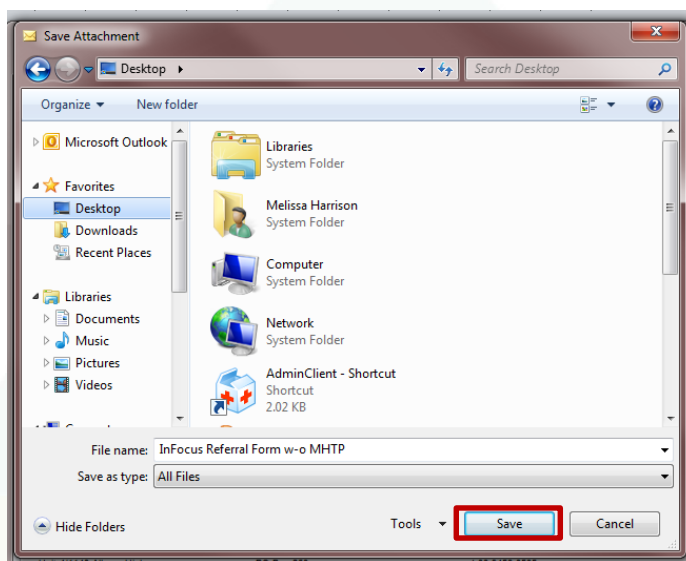


WARNING: Do not open or modify/edit templates in Microsoft Word before uploading to Best Practice, it will corrupt the template tags – Best Practice templates can only be modified in Best Practice.

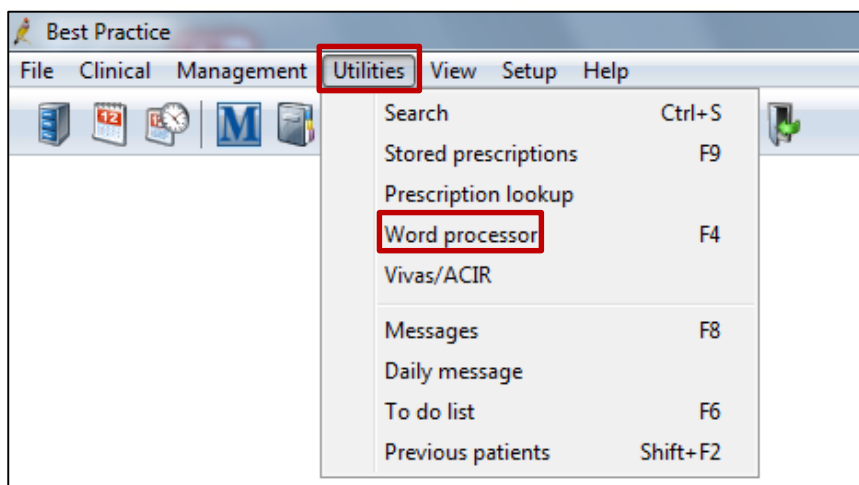
For templates downloaded from our Website

1. Click on the template, a pop up should appear asking you to save it.
2. In the pop up, select desktop and select save. **Do not open the file.**

