

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.

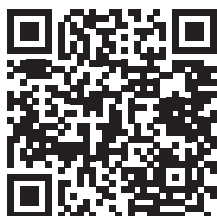
1. Select Set Up > Preferences > Imaging from the main BP screen.
2. Select the provider as Darling Downs Radiology and click Change to display the Request Layout screen.
3. Click Add and the Layout Details screen will appear.
4. Enter the following measurements and click Save.

Layout Name	Darling Downs Radiology				
	From Top	From Left		From Top	From Left
Patient's Name	36	30	Doctor's Name	93	30
Patient's Address	41	30	Doctor's Address	97	30
Patient's D.O.B.	36	136	Doctor's Provider Number	114	30
Patient's Sex	36	170	Copies To	115	120
Medicare Number	49	30	Request Date	121	149
DVA Number	49	50	Request ID	0	0
Patient's Phone Number	41	136	Patient's Mobile Number	45	136

	From Top	From Left	Width	Height
Request	63	10	90	30
Reason	63	120	90	30

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.



DARLING DOWNS
RADIOLOGY

1300 197 297 | darlingdownsradiology.com.au

Trusted by Doctors, Preferred by Patients