## refeRHEALTH

## **Uploading refeRHEALTH 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':

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

Search Templates: Clea	r	 
Blank Letter Blank Template Control C	Rename Delete	
DDWMPHN - Low Intensity Mental Health DDWMPHN - Mental Health Nurse Care DDWMPHN - Psychological Therapies DDWMPHN - Psychological Therapies (DBT Group) DDWMPHN - Psychosocial Support DDWMPHN - Social and Emotional Well-being DBWMPHN - Social and Emotional Well-being	Filter ☑ All Users	
WQPHN - NPS Brokerage     WQPHN - P1 Low Intensity Mental Health     WQPHN - P3 Psychological Therapies     WQPHN - P4 Care Coordination     WQPHN - P4 Cocal and Emotional Well-being     WQPHN - P6 Social and Emotional Well-being     WQPHN - Pscyhological Therapies (RACFs)     WQPHN - Wellbeing in Schools Early Intervention	Currently Showing: Personalised templates and Shared templates	
	Open	



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

MedicalDirector Clinical 4.0b - [Letter Writer]						
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6. A popup will appear, navigate to the folder where you saved the downloaded templates, click the template then click 'Open':

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7. (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'.

<i>refe</i> RHEA	Darling Downs and West Moreton PHN refeRHEALTH Mental Health Referral Form Targeted Psychological Therapies	
RE: < <patient demographics:="" full="" name="">&gt; DOB: &lt;<patient demographics:="" dob="">&gt; 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</patient></patient>		
service to proceed		
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First Name:	< <patient demographics:first="" name="">&gt;</patient>	
First Name: Last Name:	< <patient demographics:surname="">&gt;</patient>	
First Name: Last Name: Date of Birth:	< <patient demographics:surname="">&gt; &lt;<patient demographics:dob="">&gt;</patient></patient>	
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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':

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

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

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