

Instructions to Import Best Practice template from Digestive Health

Downloading and Importing Best Practice 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 Best Practice fields.

To save the template from 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 Digestive Health Referral.
7. Tick on the “Available to all Users” and then click on Save.

Using Imported Best Practice template for Referrals

1. Select a patient for referral
2. Go to Word Processor
3. Select File / New
4. Double click on “Digestive Health.rtf” as named in step 8 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 or email to Digestive Health via Argus.

