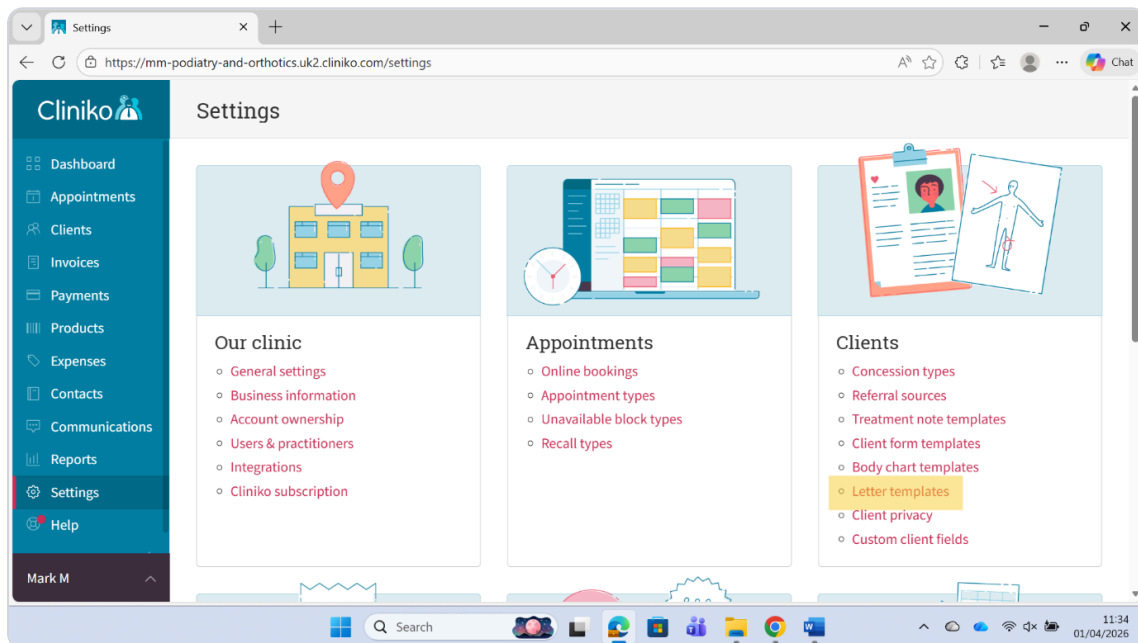


Add MM Podiatry & Orthotics Prescription Form to Cliniko

This guide includes the original screenshots embedded directly into the file.

