

Best Practice Users

Step One

Add Mackay Radiology as a contact in Best Practice: Please note – if Mackay 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 Mackay Radiology information (below), making sure you select Imaging Provider from the drop-down menu in the Category filter.

Mackay Radiology

6 Heaths Road, North Mackay QLD 4740
P. (07) 4942 5222 F. (07) 4942 5264

5. Click Save to apply the changes.

Step Two

Set printer settings to print imaging requests in alignment with Mackay 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 Mackay 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	Mackay Radiology				
	From Top	From Left		From Top	From Left
Patient's Name	97	231	Doctor's Name	32	44
Patient's Address	82	239	Doctor's Address	32	50
Patient's D.O.B.	163	231	Doctor's Provider Number	98	44
Patient's Sex	81	280	Copies To	0	0
Medicare Number	32	37	Request Date	37	58
DVA Number	32	37	Request ID	37	62
Patient's Phone Number	98	62	Patient's Mobile Number	98	50

	From Top	From Left	Width	Height
Request	81	32	100	60
Reason	146	32	100	60

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

6. Check that Mackay Radiology now shows the layout name under the Format column.
7. If you would like to select Mackay Radiology as your preferred imaging provider, select Mackay 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 Mackay Radiology Referrer Relationship Specialist.



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