

# Referral in Best Practice and Medical Director

From August 2022, Hear and Say's referral form is in your medical software.

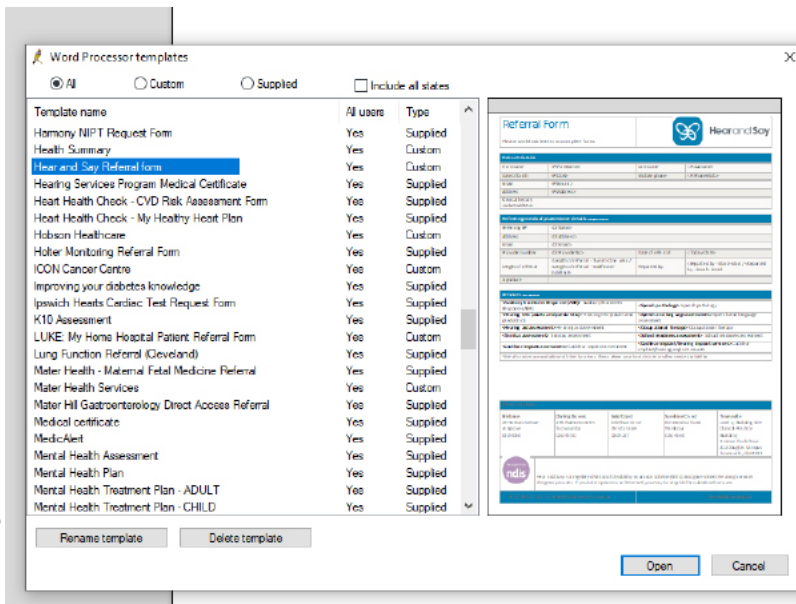
## BEST PRACTICE

The template is located in the **Word Processor** menu:

1. Create a new referral and select Hear and Say referral form from the list.
2. You can also type "H" and it will take you to that letter in the list.

## Mark us as favourite

You can set a template as a favourite in the **bottom left of the word processor screen** when you're editing a referral or creating a new referral.



The screenshot shows the 'Word Processor templates' dialog box. It has a list of templates on the left and a preview of the selected 'Referral Form' template on the right. The 'Referral Form' template is highlighted in blue in the list. The preview shows a form with various fields and sections, including a header with the Hear and Say logo, a patient information section, and a main body with multiple sections for clinical information.

Template name	All users	Type
Harmony NIPT Request Form	Yes	Supplied
Health Summary	Yes	Custom
Hear and Say Referral form	Yes	Custom
Hearing Services Program Medical Certificate	Yes	Supplied
Heart Health Check - CVD Risk Assessment Form	Yes	Supplied
Heart Health Check - My Healthy Heart Plan	Yes	Supplied
Hobson Healthcare	Yes	Custom
Holer Monitoring Referral Form	Yes	Supplied
ICON Cancer Centre	Yes	Custom
Improving your diabetes knowledge	Yes	Supplied
Ipswich Hearts Cardiac Test Request Form	Yes	Supplied
K10 Assessment	Yes	Custom
LUKE - My Home Hospital Patient Referral Form	Yes	Custom
Lung Function Referral (Cleveland)	Yes	Supplied
Mater Health - Maternal Fetal Medicine Referral	Yes	Supplied
Mater Health Services	Yes	Custom
Mater Hill Gastroenterology Direct Access Referral	Yes	Supplied
Medical certificate	Yes	Supplied
MediAlert	Yes	Supplied
Mental Health Assessment	Yes	Supplied
Mental Health Plan	Yes	Supplied
Mental Health Treatment Plan - ADULT	Yes	Supplied
Mental Health Treatment Plan - CHILD	Yes	Supplied



