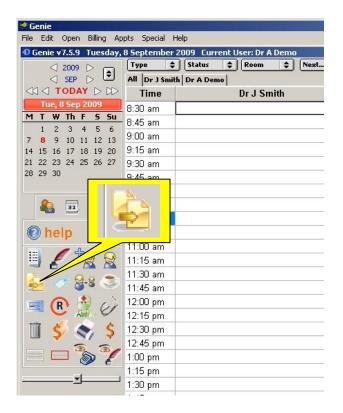
Instruction for loading Mater Hospital Referral Templates into Genie Practice Management Software:



| Detter Templates - 1 record to print | -0× |
|--|---------------------------|
| E- - antenatal - Bad Debt - Envelope - Mater Antenatal - MCH ∨2 - Next appt - Quote - Recall Letter - Royal Womans Template | |
| - Summary Add Template | Print Add Template |
| | Duplicate 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 template 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)