

POWH Outpatient Referral Template

To Import:

- 1. Right Click on template*
- 2. Save Target as 4WT Format on Desktop*
- 3. In Genie, open a referral/reply letter (Quill icon)*
- 4. Under the Save/ Cancel buttons there is a Default Letter drop down list, click this and select New Template.*
- 5. Go to the small File menu within the New Template and select Open.*
- 6. Browse to Desktop or wherever you saved the outpatient referral.4wt file and select it to open. You will need to type your practice details into the referral source area as these cannot be referenced directly.*
- 7. Give the template a name at top left where it says 'Enter a Name for this Template'.*
- 8. Click Save at top right.*

You will be prompted to save the embedded images to your library. Do this by clicking Add and then OK for each.

You can now access this referral from within the quill icon by clicking the Default Letter drop down menu and it will be listed there for you to select.

Carer Details and recent investigations can be inserted through the Expressions tab at left in the template window.

For the Carer Details double click on Load Health Assessment and select the appropriate one.

For Recent investigations, put your cursor where you would like the results to be inserted, then double click on Pathology Results in the Expressions list, tick the appropriate results and they will be inserted directly into the template.