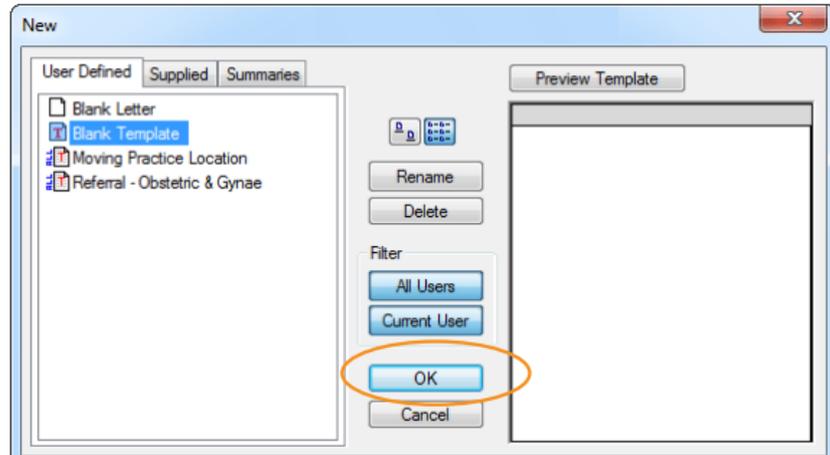


## IMPORTING RFT TEMPLATE INTO MEDICAL DIRECTOR



Completing the below set up will allow you to complete your imaging request form with details auto-populating from the patient's file.

1. From the Letter Writer select **File > New**. The **New** window will appear.
2. In the User Defined Tab Select '**Blank Template**', then click the '**OK**' button. A new blank document will open.



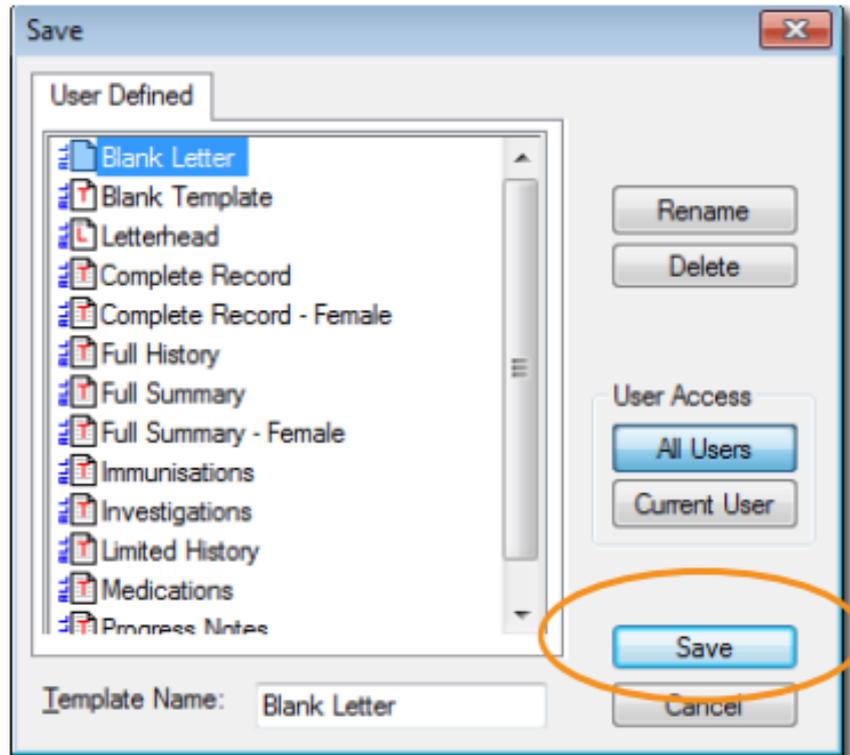
St Vincent's Clinic,  
Level 5, Suite 501  
438 Victoria Street  
Darlinghurst NSW 2010  
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3. Select **File > Import**

4. Locate, select and open the Sydney Imaging Specialist RFT Template form

5. Select **File > Save as Template**. Enter a name for this template and click on "**Save**"



## **IMPORTING RFT TEMPLATE INTO MEDICAL DIRECTOR**

The Sydney Imaging Specialist form will now be in Medical Director template for all clinicians to use.

## **SEND THE REFERRAL TEMPLATE ACROSS THE WAY IT WORKS FOR YOU**

1. Select Sydney Imaging Specialists referral template, complete the form, save it and email it to us [referral@sydneyimaging.com.au](mailto:referral@sydneyimaging.com.au) (email is in the form).
2. Select Sydney Imaging Specialists referral template and complete the form. Save it, then print and sign a copy for your patient or alternatively your admin team can fax/email the form to Sydney Imaging Specialists.
3. Once the referral template is completed, export the template to 'Fax' from the patient's file. It will then automatically go into the Practice reception's inbox system. The reception staff can then fax or email the referral form to SIS. (Note – this method requires extra software and may not be available with all systems).