

healthy, pc

PRACTIX

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- 1. Go to the **ResSleep** website (<u>www.ressleep.com.au</u>)
 - Select Referrals a.
 - Under Practix Click Referral Form Template h

		in romplato	
	practiX		
	 Installation Instructions Referral F 	Form Template	Template User Guide
	 c. Select <i>Save As</i> i. Save to the desktop d. Select <i>Open folder</i> from the yellow 	w prompt at the b	ottom of the screen
The	Femplate.rtf download has completed.		▼ Ogen folder <u>V</u> iew downloads ×
	NB: Do not select <i>OPEN</i> this will temp	corrupt the merge plate	e fields for this
2.	Open Practix		
3.	 Click Administration from the main login screen a. Select System Configuration; Select Templates; Select Register Document Template; Select Modify (shown right) b. This will open the Register Document Templates Screen Practice Management System Configuration System Configuration System Configuration System Configuration Organisation Patient / Debtor Options Billing Setup Resources, Schedules & Rosters Contacts 		
4. -	Select the <i>Letter/Document template type</i> From the drop down Clinical Templates		
5.	Click New		
6.	right)	nloaded. (shown	Create New Do you wish to: <u>Select an existing file to use as a template</u>
7.	Select the ResSleep_Referral(Practix)_ USB/Saved location	v1-1from the	Create a new MS Word document as a template
8.	Enter the title of the Template (circled in red) ResSleep Referral v1-1		
9.	Word will open to show the template	Register	Document Templates

- a. Click save and close Word
- 10. Click the *referral sent* tick box (circled in orange)
- 11. Click Save (circled in green)