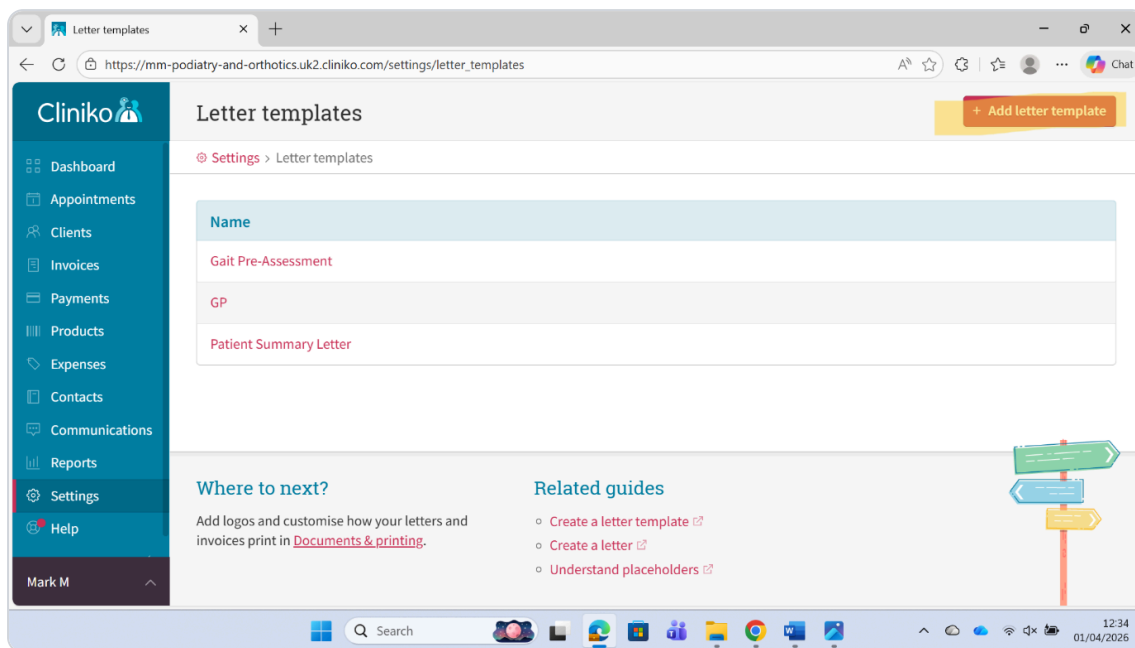
Step 1

Open Cliniko, go to **Settings** in the left-hand menu, then select **Letter Templates** under clients.



Step 2

Click **Add a letter template** in the top right.



Step 3

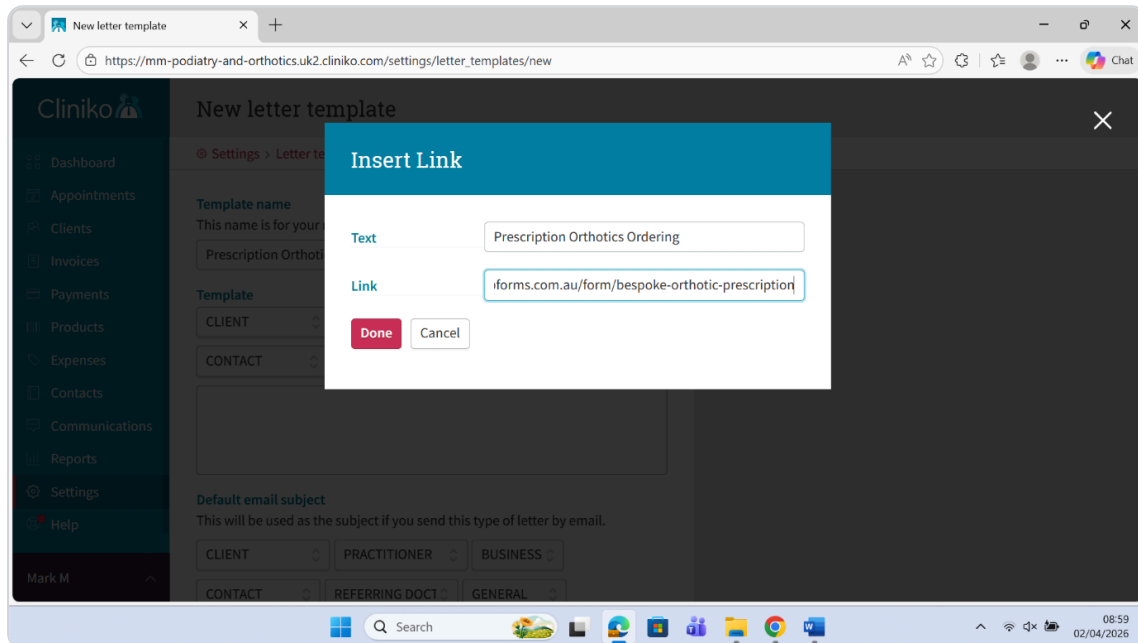
Fill in the template name and default email subject. Then click inside the template box to open the toolbar and choose the link button.

The screenshot shows the Cliniko 'New letter template' interface. The 'Template name' field is filled with 'Prescription Orthotics Ordering'. The 'Template' section has dropdowns for CLIENT, PRACTITIONER, BUSINESS, CONTACT, REFERRING DOCT, and GENERAL. The 'Default email subject' field is also filled with 'Prescription Orthotics Ordering'. A text editor toolbar is visible within the template box, with the 'Link' button highlighted. The interface includes a sidebar with navigation options like Dashboard, Appointments, Clients, Invoices, Payments, Products, Expenses, Contacts, Communications, Reports, Settings, and Help. The bottom of the screen shows a Windows taskbar with the date 02/04/2026 and time 08:57.

