

A4 Request Setup Instructions Medical Director 3 – 14D

Medical Director, like most Practice Management Systems, allows clinicians to print request forms for Medical Imaging referrals directly onto A4 request paper supplied by an imaging provider.

By printing request forms your clinic will be able to track all Radiology requests which are permanently stored on the patient's electronic record. It also serves to make the request forms easier to read reducing transcription error. It is a Medicare requirement that all request forms must be signed by the referring doctor in order for the patient to be eligible for a Medicare rebate.

As there is no standard layout of imaging request paper, the print layout for each provider is unique. To ensure the information printed on the request forms appears in the correct position on the supplied stationary a small one-off setup is required.

This simple process can be performed by anyone with basic computing skills and basic knowledge of Medical Director. If you require any assistance with this process please call the Doctor Direct and ask to speak to your Customer Liaison Officer.

Doctor Direct: 1800 77 99 77

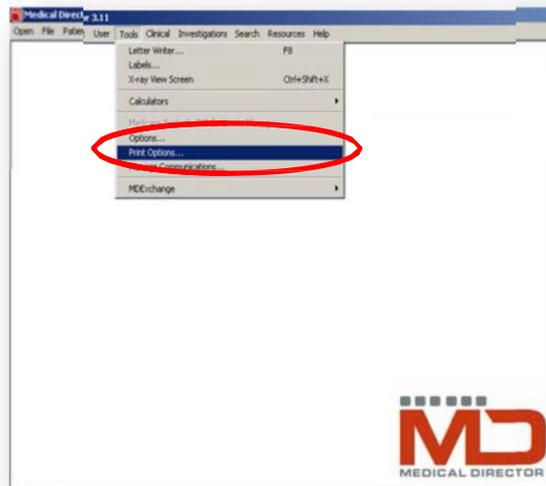
Kind Regards,

Libby McGahan

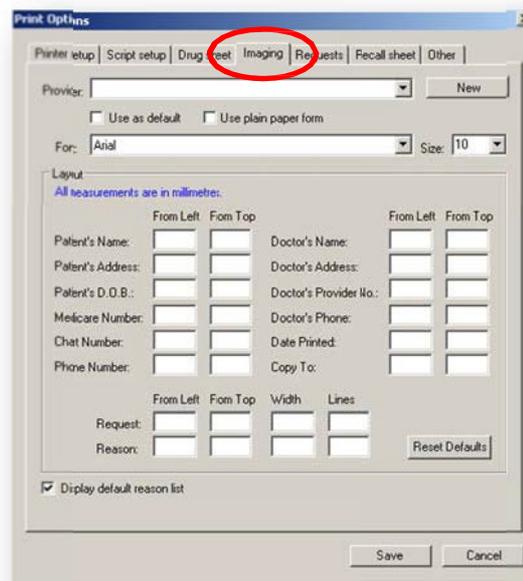
Customer Liaison Officer
Epworth Medical Imaging

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1. Once logged into MD3 go to the 'Tools' menu then select 'Print Options'.



2. From the 'Print Options' window click on the tab labelled 'Imaging'.



- You will note that a list of radiology providers will appear in the drop down list labelled 'Provider'. Select 'Epworth Medical Imaging' from the drop down list.

Print Options

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

Provider: **Epworth Medical Imaging** [New]

Use as default Use plain paper form

Font: Arial Size: 10

Layout

All measurements are in millimetres.

	From Left	From Top		From Left	From Top
Patient's Name:	48	62	Doctor's Name:	60	210
Patient's Address:	48	68	Doctor's Address:	60	216
Patient's D.O.B.:	120	62	Doctor's Provider No.:	60	224
Medicare Number:	48	78	Doctor's Phone:	60	228
Chart Number:	120	78	Date Printed:	48	56
Phone Number:	120	78	Copy To:	60	245

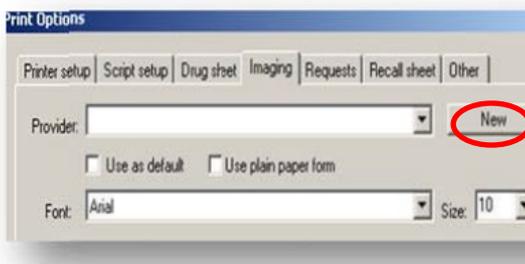
	From Left	From Top	Width	Lines
Request:	30	100	110	12
Reason:	30	145	110	6

Display default reason list

Reset Defaults

Save Cancel

4. If Epworth Medical Imaging does not appear in the provider list, you will need to add it to the MD3 Address Book. First click on the 'New Button' then fill out the relevant detail in the 'Addressee Details' window.



The image shows an 'Addressee Details' dialog box. The 'Company' section includes a 'Title' dropdown, a 'Firstname' text field, and a 'Person' button. The 'Name' field contains 'Epworth Medical Imaging'. The 'Greeting' dropdown is empty. The 'Category' dropdown is set to 'RADIOLOGY'. The 'Address' section has three lines: 'Line 1' is 'Epworth Freemasons Hospital', 'Line 2' is '117 Albert Street', and 'Line 3' is empty. The 'Suburb' dropdown is set to 'EAST MELBOURNE' and the 'Postcode' field is '3002'. The 'Email' field is empty. There is a checked 'Auto-capitalise' checkbox. The 'Health Identifier' section has an 'HPI-O' text field, a 'Search HPI-O' button, and a 'Clear HPI-O' button. The 'Contact' section has 'Work' (03 9483 3377), 'Fax' (03 9483 3399), 'A/H', 'Mobile', and 'Pager' fields. The 'Notes' section is a large empty text area. At the bottom are 'OK' and 'Cancel' buttons. A large red circle is drawn around the entire dialog box.

5. Once Epworth Medical Imaging has been selected as the provider, the following setup must be performed.

- 'Use as default' box checked.
- 'Use plain paper form' box unchecked.
- Layout Measurements entered as per image below.

Note: The 'Use as Default' setting is unique to each clinicians login. You will need to login to each clinicians account to individually change this setting.

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	From Left	From Top	Width	Lines
Request:	30	100	110	12
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Reset Defaults

Save Cancel

6. To print a test form;

- Place paper in printer.
- Open test patient in Medical Director.
- Click on X-Ray icon to request a test.

-In the Medical Imaging Request window, ensure that Epworth Medical Imaging is selected from the provider drop down list.

- Select or type the test types and clinical details in the appropriate fields.

- Click on Print

Medical Imaging Requests

Region

- Abdomen
- Ankle (L)
- Ankle (R)
- Ba Enema
- Ba Meal
- Ba Swallow
- Bone Age Study wrist
- Chest
- Cholecystogram
- Clavicle (L)
- Clavicle (R)
- Coccyx
- Elbow (L)

Tests to be printed on form:

Date: 30/06/2014

Provider: Epworth Medical Imaging

Request type

- X-ray
- CT scanning
- Ultrasound
- Mammography
- Nuclear medicine
- Bone densitometry
- Angiography
- MRI
- Medical Imaging Requests

Clinical details

- ? Fracture
- ? Malignancy
- ? OA
- Abdominal pain
- Back pain
- Cough
- Persistent cough
- Routine

Save text to list

Copy to Print Close