



SOUTH COAST
RADIOLOGY

Trusted by Doctors... Preferred by Patients

Installing SCR RTF Template into Medical Director User Guide

PLEASE NOTE: NEVER OPEN TEMPLATES OUTSIDE OF MEDICAL DIRECTOR

- Download the RTF Referral Template onto your computer
Find our RTF files here: <https://www.scr.com.au/pdf-referrals/>
- Open Medical Director
- In the main screen of Medical Director, click:
 - **Tools**
 - **Letter Writer**
 - **Template**
 - **OK**
- Go To:
 - **File**
 - **Import**
 - **(go to where you saved the template)**
 - **Open**
- Go to:
 - **File**
 - **Save as Template; Enter a Template Name**
 - **Click 'All Users'**
 - **Click 'Save'**