

**CRS**  
Cardio Respiratory Sleep

**CVS**  
CardioVascular Services

# CVS REFERRAL PROCEDURES

Installation Cheat Sheets

## Abstract

Installer Procedure documents for use of CRS, CVS & VAS referrals in the following Medical software:

- Best Practice
- Medical Director
- MedTech 32
  - Genie

**healthy pc**

Prepared by:

Clare Talbot

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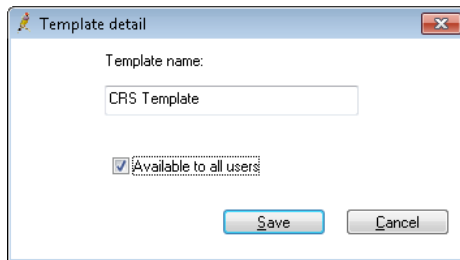
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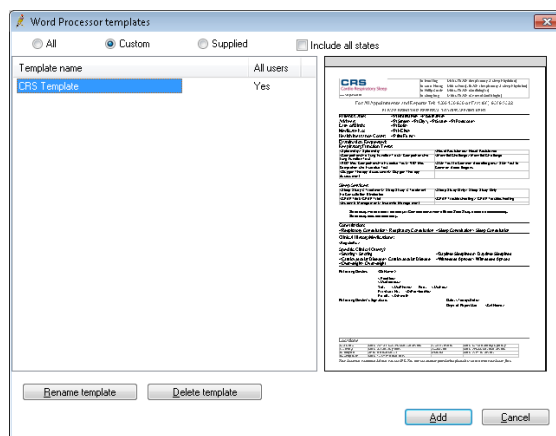


BEST PRACTICE

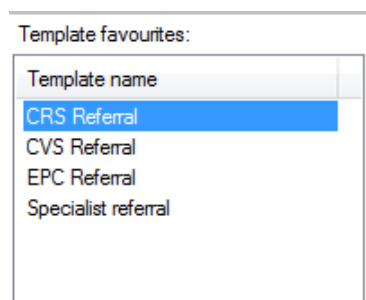
1. Open the *Word Processor*
2. Select *Templates*; Select *Import*; Select *CRS Template.rtf* from the USB inserted/save location
3. Check Page settings
  - a. *A4 Size*
  - b. All Margins are *12mm*
4. Select *Save Icon*
  - a. Enter the *Template Name* *CRS Template*
  - b. Select the *Available to all users* tickbox
  - c. Click *Save*



5. Click *New Document Icon* from the toolbar
6. Click the *Add Button* below the *favourites* (bottom left-hand of screen)
7. Select the *CRS template* from the custom list; Select *Add*



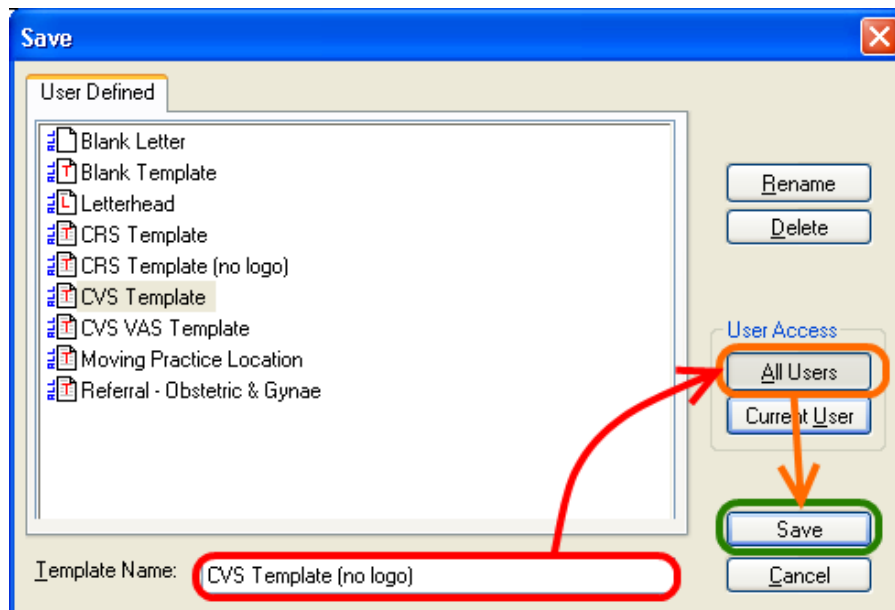
8. The *CRS template* has been added to this users favourites
9. Repeat steps 5 to 7 for each user



