

# Printer Configurations for Central Queensland Radiology Imaging Requests



CENTRAL QUEENSLAND  
RADIOLOGY

## Medical Director Users

### Add Central Queensland Radiology as a contact in Medical Director Address Book:

If Central Queensland Radiology is already listed as a contact in Address Book, please proceed to next step

- 1 From the top menu, Select **File > Address Book**.
- 2 Select **New Entry**. The Addressee Details window appears.
- 3 Enter **Central Queensland Radiology** clinic information, making sure you select Radiology from the drop-down menu in the **Category** filter. Select **Organisation** as type.
- 4 Click **Save** to apply the changes.

### Set printer settings to print imaging requests in alignment with Central Queensland Radiology request forms:

- 1 Select **Tools > Print Options**. The Print Options window will appear.
- 2 Select the **Imaging** tab.
- 3 Select **Central Queensland Radiology** from the Provider Name drop-down menu.
- 4 Edit the settings as below.
- 5 Click **Save** to save the settings.

The screenshot shows the 'Print Options' dialog box with the 'Imaging' tab selected. The 'Provider' is set to 'Central Queensland Radiology'. The 'Font' is 'Arial' and the 'Size' is '10'. The 'Layout' section contains various fields for text alignment and size, all in millimeters. The 'Request' and 'Reason' fields are set to 55mm from the left and 96mm from the top, with a width of 138mm and 50 lines. The 'Reason' field also has a 136mm from the top setting. A 'Reset Defaults' button is located at the bottom right of the layout section. The 'Display default reason list' checkbox is checked. 'Save' and 'Cancel' buttons are at the bottom of the dialog.

	From Left	From Top		From Left	From Top
Patient's Name:	55	33	Doctor's Name:	80	207
Patient's Address:	55	40	Doctor's Address:	80	218
Patient's D.O.B.:	55	50	Doctor's Provider No.:	80	212
Medicare Number:	55	60	Doctor's Phone:	150	212
Chart Number:			Doctor's Fax:	150	218
Phone Number:	110	50	Date Printed:	174	249
			Copy To:	80	228
	From Left	From Top	Width	Lines	
Request:	55	96	138	50	
Reason:	55	136	138	60	