



Central Referral Service

GUIDELINES FOR IMPORTING REFERRAL TEMPLATES INTO PRACTIX





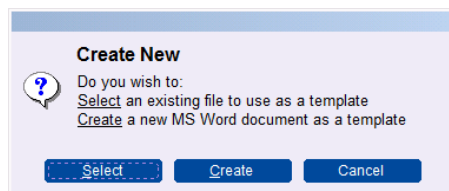
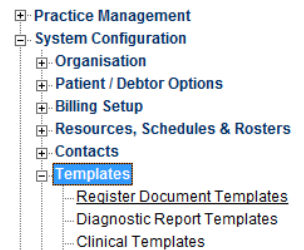
PRACTIX

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

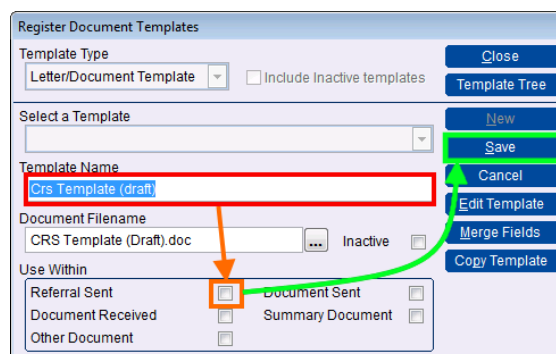


NB: Do not select *OPEN* this will corrupt the merge fields for this template

2. Open **Practix**
3. Click *Administration* from the main login screen
 - a. Select *System Configuration*; Select *Templates*; Select *Register Document Template*; Select *Modify* (shown right)
 - b. This will open the *Register Document Templates Screen*
4. Select the *Letter/Document template type* From the drop down menu
5. Click *New*



6. Click *Select* to choose the template downloaded. (shown right)
7. Select the **CRS Adult Referral** from the USB/Saved location
8. Enter the title of the Template (circled in red) **CRS Adult Referral**



- a. **Word** will open to show the template
- b. Click save and close **Word**
9. Click the *referral sent* tick box (circled in orange)
10. Click *Save* (circled in green)
11. Repeat steps **1-10** for **CRS Obstetric & Gynaecology Referral & CRS Paediatric Referral**