(NB: you will need to login as each user to set this up)

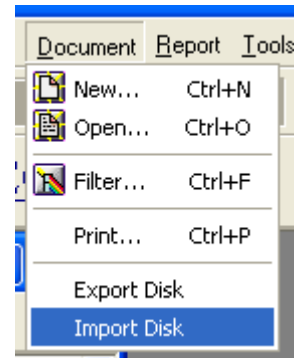
## MEDICAL DIRECTOR

1. Open the *Word Processor*
2. Select *New*; Select *New Template*; Select *File*; Select *Import*; Select *CRS Template.rtf* from the USB inserted/save location
3. Check Page settings
  - a. *A4 Size*
  - b. All Margins are *12mm*
4. Select *File*; Select *Save as template*
  - a. Enter the *Template Name* *CRS Template*
  - b. Select the User Access *all users* button
  - c. Click *Save*




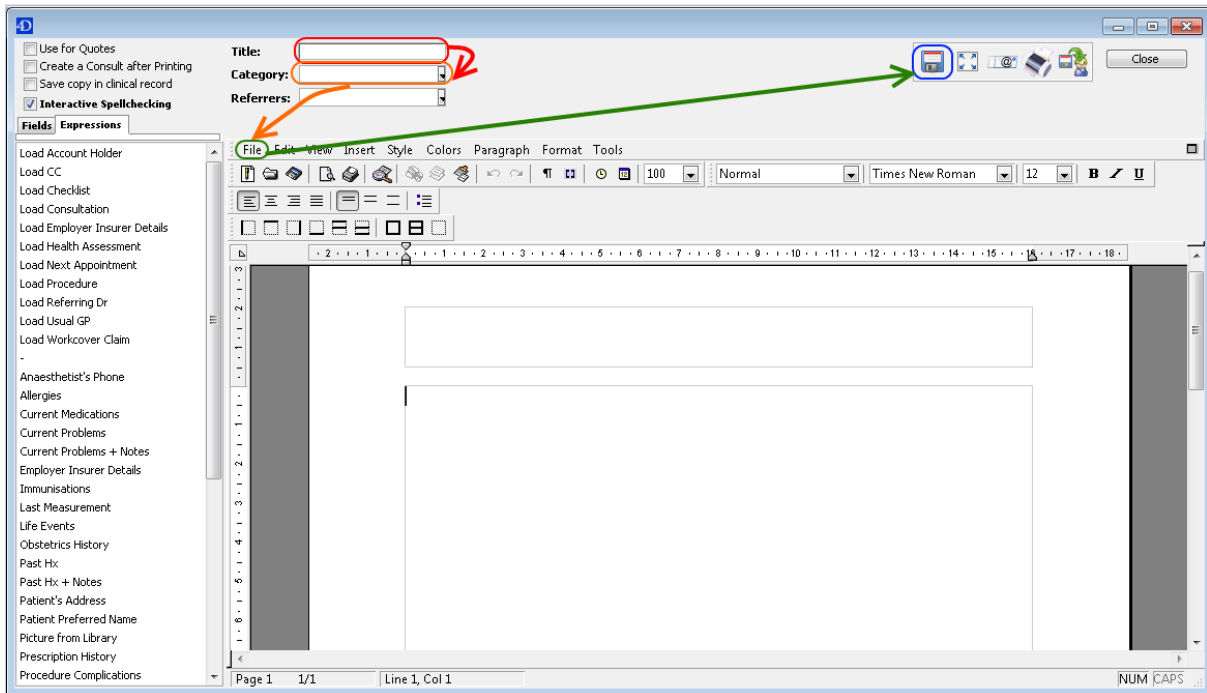
## MEDTECH 32

1. Select *Setup*; Select *Inbox/Outbox*; Select *Outbox Document*
2. Select *Document*; Select *import disk* (shown right)
3. With *insert disk* prompt click *OK*
4. Select *CRS Template.mtd* from the USB inserted/save location
5. Click *Ok*

