Best Practice Importing Templates from Lifehouse Website

Open your Internet browser, and type in; http://www.mylifehouse.org.au/for-doctors/refer-a-patient/	Choose the referral template that best matches your requirement.
Once the desired template has been found for you practice management application;	Right mouse click on the icon to download the template. Right click the name and select **Save target as…** (in the Internet Explorer)

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The box asking you to Save As will ask you where you wish to save the template. Select the place you wish to save it, in this example the Desktop. Click *Save*.	
Save to the desktop. NB **Do not double click the template to open. This could damage the template fields.**	
In Best Practice, open the word processor by clicking on the word processor icon.	
Once in the word processor is open select *Templates – Import template*.	
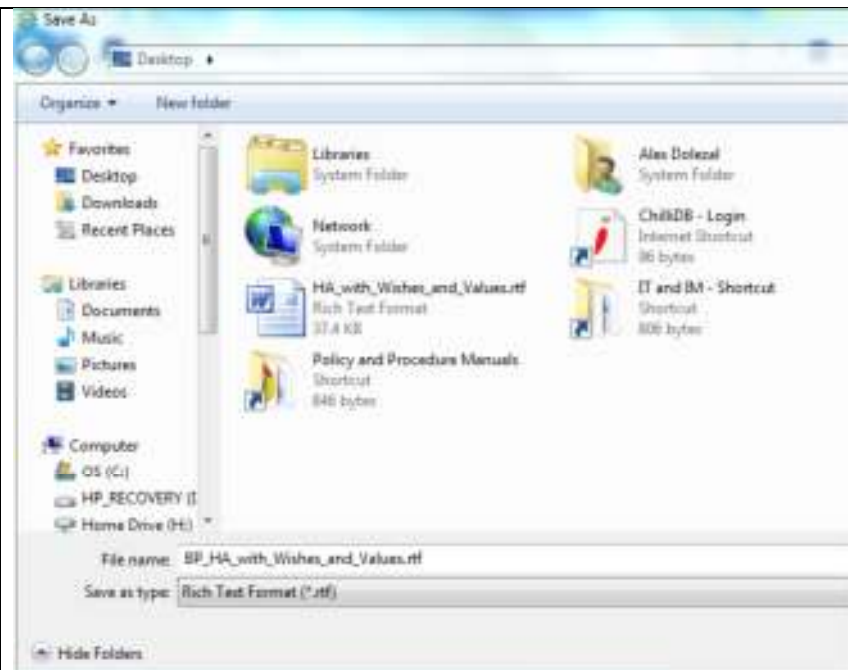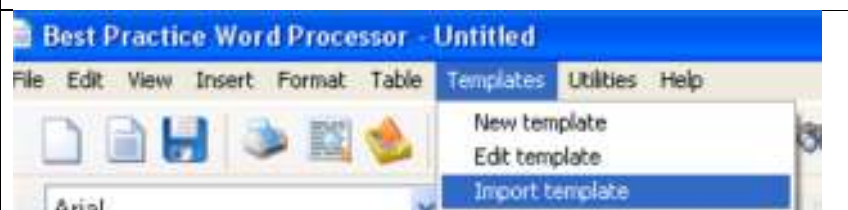
Navigate to where you saved the template, in our case the desktop. Select the appropriate template and click *Open*.	**Open** Look in: Desktop Recent Places Desktop Libraries Computer Network Libraries — System Folder Computer — System Folder BP_HA_with_Wishes_and_Va... — Rich Text Format — 36.9 KB IT and IM - Shortcut — Shortcut — 806 bytes Alex Do — System Networ — System E-health — Shortcu — 803 byt Policy a — Manual: — Shortcu File name: BP_HA_with_Wishes_and_Values.rtf Files of type: Rich Text Format
The template is imported into the Best Practice word processor.	100% **Annual Health Assessment** ☐ 701 (< 30 mins) ☐ 703 (30-45 mins) ☐ 705 (45-60 mir **GP details:** **Date:** <TodaysDat <DrName>
