
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.

For assistance, please contact our Practice Manager
Ph: 03 9422 0077 **E:** Reception@sleepandlungcare.com.au