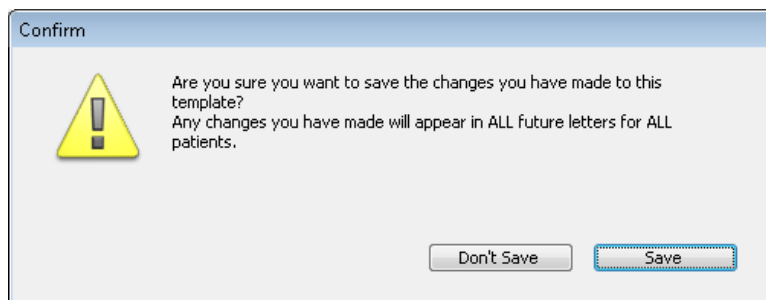


## GENIE

1. Click the *create merged letter template* icon 
2. Click *Add template*



3. Enter the title of the Template (circled in red) *CRS template*
4. Add this template to a category of *Cardiology Referrals* (circled in orange)
5. Click *File*; Select *Open*; Select the *CRS template* for the USB/Saved location (circled in green)
  - a. You may need to change the margins of the page to *12mm* under *file> page Setup*
6. Click *save this template*
  - a. You will be prompted to confirm the changes made on this template



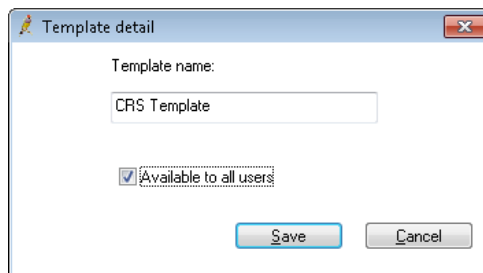
- b. Click *Save*



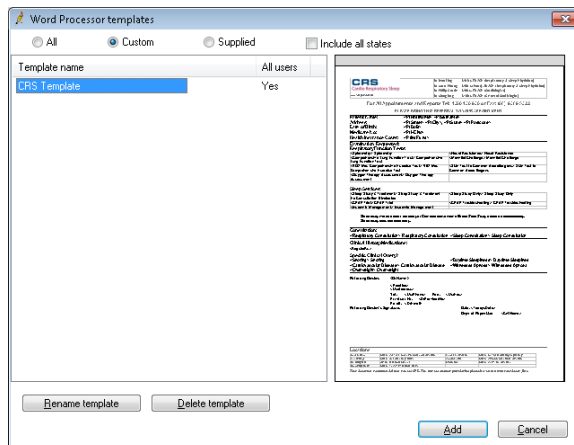


## BEST PRACTICE

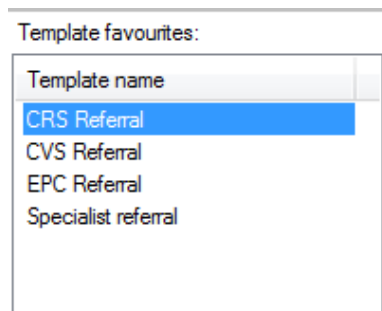
1. Open the *Word Processor*
2. Select *Templates*; Select *Import*; Select *CVS Template.rtf* from the USB inserted/save location
3. Check Page settings
  - a. A4 Size
  - b. All Margins are 12mm
4. Select *Save Icon*
  - a. Enter the *Template Name* CVS Template
  - b. Select the *Available to all users* tickbox
  - c. Click *Save*