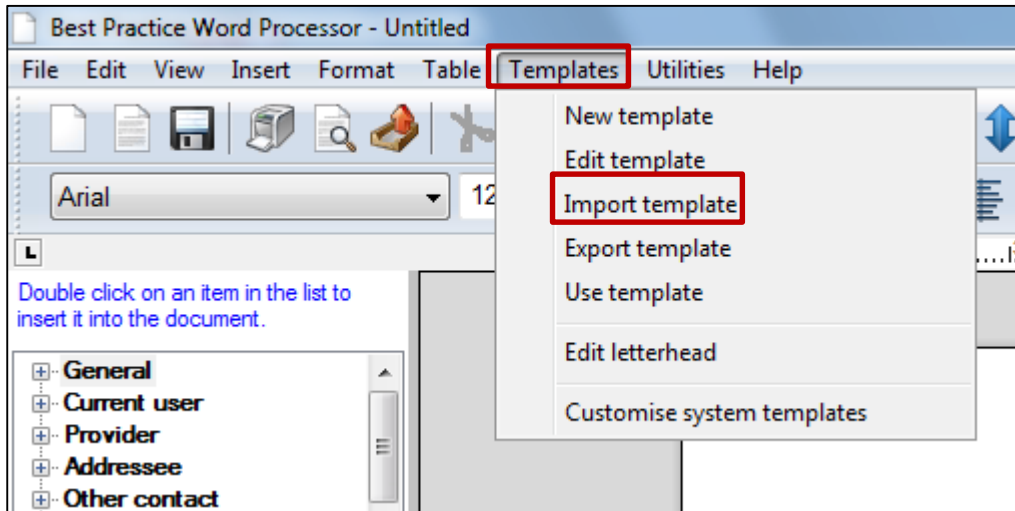


Importing a template

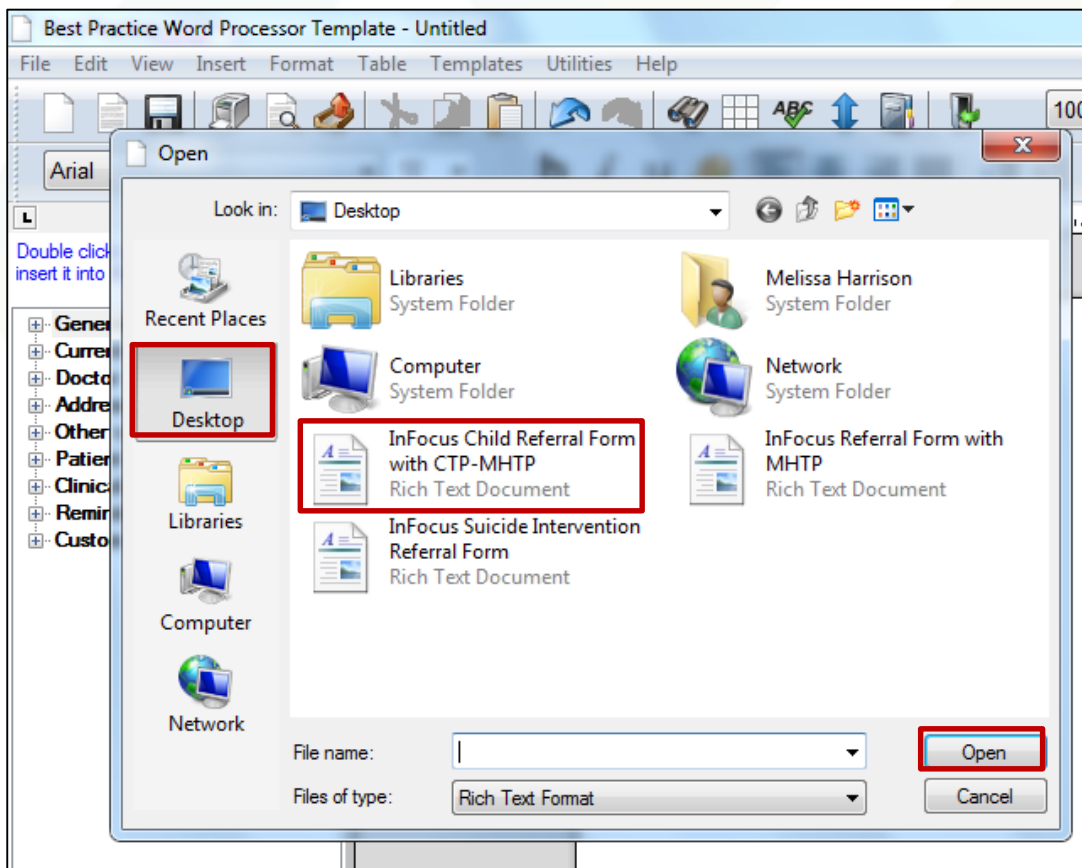
1. On the main screen of Best Practice (not in a patient file), select Utilities → select Word Processor



