

Instructions to Import Best Practice Template from Centre for Integrative Health

Downloading and importing BP template from website. What to do with .rtf link:

DO NOT DOUBLE CLICK ON THE .RTF LINK TO OPEN IT.

This will open the template in Word, which will overwrite all of the BP fields.

To save the template from the website:

1. Right click on the link and select Save Target As
2. Select a location on hard drive (which you can find later) and save
3. Open Best Practice then Word Processor (F4 or Utilities/Word Processor)
4. Click on Templates from the menu, then Import template
5. Locate file just downloaded (from the location selected earlier) and click Open
6. File / Save As and Type in appropriate name ie. Centre for Integrative Health Referral
7. Tick on the 'Available to all Users' and then click on Save.

Using Imported MD template for Referrals:

1. Select a patient for referral
2. Go to Word Processor
3. Select File / New
4. Double click on 'Centre for Integrative Health Referral.rtf' as named in step 6 above.
5. All patient demographics will insert into the referral.
6. Type in the relevant clinical information for the referral
7. **Important:** To insert X inside boxed you must first highlight the box then type an X
8. Save, print and fax or email to the Centre for Integrative Health