**Form Available** [**here**](https://www.intrahealth.com/customer-success/learning-hub/marketplace?title=Kelowna+Gastroenterology+Referral+Form&doc_type=All&health_region=All&province=All)

**Importing Requisition Forms**

Follow these instructions to import Requisition Forms that are associated with a supplier. These requisition forms will be launched when the associated supplier is selected when ordering using the Pathology or Radiology area. This requires you create the supplier, and then link the requisition Form.

1. **Go to Organization/External Providers and create a New External Provider.**
2. **Put the name of the requisition as the Full Name, change the Type to Suppliers, and change the Specialty to listed Profule Supplier Type below (Must be same as original).**
3. **Click OK to save the Supplier and reopen the window.**
4. **Go to the Order Format view, and select Scanned Form under Print Format.**
5. **Click on the Import order format for current provider button on the small toolbar.**
6. **Navigate to the JAFFA (.jfa) file containing the requisition to be imported and click OK.**
7. **Click OK to save the External Provider with the form.**

The form can now be used in the applicable view.

**Importing Forms**

Follow these instructions to import Forms not associated with a supplier. These Forms can be selected and launched from the Forms area.

1. **Download each form file (.jfa or .zip) to a new folder location that is easy for you to locate. - .zip files will need to be extracted to remove the contained .jfa files.**
2. **In the Profile EMR go to Organization/Import & Export/Import Jaffa Folder.**
3. **Using the next window, browse for the folder that contains the form files.**
4. **Click OK to select the folder and select "Start". Wait for the process to finish, with the time depending on the amount of forms you are importing.**

The form can now be used in the applicable view.