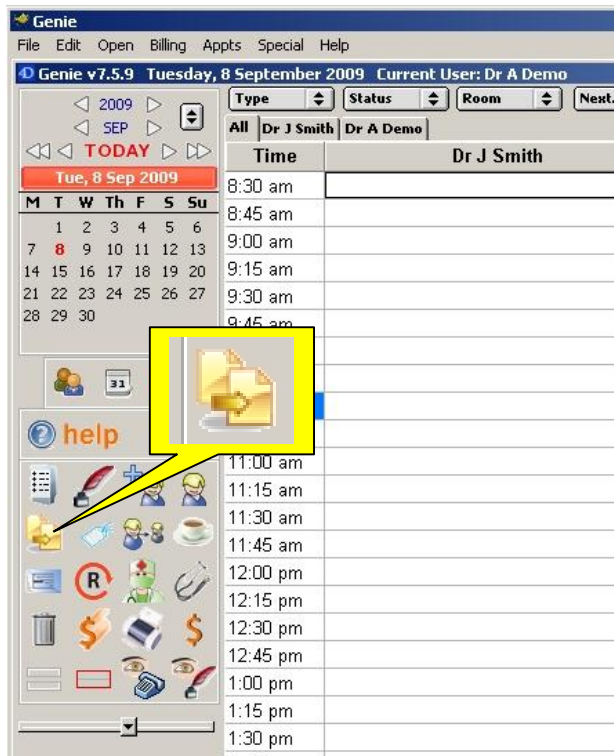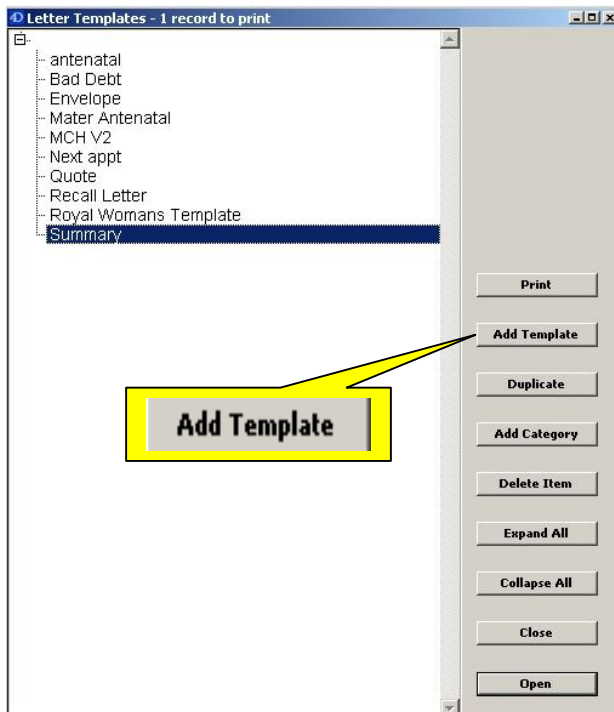**Instruction for loading Mater Hospital Referral Templates into Genie Practice Management Software:**

1. Login to Genie and navigate through to the Main screen.

2. Click on the 'Create or print a merged letter template' (Shortcut: Shft + Ctrl + T)

3. Once the Letter Templates menu is open click the 'Add Template' button

4. Click on the 'File' menu and click 'Open' and navigate to where the template has been downloaded to, select the template and click 'Open'

5. This document can now be saved as a Template using the 'Save as Template' option

(Please note: as a default this template will be saved as 'Untitled' – this can be changed to a name you deem appropriate)