.

refeRHEALTH Darling Downs and West Moreton PHN
refeRHEALTH Mental Health Referral Form
Targeted Psychological Therapies

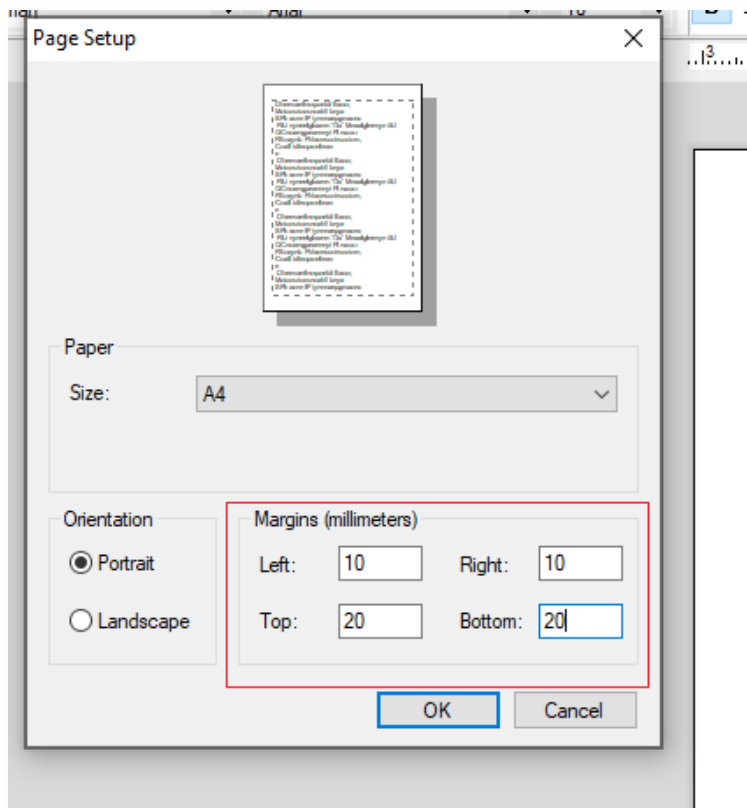
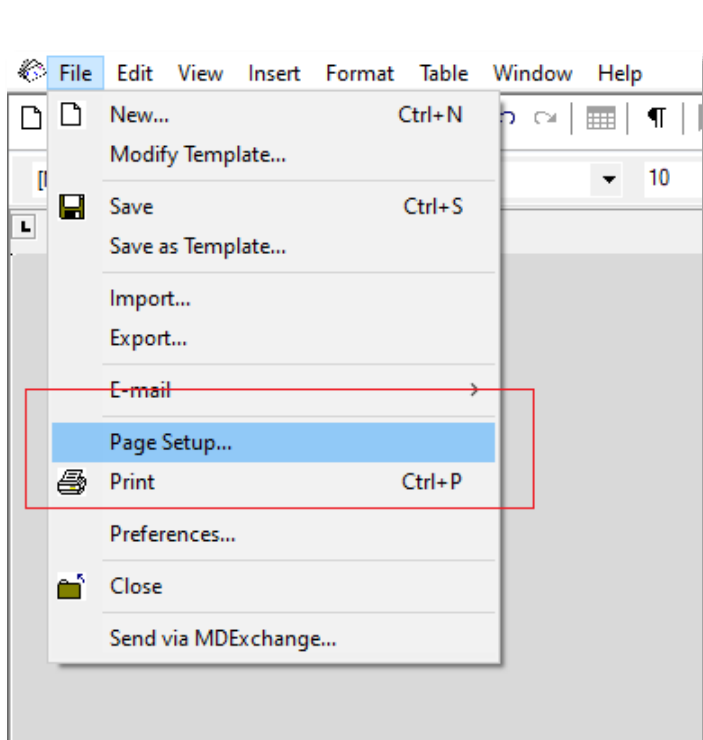
RE: <<Patient Demographics:Full Name>>
 DOB: <<Patient Demographics:DOB>>

Does the person agree to the provision of their de-identified data for statistical purposes?
 Note - Client must consent to provision of data for this service to proceed

