



**SOUTH COAST
RADIOLOGY**

Trusted by Doctors... Preferred by Patients

South Coast Radiology

Best Practice Printing Instructions

- Open Home screen > select **'File'**
- Select **'Patient Account'** (recommend using Test patient, otherwise use true patient) > New window will appear
- Click on **'Imaging Request'** in top menu bar (X-ray symbol) > This will open a new window
- Click on **'User Setup'** at bottom left of window
- Under **'Request Layout'** select **'South Coast Radiology'** listed under 'Provider' and 'Format'
 - If South Coast Radiology is not listed under Provider, add a new contact as per below instructions:
 - » Go back to the Home screen in Best Practice
 - » Select **'View'** from main toolbar > Select **'Contact'** > Select **'Add new'**
 - » Select **'Company / Institution'**
 - » Enter below details for South Coast Radiology
 - » Select **'Category'** - Choose Imaging or Radiology
 - * *This must be selected for it to appear under imaging preferences later*

South Coast Radiology
Level 3, Lakeside 1, Lake Orr Drive
Varisty Lakes, QLD 4227
P: 07 5580 8588
F: 07 5578 9688

NOTE: Please enter details for preferred South Coast Radiology site accordingly

- » Save and Exit
- » Return to **'Imaging Request'** (refer back to steps one and two) > Select **'User Request'**
- » South Coast Radiology should now appear under the Provider list
- Click on **South Coast Radiology** > Select **'Change'** > This will open a new window
- Check margins are correct as per 'Layout Details'
 - To add new margins: Select **'Add'** > a new window will appear

For Appointments please call 1300 197 297

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- Fill in the figures as listed below > Title South Coast Radiology > **'Save'**

Layout Name	South Coast Radiology				
Pateint's Name	30	65	Doctor's Name	90	70
Patient's Address	35	65	Doctor's Address	95	70
Patient's DOB	40	115	Doctor's Provider number	110	70
Patient Sex	0	0	Copies to	115	115
Medicare Number	45	65	Request Date	135	115
Patient DVA Number	0	0	Request ID	0	0
Patient Phone Number	0	0	Patient Phone number	50	115

Requested tests	70	15	65	30
Clinical details	70	110	65	40

NOTE: All measurements are in mm from the top, left corner of the page

- Highlight the new template you have added > Click **'Save'**
- This new template will now appear beside South Coast Radiology under Provider list
- Ensure South Coast Radiology is listed under **'Preferred Imaging Provider'** to make default for all imgaing requests
- Format should be South Coast Radiology beside provider
- To complete a TEST print click on **'Request'** at top left of window and preform dummy X-ray request
- South Coast Radiology should appear at top of window next to Provider drop down
- Select **'Exam'**
- To select a Region: Highlight **'Region'** > Double click > Region will automatically move up to top right window
- To select Clinical Details: Highlight **'Clinic Detail'** > double click. Detail will automatically move to bottom right window

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