Importing e-Referral Templates

Practix

1. Move the Template to your Computer
- Right mouse click on the template you wish to import from www.northsideendoscopy.com.au
- Click on 'save target as'
- Left click on the 'save in' drop down arrow and select 'desktop'
- Left click on the 'save' button
- A 'download complete' screen will appear
- Left click on the 'close' button

Note: Do not open this document before completing importing process as it will corrupt the medical software coding.

2. Save the template to Practix
- Click 'Administration'
- Double Click on 'System Configuration'
- Double Click on 'Templates'
- Double Click on 'Register Document Templates'
- Within the Template Type Box, now Select Letter/Document
- Click on the New Button
- Click Select
- Locate the file you imported at Step 1 to your desktop
- Double Click on the Template
- Name the Template (we recommend Northside Endoscopy
- Referral)
- Within the 'Use Within' box check the 'Referral Sent' box
- Click Save
- Click Close

3. After the template has been imported into Pratix, go back to your desktop and delete the file you originally saved there in the first step.