## Installing the eReferral template in Genie

1. Download the "Genie eReferral Template" from www.peninsularespiratory.com/pftReferral.html

   - Be sure to "**Save**" the file to a location you will be able to find later (e.g. the Desktop)

   - **Do not open** the file after it has downloaded as it may corrupt the template - in this case, simply delete the file and re-download as above

2. Open Genie and select any patient in the **Appointments** window.

3. Click the Red Quill icon. If a Search Dialogue appears, simply press **OK**, and then select "**Blank Letter**".

4. From the top of the window, click the Template Dropdown (currently set to "Default Letter") and select "**New Template**".

5. From the top of the window, add the **Title**: Peninsula Respiratory Group eReferral.

6. From within the 'Edit Template' window, navigate to **File > Open** and select the file downloaded in Step 1 from the saved location (e.g. the Desktop). It should be named "PRG-eReferral-GS-16620.4W7" or similar.

7. From the top right of the window, click **Save**.

8. You will now be able to select the "Peninsula Respiratory Group eReferral" template from the Template Dropdown (usually set to "Default Letter" by default).

9. You can now Close the window. If you do not wish to save the eReferral for the current patient, click 'No' when asked to save.