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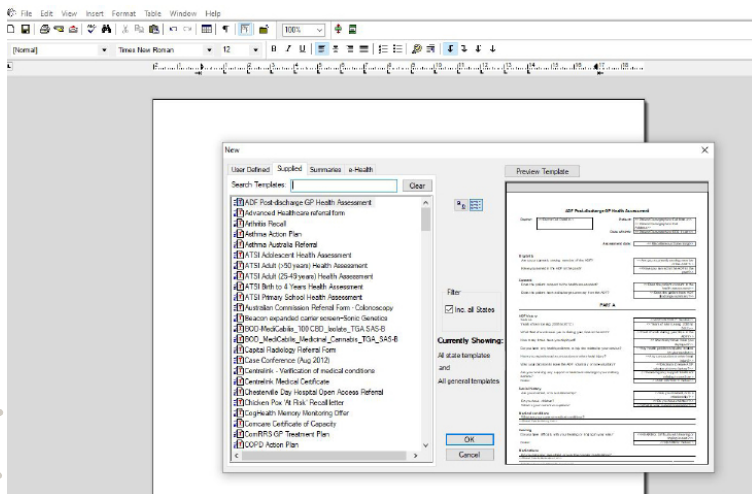
## MEDICAL DIRECTOR

The template is located in the **supplied tab Letter Writer**.

1. From within **Letter Writer**, select **File > New** from the menu.
2. The new window appears.
3. Click on the **supplied tab** and select the template you wish to use.
4. Click ok to confirm your selection.
5. You may be prompted to enter data for clinical notes.
6. Click ok – you can either print or save to the patient's file.

## Mark us as favourite

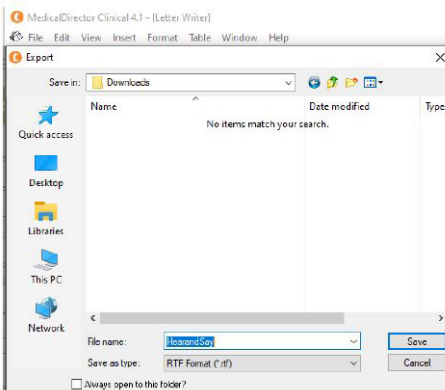
You can add templates to User Defined tab in letter writer section of Medical Director software for quick access of the



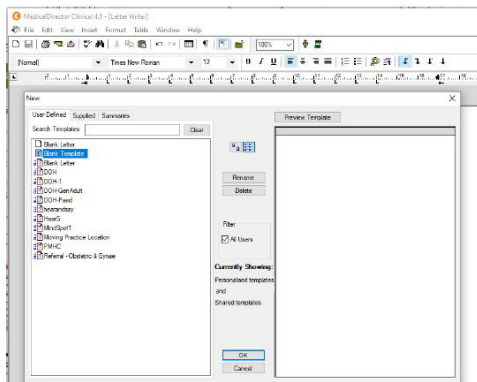
# Medical Director: Setting Hear and Say as a favourite

Saving templates to the **User Defined Tab**.

1. Go to Letter Writer Template > Supplied Tab
2. Click and open 'HearandSay' template
3. Go to File > Export

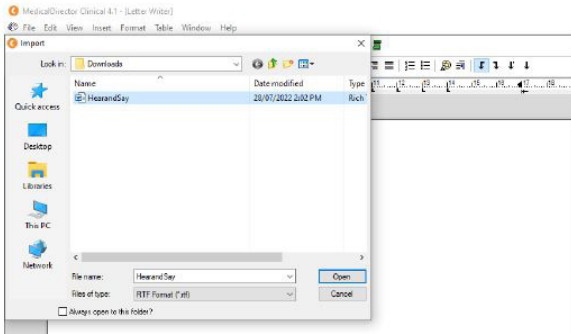


4. Save the template in rtf form (to your local folder or desktop)
5. Open Letter Writer Template > Blank Template



# Medical Director: Setting Hear and Say as a favourite

6. In Medical Director, select blank template and click ok
7. Import the previously saved template from step four



8. Click open, and this will load the rtf template
9. Apply page settings. You will find the page settings information when the template is opened from supplied tab in a different instance
10. Go to File > Save as Template

Template name to be selected with same name or as per user discretion

11. Click Save
12. Go to File > close