5. Click *New Document Icon* from the toolbar
6. Click the *Add Button* below the *favourites* (bottom left-hand of screen)
7. Select the *CVS template* from the custom list; Select *Add*



8. The *CVS template* has been added to this users favourites

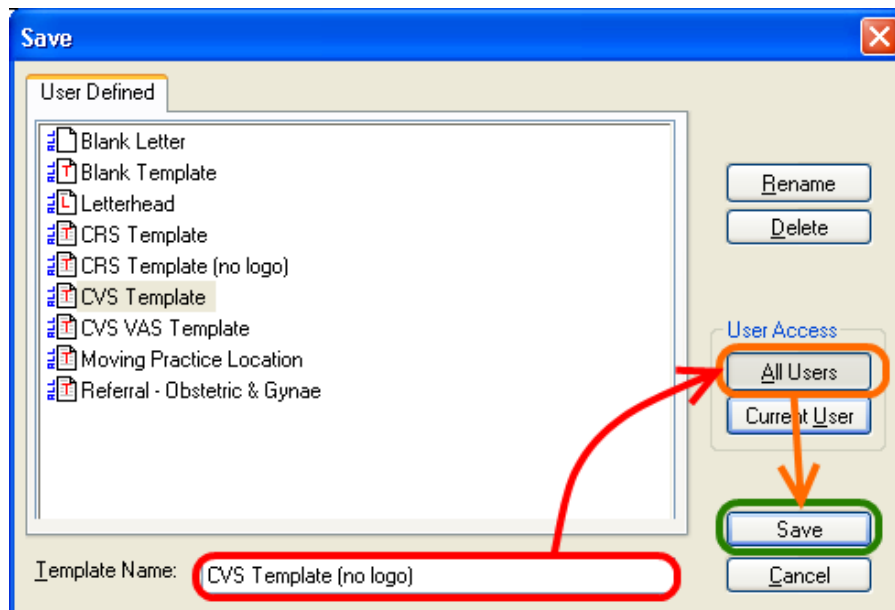


9. Repeat steps 5 to 7 for each user

(NB: you will need to login as each user to set this up)

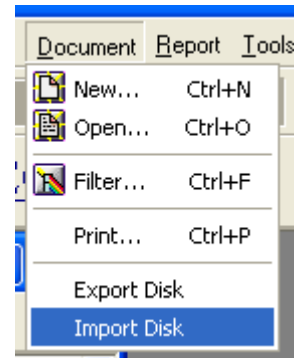
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3. Check Page settings
  - a. A4 Size
  - b. All Margins are 12mm
4. Select *File*; Select *Save as template*
  - a. Enter the *Template Name* CVS Template
  - b. Select the User Access *all users* button
  - c. Click *Save*




