

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.

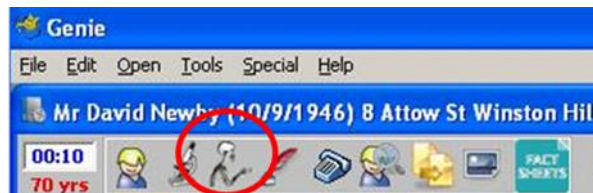
Go to <https://www.casimaging.com.au/doctors/referrer-resources/stationery/>

Scroll down to the heading **A4 Laser Requests**

Right click and select **SAVE FILE AS** on the file called **'CASTLEREAGH IMAGING Request A4 Printing parameters Genie.jpeg.4W7'** to your desktop.

Open a Genie Patient file

Click the **'Imaging Request'** (Skeleton) Icon in the patient's clinical window.



Select **Castlereagh Imaging**

OR to add Castlereagh as a 'New Provider' click 'New Provider'

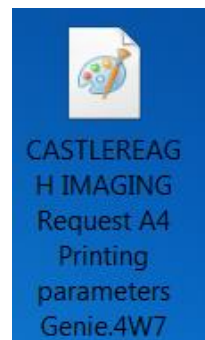
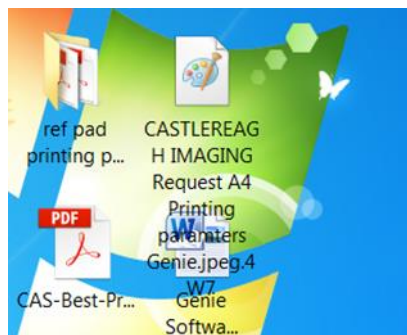
Click the **Add Record** 

Press **Ok** to **'Date and Time Screen'**

To import the Castlereagh Imaging template form

Click **'File**, then select **'Open'**

Navigate through your Desktop to find the file you saved to your desktop earlier



Double click the file ‘**CASTLEREAGH IMAGING Request A4 Printing parameters Genie.4W7**’ so the genie software will load it in.

Give this template a name in the ‘**Title field**’ (i.e. Castlereagh Imaging)

Press ‘**Save**’. The template will be in 4W7 format.



Still in the patient record, select **Imaging Request**



You will now see the Castlereagh Imaging Option listed.

