

LETTER WRITER

GENERAL LETTERS

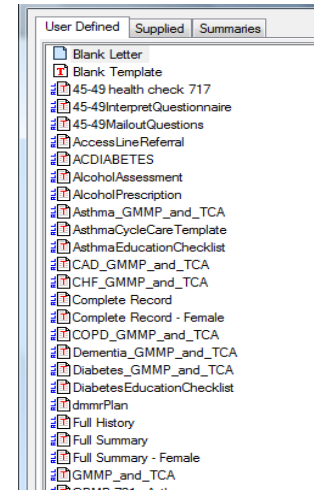
- Open Letter Writer (in main screen click **tools** → **Letter Writer** or **F8**)
- Type as you would normally

PATIENT SPECIFIC LETTERS

- **Open patient record** → **tools** → **Letter Writer** or **F8**

CREATE A NEW LETTER

- **File** → **new** → select **undefined**, **supplied** or **summaries**
- **Select relevant template**
- Supplied templates and summaries are created and supplied within the MD3 program. Other templates may be created, imported or customised under the 'user defined' tab. Free text typing may also be entered on the 'blank template', whereas other templates are 'autofilled' with appropriate information from the patient's file



USING TEMPLATES

- Open **Letter Writer (F8)** → **select appropriate tab**
- **Double click on template** required
- **Edit** document as required
- **Print** using the printer icon or file → print
- **Save** using the floppy disc icon or file → save
- Letters are filed under the letters tab in the patient's record and may be viewed, edited, amended, reprinted etc.

IMPORTING TEMPLATES

You may receive templates (eg careplans, specific letters, etc) by email or download them from the internet for use in Medical Director. Save them directly to a secure location on your computer network (use right click and 'save target/template as...'). **DO NOT DOUBLE LEFT CLICK OR OPEN A TEMPLATE CREATED WITH TEMPLATE FIELDS IN WORD OR THE FORMATTING MAY BECOME CORRUPTED AND YOU MAY LOSE TEMPLATE FIELDS WHEN USING THEM.**

- Open **MD3** and **Letter Writer (F8)**
- Select **file** → **modify template** and **double click on blank template**
- Select **file** → **import**. Locate and **double click the file** that you wish to use to import it into MD
- Select **file** → **save as template....** and type in an appropriate **filename** for that template
- Click on one of the <<aaaaa:bbbb>> fields. If it is shaded grey then the fields have been successfully imported.
- Use imported template within a patient's record in Medical Director in the usual manner

There are many websites with Letter Writer templates available to be downloaded using the above instructions. They can then be customised further for your use.

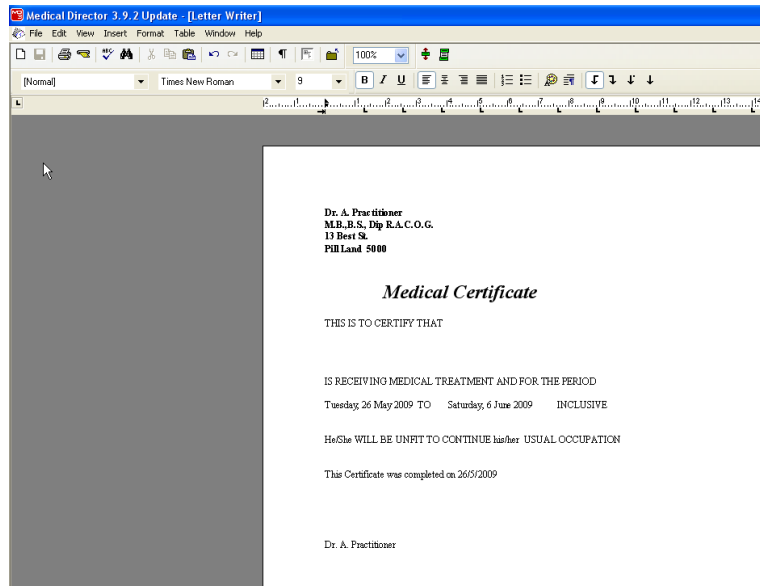
www.adgp.com.au (go to document library)

www.monashdivision.com.au/resources/templates.htm

www.nevdgp.org.au/files/informationmanagement/imresources

CREATING AND MODIFYING TEMPLATES

- **Open Letter Writer (F8)**
- Select **file** → **modify template** → **double click an existing template** to modify or 'blank template' of you want to create a new template
- **Select** from the list of **template fields** on the right hand side and **double click them** or click **insert field** to place them in the template
- Add other **free text typing** as required and **format** appropriately



- Select **file** → **save template as...** and enter **new file name** for the modified template
- Select **user access** and availability to other clinicians in the practice
- **Save** before closing

USING SHORTCUT KEYS (AUTOTEXT) IN LETTER WRITER

- **Open Letter Writer (F8)**
- Generate a patient letter (Ctl N)
- Select **edit** → **autotext** → **add** to create a new shortcut
- Type the shortcut and name it with an abbreviation → **close**
- To use the shortcut within a letter type the abbreviation.
- A prompt will appear – to confirm entry of shortcut press enter

