



**Air Liquide**  
HEALTHCARE

# MEDICAL DIRECTOR

## Installing the eReferral template

### 1. **Download** the “Medical Director” Sleep Referral File

- **Save** the file to your Computer (e.g. on the Desktop)

**Do not open the file after it has downloaded as it may corrupt the template. If this happens, simply delete the file and re-download**

### 2. **Open** Medical Director and from the menu bar, click **Tools > Letter Writer**. This will open up the Letter Writer Tool/Interface

### 3. From the menu bar, click **File > Modify Template**. Under User Defined, select **Blank Template > Ok**

### 4. From the menu bar, click **File > Import**. Select the file downloaded in Step 1 from the saved location (e.g. Desktop) and click **Open**.

If the RTF is experiencing alignment issues (e.g. entire template has shifted to one side), click **File > Page Setup** and make all margins **zero**

### 5. From the menu bar, click **File > Save as Template**. Name the file “[Sleep Referral Air Liquide Healthcare.rtf](#)” or similar. Click **Save**.