



Australian Government
Department of Health
Therapeutic Goods Administration

Adverse drug reaction reporting using Best Practice

Installing the ADR reporting template

Version 1.0, October 2018

TGA Health Safety
Regulation

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Before you start

This guidance assumes a working knowledge of Best Practice. For installation purposes you will need to be connected to the Internet in order to download the template from the TGA website.

Download the ADR Reporting template

The [ADR Reporting template](#) can be accessed on the TGA website.

- Download the **BP ADR Reporting Form.rtf** from the TGA website and **SAVE** to the desktop.

Note: Do **not** OPEN the template—this may corrupt the merge fields.

Install the template in Best Practice


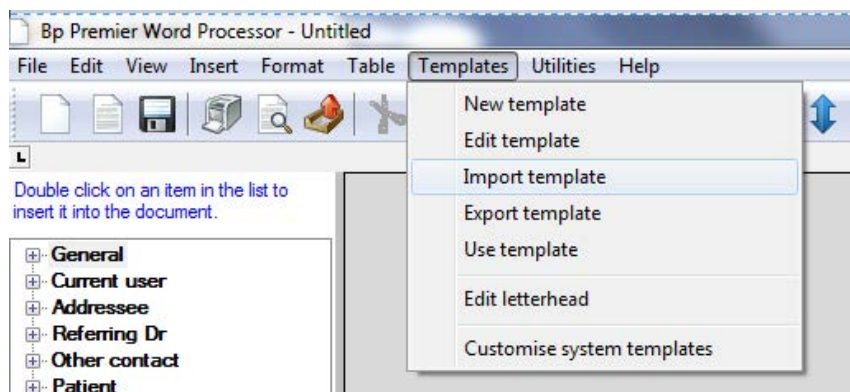
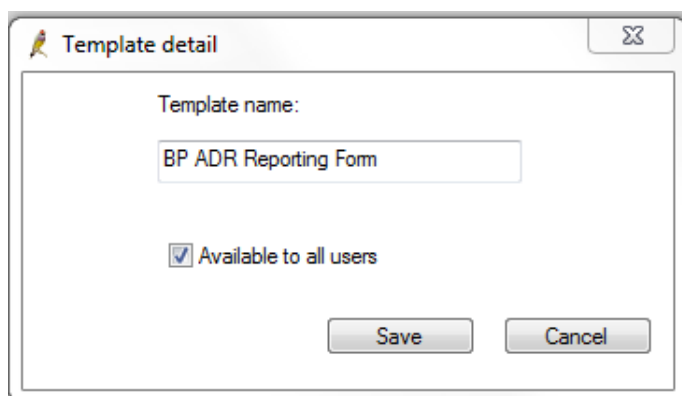
- Open Best Practice.
- Open the word processor ( or F4).
- Select Templates; Import template, as shown in figure 1.

Figure 1: Importing a template.



- Select **BP ADR Reporting Form.rtf**.
- Select Save Icon – name the template ‘BP ADR Reporting Form’ and select the “Available to all users” tick box, as shown in figure 2.

Figure 2: Saving the template.

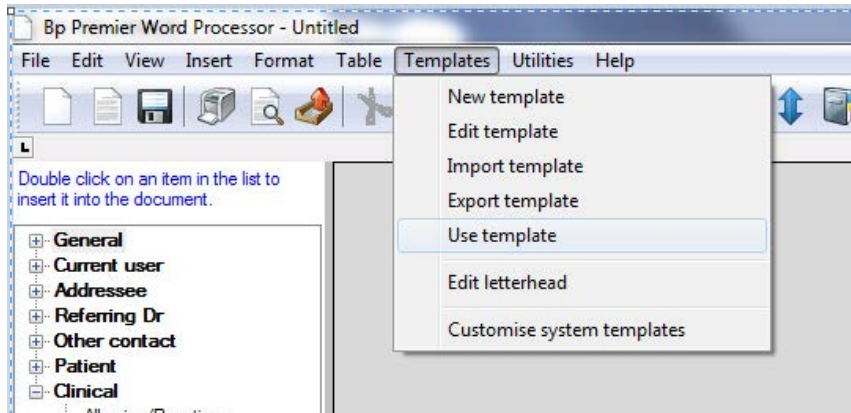


- Select ‘Save’.

Open the saved template

The template can now be accessed under 'Templates'; 'Use template', as shown in figure 3.

Figure 3: Opening the saved template



Using the template

Guidance is available for [using the ADR Reporting template in Best Practice](#) on the TGA website.

Version history

| Version | Description of change | Author | Effective date |
|---------|-----------------------|----------------------------------|----------------|
| V1.0 | Original publication | Technical and Safety Improvement | October 2018 |

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