Step 4

In the link box, enter text such as **Prescription Orthotics Ordering** and paste in the prescription form URL below.

<https://mmpodiatryandorthotics.snapforms.com.au/form/bespoke-orthotic-prescription>



Step 5

Create your letter template.

The screenshot shows the 'New letter template' form in the Cliniko web application. The browser address bar shows the URL: https://mm-podiatry-and-orthotics.uk2.cliniko.com/settings/letter_templates/new. The Cliniko logo is in the top left of the sidebar, which also contains navigation links: Dashboard, Appointments, Clients, Invoices, Payments, Products, Expenses, Contacts, Communications, Reports, Settings (highlighted), and Help. The user's name 'Mark M' is at the bottom of the sidebar. The main form area has a 'Template name' section with a text input containing 'Prescription Orthotics Ordering'. Below this is a 'Template' section with two rows of dropdown menus. The first row has 'CLIENT', 'PRACTITIONER', and 'BUSINESS'. The second row has 'CONTACT', 'REFERRING DOCT', and 'GENERAL'. Below the dropdowns is a text editor with the text 'Prescription Orthotics Ordering' and a rich text toolbar. The 'Default email subject' section follows, with a description and another set of dropdown menus identical to the 'Template' section, and a text input also containing 'Prescription Orthotics Ordering'. At the bottom of the form are two buttons: 'Create letter template' (orange) and 'Cancel' (white). The Windows taskbar at the bottom shows the search bar, taskbar icons, and system clock indicating 08:59 on 02/04/2026.

Cliniko

Dashboard
Appointments
Clients
Invoices
Payments
Products
Expenses
Contacts
Communications
Reports
Settings
Help

Mark M

Template name
This name is for your reference only.
Prescription Orthotics Ordering