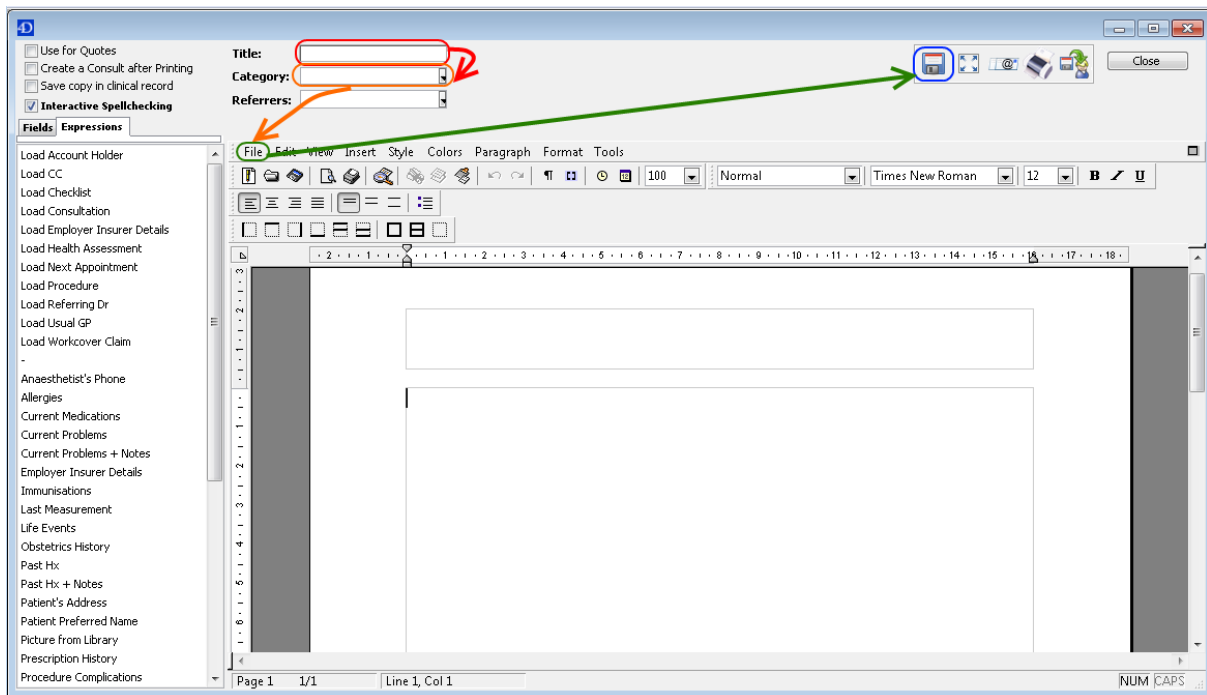
## MEDTECH 32

1. Select *Setup*; Select *Inbox/Outbox*; Select *Outbox Document*
2. Select *Document*; Select *import disk* (shown right)
3. With *insert disk* prompt click *OK*
4. Select *CVS Template.mtd* from the USB inserted/save location
5. Click *Ok*

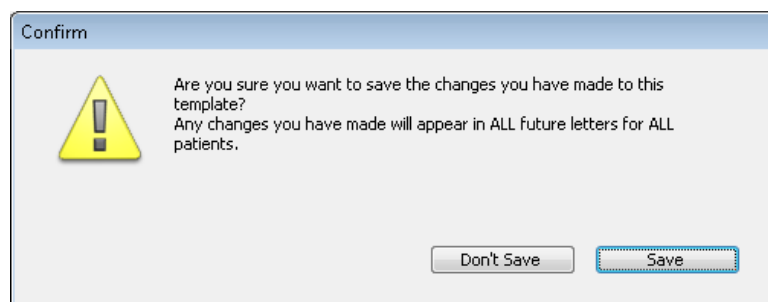


## GENIE

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2. Click *Add template*



3. Enter the title of the Template (circled in red) *CVS template*
4. Add this template to a category of *Cardiology Referrals* (circled in orange)
5. Click *File*; Select *Open*; Select the *CVS template* for the USB/Saved location (circled in green)
  - a. You may need to change the margins of the page to *12mm* under *file> page Setup*
6. Click *save this template*
  - a. You will be prompted to confirm the changes made on this template

