

Printer Configurations for Sunshine Coast Radiology Imaging Requests



SUNSHINE COAST
RADIOLOGY

Best Practice Users

Add Sunshine Coast Radiology as a contact in Best Practice:

Please note – If Sunshine Coast 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 **Sunshine Coast 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.

Configure e-Referrals to Sunshine Coast Radiology:

- 1 If you wish to configure e-referrals, visit scradiology.com.au/e-referral for Step-By-Step instructions on how to configure through Best Practice. If you do not wish to configure e-referrals and would only like to set printer settings to print in alignment with Sunshine Coast Radiology request forms, please proceed to the next step.

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Set printer settings to print imaging requests in alignment with Sunshine Coast 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 **Sunshine Coast 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:

Layout name:	Sunshine Coast Radiology			
Patient name:	Top: 33	Left: 55	Doctor name:	Top: 207, Left: 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:	Top: 96	Left: 55	Width: 138	Height: 32
Clinical details:	136	55	138	50

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

Buttons: Save, Cancel

- 5 **Sunshine Coast Radiology** will now appear in the **Request Layouts** screen. Select **Sunshine Coast Radiology** and press **Save**.
- 6 Check that **Sunshine Coast Radiology** now shows the layout name under the **Format** column.
- 7 If you would like to select **Sunshine Coast Radiology** as your preferred imaging provider, selected **Sunshine Coast 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 Specialists,
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