Template

CLIENT PRACTITIONER BUSINESS
CONTACT REFERRING DOCT GENERAL

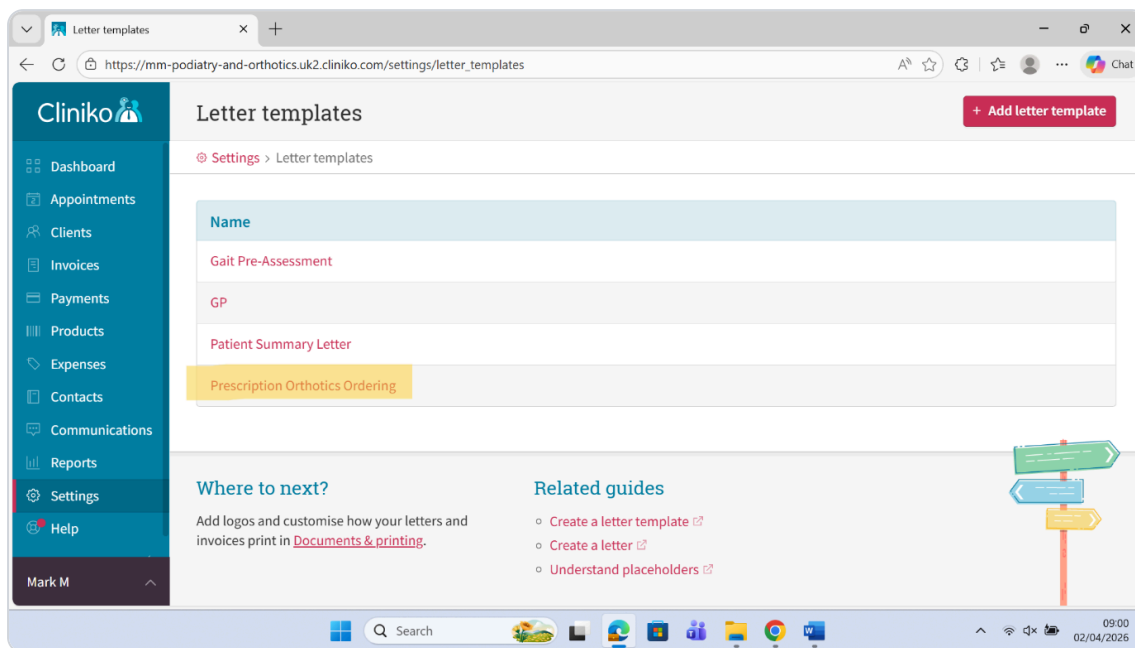
Prescription Orthotics Ordering

Default email subject
This will be used as the subject if you send this type of letter by email.
CLIENT PRACTITIONER BUSINESS
CONTACT REFERRING DOCT GENERAL
Prescription Orthotics Ordering

Create letter template Cancel

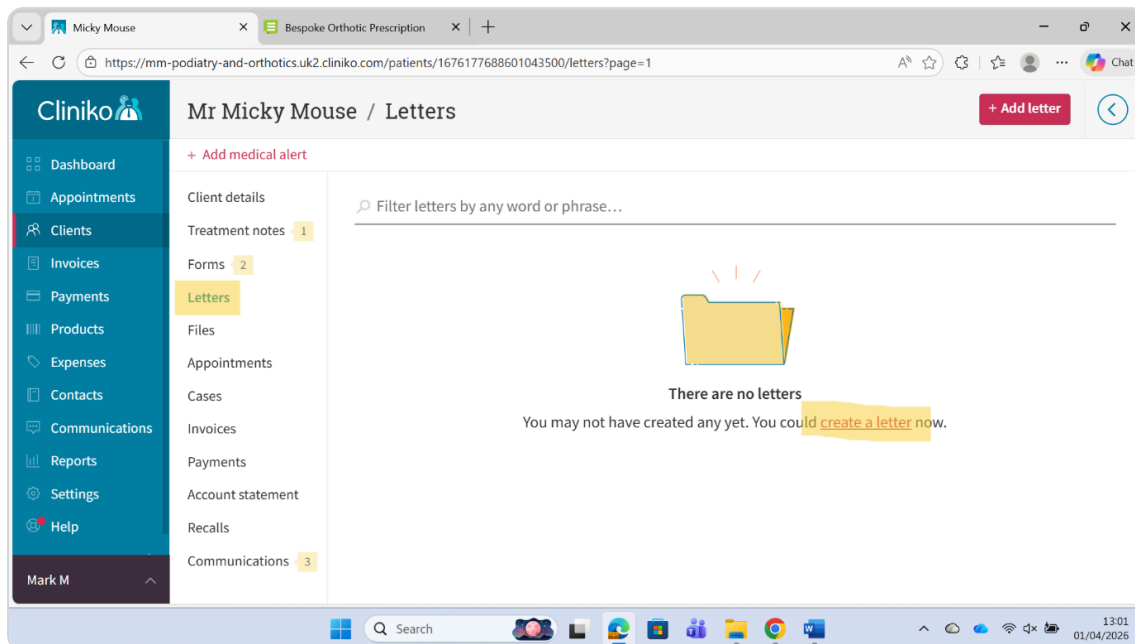
Step 6

Check that the letter template now exists alongside your other templates.



Step 7

Trial it with a patient to confirm the link works. Go to **Clients**, then **Letters**, then **Create a letter** or **Add letter** if letters already exist for that patient.