2. When in Word Processor, select Templates → select Import Template



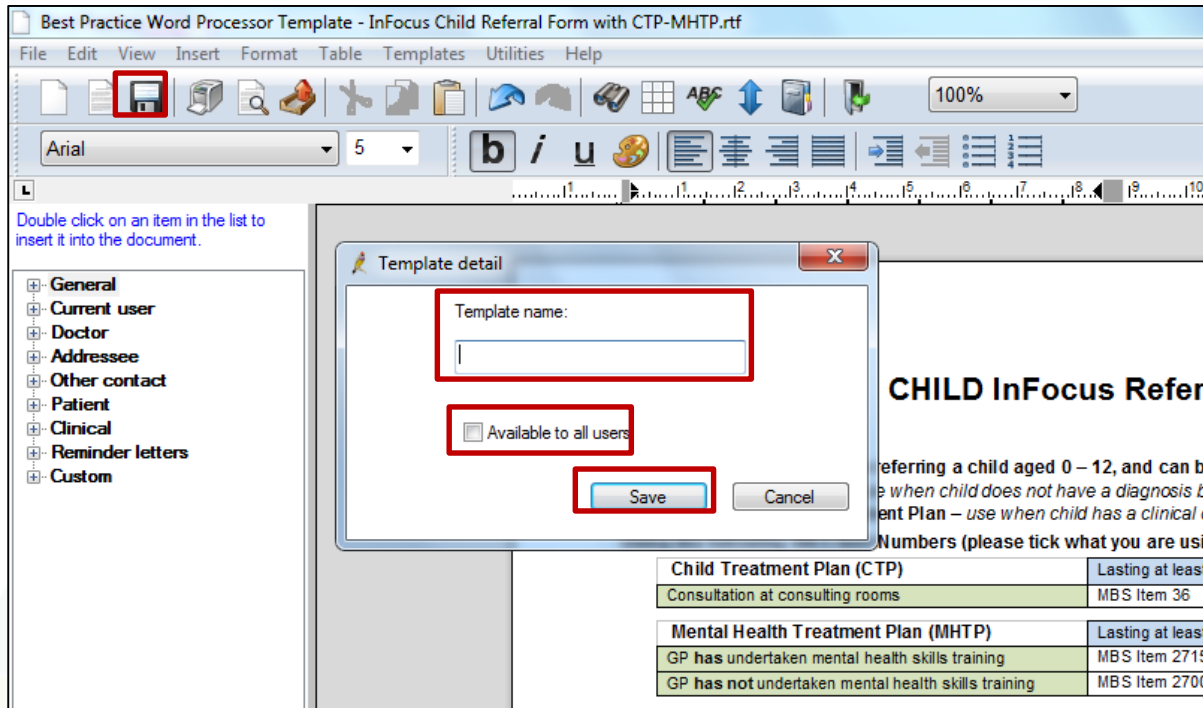
3. In the Open pop-up, navigate to the Desktop → Select file → Select Open



4. The template will appear on the screen, do not modify it.

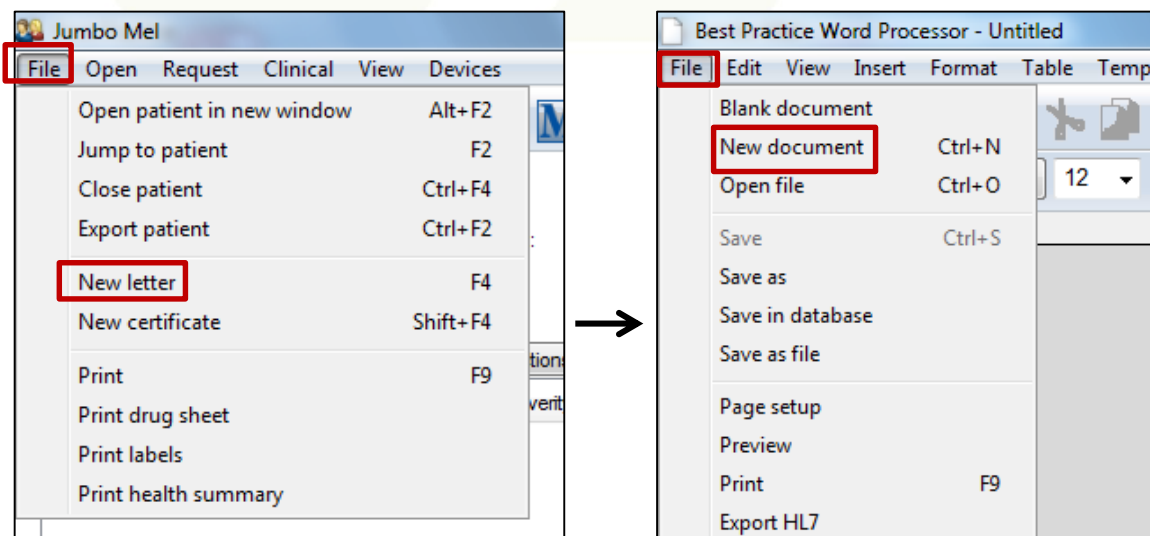
Saving the template

1. Select the Save button and type the template name into the Template detail pop up.
(**recommended name:** InFocus Referral Form w MHTP OR InFocus Suicide Intervention Referral Form OR InFocus Child (0-12) Referral Form)
2. If desired check the 'Available to all users' box and click 'Save'

