

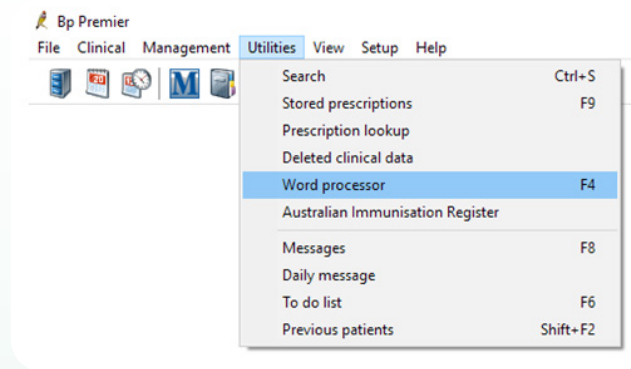


Referral Template Best Practice

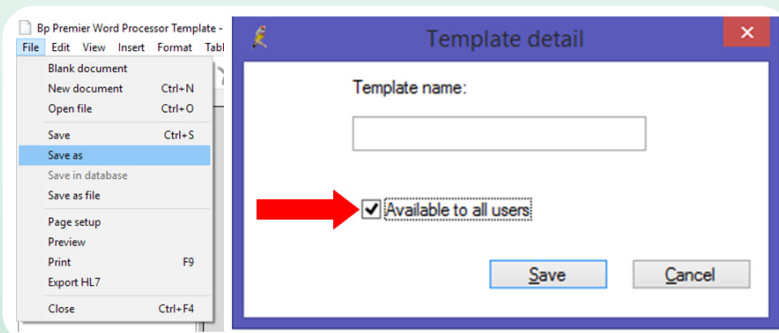
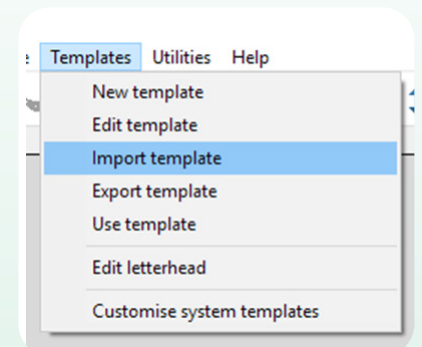
The Imaging Associates RTF referral template allows you to use Best Practice to easily create digital referrals for your patients. Download our RTF template and import into Best Practice using the instructions below.

How to import the RTF template into Best Practice

1. Open and login to Best Practice. Select “Utilities” in the menu, and then click on “Word processor”



2. Click on “Templates” in the menu, and then on “Import template”. Find the location where the Imaging Associates template was saved, and double click on the file name. The template should be displayed. To check the template is working properly, click on one of the data fields (identified by the < > brackets) and it should become highlighted in grey.



3. Save and name the template as ‘Imaging Associates Digital Referral’
4. Tick the box “Available to all users”
5. Click “Save”

Everyone in your practice can now access the Imaging Associates digital referral template. These referrals can be emailed or faxed to us.