

Printer Configurations for Central Queensland Radiology Imaging Requests



CENTRAL QUEENSLAND
RADIOLOGY

Best Practice Users

Add Central Queensland Radiology as a contact in Best Practice:

Please note – if Central Queensland Radiology is already listed as a contact in Best Practice Address Book, please proceed to next step

- 1 From the top menu, select **View > Contacts (F11)** and a new window will open. From here you can edit or add a contact in your Best Practice directory.
- 2 Select **Add new**. This will open a new, smaller window.
- 3 Select **Company/Institution** at the top.
- 4 Enter **Central Queensland Radiology** clinic information, making sure you select **Imaging Provider** from the drop-down menu in the **Category** filter.
- 5 Click **Save** to apply the changes.

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

Please note – the following set up will need to be completed under each referrer user account.

- 1 Select **Set Up > Preferences > Imaging** from the main BP screen
- 2 Select the provider as **Central Queensland Radiology** and click **Change** to display the **Request Layout screen**.
- 3 Click **Add** and the **Layout Details** screen will appear.
- 4 Enter the following measurements and click **Save**.

The screenshot shows a 'Layout details' window with the following fields and values:

Field	Top	Left	Field	Top	Left
Layout name:	Central Queensland Radiology				
Patient name:	33	55	Doctor name:	207	80
Patient address:	40	55	Doctor address:	218	80
Patient D.O.B.:	50	55	Provider No.:	212	80
Patient sex:	33	145	Copies to:	228	80
Patient Medicare No.:	60	55	Request date:	249	174
Patient DVA No.:	60	110	Request ID:	0	0
Patient Phone No.:	50	110	Patient Mobile No.:	42	110
Requested tests:	96	55	Width	138	32
Clinical details:	136	55	Height	138	50

All measurements are in mm from the top, left corner of the page.

Buttons: Save, Cancel

- 5 **Central Queensland Radiology** will now appear in the **Request Layouts** screen. Select **Central Queensland Radiology** and press **Save**.
- 6 Check that **Central Queensland Radiology** now shows the layout name under the **Format** column.
- 7 If you would like to select **Central Queensland Radiology** as your preferred imaging provider, selected **Central Queensland Radiology** in the **Preferred Imaging Provider** drop-down list. This will become the default radiology provider for the logged in user.
- 8 Click **Save & Close** to close the User preferences screen.

For assistance, please contact your Referrer Relationship Specialist, Georgia Carroll via email gcarroll@idxgroup.com.au or via phone 0458 854 111.