FOR PRACTICE MANAGERS

Setting up the Body Belonging referral template

body belonging
CLINIC

About five minutes, once. After that, your GPs open it from the patient's file and the patient, doctor and practice details fill in on their own.

Best Practice

1. Save the .rtf file to a folder or the desktop. Do not open it in Word first.
2. Open the word processor (**Utilities > Word processor**), then **Templates > Import Template** and choose the file.
3. Click on each item marked **«like this»**, delete it, and double click the matching field in the template fields list on the left. Best Practice will not recognise a field that is typed in.
4. Tick **Available to all users** and save it as **Body Belonging Clinic referral**.

MedicalDirector

1. Save the .rtf file to a folder or the desktop. Do not open it in Word first.
2. In Letter Writer, choose **File > New > Blank Template** (in some versions **File > Modify Template > User Defined > Blank Template**), then **File > Import** and choose the file.
3. Replace each item marked **«like this»** with the matching field from the Template Fields toolbar.
4. Choose **File > Save as Template** and name it **Body Belonging Clinic referral**.

The fields to swap in

MARKED IN THE TEMPLATE	INSERT THIS FIELD
«Today's date»	Today's date
«Patient full name» · **«Date of birth»**	Patient name and date of birth
«Patient address» · **«Patient mobile»** · **«Patient email»**	Patient address, mobile and email
«Medicare number» · **«Medicare reference number»**	Medicare number and reference number (IRN)
«Current medications»	Current medications (current Rx)
«Doctor name» · **«Doctor provider number»**	Doctor name and provider number
«Practice name» · **«Practice phone»** · **«Practice email»**	Practice name, phone and email

Anything in **[square brackets]** stays as it is. That is the part the GP fills in for each patient, along with the tick boxes.

Happy to share yours?

If you email me your finished template, I will pass it on to other practices on the same software so they can skip this step. Send it to referrals@bodybelongingclinic.com.au.

Lauren Lynch · Body Belonging Clinic
Provider numbers 3128473H (Mosman Park) · 3128471J (telehealth)
referrals@bodybelongingclinic.com.au
0493 117 185