



What I can do to prepare?

Medical Director Users

Add Sunshine Coast Radiology as a contact in Medical Director Address Book:

- 1 From the top menu, **Select File > Address Book**.
- 2 Select **New Entry**. The Addressee Details window appears.
- 3 Enter **Sunshine Coast 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.

Delete X-Ray & Imaging as contacts in Address Book:

- 1 From the top menu, **Select File > Address Book**.
- 2 One at a time, search for X-Ray & Imaging. Select the listing and select **delete** entry.
- 3 Click **Close**.

Set printer settings to print imaging requests in alignment with Sunshine Coast Radiology request forms:

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

Print Options

Printer setup Script setup Drug sheet **Imaging** Requests Recall sheet Other

Provider: **Sunshine Coast Radiology**

Use as default Use plain paper form

Font: **Arial** Size: **10**

Layout

All measurements are in millimetres.

Patient's Name:	From Left: 55	From Top: 33	Doctor's Name:	From Left: 80	From Top: 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: 55	From Top: 96	Width: 138	Lines: 50	
	Reason: 55	136	138	60	

Display default reason list