



1. Go to the MySleep Website <https://www.mysleep.com.au/sleep-study-referral-templates-physicians/>
2. Select the **Best Practice Download option** > **Save As** to save file to your computer desktop
3. Select **Open Folder** from the yellow prompt at the bottom of the screen
4. Open Best Practice
5. Open the **Word processor** under the **Utilities** tab
6. Select **Templates > Import > Sleep Study @ MySleep QLD 2021.rtf** from save location (ie your computer desktop)

Check Page settings

A4 Size

All Margins are 10mm

Select Save Icon

Enter the Template Name **Sleep Study @ MySleep QLD 2021**

Select the **Available to all users** tickbox

Click **Save**

7. **Setup Favourites List** (to be completed for each User) - Optional

Click the **Add Button** below the Favourites (bottom left-hand of screen)

Select the **Sleep Study @ MySleep QLD 2021** from the custom list; Select Add

Repeat step 7 for each user who frequently Refers to MySleep for sleep study referrals

If you need any clarification on Medicare guidelines, referral pathways or patient management please don't hesitate to reach out to your MySleep Representative for an appointment