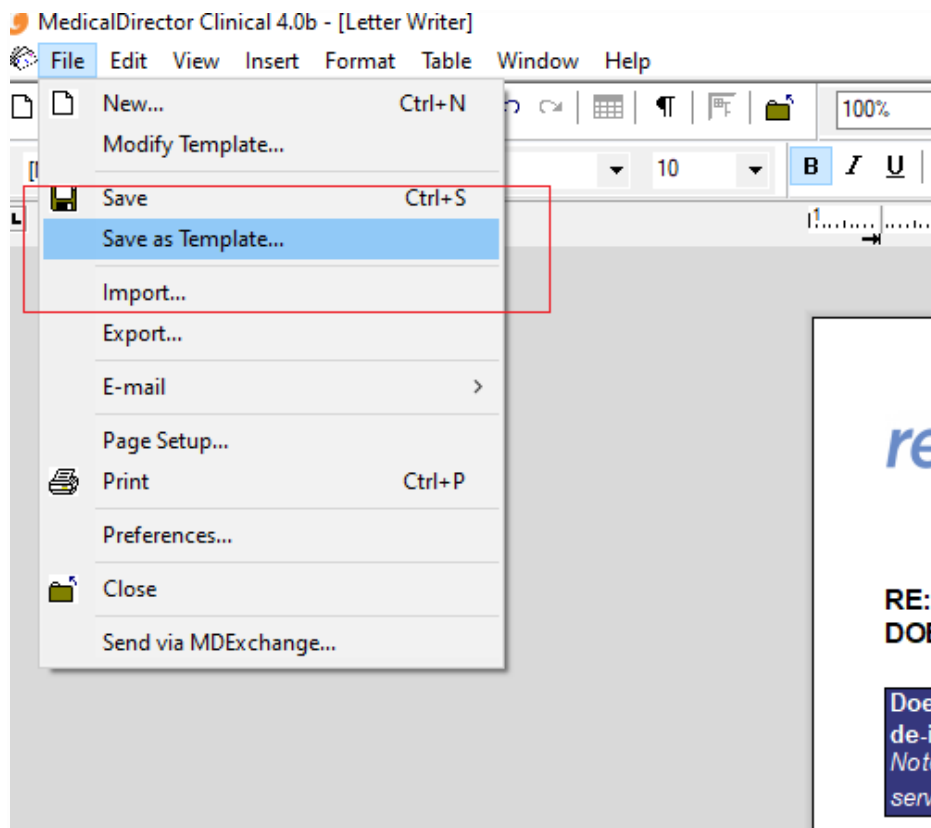
<<Does patient agree to the provision of their data?>>

Patient Details

First Name:	<<Patient Demographics:First Name>>
Last Name:	<<Patient Demographics:Surname>>
Date of Birth:	<<Patient Demographics:DOB>>
Is date of birth Accurate:	<<Is date of birth Accurate?>>
Gender:	<<Patient Demographics:Gender>>
Mobile:	<<Patient Demographics:Phone (Mobile)>>

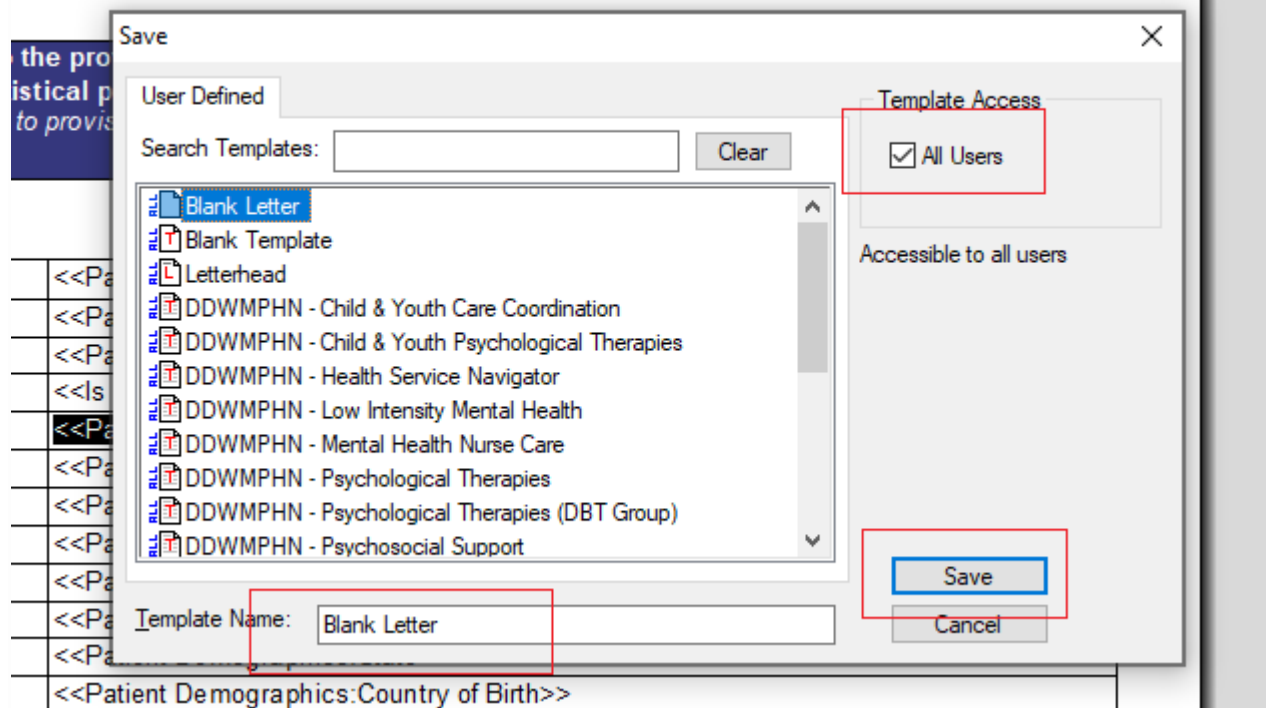


8. Once the template is imported into the Letter Writer (and margins fixed per step 7 if required), click 'File', then click 'Save as Template':



9. Give the template a familiar name, and ensure under 'Template Access' that 'All Users' is ticked, then click 'Save':

graphics:DOB>>



10. Once saved, you will be able to access the template under the 'User Defined' tab:

