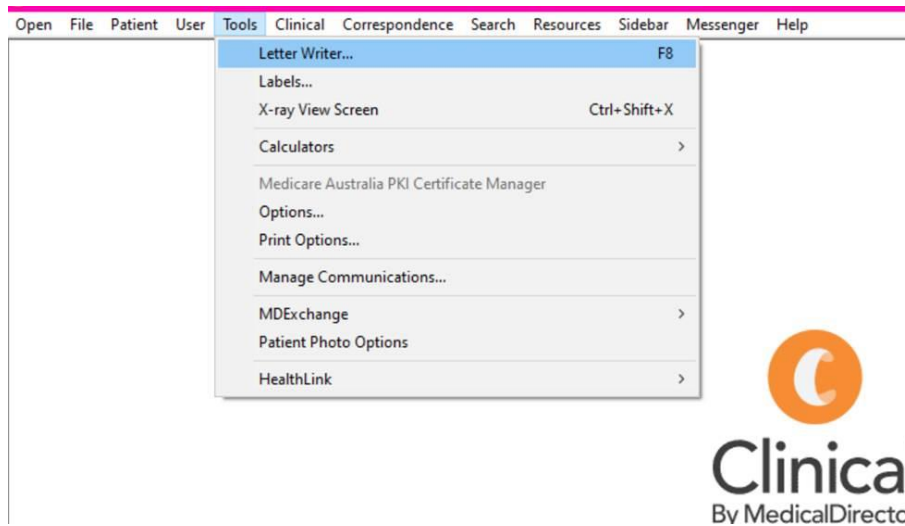


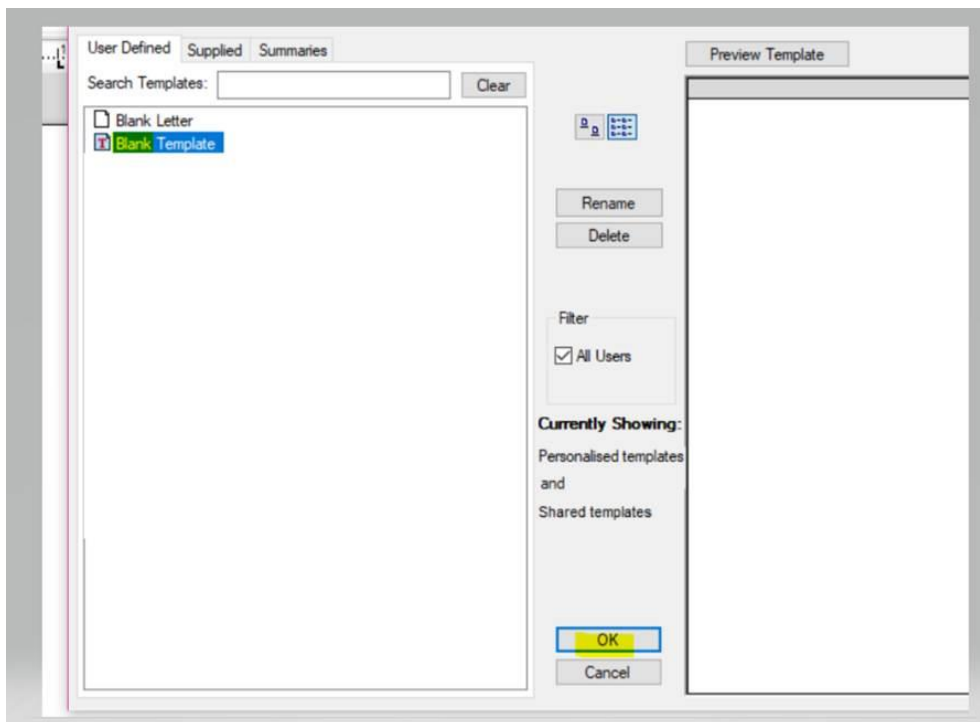
How to Manually Upload QCG's Request Form into Medical Director

1. Ensure the RTF file is saved to an obvious place. The Desktop is the easiest.

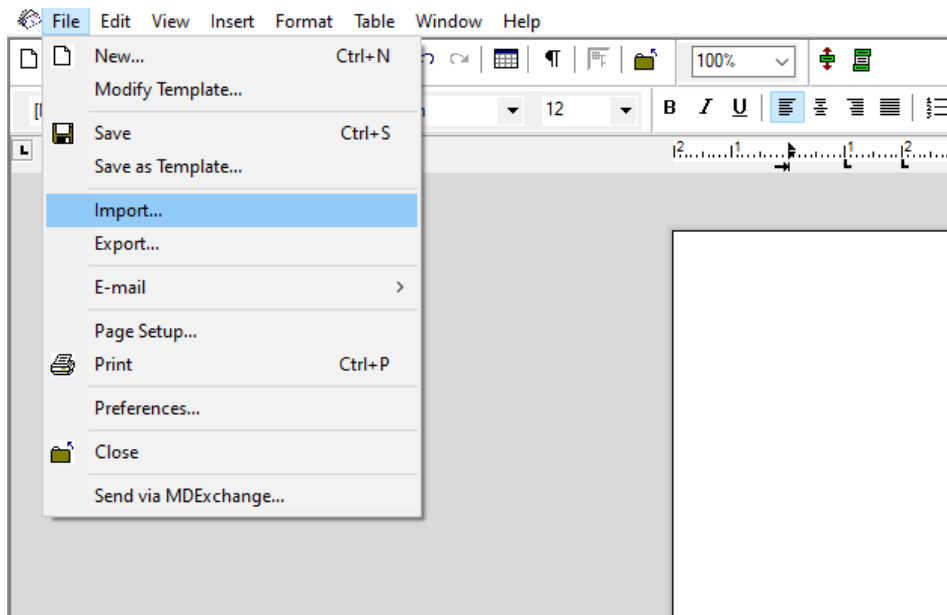
a) Select Tools > Letter Writer



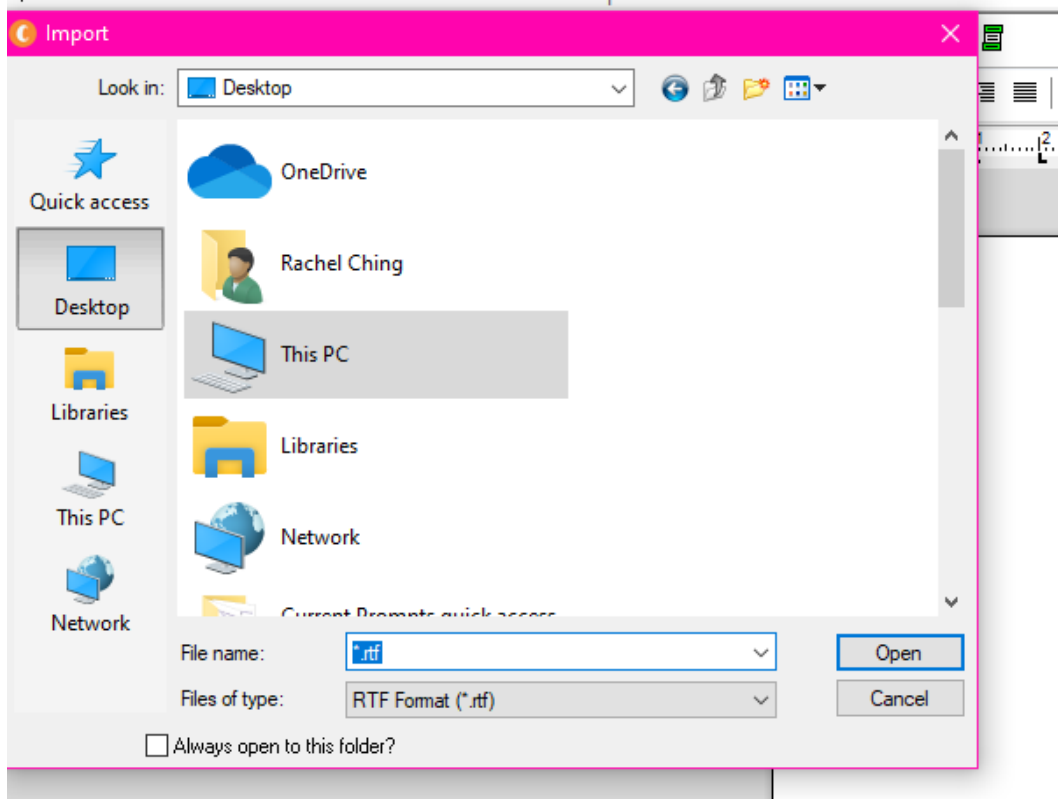
b) Select Blank Template > Select Ok



c) Select File > Import

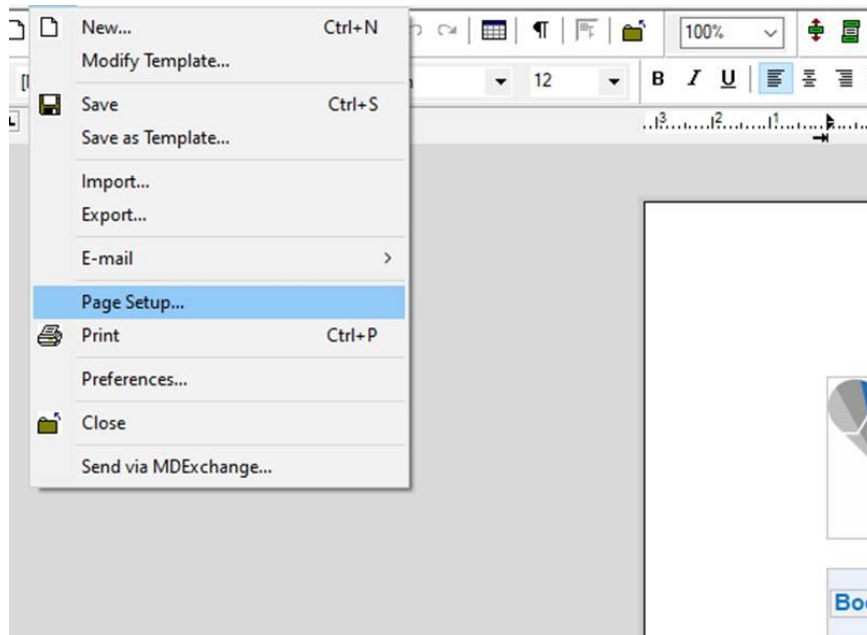


d) Find where your form is saved and select Open

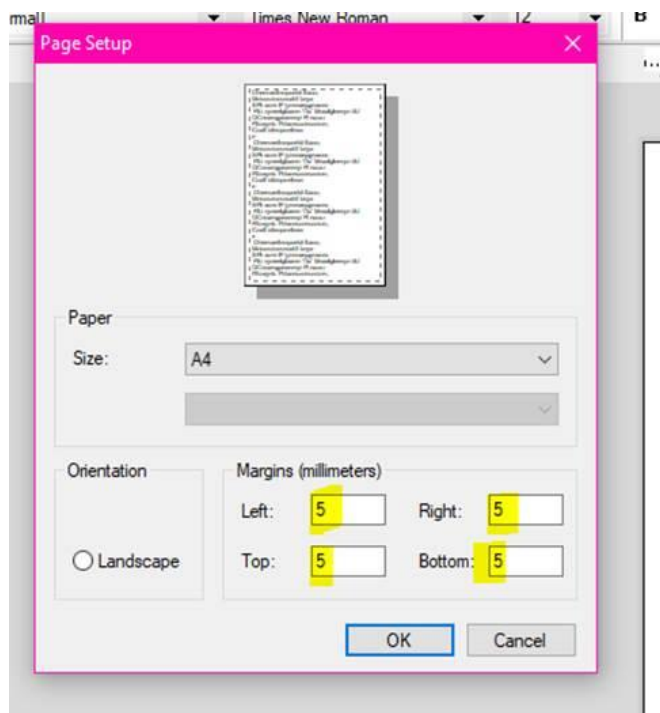


- e) When the request form is manually imported, you will notice that it isn't in alignment to the