A4 Request Setup Instructions - Genie Practice Management System

Genie, 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 Genie. If you require any additional assistance with this process please call Doctor Direct and ask to speak to your Client Services Officer.
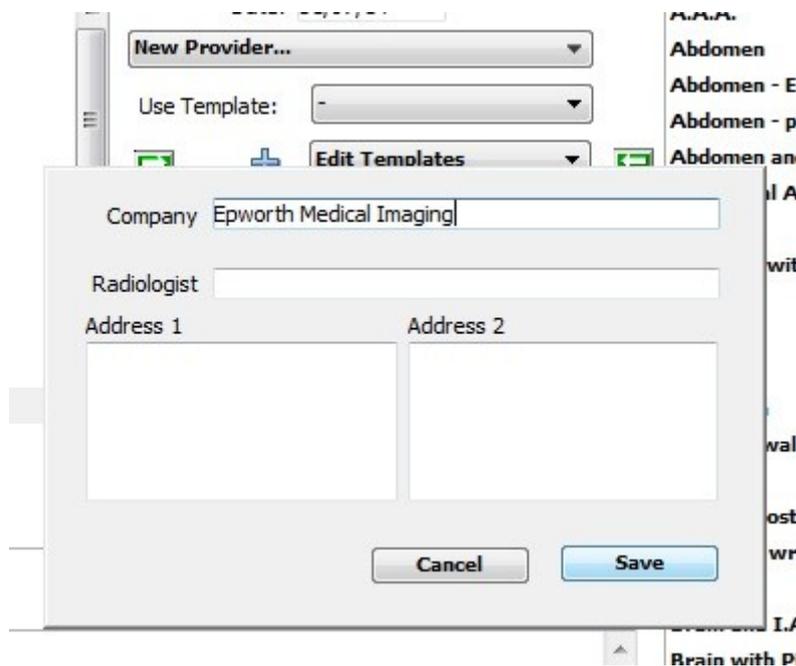
Doctor Direct: 1800 77 99 77

Kind Regards,

Client Services Officer

1. In the Patient File, go to Radiology Request.
   (Chest X-ray icon on toolbar or Ctrl + U)
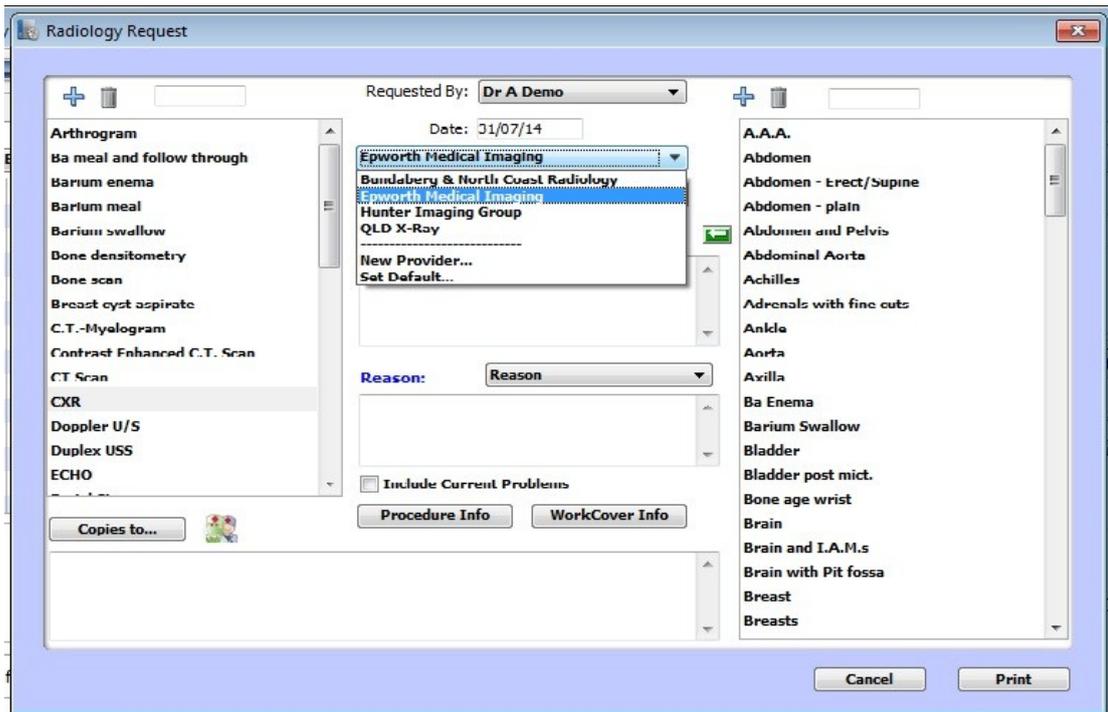
2. If Epworth Medical Imaging is not already set up as a provider, select NEW PROVIDER option.

