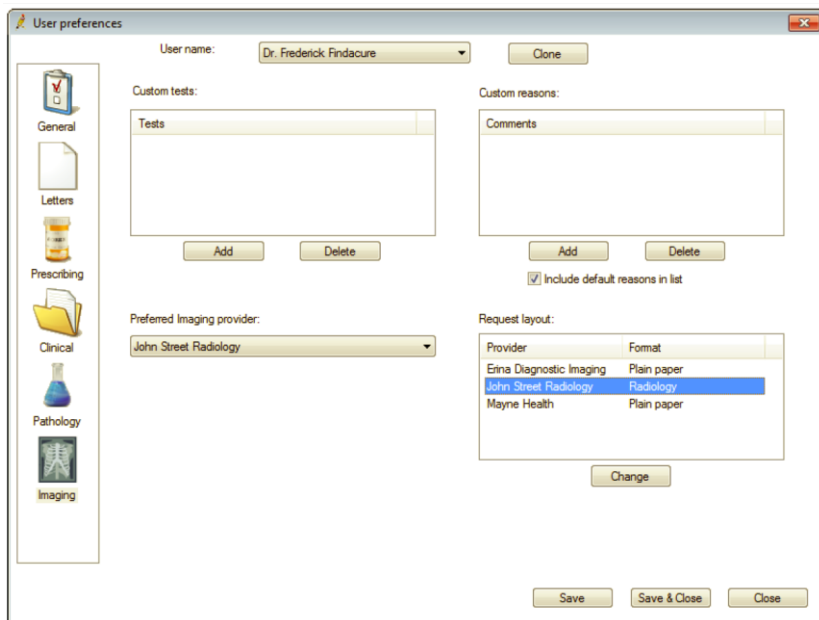




How do I set up Sunshine Coast Radiology Request Forms?

Please follow the instruction below to setup the A4 request form template for Sunshine Coast Radiology



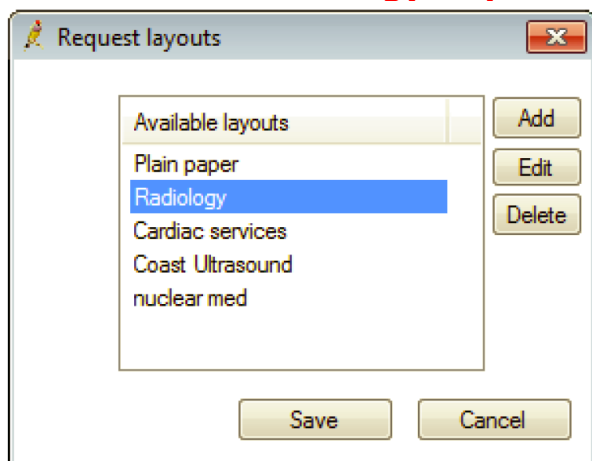
Select **'Setup>Preferences>Imaging'** from the main Best Practice screen. The screen below will be displayed.

Check to see if Sunshine Coast Radiology is listed in the **'Request layout'** box on the bottom right of the screen.

Highlight Sunshine Coast Radiology and click the **Change** button.

If Sunshine Coast Radiology is not already setup you will need to do this via the **'View>Contacts'** option (refer to the section at the end of this document for details on creating Radiology Provider).

Create a new Radiology request layout



You will now have the 'Request layouts' screen which will show layouts already created with Best Practice as well as the 'Plain paper' layout. If Sunshine Coast Radiology is in the list then click **Edit**.

If Sunshine Coast Radiology is not in the list then you will need to click **Add**.

The 'Layout details' screen will appear.



Layout details

Layout name: Sunshine Coast Radiology

	Top	Left		Top	Left
Patient name:	40	65	Doctor Name:	198	65
Patient Address:	54	65	Doctor Address:	206	65
Patient DOB:	47	65	Provider Number:	198	131
Patient Sex:	47	95	Copies to:	201	65
Patient Medicare No:	67	154	Request date:	221	131
Patient DVA No:	62	154	Request ID:	0	0
Patient Phone Number:	40	131	Patient Mobile Number:	47	131

	Top	Left	Width	Height
Requested tests:	85	65	80	50
Clinical details	150	65	80	40

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

Save Cancel

If you selected new, then type Sunshine Coast Radiology into the Layout name field.

You will need to enter the coordinates for all the fields as displayed in this picture so that the items print in the correct position on the request form.

Press to save the changes.

Request layouts

Available layouts	
Plain paper	<input type="button" value="Add"/>
Sunshine Coast Radiology	<input type="button" value="Edit"/>
Cardiac services	<input type="button" value="Delete"/>
Coast Ultrasound	
nuclear med	

Save Cancel

Sunshine Coast Radiology will now appear in the 'Request layouts' screen.

