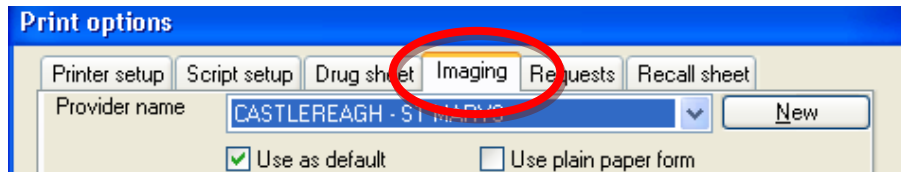
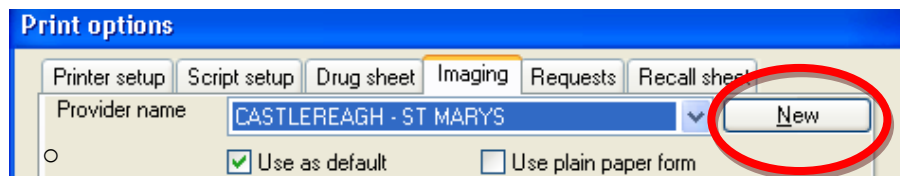


This document enables the examination requested and clinical details to be printed with the proper alignment on the A4 referral pads you have received. *Before commencing the print setting adjustment, please ensure Castlereagh Imaging is added to your address book as a radiology provider.*

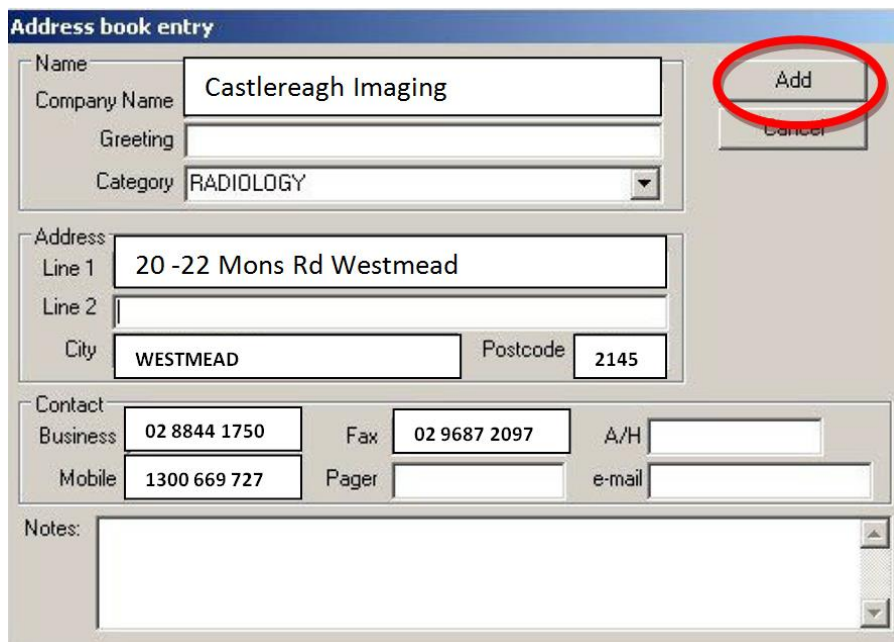
- Open the Medical Director program. From the 'Tools' menu select 'Print Options'
- Click on the 'Imaging' tab.



- If this is the **first time** you are entering in Castlereagh Imaging



- Click 'New' box and the **Address book entry box** will appear
- In **Company Name** type **Castlereagh Imaging** and complete the details in the 'Address Book Entry' window
- Click 'Add' and this will take you back to Print Options



- Select '**Castlereagh Imaging**' from the '**Provider Name**' drop down list so you can then enter the print alignment parameters as shown

**Print Options**

Printer setup | Script setup | Drug sheet | **Imaging** | Requests | Recall sheet | Other

Provider: Castlereagh Imaging

Use as default  Use plain paper form

Font: Arial Size: 10

Layout

All measurements are in millimetres.

	From Left	From Top		From Left	From Top
Patient's Name:	55	48	Doctor's Name:	45	220
Patient's Address:	60	68	Doctor's Address:	45	225
Patient's D.O.B.:	150	48	Doctor's Provider No.:	45	245
Medicare Number:	150	38	Doctor's Phone:	130	220
Chart Number:	80	70	Date Printed:	150	260
Phone Number:	55	55	Copy To:	45	190

	From Left	From Top	Width	Lines
Request:	45	95	75	12
Reason:	45	165	75	6

Display default reason list

- To use Castlereagh Imaging as your preferred Imaging Provider click on '**use as default**'
- Click '**Save**' and then your Medical Director A4 referral form is ready to use

## PRINTING A REFERRAL FOR A PATIENT

- Open patient file and Select Castlereagh Imaging from list of providers
- Click on the **x-ray icon (Image of a chest)**
- Click on **request type (x-ray, CT etc)**
- Double click on **Region (eg. Abdomen, Ankle)**
- Double click on **Clinical details**

## WHEN YOU WOULD LIKE A COPY TO GO TO ANOTHER REFERRER

- Click on **Copy** (You can select a maximum of 3 doctors to receive copies)
- Select doctors that you want copied then Click **OK**
- Click **Provider**, select **Castlereagh Imaging**
- Click **Print**
- You will now get the message '**Ensure that correct paper is in printer**'
- Place a **A4 Castlereagh Imaging sheet** into the printer and click '**OK**'