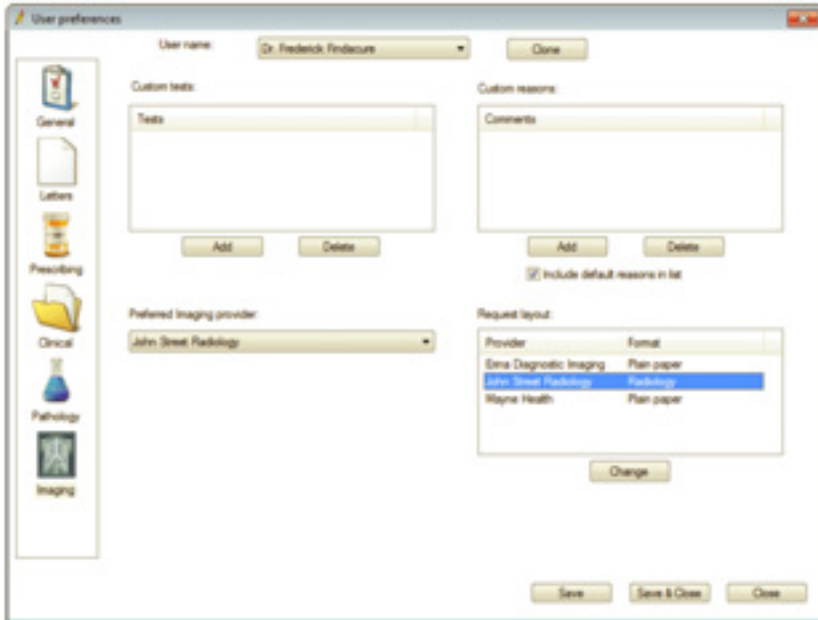




## How do I set up IQ Radiology Request Forms?

Please follow the instruction below to setup the A4 request form template for IQ Radiology



Select

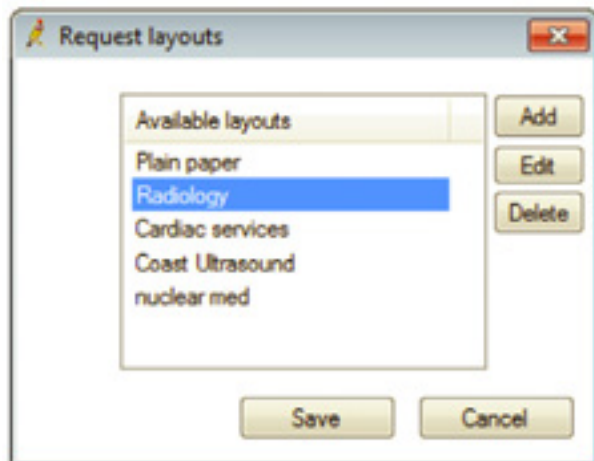
**'Setup>Preferences>Imaging'** from the main Best Practice screen. The screen below will be displayed.

Check to see if IQ Radiology is listed in the **'Request layout'** box on the bottom right of the screen.

Highlight IQ Radiology and click the **Change** button.

If IQ Radiology is not already setup you will need to do this via the **'View>Contacts'** option (refer to the section at the end of this document for details on creating Radiology Provider).

## Create a new Radiology request layout



You will now have the 'Request layouts' screen which will show layouts already created with Best Practice as well as the 'Plain paper' layout. If IQ Radiology is in the list then click **Edit**.

If IQ Radiology is not in the list then you will need to click **Add**.

The 'Layout details' screen will appear.

**Layout details**

Layout name: **IQ RADIOLOGY**

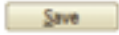
	Top	Left		Top	Left
Patient name:	40	65	Doctor Name:	198	65
Patient Address:	54	65	Doctor Address:	206	65
Patient DOB:	47	65	Provider Number:	198	131
Patient Sex:	47	95	Copies to:	201	65
Patient Medicare No:	67	154	Request date:	221	131
Patient DVA No:	62	154	Request ID:	0	0
Patient Phone Number:	40	131	Patient Mobile Number:	47	131
Requested tests:	85	65	Width	80	50
Clinical details	150	65	Height	80	40

All measurements are in mm from the top, left corner of the page.

Save Cancel

If you selected new, then type IQ Radiology into the Layout name field.

You will need to enter the coordinates for all the fields as displayed in this picture so that the items print in the correct position on the request form.

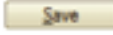
Press  to save the changes.

**Request layouts**

Available layouts	
Plain paper	Add
<b>IQ RADIOLOGY</b>	Edit
Cardiac services	Delete
Coast Ultrasound	
nuclear med	

Save Cancel

IQ Radiology will now appear in the 'Request layouts' screen.

