

Best Practice Templates



Installing Templates

WARNING Do not open templates in Microsoft word, it will corrupt the template tags.

For Templates Received as Email Attachment

1. Open email
2. Right click on document icon
3. Select “save as”
4. Navigate to your computer desktop and select “save”

Import Templates

1. Main screen
2. Open Word Processor icon  **OR** Patient Screen
3. New Letter 
4. Templates
5. Import Template
6. Navigate to the folder on the computer desktop where you saved the templates
7. Choose a template
8. Click “open”
9. Template will open in Best Practice, make any changes if desired
10. Save template: File → “save as”
11. Click in template name field
12. Name the template
13. Click “save”
14. Repeat the procedure for the remaining templates

