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 Entr**y. 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.

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