Highlight the layout name and press to update the Radiology Provider to use this Layout.

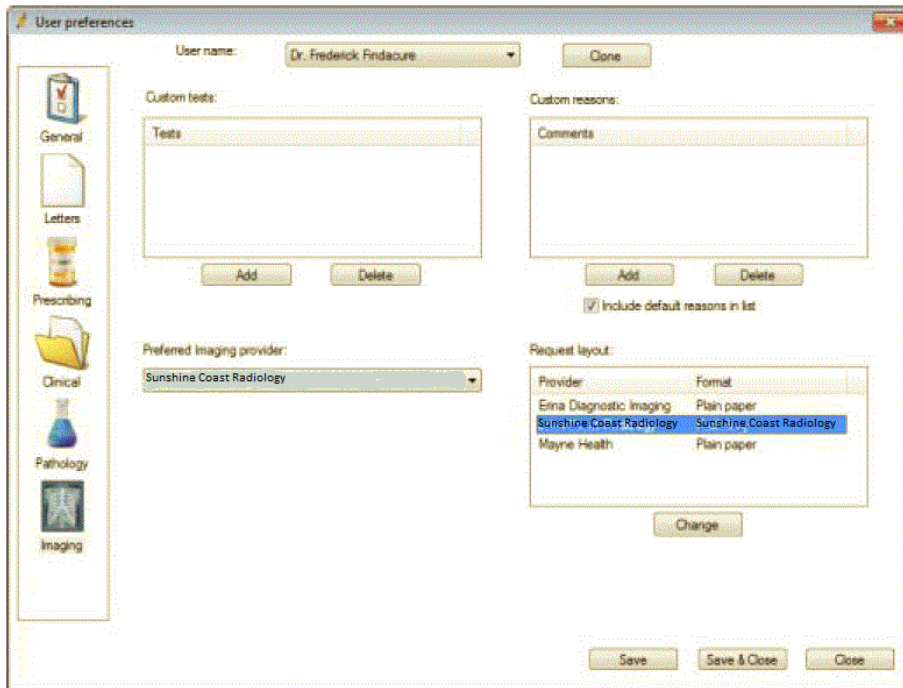
Check that Sunshine Coast Radiology now shows this layout name under the Format column on the 'User Preferences' screen for the current user.

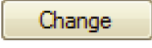
You will now need to configure each user's permissions to use this layout.

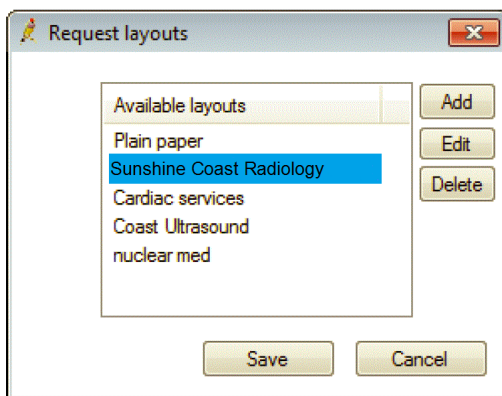


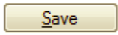
Allocating existing Radiology request layouts to a user

Each user in Best Practice who will be printing requests will need to set the request layout that We have just created. To do do this select '**Setup>Preferences>Imaging**' from the main Best Practice screen. The screen below will be displayed.



Change the preferred Imaging Provider drop down to Sunshine Coast Radiology then in the "Request layout" field highlight Sunshine Coast Radiology and click the  button.



The 'Request layouts' screen will appear. Highlight the Sunshine Coast Radiology layout and press .

Radiology requests can now be printed for this provider.



Creating a Radiology provider record

If Sunshine Coast Radiology is not already set up you will need to do this via the 'View' > 'Contacts' option. Click on the button and the 'Contact details' screen will be displayed. Enter in the details;

Name: Sunshine Coast Radiology

Greeting: Sir/Madam

Category: Imaging Provider

Address: 3 Doherty Street Birtinya QLD 4575

Ph: 0754367200

Fax: 0754367299

Email: info@scradiology.com.au

Ensure that you select a category of either 'Radiology' or 'Imaging Provider'.

MORE INFORMATION

For more information on Best Practice consult the Best Practice Help Library or contact Best Practice;
07 4155 8800 <http://forum.bpssoftware.com.au>
07 4153 2093 <http://www.bpssoftware.com.au>
support@bpssoftware.com.au sales@bpssoftware.com.au