

Download and installation instructions for importing a template for a reminder letter for parents

If a child is not fully immunised according to both the GPII20A Practice Report and practice records, a recall letter can be posted to the parent (importing instructions for letter template below). The child's history page from the GPII20A practice report can be attached to this letter. The recall letter advises parents to contact the practice and either make an appointment for the immunisations to be given, or notify the practice if their child received the immunisations elsewhere. This allows the practice to update their records as well as the Australian Childhood Immunisation Register. **(Sample letter on page 3)**

How to download template from a web site

1. Right click on link and select **Save Target As...**
2. Select a location on your hard drive and **save**

Importing instructions for:

Medical Director -

1. Open Medical Director, select **Tools** and then **LetterWriter**
2. In the **File** menu, select **Modify** Template, then **Blank** template
3. In the **File** menu, select **Import** and locate downloaded file and click on **Open**
4. In the **File** menu, select **Save as template** and type in appropriate name and click on **Save**

Best Practice -

1. Open a **New Letter** and from **Templates** menu, select **Import** templates
2. Locate downloaded file and click **Open**
3. From **File** menu select **Save As**. Type in an appropriate Template name and click on **Save**

ZedMed -

1. Click on **Tools**, then **Clinical WP Setup**, then **WP Templates**
2. Select **File**, then **Import Template**
3. Locate downloaded file and highlight it, then click **Open**
4. Enter the template name into the **Description** field. Click **OK**

GP Complete -

1. Open **GPComplete**, then **Resources Menu**, then **Letter Writer**
2. Select **File** menu, then **Modify Template**, then **Blank template**
3. Select **File**, then **Import**. Locate downloaded file and click **Open**
4. Select **File**, and then **Save As Template**. Type in appropriate name and click **Save**

SAMPLE LETTER FOR PARENTS

Date

To the parents/guardians of:

Child's name

DOB

Address

Dear Parent/Guardian,

We regularly update immunisation records of the children who attend our practice. The Australian Childhood Immunisation Register (ACIR) has sent an overdue report for your child. A copy is attached.

If your child is not up to date with their immunisations your Centrelink or Family Assistance Office payments may be affected.

Please check your child's Health Record Book. If your child has received these immunisations, please bring in their book or post/fax us a copy. This will enable us to update your child's record on ACIR.

If your child requires immunisations to bring them up to date, please telephone the practice to make an appointment.

Yours sincerely,

Name

Title