How to import your integrated Priory Referral template into your clinical system

EMIS Web

Step 1: Save the referral form in a place where you can easily retrieve it (e.g. Shared Drive, Desktop)

Step 2: Click the **EMIS Button**, point to **Configuration**, and then select **Template Manager**.

Note: This requires RBAC Code B1700 assigned to the user.

Step 3: In the navigation pane, click the **Document Templates** tab.

Step 4: Select the folder where you want to save the imported template.

Step 5: On the Template Manager ribbon, click **Import**. The Import Template screen is displayed.

Step 6: Navigate to the location of the referral form template, and then click **Open**.

The template will be uploaded into EMIS Web.

SystmOne

Step 1: Save the referral form in a place where you can easily retrieve it (e.g. Shared Drive, Desktop)

Step 2: Navigate to the Word letter template section of SystmOne via
    a. Setup
    b. Referrals & Letters
    c. *New* Word Letter Templates

Step 3: Click on the **Import Templates** button

Step 4: Locate and **Select** the referral form template on the 'Import Templates' window:

The template will be uploaded into SystmOne.

Please note: We have found that Test/Dummy patients produce a longer than average referral form in comparison to a registered patient. If you find that this is not the case, please let us know.

*NB: The integrated forms **cannot** be previewed in anything other than the clinical system itself.*