

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

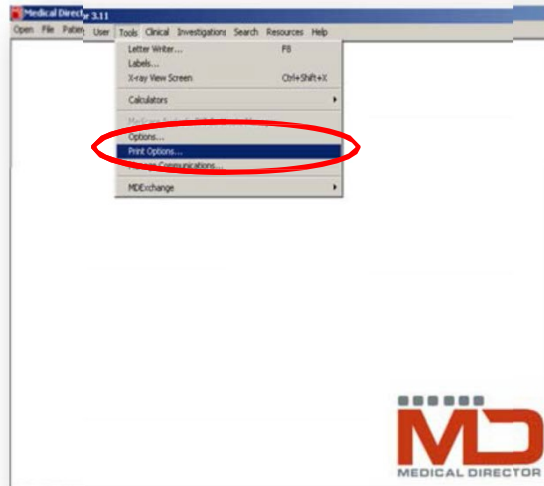
Kind Regards,

Libby McGahan

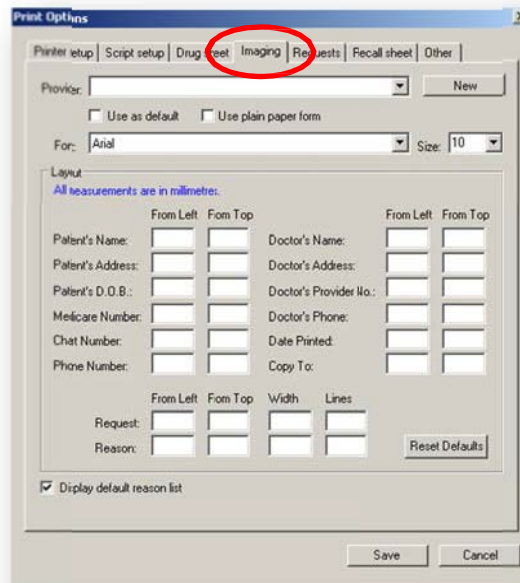
Customer Liaison Officer
Epworth Medical Imaging

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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.

The image shows a 'Print Options' dialog box with the 'Imaging' tab selected. A red circle highlights the 'Provider' dropdown menu, which currently displays 'Epworth Medical Imaging'. Other options in the dropdown include 'New'. Below the dropdown are checkboxes for 'Use as default' (unchecked) and 'Use plain paper form' (checked). The 'Font' is set to 'Arial' and the 'Size' is '10'. The 'Layout' section contains a table of fields with their positions and widths, and a 'Reset Defaults' button. The 'Display default reason list' checkbox is checked.

	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

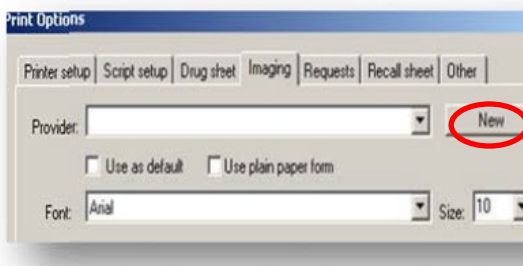
	From Left	From Top	Width	Lines
Request:	30	100	110	12
Reason:	30	145	110	6

