Installing SCR RTF Template into Best Practice
User Guide

PLEASE NOTE: NEVER OPEN TEMPLATES OUTSIDE OF MEDICAL DIRECTOR

- Download South Coast Radiology's RTF Referral Template onto your computer

    Find our RTF files here: ***https://www.scr.com.au/pdf-referrals/***

- Open Best Practice

- Go to the top tool bar, and click on the *'Document'* icon. This will open up the word processing tool

- Go to **'Templates'**, and select *'Import Template'*

- Find where you saved South Coast Radiology RTF file on your computer and click *'Open'*

- The template will display with the inbuilt template fields

- Go to *'File'*, and *'Save As'*

- Name the template: ***South Coast Radiology***

- Tick the checkbox to make it available to all users, and *'Save'*

- Exit out of the 'Word Processor' *(the last icon in the tool bar at the top of the page)*

- The template has now been added into Best Practice

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