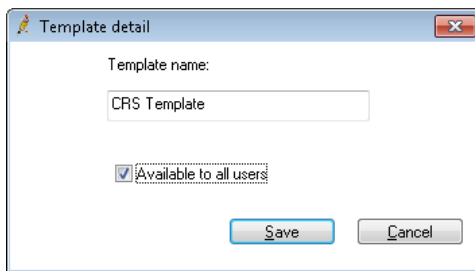


- b. Click *Save*

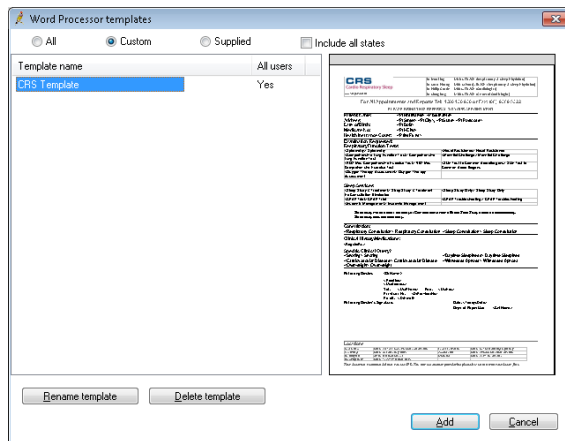


BEST PRACTICE

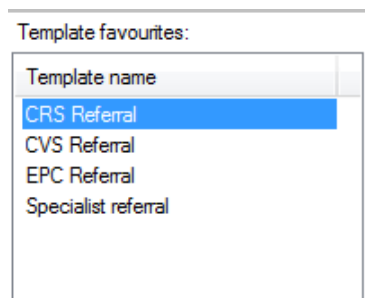
1. Open the *Word Processor*
2. Select *Templates*; Select *Import*; Select *VAS Template.rtf* from the USB inserted/save location
3. Check Page settings
  - a. A4 Size
  - b. All Margins are 12mm
4. Select *Save* Icon
  - a. Enter the *Template Name* VAS Template
  - b. Select the *Available to all users* tickbox
  - c. Click *Save*



5. Click *New Document* Icon from the toolbar
6. Click the *Add Button* below the *favourites* (bottom left-hand of screen)
7. Select the *VAS template* from the custom list; Select *Add*
8. The *VAS template* has been added to this users favourites



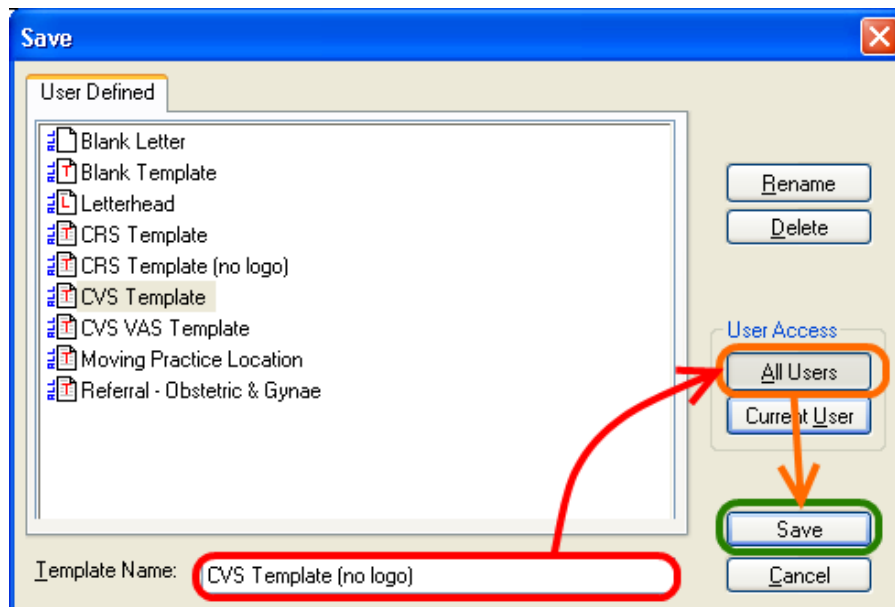
9. Repeat steps 5 to 7 for each user



(NB: you will need to login as each user to set this up)

## MEDICAL DIRECTOR

1. Open the *Word Processor*
2. Select *New*; Select *New Template*; Select *File*; Select *Import*; Select *VAS Template.rtf* from the USB inserted/save location
3. Check Page settings
  - a. A4 Size
  - b. All Margins are 12mm
4. Select *File*; Select *Save as template*
  - a. Enter the *Template Name* VAS Template
  - b. Select the User Access *all users* button
  - c. Click *Save*