3. Input EPWORTH MEDICAL IMAGING details, then select SAVE.

4. Select the SET THE DEFAULT PROVIDER option, then select, EPWORTH MEDICAL IMAGING, and press OK.
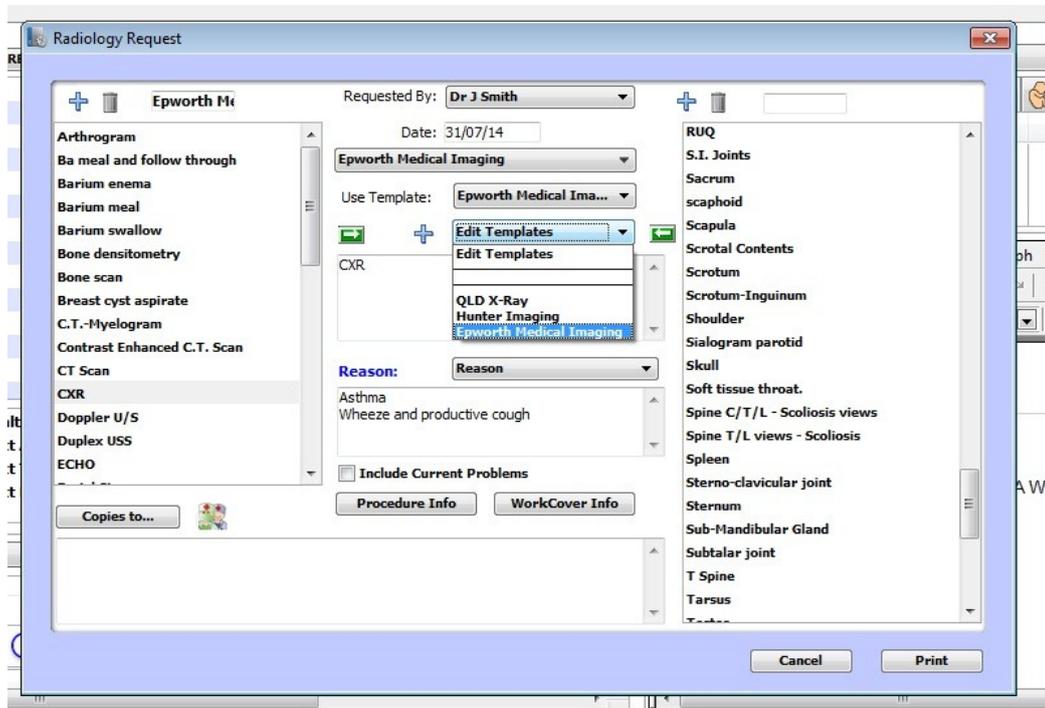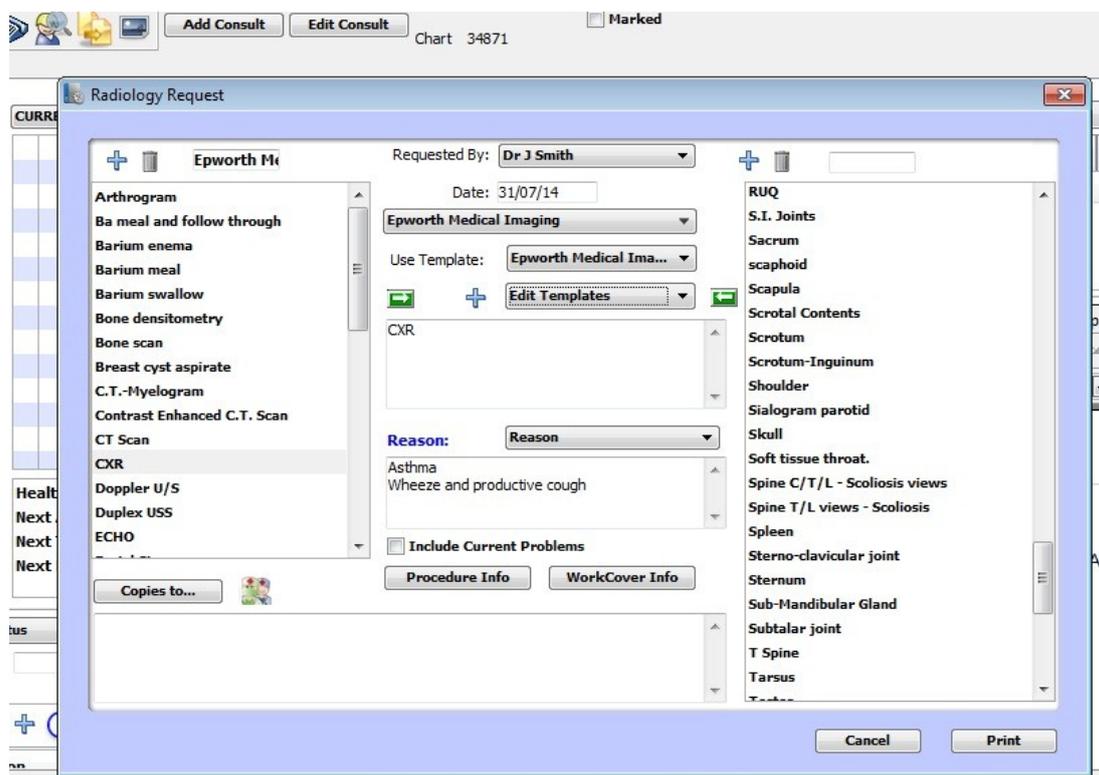
5. Select the template that you wish to use.
   Again, if Epworth Medical Imaging is not already in the system you should select one of the preset template options (e.g. Custom 1, etc).

