

Medical Director Users

Step One

Add Mackay Radiology as a contact in Medical Director Address Book: Please note — if Mackay 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 Mackay Radiology clinic information, making sure you select Radiology from the drop-down menu in the Category filter. Select Organisation as type.

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

4. Click Save to apply the changes.

Step Two

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

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

Layout Name	Mackay Radiology				
	From Left	From Top		From Left	From Top
Patient's Name	32	44	Doctor's Name	97	231
Patient's Address	32	50	Doctor's Address	82	239
Patient's D.O.B.	98	44	Doctor's Provider Number	163	231
Medicare Number	37	58	Doctor's Phone	82	260
Chart Number	0	0	Doctor's Fax	163	260
Patient's Phone Number	98	50	Date Printed	32	37
			Copy To	81	280

	From Left	From Top	Width	Lines
Request	32	81	100	6
Reason	32	146	100	6



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

1300 197 297 | mackayradiology.com.au

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