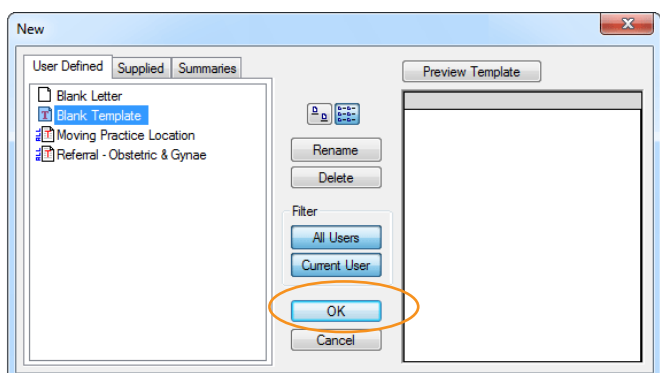# Installing the referral template into Medical Director

I-MED Radiology's Medical Director-ready referral template allows you to quickly and easily complete your imaging request form, with details auto-populating from the patient's file.

Importing RTF template into Medical Director:

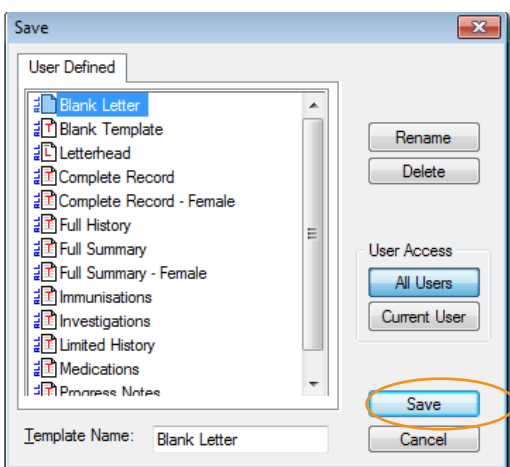1. From within Letter Writer select **File > New**. The **New** window appears.

2. Select '**Blank Template**', then click the '**OK**' button. A new blank document will open.

3. Select **File > Import**

4. Locate, select and open the I-MED RTF referral template.

5. Select **File > Save as Template**. The **Save** window appears.

6. Enter a name for the template and click the **Save** button. The template is now ready for use.

How to complete and send the referral template to I-MED Radiology:

There are three options:

1. Select the I-MED Radiology referral template, complete the form, save it, and email it to us using the email address shown on the form. **This is the preferred method.**
2. Select the I-MED Radiology referral template and complete the form. Save it, then print and sign a copy and give it to your patient. Otherwise, Practice reception staff can fax/email the form to I-MED Radiology.
3. Once the referral template is completed, export the template to 'Fax' from the patient's file. It will then automatically go into the Practice reception's inbox system. The reception staff can then fax or email the referral form to I-MED.
   (Note – this method requires extra software and may not be available with all systems).