

A Medical Director Template to Generate “New” Victorian WorkCare Certificates.

Preamble

The format of the pre-printed Victorian Workcare certificates was modified a few months back (approximately April 2003). The Division has modified a Medical Director template that will present the user with “fields” to enter appropriate data and allow printing onto the statutory pre-printed forms.

This template will require further minor modification for all users as each printer has different “line feed” characteristics. Instructions on how to modify the template are provided below.

Please DO NOT OPEN the .RTF file provided before importing it into Medical Director as it has “fields” that will be made inactive if opened in Microsoft Word.

Import Instructions

Locate the template format that you wish to import. This may involve “saving” the file from an email. Make sure you know where the file is saved. (The “Desktop” is a good temporary place in these situations.)

Open Medical Director preferably in a Test Patient medical record and open the Letter Writer.

Click File

New

Blank Template

OK

(Answer NO if asked about saving changes at this point)

File

Import

Click the drop Down in “Look in” area and browse to the template file that you wish to import. Select it and click Open.

This will import the file (including fields) into the new MD template

Click File

Save As Template

Name the new template appropriately eg Vic WCare V2

Save

To use the Template

Click File

New

Select the Template name

Click OK

Complete fields on the “forms” or “tabbed card” as required. (You may have fields or areas on more than one “form” or “tabbed card” to complete.

Click OK

Check the result.

Note: You will only see the actual information that will be printed onto the pre-printed workcare form.

Put the WorkCare form into the printer feed area as required for your printer and print

Save the document in the normal manner. Enter the forms statutory number in the Subject area of the Letter Details box for future reference.

To Modify the Template

You will probably need to modify this form for each printer that is to be used (therefore each doctor), as each printer has its own “line feed” characteristics that will affect the placement of information on the pre-printed form. Unfortunately we are not legally able to use “blank paper” form or template options.

Logon to Medical Director as the appropriate doctor, at their workstation.
Open Medical Director preferably in a Test Patient medical record and open the Letter Writer.
Print a sample or test certificate on to a “real” pre-printed form to determine its accuracy.

After this, Click File

Modify Template

Find and open the appropriate template

Move “field” areas up or down by increasing or decreasing “font” size of the blank lines between the field boxes.

You may also need to change margins or use spaces to move areas left or right.

Each doctor may require a slightly different form to cater for different printers (even if the printers are the same brand and type).

To save the individualised template use the “Current User” option detailed below.

Click File

Save as Template

Note the Filter Buttons All Users and Current User.

Click Current User

Type in the appropriate template name

Click Save.

This particular version of the template or form will only be available to this user
