

Importing Templates into Best Practice

WARNING - Do not modify /edit templates in Microsoft word, it will corrupt the file and will not function correctly within Best Practice, Best Practice templates can only be modified in Best Practice

For templates received as email attachment or download link (www.mrinow.com.au/forms)

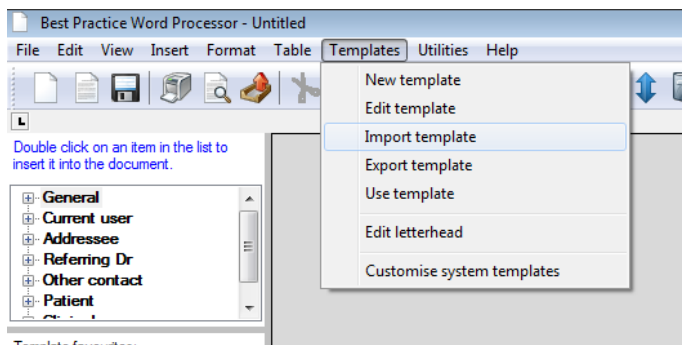
- Save the Attachment or download link to a local folder such as your Desktop

Importing a template

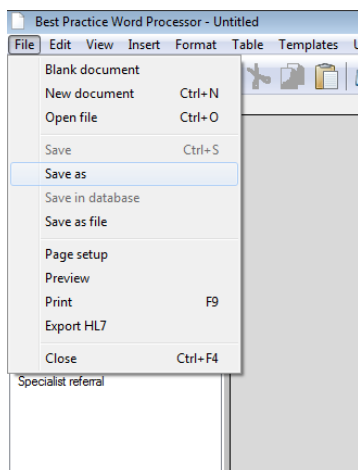
Main screen or Patient Screen → Open Word Processor



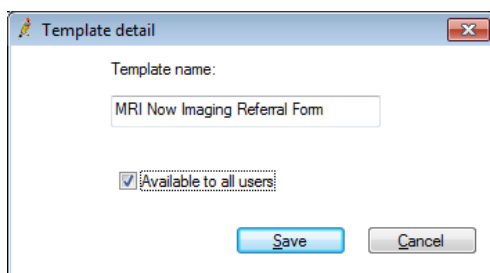
Select Template --> Import template



Saving the template: File → Save As



Name the template **MRI Now Imaging Referral Form** and tick available to all users then Select --> Save

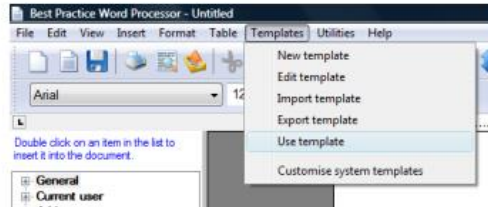


Using the template

Patient screen → Open Word Processor



Template → use template



Choose template → Open

