



How do I setup pre-printed X-ray forms in Best Practice Software?

This FAQ is intended to answer common questions setting up pre-printed X-ray forms in Best Practice Software.



Note: F.A.Q.'s can be accessed from Best Practice installation DVD in the \FAQ folder. This information is also in the Best Practice Help Library (F1) > Help on Best Practice > Clinical > Investigations section.

Configuring Radiology Request Forms

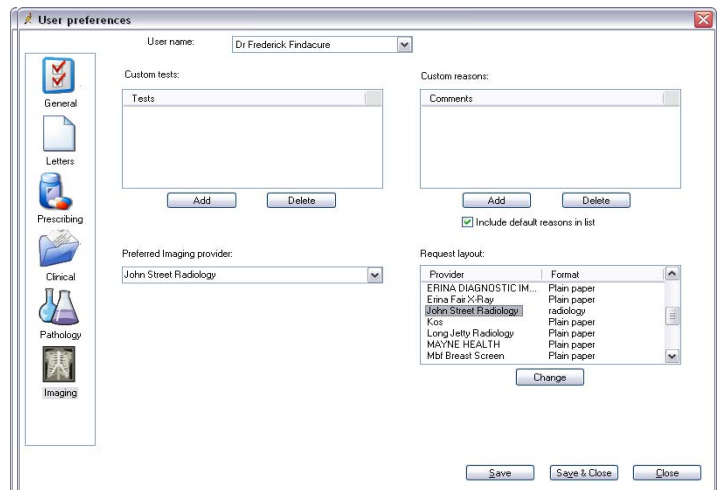
As there is no standard for Radiology request forms, it will be necessary to create a layout for each Radiology provider.

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

You can also open this screen from within a patient's file. Select the

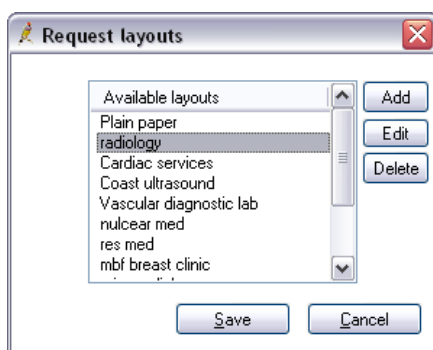
Imaging request button  on the toolbar; select **Request > Imaging** or use the **ALT+Q>I** short cut keys. Click

on the **Setup**  button.



This screen allows the adding and removal of custom tests, custom details, the setting of the preferred provider and the request layout.

Creating a new Radiology request layout



Highlight the Radiology provider that you wish to set up the layout for and click the **Change** button. This will display **'Request layouts'** screen which will show any radiology layouts already creating with Best Practice as well as the *'Plain paper'* layout. If the provider has pre-printed stationery you will need to create a layout that suits their stationery. Click on the **Add** button.



Layout details

Layout name:

Patient name:	Top: 35	Left: 65	Doctor name:	Top: 250	Left: 65
Patient address:	50	65	Doctor address:	258	65
Patient D.O.B.:	40	110	Provider No.:	254	65
Patient sex:	0	0	Copies to:	0	0
Patient Medicare No.:	65	65	Request date:	277	140
Patient DVA No.:	0	0	Request ID:	0	0
Patient Phone No.:	0	0			

Requested tests:	Top: 90	Left: 65	Width: 110	Height: 40
Clinical details:	160	65	110	40

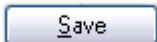
All measurements are in mm from the top, left corner of the page.

The **'Layout details'** screen will appear. Enter the coordinates for all the fields that you wish to print on the request form. These measurements are in 'mm' from the top left corner of the page. Press



to save the changes.

The new layout name will now appear in the **'Request layouts'** screen. Highlight the layout



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

Request layouts

Available layouts

- Plain paper
- radiology**
- Cardiac services
- Coast ultrasound
- Vascular diagnostic lab
- nuclear med
- res med
- mbf breast clinic

Preferred Imaging provider:

Request layout:

Provider	Format
ERINA DIAGNOSTIC IM...	Plain paper
Erina Fair X-Ray	Plain paper
John Street Radiology	radiology
Kos	Plain paper
Long Jetty Radiology	Plain paper
MAYNE HEALTH	Plain paper
Mbf Breast Screen	Plain paper

You will now need to edit each user's preferences to use this layout as described below.

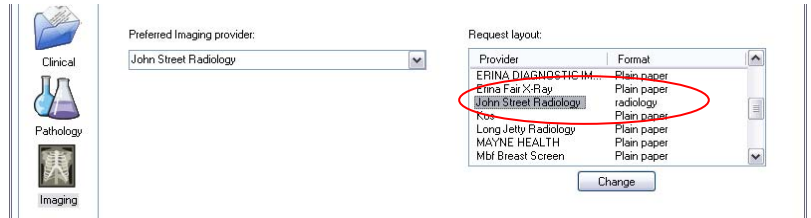



Allocating existing Radiology request layouts to a user

Each user in Best Practice who will be printing requests will need to set the request layout that they want to use for each Radiology provider.

Select **'Setup' > 'Preferences' > 'Imaging'** from the main Best Practice screen.

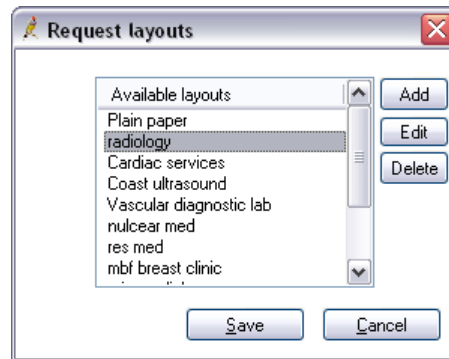
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Imaging request button  on the toolbar; select **Request > Imaging** or use the **ALT+Q+I** short cut keys. Click

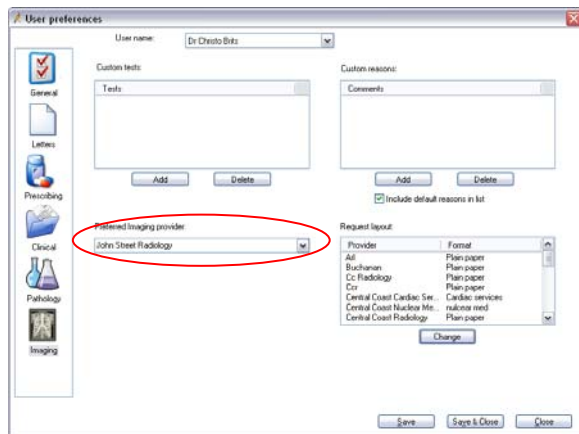
on the **Setup**  button.

Highlight the Radiology provider that you wish to select the layout for and click the **Change** button. The **'Request layouts'** screen will appear. Highlight the layout name relevant for this Radiology provider and



press **Save**.

Setting preferred imaging provider for user



Users may also wish to set their **'Preferred Imaging provider'** and this can be done by setting the 'Preferred Imaging Provider' field.

MORE INFORMATION

For more information consult the Best Practice Help Library or contact us via:



07 4155 8800



07 4153 2093



support@bpsoftware.com.au



<http://forum.bpsoftware.com.au>



<http://www.bpsoftware.com.au>



sales@bpsoftware.com.au

Last Reviewed: 31/12/2008