

## **A4 Request Setup Instructions - Best Practice V.1.8.3.595**

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

By printing request forms your clinic will be able to track radiology requests which are permanently stored on the patients' 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 stationery a small one-off setup is required.

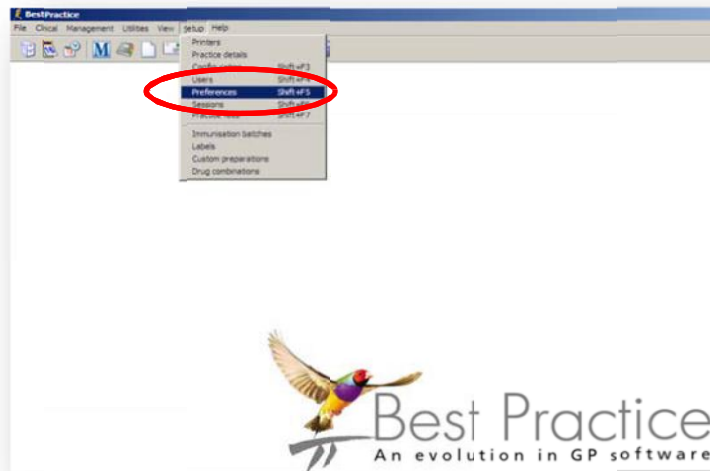
This simple process can be performed by anyone with basic computing skills and basic knowledge of Best Practice. If you require any additional assistance with this process please call Doctor Direct and ask to speak to your Client Services Officer.

Doctor Direct: 1800 77 99 77

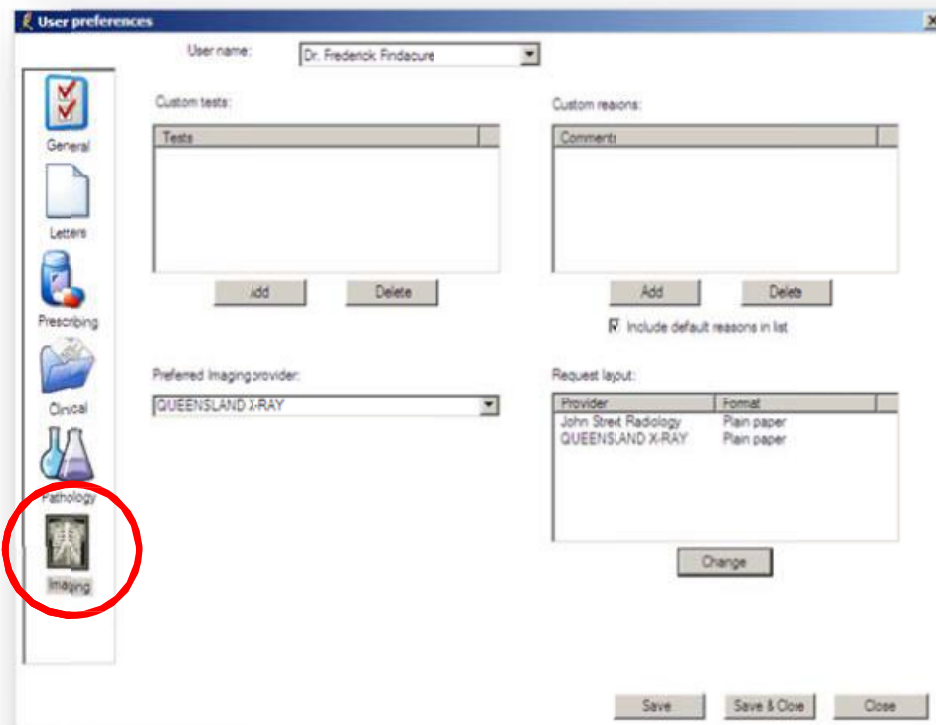
Kind Regards

Client Services Officer

1. Once logged into Best Practice open the **'Setup'** menu and select **'Preferences'**



2. From the **'Preferences'** window select **'Imaging'** by clicking on the x-ray icon on the left.

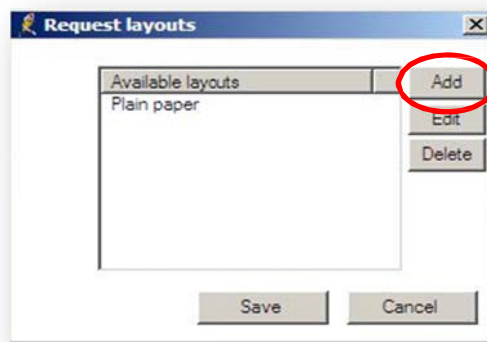


- In the **'Imaging Preferences'** window you can add/change/select the preferred imaging provider and request form layout.

*The imaging providers that appear in the 'Request Layout' list are automatically imported from the address book. If Epworth Medical Imaging does not appear in the list you must first add it to your address book. Instructions on how to add an imaging provider are covered on Page 5 of this guide.*

- To set the request layout highlight Epworth Medical Imaging in the **'Request Layout'** list then click **'Change'**.

- In the **'Request Layout'** popup window click **'Add'** to add a new layout.



- In the layout details window, name the layout **Epworth Medical Imaging** and enter the print settings as per the table below.

