Import the Cardiotest referral template

Best Practice (Bp Premier)

Use the RTF file to add the referral and patient agreement to your practice software. The PDF referral is for printing; import the **.rtf** file as the template.

Before you start
This Cardiotest RTF is a blank editable form. Patient and doctor details do not fill automatically. Enter them manually or have your clinic configure data fields in the clinical software.

1. Save **Cardiotest_Referral.rtf** in a folder accessible from your Bp Premier workstation.
2. On the main Bp Premier screen, choose **Utilities > Word processor**. From a patient record, you can use **File > New Letter**.
3. Choose **Templates > Import Template**. Find the downloaded RTF file, select it and click **Open**.
4. Review the form. If your clinic needs automatic patient or doctor details, insert the appropriate data fields inside Bp Premier.
5. Select **Available to all users** if appropriate for your clinic. Save the template as **Cardiotest Referral**.
6. Use the saved template for the patient. Check all details, the page layout and the print preview before printing for signatures.

Keep configured templates in your clinical software. Once data fields have been added, editing in an external word processor may remove them. Menu names can vary with your software version.

Download the template: cardiotest.com.au - Cardiotest Referral (RTF)

Official reference: Best Practice (Bp Premier) - importing templates. Instructions checked 26 October 2026. Import has not been tested in a live clinic installation.

Cardiotest support: support.cardiotest@gmail.com | 0415 610 163

Import the Cardiotest referral template

MedicalDirector Clinical

Use the RTF file to add the referral and patient agreement to your practice software. The PDF referral is for printing; import the **.rtf** file as the template.

Before you start
This Cardiotest RTF is a blank editable form. Patient and doctor details do not fill automatically. Enter them manually or have your clinic configure data fields in the clinical software.

1. Download and save **Cardiotest_Referral.rtf** to a folder you can locate easily.
2. Open **Letter Writer**, then choose **File > New**.
3. Select **Blank Template** and click **OK** to open a blank document.
4. Choose **File > Import**. Locate and open **Cardiotest_Referral.rtf**.
5. Review the imported form. Complete details manually, or configure the appropriate patient and doctor data fields within MedicalDirector.
6. Choose **File > Save as Template**. Enter **Cardiotest Referral** and click **Save**.
7. Use the saved template for the patient. Review all details and print preview before printing for signatures.

Keep configured templates in your clinical software. Once data fields have been added, editing in an external word processor may remove them. Menu names can vary with your software version.

Download the template: cardiotest.com.au - Cardiotest Referral (RTF)

Official reference: MedicalDirector Clinical - importing templates. Instructions checked 26 October 2026. Import has not been tested in a live clinic installation.

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Make it available across the practice

One shared template for all doctors

Ask the practice manager or IT administrator to confirm that the workstations use the same clinical system and shared practice database. In that setup, import and configure the template once, then make it available to all users. Check access on another workstation before rolling it out to the whole team.

Best Practice (Bp Premier)

Import the RTF as described on page 1. When saving, select **Available to all users**. Use one agreed name, such as **Cardiotest Referral**. Ask a second doctor to open the template from another workstation connected to the same practice system.

MedicalDirector Clinical

Import the RTF as described on page 2. In the save dialog, set **User Access > All Users** and save the template. MedicalDirector describes this setting as making the template available to everyone on the network. The template list marks it **ALL**.

Before the whole team starts

1. Confirm that the same named template is visible to a second doctor on a second PC. Reopen the template list if necessary.

2. Check a print preview and confirm the patient, requesting doctor and provider details are correct. Configure automatic data fields separately if needed.

3. Tell staff which template name to use. Keep one maintained master rather than creating separate copies for each doctor.

Separate databases or sites
If workstations or clinic locations use independent clinical databases, do not assume one import reaches them all. Ask IT to import and share the template in each separate environment. Sending the RTF to every desktop alone does not add it to the clinical template list.

If it is missing: check the all-user setting, the doctor's access permissions and which practice database the PC uses. Your IT administrator or software support team can resolve setup differences.

Official references: Bp Premier - import a template; MedicalDirector Clinical - saving templates and user access. Checked 26 October 2026.