Instruction for loading Mater Antenatal Referral Template into Genie Practice Management Software:



- 🗆 🗙 Letter Templates - 1 record to print * antenatal Bad Debt Envelope Mater Antenatal MCH V2 Next appt Quote Recall Letter Royal Womans Template Summary Print Add Template Duplicate Add Template Add Category Delete Item Expand All Collapse All Close Open

- 1. Login to Genie and navigate through to the Main screen.
- 2. Click on the 'Create or print a merged letter template' (Shortcut: Shft + Ctrl + T)

- Once the Letter Templates menu is open click the 'Add Template' button
- Click on the 'File' menu and click 'Open' and navigate to where the template has been downloaded to, select the ANC_Genie_Template.4WT and click 'Open'
- This document can now be saved as a Template using the 'Save as Template' option



(Please note: as a default this template will be saved as 'Untitled' – this can be changed to a name you deem appropriate)