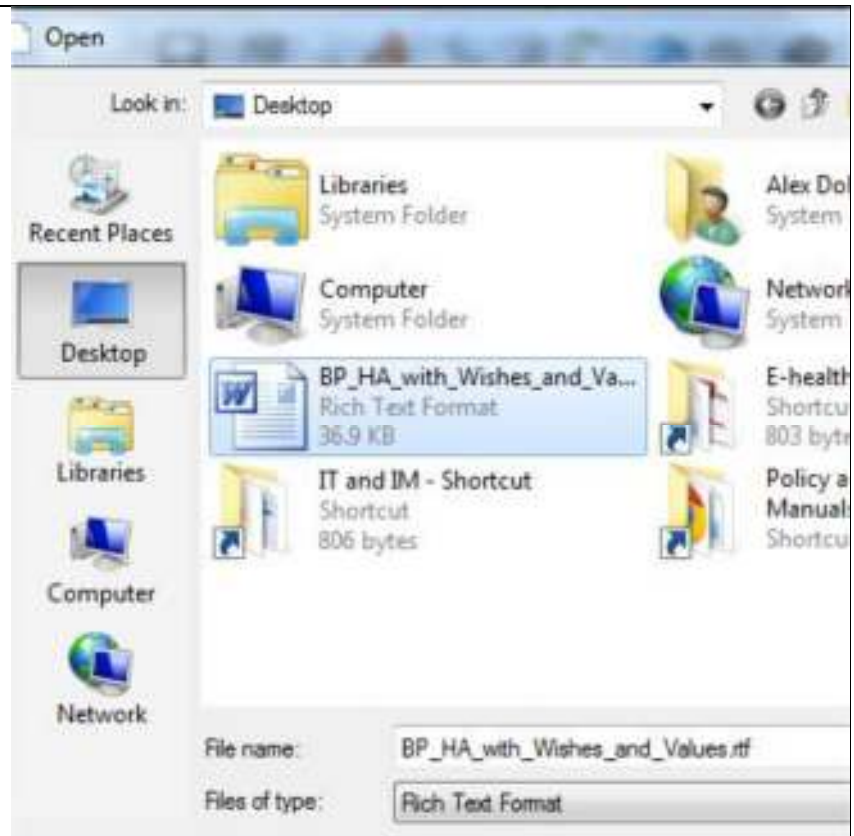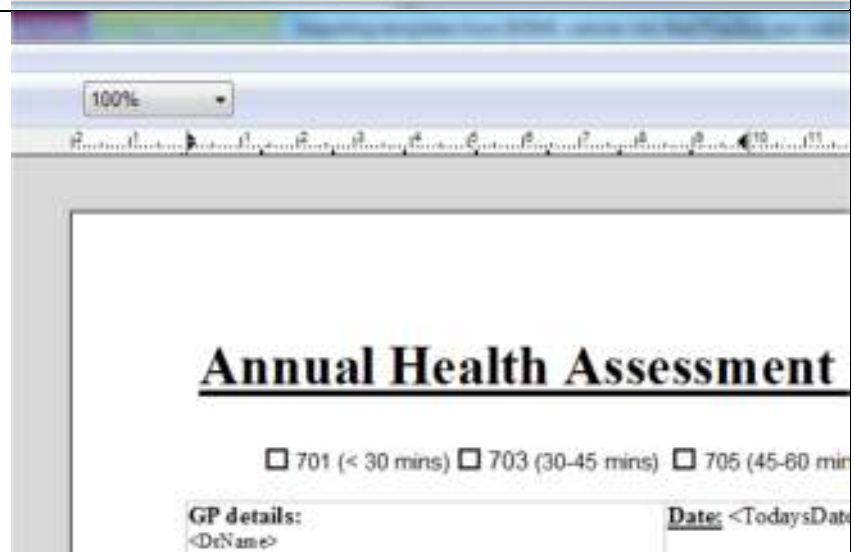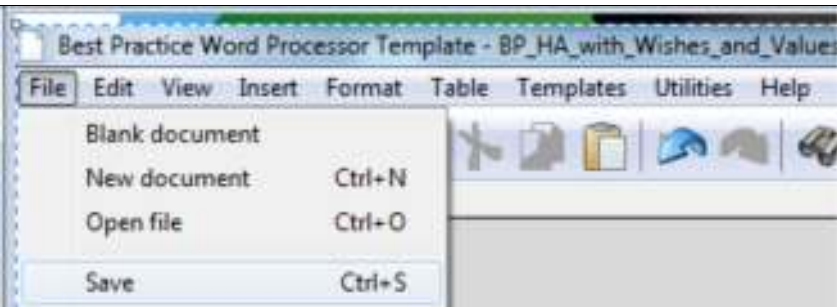
To save the template select *File – Save. (for future use)*	Best Practice Word Processor Template - BP_HA_with_Wishes_and_Values File Edit View Insert Format Table Templates Utilities Help Blank document New document Ctrl+N Open file Ctrl+O Save Ctrl+S
Enter the template name, in this case *75+ Health Check (Any name is fine)* and click *Save.* Tick the box *Available to all users* if more than one user will be using the template.	**Template detail** Template name: 75+ Health Check ☑ Available to all users Save Cancel
If you open the word processor in the patient's file by clicking on *File – New Document* you will see the template if you scroll down in alphabetical order. Click *Open* to open.	**Word Processor templates** ◉ All ○ Custom ○ Supplied ☐ Include all states Template name All users 1 ATAPS GP REF FORM Yes 75+ Health Check Yes Allied Health Referral - Chronic & Complex Yes AOW Referral Yes Assisted Reg Adult Yes Assisted Registration Adult Yes Assisted Registration Child Yes Asthma Action Plan Yes ATSI Health Assessment, 15-54 Yes ATSI Health assessment, 55+ Yes ATSI Health Assessment, Child Yes Australian Hearing referral Yes Bowel Cancer Screening Program Yes BP MENTAL HEALTH PLAN & REVIEW Yes Care Plan Yes Case Conference Yes CentreLink Medical Certificate Yes Comprehensive Medical Assessment 712 Yes Connect Hearing Referral Yes Continuing care referral Yes Rename template Delete template