



To save a file from MD to outside the patient's notes (ie for referral)

1. Complete letter/template in "Letter writer"
2. Click "file"
3. In drop down box click "Export"
4. Select folder (usually to created referrals folder in MD – *C:/program Files/health communications network/medical director/referrals*) and open
5. Write patient's name in "file name" box
6. Click "save"

To save an email into MD:

1. In "Letter writer" click "file"
2. In drop down box click "email"
3. Then click "import"
4. MD will bring up your Office inbox
5. Click on the desired email
6. Click "import into current patient" box if you have an existing patient's history open **OR**
7. Click on "import into another patient" box and choose desired patient history
8. Click on desired patient.
9. Click "close."
10. In both cases the email content (not an attachment) will be saved as a letter

Saving an email attachment into MD documents file:

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 MD Documents window click on Import
6. Browse to saved file
7. Double click on the saved document – it will be saved in the Documents file.
8. Fill in documents details box and click "OK"
9. Delete attachment from the original saved folder in My Documents.

Customise web buttons on MD:

1. In main menu window click "Tools" then "options" in drop down window
2. At the bottom of the General page in the window there are two URL boxes
3. Change the URL of box 1 to www.connectingcare.com
4. Click "save"
5. When a patient's history is open, click on the Custom #1 button in the lower right corner to bring up the Connectingcare homepage
6. These buttons can be customised to any URL for any website