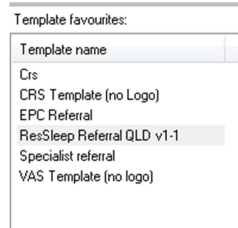
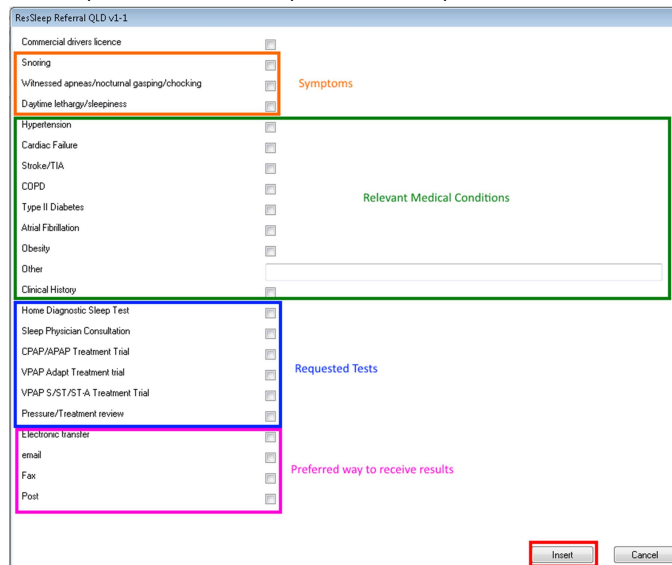


**BEST PRACTICE**

1. With the correct **Patient** open, open the *Word Processor*
2. Select the *ResSleep Referral SA v1-1* from the **Template favourites** (bottom left-hand of screen)



3. Select the *Symptoms* (circled in orange), *Medical conditions* (circled in green), *tests required* (circled in blue) and *preferred method of receiving results* (circled in pink) from the pop up screen (shown below) and click *Insert* (circled in red)



4. *Print* the document
5. *Save* to the **Patient file**
6. Enter the following information in the **Document Details** screen (shown below)
  - a. *From Doctor:* Defaults to current user
  - b. *To Doctor:* Leave blank (not required)
  - c. *Subject:* ResSleep Referral (circled in red)
  - d. *Comment:* (not required, circled in orange)
  - e. Un tick *save as draft* (circled in green)
  - f. Click to *add follow-up action* (circled in blue)
  - g. Click *Save* (circled in purple)