Display default reason list

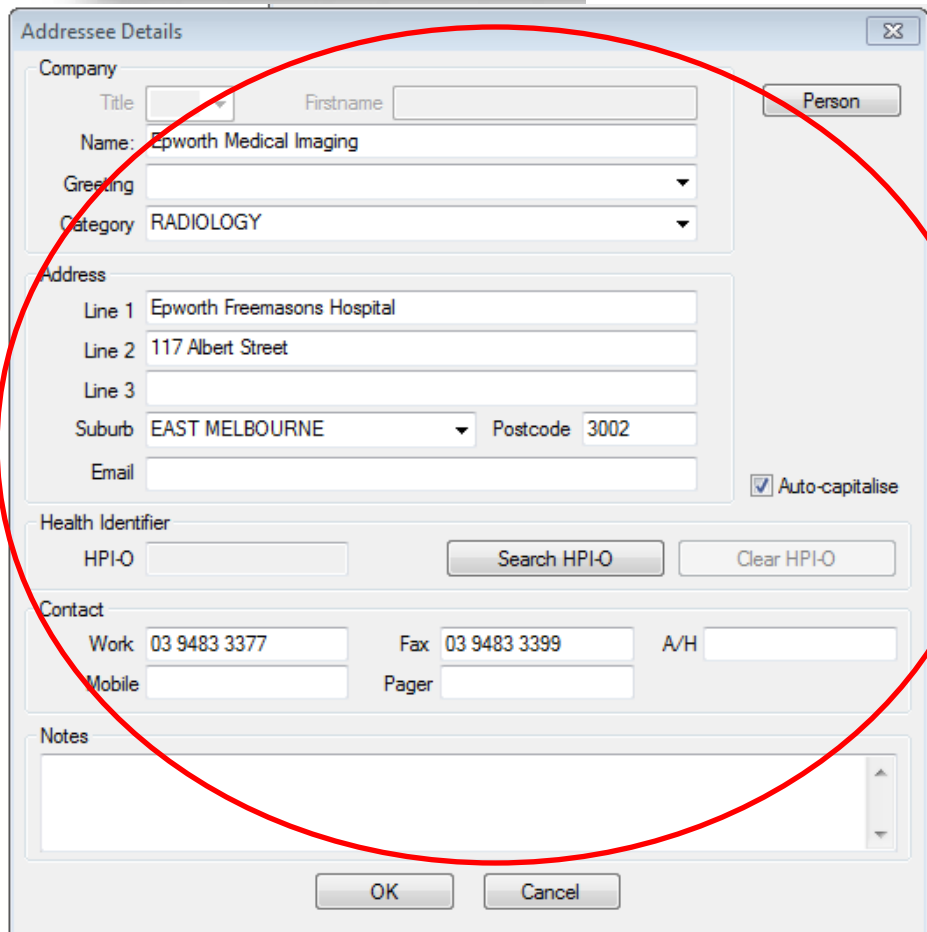
Reset Defaults

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 'Print Options' dialog box has several tabs: 'Printer setup', 'Script setup', 'Drug sheet', 'Imaging', 'Requests', 'Recall sheet', and 'Other'. The 'Imaging' tab is selected. It features a 'Provider:' dropdown menu with a red circle around the 'New' button to its right. Below this are two checkboxes: 'Use as default' and 'Use plain paper form'. At the bottom, there is a 'Font:' dropdown menu set to 'Arial' and a 'Size:' dropdown menu set to '10'.



The 'Addressee Details' dialog box is shown with a red circle around its entire content area. It has a close button in the top right corner. The 'Company' section includes a 'Title' dropdown, a 'Firstname' text field, and a 'Person' button. The 'Name:' field contains 'Epworth Medical Imaging'. The 'Greeting' is a dropdown menu, and the 'Category' is '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' is 'EAST MELBOURNE' and the 'Postcode' is '3002'. There is an 'Email' field and a checked 'Auto-capitalise' checkbox. The 'Health Identifier' section has an 'HPI-O' field, a 'Search HPI-O' button, and a 'Clear HPI-O' button. The 'Contact' section has fields for 'Work' (03 9483 3377), 'Fax' (03 9483 3399), 'A/H', 'Mobile', and 'Pager'. The 'Notes' section is a large empty text area with scrollbars. At the bottom are 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Print Options' dialog box with the following settings:

- Printer setup | Script setup | Drug sheet | **Imaging** | Requests | Recall sheet | Other
- Provider: Epworth Medical Imaging (dropdown) [New]
- Use as default Use plain paper form
- Font: Arial (dropdown) Size: 10 (dropdown)
- Layout section (circled in red):
 - All measurements are in millimetres.
 - Table of layout measurements:

	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

[Reset Defaults]

Display default reason list

[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

The screenshot shows the 'Medical Imaging Requests' window. On the left is the Medical Director logo. Below it, the 'Date' is set to 30/06/2014. The 'Provider' dropdown menu is open, showing 'Epworth Medical Imaging' selected and circled in red. Under 'Request type', 'X-ray' is selected. The 'Region' list includes 'Abdomen', 'Ankle (L)', 'Ankle (R)', 'Ba Enema', 'Ba Meal', 'Ba Swallow', 'Bone Age Study wrist', 'Chest', 'Cholecystogram', 'Clavicle (L)', 'Clavicle (R)', 'Coccyx', and 'Elbow (L)'. The 'Clinical details' list includes '? Fracture', '? Malignancy', '? OA', 'Abdominal pain', 'Back pain', 'Cough', 'Persistent cough', and 'Routine'. The 'Tests to be printed on form:' field is empty. A 'Save text to list' checkbox is present. At the bottom are 'Copy to', 'Print', and 'Close' buttons.