Importing a Referral Template into Medical Director

1. Download and save the referral template to an accessible location, such as your Desktop.

    IMPORTANT: Do not open the referral template before importing it, as this may corrupt the file.

2. In Medical Director, go to Tools > Letter Writer.

3. Select File > New.

4. Select Blank Template and click OK. A new blank document will open.

5. Select File > Import.

6. Locate and select the file, click Open.

7. Select File > Save as Template. The Save window appears.

8. Enter a name for the template and click Save. The template is now ready for use