

# Computers Made to measure

Templates can be modified to suit your practice.

**M**OST GPs use templates for referrals, care planning, medical assessments or other correspondence.

When selected from within a patient's file, a template will automatically be filled with information you have recorded for that patient, such as a list of medications, history, progress notes, immunisations and investigation results.

Medical Director, like other clinical packages, has its own set of built-in templates (called Supplied templates). You can modify the Supplied templates to better suit your practice.

Templates can also be created from scratch — these are called User Defined templates.

**When you modify an existing template save it with a different name rather than creating one from scratch — it will save a lot of time and angst.**

Templates are also available from different division web sites, including the North East Valley Division of General Practice (see image above). Templates available for download are suitable for Medical Director, Best Practice, ZedMed and GP Complete because all these programs use LetterWriter as their word processor.

When you download a template follow the download instructions to the letter or you will accidentally open the template in Word. This has the immediate effect of nullifying your <<fields>> and making the template useless.

Whatever package you use, print out the download instructions first and then follow them carefully.

The North East Valley Division of General Practice templates are available at [www.nevdgp.org.au/?content=14](http://www.nevdgp.org.au/?content=14). Scroll down the page until you find a template of your choice. The next step is crucial — don't use the left mouse button when clicking on the template link.

■ Right click on the template link and select 'Save Target As'.

- Select a location on the hard drive (such as the desktop because it is easy to find later).
- Open Medical Director and then LetterWriter.
- From the 'File' menu select 'Modify Template' and then select 'Blank' template
- From the 'File' menu select 'Import' — navigate to

where you saved the template (the desktop), highlight it and click on 'Open'.

- From the File menu select 'Save as Template' — type in an appropriate name and 'Save'.

To test that the template has worked, open a patient record, then open LetterWriter:



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- From the 'File' menu select 'New'.
- Double click on the template from the 'User Defined' list — once open it should autopopulate with the patient's clinical information. ●

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Medical Director, Best Practice, ZedMed and GPComplete templates  
If you have templates that could be included on this page please contact Noel at the North E

**1. 45 Year old health check (Item 717)**

➤ 45-49 year old Health Check - Item 717. November 06. Revised June 07 (rtf).  
Obstetric History and selected Progress Notes. The template should be used in conjunction with the RACGP Checklist for the 45-49 Health Check AND the Lifescripts resources at your local division. You can also check out the Lifescripts resources on this website.

➤ 717 "at risk" recall letter- November 06 (rtf). Based on the RACGP form letter. 717 can be sent to those patients identified as having a risk factor of developing a chronic disease. 717 "may have a risk factor" - November 06 (rtf). Based on the RACGP form letter. 717 "may have a risk factor" - November 06 (rtf). Based on the RACGP form letter.

Go to [www.nevdgp.org.au/?content=14](http://www.nevdgp.org.au/?content=14) to access new templates.