



Albury Wodonga Regional GP Network

**To save a file from Best Practice to outside the patient's notes (for e-referral):**

1. Complete letter/template in "Letter writer" under "use template"
2. Click "file"
3. In drop down box click "save as file"
4. Select folder (usually to a created referrals folder – eg "My Documents")
5. Write the patient's name and file contents in "file name" box
6. Click save

**To save an email into Best Practice:**

1. In your Office inbox -
2. Copy/cut and paste the email onto a word file
3. Name and save file in "My documents"
4. In Best Practice open "Correspondence In" tab
5. Click on "add" box
6. Browse to saved file and double click
7. Fill in correspondence details box
8. Click "save"

**To save an email attachment into Best Practice**

1. In your Office inbox -
2. Right click on the attachment you wish to import
3. Click on "save as"
4. Name and save into any folder eg. "My documents"
5. In Best Practice open "Correspondence In" tab
6. Click on "add" box
7. Browse to saved file and double click
8. Fill in correspondence details box
9. Click "save"