



**Australian Government**  
**Department of Health**  
Therapeutic Goods Administration

# Adverse drug reaction reporting using Medical Director

## 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 Medical Director. 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

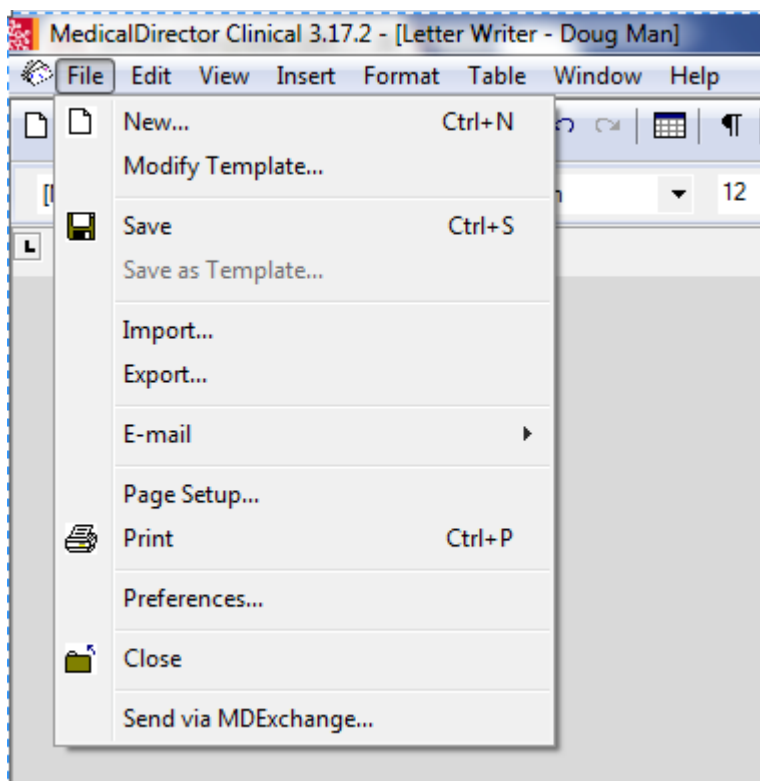
The [ADR Reporting template](#) can be accessed on the TGA website.

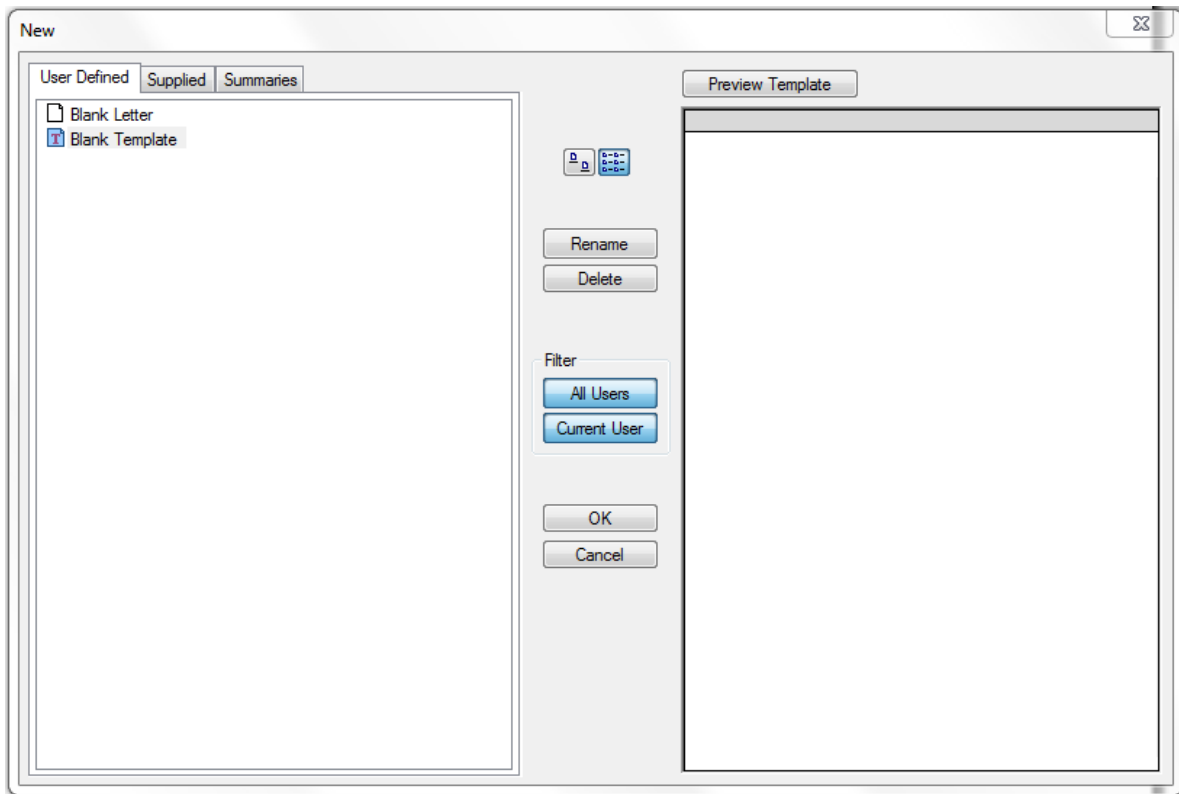
- Download the **MD ADR Reporting Form.rtf** from the TGA website and **SAVE** to the desktop.