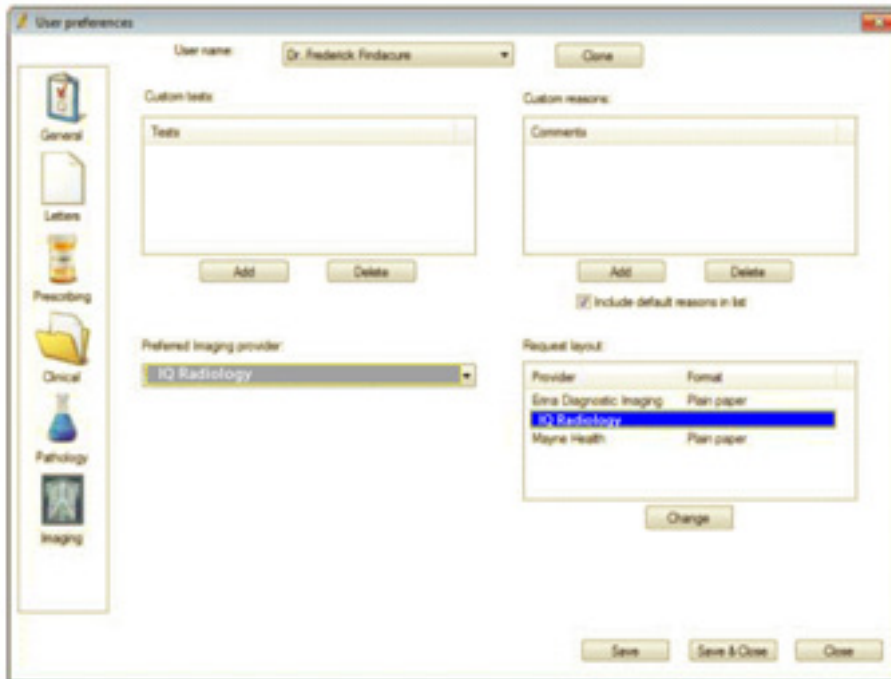
Highlight the layout name and press  to update the Radiology Provider to use this Layout.

Check that IQ Radiology now shows this layout name under the Format column on the 'User Preferences' screen for the current user.

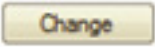
You will now need to configure each user's permissions to use this layout.

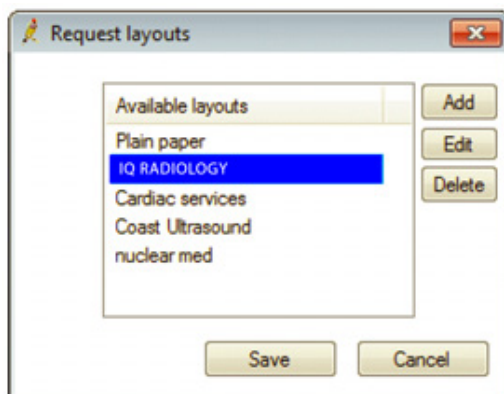
### Allocating existing Radiology request layouts to a user

Each user in Best Practice who will be printing requests will need to set the request layout that We have just created. To do this select '**Setup>Preferences>Imaging**' from the main Best Practice screen. The screen below will be displayed.




The 'User preferences' dialog box is shown. The 'User name' is 'Dr. Frederick Pindarcure'. The 'Preferred imaging provider' is set to 'IQ Radiology'. The 'Request layout' section shows a table with two columns: 'Provider' and 'Format'. The table contains three rows: 'Ema Diagnostic Imaging' (Plain paper), 'IQ Radiology' (highlighted), and 'Mayne Health' (Plain paper). A 'Change' button is located below the table. The 'Custom tests' and 'Custom reasons' sections are empty. The 'Include default reasons in list' checkbox is checked. The 'Save', 'Save & Close', and 'Close' buttons are at the bottom.

Change the preferred Imaging Provider drop down to IQ Radiology then in the "Request layout" field highlight IQ Radiology and click the  button.




The 'Request layouts' dialog box is shown. The 'Available layouts' list contains: 'Plain paper', 'IQ RADIOLOGY' (highlighted), 'Cardiac services', 'Coast Ultrasound', and 'nuclear med'. The 'Add', 'Edit', and 'Delete' buttons are to the right of the list. The 'Save' and 'Cancel' buttons are at the bottom.

The 'Request layouts' screen will appear. Highlight the IQ Radiology layout and press .

Radiology requests can now be printed for this provider.



### **Creating a Radiology provider record**

If IQ Radiology is not already set up you will need to do this via the 'View' > 'Contacts' option. Click on the  button and the 'Contact details' screen will be displayed. Enter in the details;

Name: IQ Radiology

Greeting: Sir/Madam

Category: Imaging Provider

Address: Deception Bay Market Square; Cnr Deception Bay Rd & Bay Ave, Deception Bay QLD 4508

Ph: 07 5428 4800

Fax: 07 5428 4899

Email: [info@iqradiology.com.au](mailto:info@iqradiology.com.au)

Ensure that you select a category of either 'Radiology' or 'Imaging Provider'.

### **MORE INFORMATION**

For more information on Best Practice consult the Best Practice Help Library or contact Best Practice; 07 4155 8800 <http://forum.bpsoftware.com.au>

07 4153 2093 <http://www.bpsoftware.com.au>

[support@bpsoftware.com.au](mailto:support@bpsoftware.com.au) [sales@bpsoftware.com.au](mailto:sales@bpsoftware.com.au)