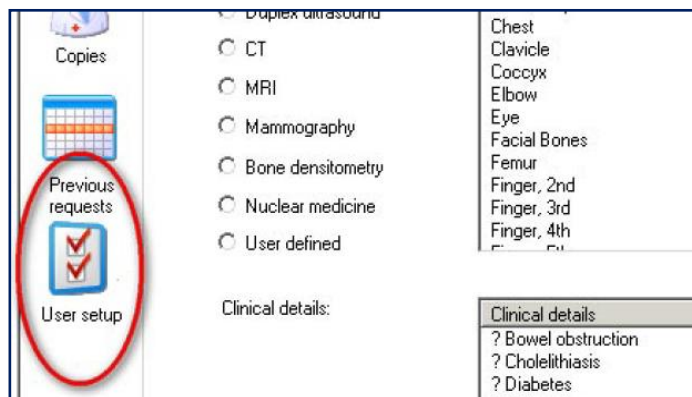


This document enables the examination requested and clinical details to be printed with the proper alignment on the A4 referral pads you have received. Before commencing the print setting adjustment, please ensure Castlereagh Imaging is added to your address book as a radiology provider.

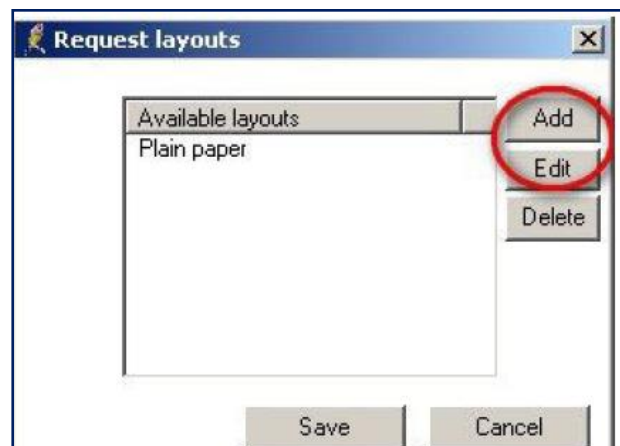
- Open a patient's file. Once within a patient record click on the **'Request Radiology'** icon in the top toolbar (chest x-ray icon)



- You are now in the imaging request field. Click on the **'User Setup'** icon situated on left hand toolbar (clip board with ticks icon)



- To **edit** the print parameters for Castlereagh Imaging, highlight **'Castlereagh Imaging'** in the **'Request Layout'** section, listed under the provider column and click **'CHANGE'**. *(If you cannot see Castlereagh Imaging listed in the provider section, you will need to go back and add the details in the address book under radiology provider.)*
- To **add** the Castlereagh Imaging A4 Laser Request paper, click on **'Add'**. This step allows you to set the correct printing parameters aligned to the A4 referral forms.



- Enter the following values into the print parameter table. Once all the parameters have been entered then click **'Save'**

The 'Layout details' dialog box is titled 'Layout details' and contains the following parameters:

Parameter	Top	Left	Parameter	Top	Left
Layout name:	A4 Laser Request				
Patient name:	45	50	Doctor name:	220	40
Patient address:	65	55	Doctor address:	230	40
Patient D.O.B.:	55	50	Provider No.:	245	40
Patient sex:	74	100	Copies to:	255	40
Patient Medicare No.:	36	80	Request date:	255	150
Patient DVA No.:	36	120	Request ID:	0	0
Patient Phone No.:	55	80	Patient Mobile No.:	55	160

Parameter	Top	Left	Width	Height
Requested tests:	95	45	50	50
Clinical details:	155	40	50	50

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

Buttons: Save, Cancel

- Ensure that the **'A4 Laser Request'** format is selected *before* clicking **'save'** again.

The 'Request layouts' dialog box shows a list of available layouts:

- Plain paper
- A4 Laser Request** (highlighted)

Buttons: Add, Edit, Delete, Save, Cancel

- If you wish for these parameters to be used as a default, then select Castlereagh Imaging as the default provider from the **'Default Provider'** drop down box.
- Click **'Cancel'** and exist patient record to complete the set up.