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

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

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

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

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

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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.

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Export options: Excel PDF RTF				