MEDTECH 32

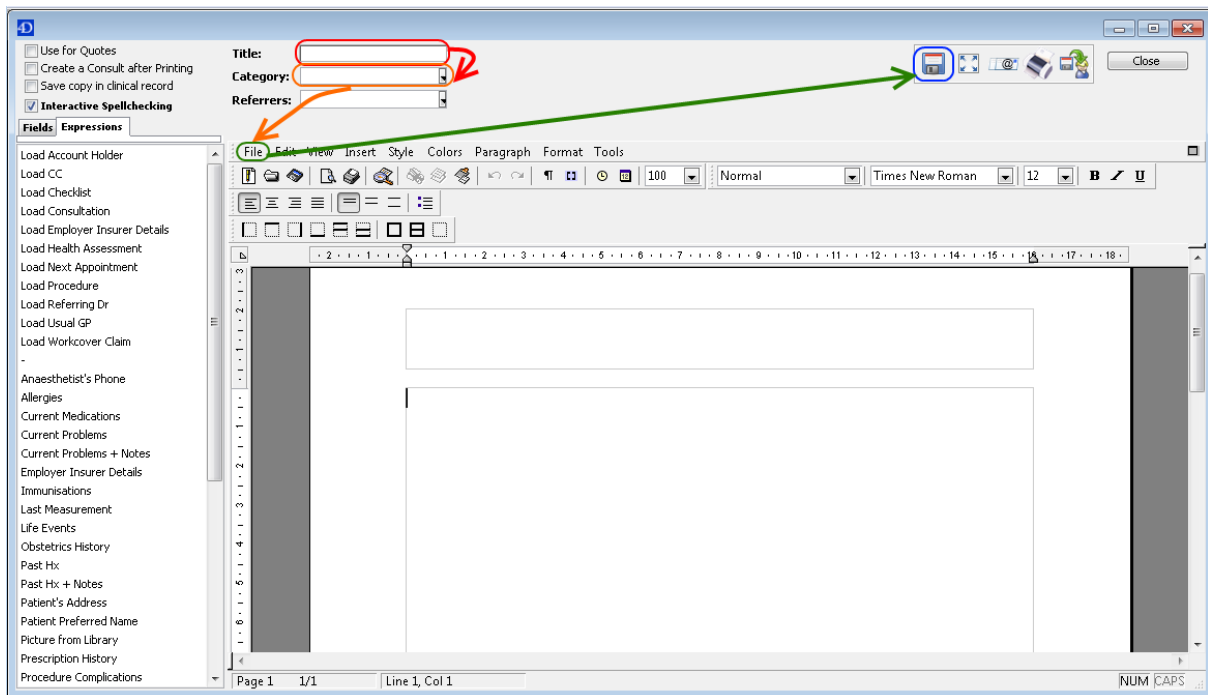
1. Select *Setup*; Select *Inbox/Outbox*; Select *Outbox Document*
2. Select *Document*; Select *import disk* (shown right)
3. With *insert disk* prompt click *OK*
4. Select *VAS Template.mtd* from the USB inserted/save location
5. Click *Ok*



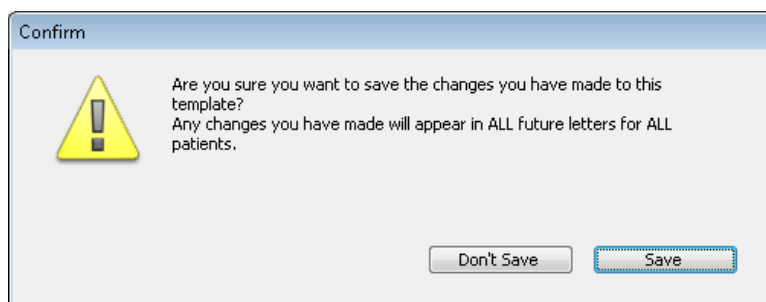


GENIE

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3. Enter the title of the Template (circled in red) *VAS template*
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5. Click *File*; Select *Open*; Select the *VAS template* for the USB/Saved location (circled in green)
  - a. You may need to change the margins of the page to *12mm* under *file> page Setup*
6. Click *save this template*
  - a. You will be prompted to confirm the changes made on this template



- b. Click *Save*