**Summary Sheet**

**Domestic Family Abuse
& Violence (DFAV) Action Plan**

Once the Action Plan template has been imported into your software (see separate summary sheet) then follow these instructions to generate and send the Action Plan:



1. From within Bp Premier click on the **letter icon**
2. Select the **Templates** dropdown menu then **Use Template > Custom**
3. Select your ‘DFAV GP Action Plan’ from your custom template list > **Open**

You will be prompted to complete custom field questions:



1. **Complete all the questions** and then **c**lick **Next** to move to next page.
2. When finished select ‘**Insert’**.
3. Add any remaining information to the action plan if required and then **send** via Secure Messaging (see summary sheet).