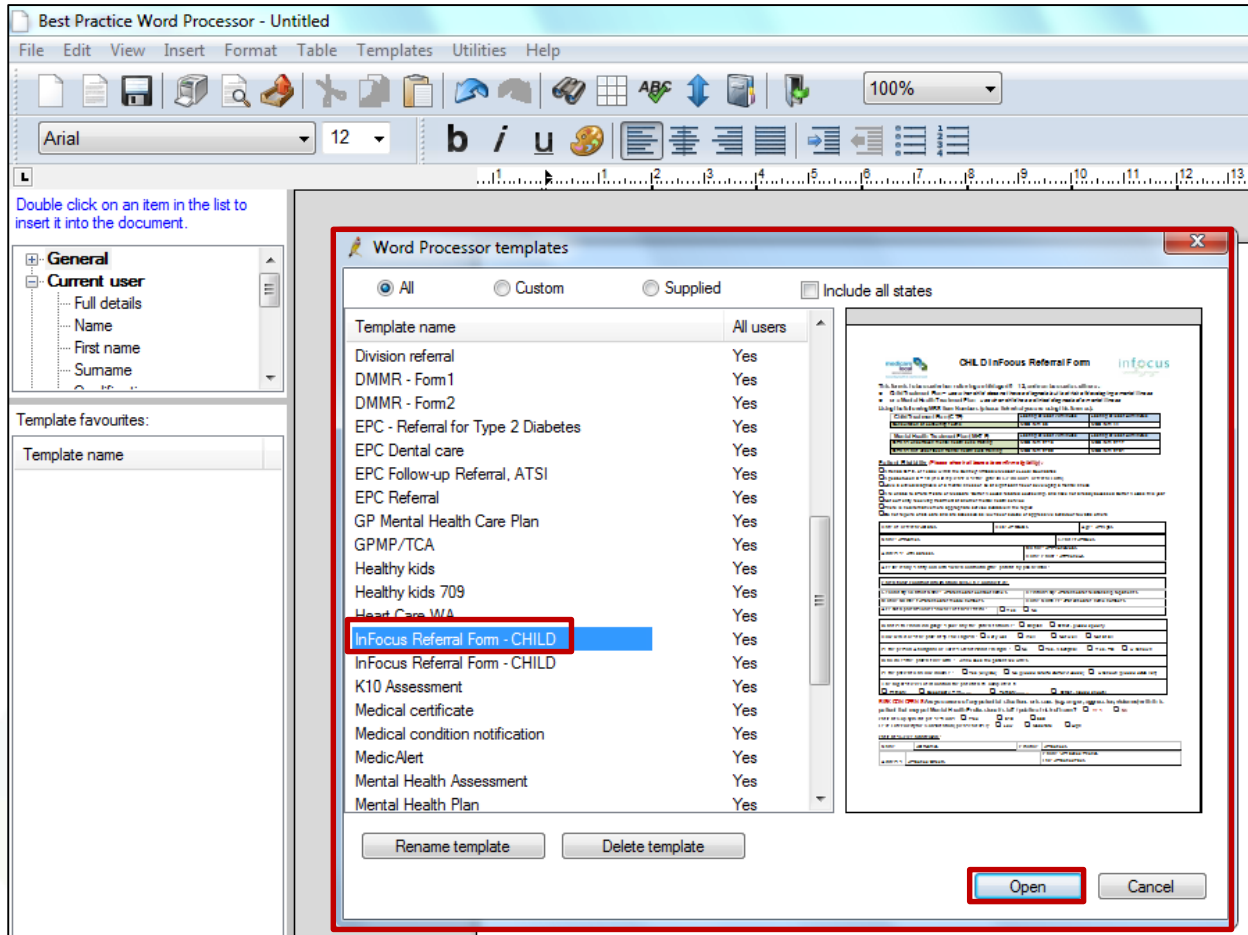


Using the template

1. When in the patient file, select File → select New Letter
2. When in the Word Processor, select File → New Document



- In the New pop-up, scroll through the list and select the relevant InFocus Referral Form
→ select Open



Best Practice Word Processor - Untitled

File Edit View Insert Format Table Templates Utilities Help

100%

Arial 12

Double click on an item in the list to insert it into the document.

General
Current user
Full details
Name
First name
Surname

Template favourites:
Template name

Word Processor templates

All Custom Supplied Include all states

Template name	All users
Division referral	Yes
DMMR - Form1	Yes
DMMR - Form2	Yes
EPC - Referral for Type 2 Diabetes	Yes
EPC Dental care	Yes
EPC Follow-up Referral, ATSI	Yes
EPC Referral	Yes
GP Mental Health Care Plan	Yes
GPMP/TCA	Yes
Healthy kids	Yes
Healthy kids 709	Yes
Heart Care WA	Yes
InFocus Referral Form - CHILD	Yes
InFocus Referral Form - CHILD	Yes
K10 Assessment	Yes
Medical certificate	Yes
Medical condition notification	Yes
MedicAlert	Yes
Mental Health Assessment	Yes
Mental Health Plan	Yes

Rename template Delete template

Open Cancel

CHILD InFocus Referral Form infocus

This form is to be used for the referral of a child (aged 0-17) to a specialist or other health professional. It is not to be used for a referral to a GP or a GP clinic. It is not to be used for a referral to a specialist or other health professional who is not a member of the InFocus network. It is not to be used for a referral to a specialist or other health professional who is not a member of the InFocus network. It is not to be used for a referral to a specialist or other health professional who is not a member of the InFocus network.