

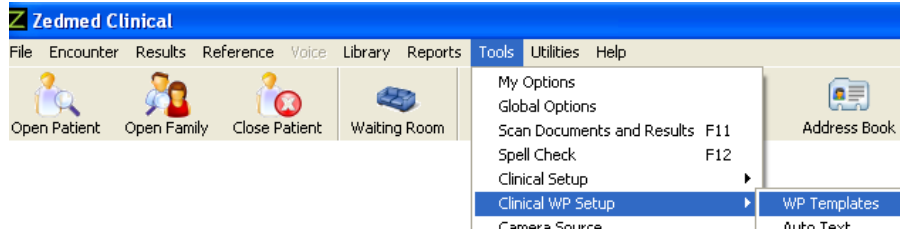
A



Installing a Template in Zedmed

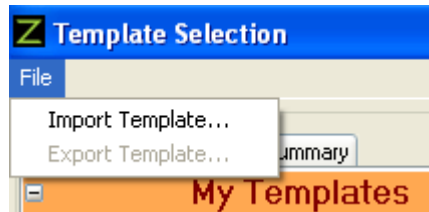
Go to 'Tools' tab

Select 'Clinical WP Setup' then select 'WP Templates'



Template selection box will appear

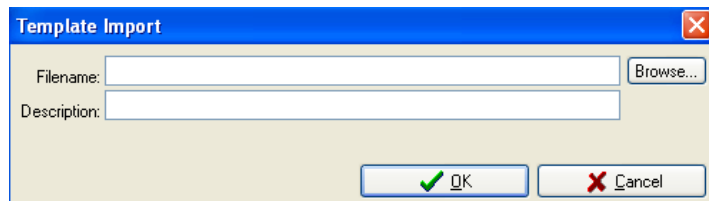
Select > File > Import



Template Import box will open

Browse for the template (rtf doc) you wish to import

Description – Name the Referral Template > select OK



Template is now stored under > User defined > My Templates

Select imported Template > right click > select 'Toggle Available all users'

(If you Toggle as 'Quick Document' the Referral will save under the 'Document' Tab and not the 'Referral' Tab)

A



Using the Template

Go to a patient file > Open

Open Start Encounter green arrow



icon

Select referral letter tab



Select > Referral Letter > Tick 'free text' box

Go to Template > Document and browse for template

Select > Write Letter icon > (referral will auto populate with patient details)

Referrals for: Citizen, Mrs Jane

Referral Selection

Past Referrals | New Referral

Pathology | Radiology | Referral Letter

Addresssee
 Free Text Addressee
Address

Copy To

Templates
Document: Hears West Referral 1
Summary

Letter Subject: Referral Letter

Other
Ref Date: 12/06/2015
Exam Date: 12/06/2015 Typist: JJEKYLL
 No Result Expected
 Send as CDA/ eReferral

Write Letter

Follow referral selection prompts and Scroll through all selection criteria

User Defined Field Entry

Enter the value for the following user defined fields:

Private Health Insurance
Yes

URGENT
 Yes No

Services Requested
Consultation - Dr Barry McKeown

Services Requested
Trans thoracic Echo

Services Requested

Services Requested

Services Requested

Reporting Preference
Electronic

OK

Select > OK and Save referral letter

Select > Print and Close or OK (if no printing is required)