



Government of **Western Australia**
Department of **Health**

healthy pc

Central Referral Service

GUIDELINES FOR IMPORTING REFERRAL TEMPLATES INTO MEDICAL DIRECTOR



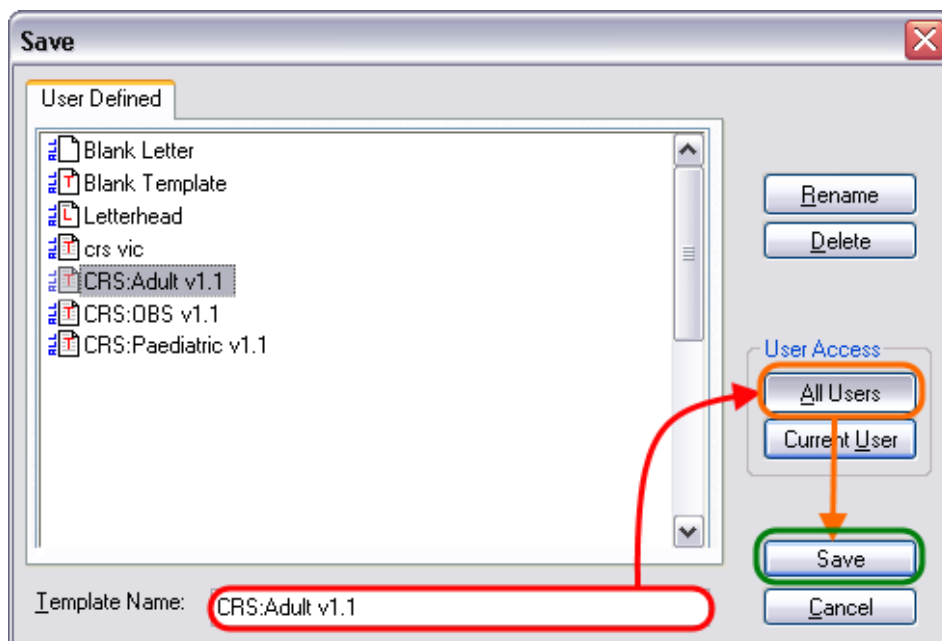
MEDICAL DIRECTOR

Installing the templates

1. Go to the **CRS** website
(<http://www.gp.health.wa.gov.au/CPAC/referral/templates.cfm>)
 - a. Click *CRS Adult Referral v1-1*
 - b. Select *Save As*
 - i. Save to the desktop
 - c. Select *Open folder* from the yellow prompt at the bottom of the screen



2. Open **Medical Director**
3. Search for the correct *Patient*
4. Open the *Word Processor*
5. Select *New*; Select *New Template*; Select *File*; Select *Import*; Select **CRS Adult Referral** from the USB inserted/save location
6. Check Page settings
 - a. *A4 Size*
 - b. All Margins are *10mm*
7. Select *File*; Select *Save as template*
Enter the *Template Name* **CRS Adult Referral**
 - a. Select the User Access *all users* button
 - b. Click *Save*



8. Repeat steps 1-7 for **CRS Obstetric & Gynaecology Referral** & **CRS Paediatric Referral**



Creating the contact for CRS

1. Select *File*; Select *Address Book*
2. Click *Add new*

Addressee Details

Company

Title Firstname

Name:

Greeting

Category

Address

Line 1

Line 2

Line 3

Suburb Postcode

Email Auto-capitalise

Health Identifier

HPI-O

Contact

Work Fax A/H

Mobile Pager

Notes

3. Enter the following information into the **Contact record**
 - a. Select *Company*
 - b. Enter *Name*: **Central Referral Service**
 - c. Create *new category* of **Government Department** using the ellipsis button (circled in red)
 - d. Enter *Address* (circled in orange)
 - i. *Line 1*: **Perth**
 - ii. *Suburb*: **Perth**
 - iii. *Postcode*: **6000**
 - e. Click *OK* (circled in green)

