

**MEDICAL DIRECTOR- A4 Pre-Printed Request Forms
Setting up your Print Options**

Objective: To provide directions to facilitate the use of the generic *pre-printed* "Diagnostic Imaging" A4 Request Forms.

Overview: Medical Director have provided a number of "print option" templates which will fit in with a **standard** design. They have been created for various modalities. The most commonly used of these are the Pathology and Diagnostic Imaging templates.

For **diagnostic imaging** a template is available for use with plain A4 paper and more recently for pre-printed forms. The directions which follow, document the setting up of the **print options** for use on the **pre-printed forms**. The standard template has been adopted by **South Coast X-Ray (in the generic "provider's list")** , Illawarra Radiology Group and South Coast Vascular Laboratory. If you are currently using their forms (successfully) their print options can be used.

To **enter or to edit the print options** please follow the directions below:

- 1 On the tool bar at the top of the Patient or Entry screen click and hold the mouse button on **"tools"**.
- 2 Slide down the menu options and select **"Print Options"** then -> Click on the **"Imaging"** tab.

THEN if you know the provider with the generic template

- 4A** Click on the menu which provides a list of Service Providers and select the provider. Compare co-ordinates. If the co-ordinates are similar to those listed below you can create your local Southern Nuclear Imaging Site as a **NEW Provider**. Click on **"NEW"** and fill in the form with the details of your SNI **"NUCLEAR MEDICINE"** (from drop down list) provider.
*******Remember to save any changes*****.**
Also, in "Print Options: Click on "Use as Default" (NOT on "Use Plain Paper Form"). Try 12 Font too.

OR if you do not have the generic template:

- 4B.** Select a Service Provider >>> Select "NEW" fill in the details and edit the co-ordinates.

THEN: When you create a "Medical Imaging Request" for Nuclear Medicine select your Southern Nuclear Imaging Provider.

THE PRINT OPTIONS- Co-Ordinates.

The (approximate) Print Options which should be entered (minor modifications for different printers):

Category	mm's IN (from LT side).	mm's DOWN (from the top)	Category	mm's IN (from LT side).	mm's DOWN (from the top)
Patient Name:	27	44	Doctor's Name	13	116
Patient Address	27	50	Doctors Address	13	121
Date of Birth:	165	46	Provider Number	13	131
Medicare Number:	165	63	Doctor's Phone #	13	135
Chart Number	27	63	Date Printed	152	140
Request	10	78		75	12
Reason	112	78		75	6

Please use the table below to fill in the **modified co-ordinates** that you create in case you need to re-enter them.

PRINTER DESCRIPTION:.....

Category	mm's IN (from LT side).	mm's DOWN (from the top)	Category	mm's IN (from LT side).	mm's DOWN (from the top)
Patient Name:			Doctor's Name		
Patient Address			Doctors Address		
Date of Birth:			Provider Number		
Medicare Number:			Doctor's Phone #		
Chart Number			Date Printed		
Request				Width	Lines
Reason				75	12
				75	6

Any Problems? Please call Gary Minch on 0418 763528.