

Importing Templates into Genie

IMPORTANT: The template must be in .4w7 or .4wt, .doc or .rtf formats.

Downloading templates from the GPQ website

1. Go to <http://www.gpql.com.au/eHealth/eReferrals/> then find the *eReferrals Templates* table.
2. Right click on the desired template and click on 'Save As'.

Tip: Save the template on your desktop or in a 'Templates' folder

When completing the template please follow these simple instructions

- For the text which is highlighted in blue the responses that are not applicable must be deleted
- For the text which is bold and red please type in your response
- For a list of the current Specialists at your local hospital please click on the **List of Specialists** hyperlink located in the **REFERRAL TO** section. Copy the name of the desired specialist and paste it into the referral.
- Before sending the template click on **View** and un-tick *References*

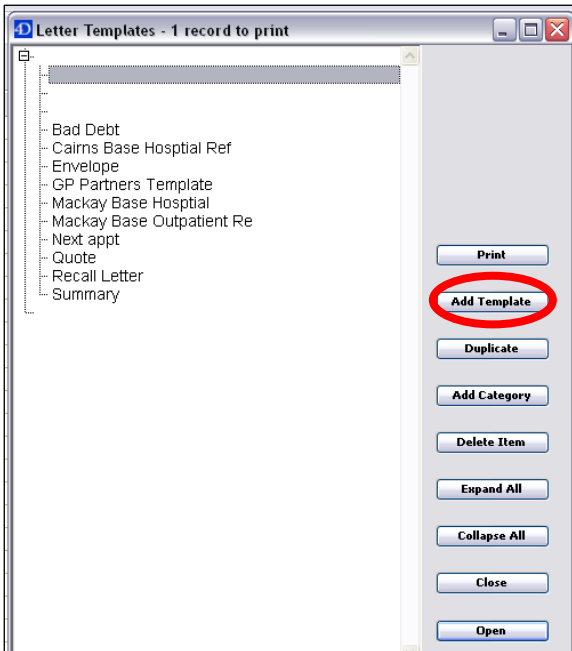
Importing the template

3. Open Genie
4. Click on the 'Create or print a merged letter template' icon



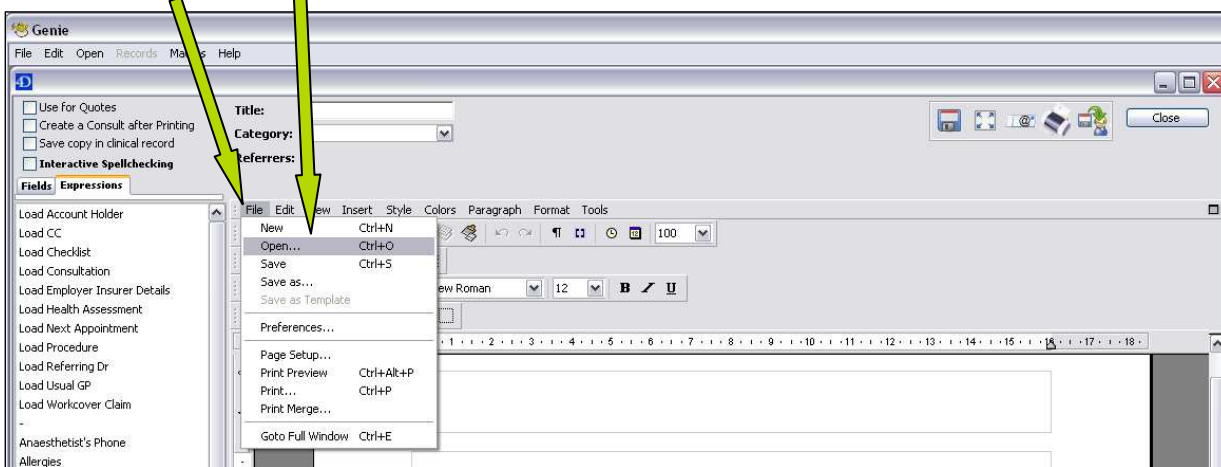
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build
a better
health
system**

5. Click on the 'Add Template'



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6. Click on **File** then **Open** and locate the template you wish to import



7. Now, name the template in the **Title** box and click **Save**.