	Top	Left		Top	Left
Patient Name	46	35	Doctor Name	235	95
Patient Address	50	35	Doctor Address	242	95
Patient D.O.B.	46	112	Provider No.	260	95
Patient Sex	0	0	Copies To.	278	83
Patient Medicare No.	60	35	Request Date	39	35
Patient DVA No.	0	0	Request ID	0	0
Patient Phone No.	55	112	Patient Mobile No.	60	112

	Top	Left	Width	Height
Requested Tests	80	35	110	75
Clinical details	155	35	110	50

Click **'Save'**

7. On the request layout window you will see the '**Epworth Medical Imaging**' layout available. To select, click on '**Epworth Medical Imaging**' then click '**Save**'.
  
8. You will now see on the User Preferences screen that the print format '**Epworth Medical Imaging**' is selected next to the imaging provider.

At this stage you may also select Epworth Medical Imaging as the preferred imaging provider from the drop down list.

Click '**Save**' to save the settings.

Repeat process for all clinicians in practice by selecting each individual clinician in the '**User Name**' drop down list.

9. To request an imaging test during a consultation, click on the x-ray icon in the menu bar.

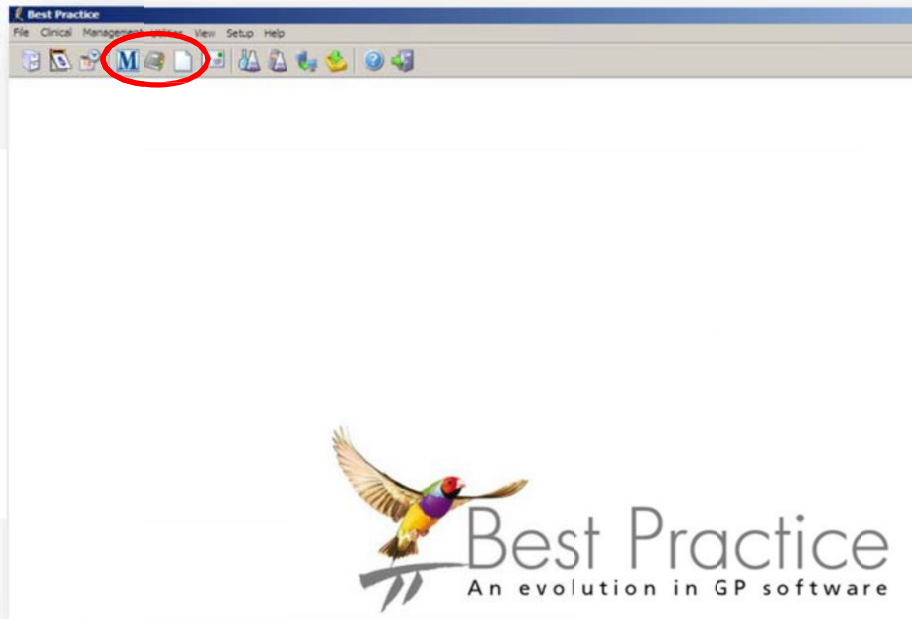
In the request imaging window, select or input the requests details to be printed on the form and ensure that Epworth Medical Imaging is selected as the provider.

When ready to print ensure that the correct paper is in the printer then click the button in the lower right corner of the window.

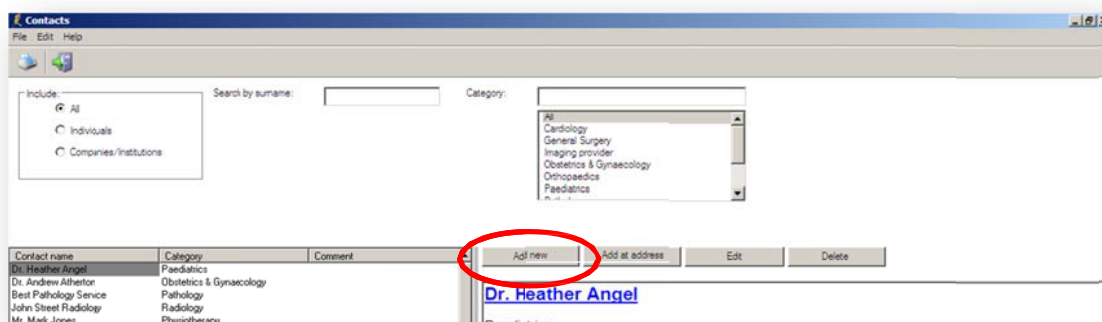
## Adding an entry to the address book

To add Epworth Medical Imaging as an imaging provider in your Best Practice address book.

1. Select 'File' then 'Contacts' from the top menu.



2. On the 'Contacts' window click 'Add New'.



- On the 'Contact details' window select the Company/Institution button then select 'Imaging Provider' from the 'Company' drop down list.

Enter the contact details of your local Epworth Medical Imaging practice. You are able to enter multiple addresses by clicking on the 'Add' button next to the 'Address' field. When complete, click **Save**.

Epworth Medical Imaging Locations		
Epworth Freemasons 117 Albert Street East Melbourne VIC 3002 Ph: 03 9483 3377 Fax: 03 9483 3399	Epworth Freemasons Medical Centre 320 Victoria Parade East Melbourne VIC 3002 Ph: 03 9418 8293 Fax: 03 9418 8296	Epworth Camberwell Suite 6, Ground Floor 888 Toorak Road Camberwell VIC 3124 Ph: 03 9805 4277 Fax: 03 9805 4288

Epworth Medical Imaging is now entered in your address book. You will be able to select Epworth Medical Imaging as an imaging provider when setting up print settings for A4 request paper.