



## Installing a Template in Medical Director 3

Note: Right-click to save the files to your computer.  
Do not open the word document directly. (This will corrupt the fields)

Go to > Tools

Select > Letter writer

Select > New letter icon

Select > Blank template > OK

Go to > File > Import

Browse to the saved word template document

Select > Word.RTF file > Open

Go to > File

Select > Save as a template

Select > Blank template

Name the template

Select > Save

## Using the Template

Go to patient file > Select a test patient

Select the 'letter writer' icon (notepad icon)

Click on 'new letter' icon

Select 'user defined'

Select the template > **Hearts West Referral** > Select OK

Follow referral selection prompts

Click on "OK"

Select > Print

Select > Save (to save document in patient file)