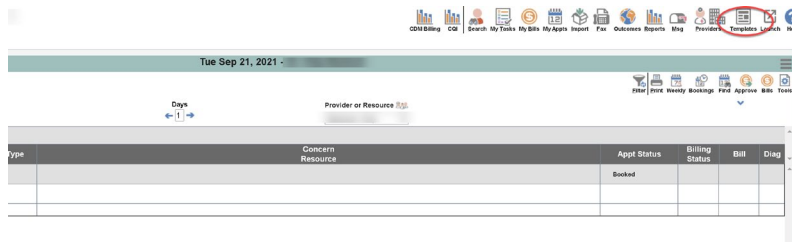


## Importing Kelowna Gastroenterology Referral Form

1. Download zip file 'Kelowna Gastroenterology Referral Form.zip' to your desktop. Do not unzip!
2. Log into your EMR and click on 'Templates' icon in upper right corner



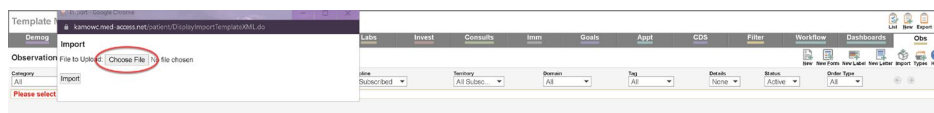
3. Click on 'Obs' tab in right corner of new window that opens



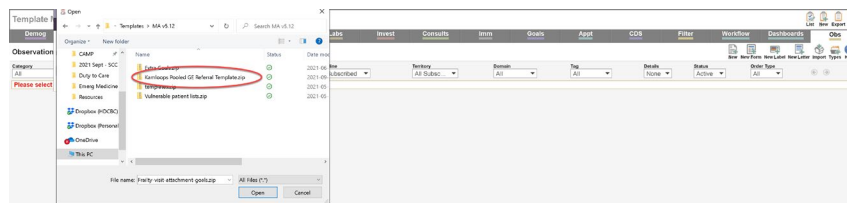
4. Click on 'Import' icon in upper right corner



5. Click on 'Choose File' button in new window that opens to the left



6. Click on 'Kelowna Gastroenterology Referral Form.zip' in the directory (or desktop) you saved it in. Click 'Open'



7. Click 'Import' button making sure that you see the partial file name to the right of the 'Choose File' button



8. Click on the 'Consults' tab, then finding the item 'Referral: Kelowna Gastroenterology Referral Form' under observation template (note that you can find it more quickly by typing 'Kel' in the Template Name box).
9. Click on the grey heart under clinic favorites column to make the template a favorite in Consults.