## Install the template in Medical Director

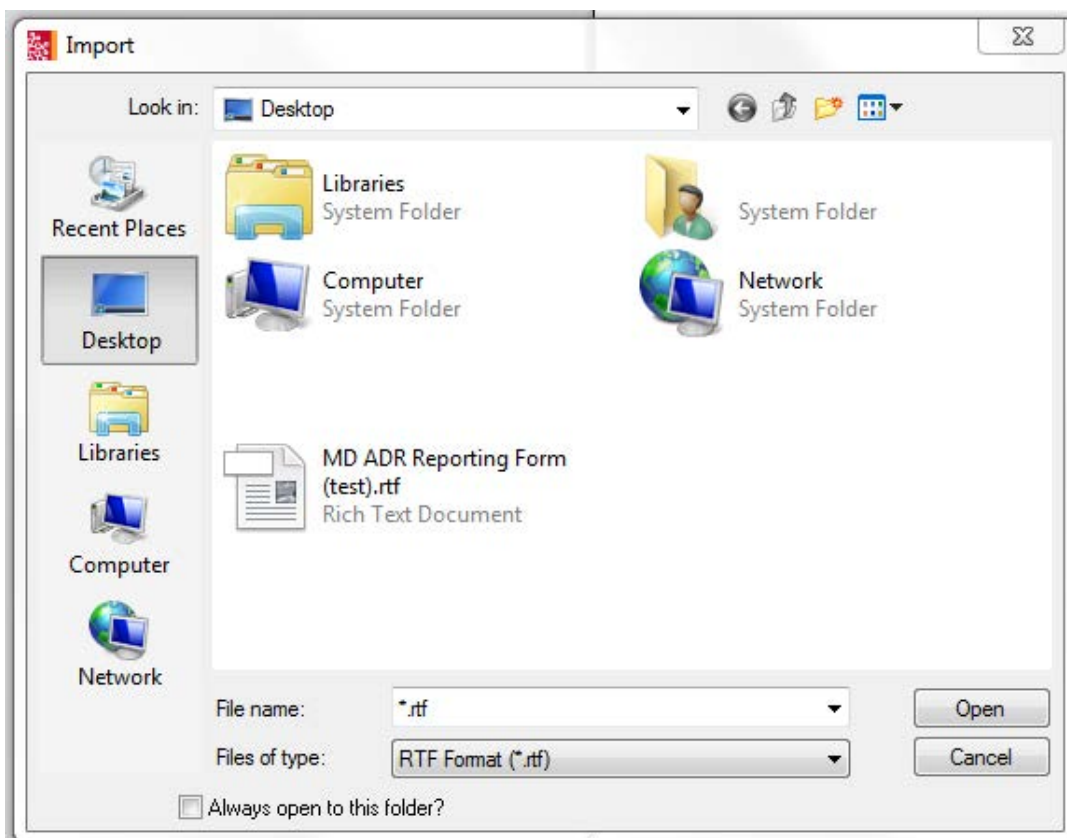
- Open Medical Director.
- Open the Letter Writer (F8).
- Select File; New (figure 1), then select 'Blank Template' (figure 2).

**Figure 1: Opening a new document**



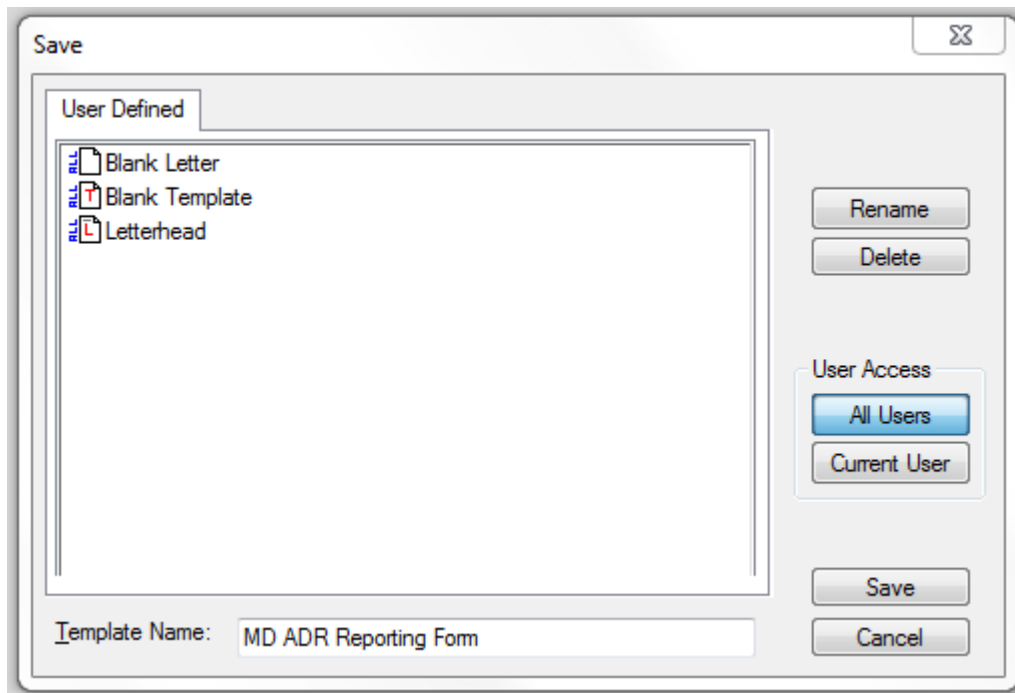
**Figure 2: Opening a blank template**

- Select 'File'; 'Import'; Select '**MD ADR Reporting Form.rtf**' from desktop as shown in figure 3.

**Figure 3: Importing the template**

- Select File; 'Save as template...' and name the template 'MD ADR Reporting Form' and select 'Save' as shown in figure 4.

**Figure 4: Saving the template**



The template is now ready to use.

## Use the template

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

## Version history

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

## **Therapeutic Goods Administration**

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