


How to Manually Upload QCG's Request Form into Best Practice

Follow the instructions to import the RTF file into Bp Premier as a template:

1. Save the template file to a known folder on the Bp Premier server or anywhere accessible from a Bp Premier workstation.
2. From the main Bp Premier screen, click the  icon or select **Utilities > Word processor** from the menu.
3. When in a patient record, select **File > New Letter** The word processor will open.
3. Select **Templates > Import Template**. Browse to the directory that you saved the .RTF template into.
4. Select the file to be imported and click **Open**. The template will be displayed in the word processor.
5. Make any changes to the imported template.
6. Select **Available to all users** if you want other users to be able to use the template.
7. Save the template