

Thanks for your assistance with setting the print parameters in Medical Director for IRG. This enables the examination requested and clinical details etc to be printed in the correct section.

These parameters should be set for proper alignment of our computer referral forms.

HOW TO LOAD THE PARAMETERS

Open Medical Director Program

Go to **Tools**

Click on **Print Options**

Click on **Imaging**

Click “new” box next to **Provider name**

Address book entry box will appear

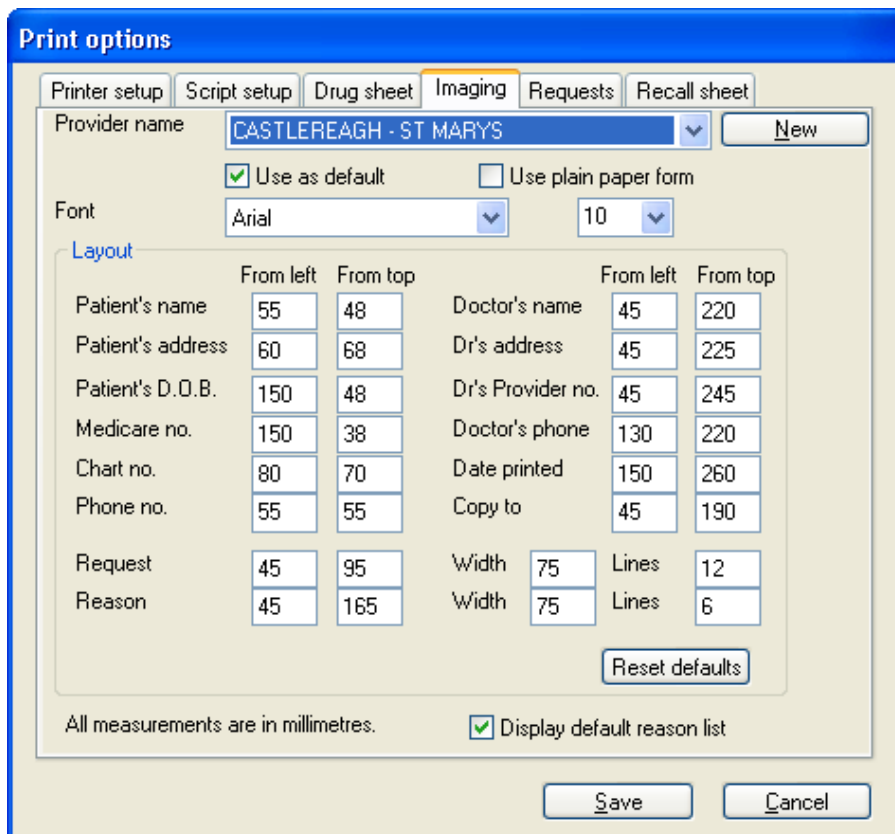
In **company name** type **Illawarra Radiology Group**.

Click **Add**

This will take you back to **Print Options**

In the **Provider name** box scroll down till you select **Illawarra Radiology Group**

Below are the parameters needed



Print options

Printer setup | Script setup | Drug sheet | **Imaging** | Requests | Recall sheet

Provider name: **CASTLEREAGH - ST MARYS** [New]

Use as default Use plain paper form

Font: Arial 10

Layout

	From left	From top		From left	From top
Patient's name	55	48	Doctor's name	45	220
Patient's address	60	68	Dr's address	45	225
Patient's D.O.B.	150	48	Dr's Provider no.	45	245
Medicare no.	150	38	Doctor's phone	130	220
Chart no.	80	70	Date printed	150	260
Phone no.	55	55	Copy to	45	190
Request	45	95	Width	75	Lines
Reason	45	165	Width	75	Lines
					6

Reset defaults

All measurements are in millimetres. Display default reason list

Save Cancel

Enter parameters as shown in the diagram above.

To use Illawarra Radiology Group as your preferred Imaging Provider click on “use as default”. When finished click on Save

The medical director A4 referral forms are now ready to use.

PRINTING A REFERRAL FOR A PATIENT

Open patient file

Select Castlereagh Imaging from list of providers

Click on the **x-ray icon (Image of a chest)**

Click on **request type (x-ray, CT etc)**

Double click on **Region (eg. Abdomen, Ankle)**

Double click on **Clinical details**

If you would like a copy to go to another doctor

Click on **Copy**

You can select a maximum of 3 doctors to receive copies

Select doctors that you want copied

Click **OK**

Click **Provider**

Select **Illawarra Radiology Group**

Click **Print**

You will now get the message

“Ensure that correct paper is in printer”

Place a **Illawarra Radiology Group** into the printer

Click **OK**