



## Instructions to Import MD Template from Digestive Health

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**Downloading and Importing MD 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 Medical Director 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 Medical Director then Letter Writer (F8 or Tools/Letter Writer)
4. File / Modify Template
5. Select ‘Blank template’ open
6. File / Import
7. Locate file saved from email (from the location selected earlier) and click Open.
8. File / Select “**Save as template**”. Type in appropriate name ie DHC Referral or Digestive Health Referral and click on Save.

### Using Imported MD template for Referrals

1. Select a patient for referral
2. Go to Letter Writer
3. Select File / New
4. Double click on ‘DHC Referral’ 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.