   The select the EDIT TEMPLATES option.

6. Input referral details and select PRINT.

7. Some further adjustment may be necessary depending upon the printer used.

Alignment of fields should be as follows:

Field	Millimetres from Left Margin	Millimetres from Top Margin
Date Printed (request date)	107	149
Patient's Name	119	168
Patient's DOB	319	168
Patient's Address	119	187
Medicare Number	119	207
Request (Exam. Required)	66	264
Reason for Investigation	66	415
Doctor's Name	153	618
Doctor's Provider Number	356	618
Doctor's Address	153	642
Copy to	916	714
Provider Number (Actual Word)	275	618

8. From this screen, you are able to insert the fields you wish to appear on your screen and the correct alignment to allow printing on to Epworth Medical Imaging's computerised referral forms.

9. To adjust the page margins, go to FILE, PAGE SETUP.

This will allow you to select the paper size, source, left, right, top and bottom margins.

10. To insert fields, go to drop-down menus – INSERT and select what you want to insert

OR click and drag the appropriate FIELD/EXPRESSION from the left hand side of the computer screen

OR CLICK RIGHT MOUSE BUTTON where you wish to insert field and select INSERT 4D EXPRESSION.

11. This will then bring up a list of the fields and expressions, highlight the field that you wish to insert and press OK.

Please note that clicking on the + sign next to the field will bring up a list of "subfields" which are also able to be selected.

To ensure correct alignment of the field, you will need to utilise the FORMAT PARAGRAPH OPTION from the drop-down menus and the ENTER key.