

Best Practice Users

Step One

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

1. From the top menu, select View > Contacts (F11) and a new window will open. From here you can edit or add a contact in your Best Practice directory.
2. Select Add new. This will open a new, smaller window.
3. Select Company/Institution at the top.
4. Enter Darling Downs Radiology information (below), making sure you select Imaging Provider from the drop-down menu in the Category filter.

Darling Downs Radiology

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

5. Click Save to apply the changes.

Step Two

Set printer settings to print imaging requests in alignment with Darling Downs Radiology request forms: Please note – the following set up will need to be completed under each referrer user account.

1. Select Set Up > Preferences > Imaging from the main BP screen.
2. Select the provider as Darling Downs Radiology and click Change to display the Request Layout screen.
3. Click Add and the Layout Details screen will appear.
4. Enter the following measurements and click Save.

Layout Name	Darling Downs Radiology				
	From Top	From Left		From Top	From Left
Patient's Name	28	95	Doctor's Name	23	38
Patient's Address	28	100	Doctor's Address	23	43
Patient's D.O.B.	28	110	Doctor's Provider Number	130	38
Patient's Sex	151	115	Copies To	170	38
Medicare Number	145	100	Request Date	28	53
DVA Number	0	0	Request ID	28	53
Patient's Phone Number	136	53	Patient's Mobile Number	136	43

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

5. Darling Downs Radiology will now appear in the Request Layouts screen. Select Darling Downs Radiology and press Save.

6. Check that Darling Downs Radiology now shows the layout name under the Format column.
7. If you would like to select Darling Downs Radiology as your preferred imaging provider, select Darling Downs Radiology in the Preferred Imaging Provider drop-down list. This will become the default radiology provider for the logged in user.
8. Click Save & Close to close the User preferences screen.



Need help or have a question?

Scan the QR code to connect with your Darling Downs Radiology Referrer Relationship Specialist.



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RADIOLOGY

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