page. This is because it is coded to sit normally when you use the embedded version supplied within the latest version of Medical Director. If you upload the file, you will need to manually adjust the form so it sits normally again.

Go to File > Page Setup

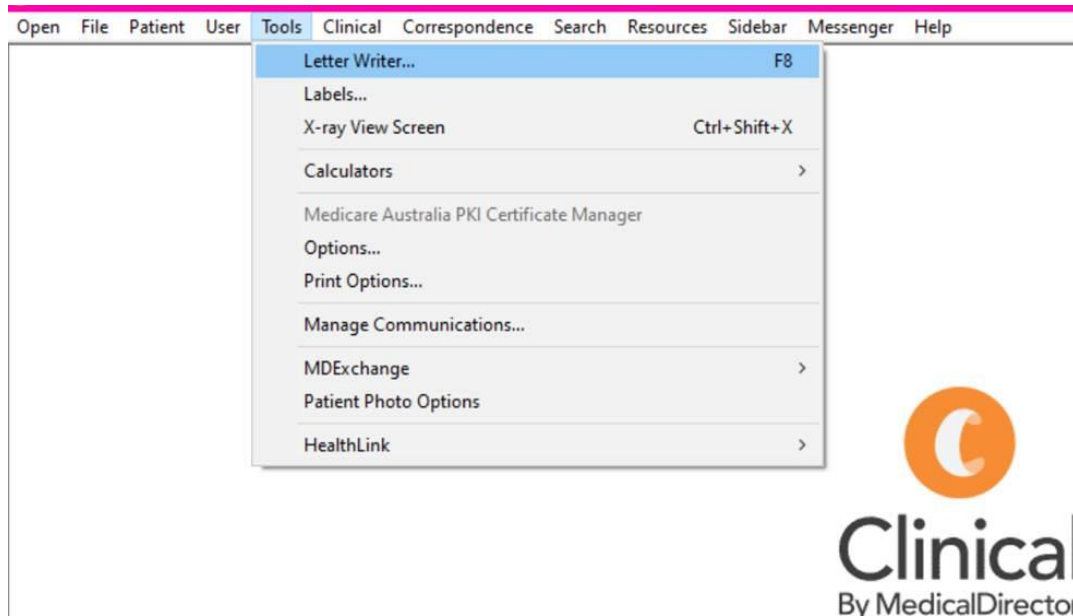


- f) Amend all margins to 5 and press OK



2. Where to find the QCG Request Form in Medical Director

a) Select Tools > Letter Writer



b) Select Supplied and search for the template in the search bar