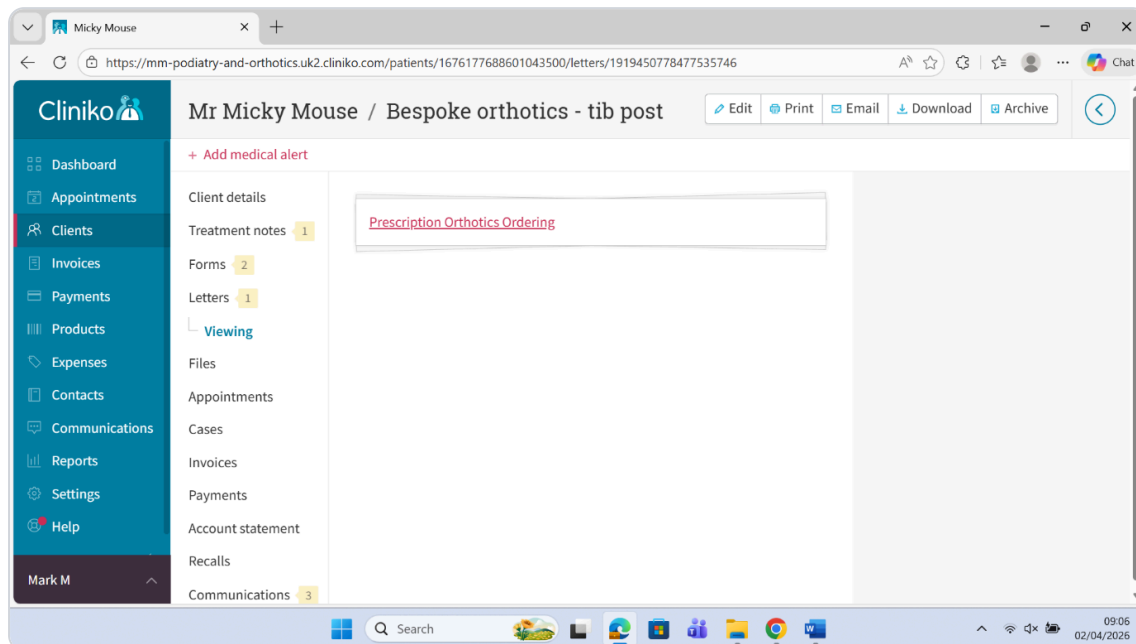
Step 8

Select your orthotics letter template. Confirm the bespoke orthotics prescription hyperlink appears in the box, fill in the description field, and create the letter.

The screenshot shows the Cliniko web interface for creating a new letter for a client named Mr Micky Mouse. The left sidebar contains navigation links: Dashboard, Appointments, Clients, Invoices, Payments, Products, Expenses, Contacts, Communications, Reports, Settings, and Help. The main area is titled 'Mr Micky Mouse / New letter'. On the left, there are sections for 'Client details', 'Treatment notes', 'Forms', 'Letters', and 'Adding new'. The 'Letter template' dropdown is set to 'Prescription Orthotics Ordering'. The 'Description' field contains 'Bespoke orthotics - tib post'. The 'Content' field contains 'Prescription Orthotics Ordering'. At the bottom, there are 'Create letter' and 'Cancel' buttons. The browser address bar shows the URL: https://mm-podiatry-and-orthotics.uk2.cliniko.com/patients/1676177688601043500/letters/new. The system clock at the bottom right indicates 09:05 on 02/04/2026.

Step 9

After clicking create letter, the next window should appear and allow you to click the hyperlink to open the prescription form.



Step 10

You should now see the prescription form screen and be able to build and order the orthotics.

The screenshot shows a web browser window with the URL <https://mmpodiatryandorthotics.snapforms.com.au/form/bespoke-orthotic-prescription>. The browser tabs show 'Micky Mouse' and 'Bespoke Orthotic Prescription'. The form is titled 'Clinic Information' and includes the MM Podiatry & Orthotics logo. The form fields are as follows:

- Clinic/Practice ***: Text input field.
- Clinician ***: Text input field.
- Clinic/Clinician Contact Email ***: Text input field with a placeholder 'Please enter email address'.
- Routine/Urgent Delivery**: Radio buttons for 'Yes' and 'No'. A note below states 'If left blank routine will be presumed'.
- Are You Using RehabHub 3D? ***: Radio buttons for 'Yes' and 'No'.

At the bottom of the form, there is a small text line: 'Our partner app to improve your exercise prescription and patient compliance'. The Windows taskbar at the bottom shows the search bar, task view button, and several application icons. The system clock in the bottom right corner displays '12:25' and '02/04/2026'.