

# Medical Director Users

## Step One

Add Darling Downs Radiology as a contact in Medical Director Address Book: Please note – if Darling Downs Radiology is already listed as a contact in Address Book, please proceed to Step Two.

1. From the top menu, Select File > Address Book.
2. Select New Entry. The Addressee Details window appears.
3. Enter Darling Downs Radiology clinic information, making sure you select Radiology from the drop-down menu in the Category filter. Select Organisation as type.

**Darling Downs Radiology** 70 Neil Street, Toowoomba QLD 4350  
P. (07) 4632 9533 F. (07) 4632 7164

4. Click Save to apply the changes.

## Step Two

Set printer settings to print imaging requests in alignment with Darling Downs Radiology request forms:

1. Select Tools > Print Options. The Print Options window will appear.
2. Select the Imaging tab.
3. Select Darling Downs Radiology from the Provider Name drop-down menu.
4. Edit the settings as below.
5. Click Save to save the settings.

Layout Name	Darling Downs Radiology				
	From Left	From Top		From Left	From Top
Patient's Name	23	38	Doctor's Name	28	95
Patient's Address	23	43	Doctor's Address	28	100
Patient's D.O.B.	130	38	Doctor's Provider Number	28	110
Medicare Number	28	51	Doctor's Phone	28	115
Chart Number	0	0	Doctor's Fax	70	115
Patient's Phone Number	130	43	Date Printed	145	100
			Copy To	151	115

	From Left	From Top	Width	Lines
Request	10	63	90	6
Reason	120	63	90	6



Need help or have a question?  
Scan the QR code to connect with your Darling Downs Radiology Referrer Relationship Specialist.