

## INSTRUCTIONS FOR BEST PRACTICE REFERRAL FORM TEMPLATE

1. Download the *Best Practice Referral Form for SA Infusion Services.rtf* document from the following webpage or QR Code below:

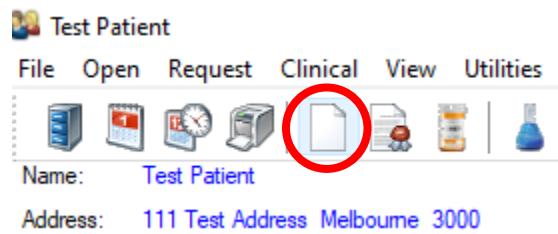
[www.sainfusion.com.au/how-to-refer](http://www.sainfusion.com.au/how-to-refer)



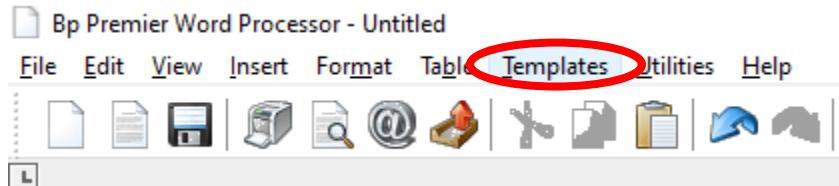
2. On the Best Practice Main Menu → click on the “Page” Icon (Open Word Processor)



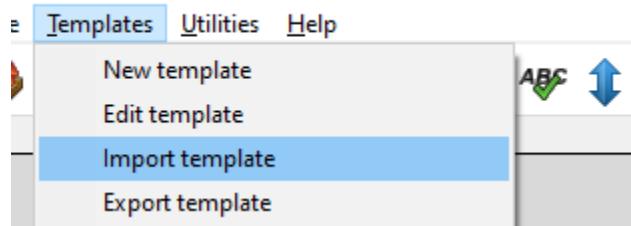
OR in a Test Patient, click on the “New Document” Icon



3. In the document that opens, along the toolbar up the top, click on “Templates”

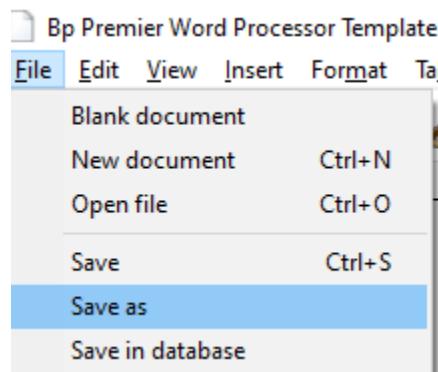


4. Then click “Import Template”

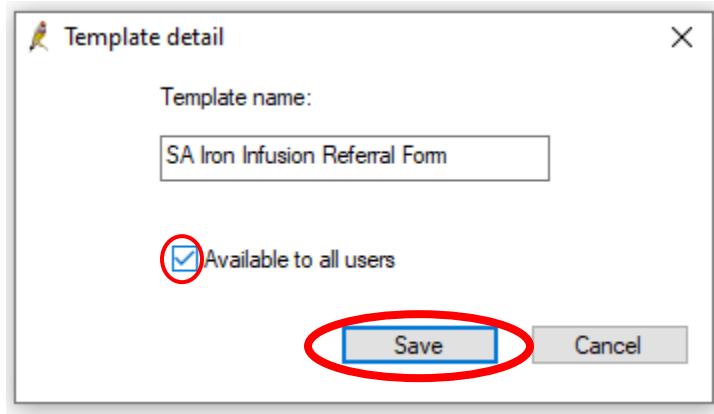


5. Navigate to and **double click on the document you downloaded in Step 1**

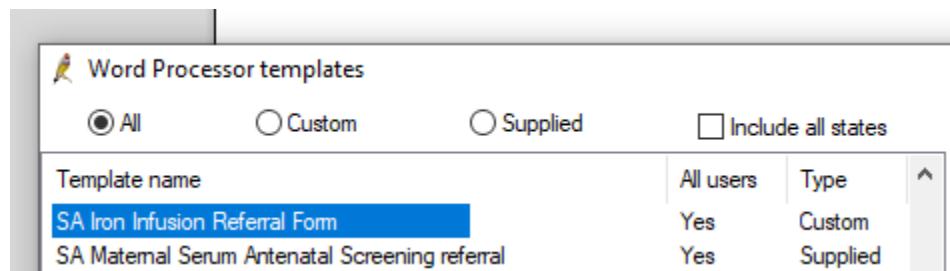
6. Along the toolbar up the top, click on “File” and then “Save As”



7. Type in a preferred name for your template eg. “SA Iron Infusion Referral Form”. **Ensure you click the checkbox next to “Available to all users” and then click “Save”.**



8. Now when you go to create a “New Document”, you will be able to find the Iron Infusion Referral Form in your list of templates



9. To add the referral form template as a favourite, open a new document or the Best Practice Word Processor → **click on the “Add” button in the bottom left of the screen and double click the “SA Iron Infusion Referral Form”**

